



**WILLAMETTE VALLEY**  
CHRISTIAN SCHOOL

**PARENT/STUDENT HANDBOOK**

**9075 Pueblo Ave NE  
Brooks, OR 97305  
Ph: 503-393-5236, Fax: 503-485-8203**

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## **WELCOME**

Thank you for choosing Willamette Valley Christian School. We welcome you and anticipate working hand in hand with you in the awesome responsibility of providing Christian education for your students. It is an honor and privilege to serve you in this way.

Our board and administration have assembled this handbook to give parents and students general guidelines and information regarding the organization and administration of our school. If you do not find answers to your questions, please feel free to call the school office, administration or respective staff.

## **A. FOUNDATIONAL STATEMENTS**

### **Mission:**

Willamette Valley Christian School exists to provide students with a Christ-centered education building on high academic standards.

### **Core Values:**

**Nurture** – Learn and grow together in a safe and supportive environment.

**Partner** – Work collaboratively with parents and the community in the training and education of their children.

**Thrive** – Provide spiritual and educational foundations so that students become godly, knowledgeable and courageous adults.

### **History:**

Willamette Valley Christian School began as Faith Christian School as a ministry of the Assembly of God Church in Woodburn, Oregon in 1967 with a preschool and kindergarten. Later, a school facility was built on the church property to accommodate elementary and secondary grades.

In 1991 the school became independent, non-denominational, and moved a few miles south to Brooks, Oregon. The school was renamed Willamette Valley Christian School and moved into facilities formerly known as the Brooks Public Elementary School.

WVCS has been accredited through the Northwest Accreditation Commission/ AdvanceED Assist since 1999.

### **Statement of Faith:**

At Willamette Valley Christian School, our board and staff are wholeheartedly committed to the central and foundational beliefs set forth below:

- We believe the Bible is the only inspired, infallible, and authoritative Word of God;
- We believe that there is one living and true God, eternally existent in three persons: Father, Son, and Holy Spirit;
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory;
- We believe in the absolute necessity of repentance and regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and in the justification of men and women on the single basis of faith in the shed blood of Jesus Christ and in salvation through faith by God's grace;
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost: the saved unto eternal life and the lost to everlasting punishment;
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

## B. OBJECTIVES

### Vision for WVCS Learners:

*“The question to be asked at the end of an educational step is not ‘What has the student learned?’ but ‘What has the student become?’” (President James Monroe)*

### A maturing WVCS student will

- **As a Spiritual Discerner,**
  - Understand and articulate a Biblical Worldview
  - Demonstrate a personal application of Biblical knowledge and truth
  - Serve others generously and compassionately
  
- **As a Unique Physical Creation made in the Image of God,**
  - Maintain disciplined health habits
  - Understand the components of a healthy lifestyle
  - Understand the interworking of the human body
  
- **As a Rational and Critical Thinker,**
  - Analyze, interpret, evaluate, and synthesize concepts within various contexts
  - Develop hypotheses and predict outcomes
  - Create original products with high standards
  
- **As a Developer of Interpersonal and Organizations Skills,**
  - Work as a team member, whether as a leader or a follower
  - Demonstrate an ability to work collaboratively in a group setting, focusing on team goals, projects, and tasks
  - Demonstrate an ability to organize his/her time, school work, and other responsibilities
  
- **As an Effective Communicator,**
  - Read and write skillfully and purposefully
  - Demonstrate competence in speaking and listening
  - Demonstrate his/her ability to utilize technology to enhance his/her written and oral work
  
- **As a Moral and Ethical Citizen,**
  - Make ethical decisions from a Biblical perspective
  - Respect persons of other ages, cultures, faiths, and values
  - Demonstrate self-control in attitude and behavior

## C. CORPORATE RESPONSIBILITY

According to the biblical mandate, parents are responsible for the training of their children (Deut. 6:1-7; Prov. 22:6; Eph. 6:1-4). Willamette Valley Christian School serves as a partner with parents in providing an excellent education consistent with this biblical truth. Harmony between home and school provides the best environment for godly training. Therefore, a commitment to our school is essential for the partnering relationship to be successful. (Please refer to the parental agreement you signed upon enrolling.) We seek to nurture development of the following essential character traits in the lives of our students:

1. **INTEGRITY** – Maintaining a lifestyle that is above reproach.
2. **RESPECT** – An attitude that highly esteems those in properly placed authority.
3. **OBEDIENCE** – The outworking of the attitude of respect.
4. **SELF-DISCIPLINE** – The ability to control one's thoughts and actions.
5. **GODLY LIVING** – A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.
6. **WISDOM** – Understanding what is true from God's perspective and doing what is right.
7. **RESPONSIBILITY** – Being dependable and accountable in all relationships and tasks.
8. **THANKFULNESS** – Developing an attitude of gratefulness.
9. **SERVICE** – Demonstrating a spirit of humility in focusing on the needs of others.

## **D. ACCREDITATION AND AFFILIATIONS**

Willamette Valley Christian School is accredited by the Northwest Accreditation Commission/AdvancED. Engagement review team visits every 5 years for evaluation of the school. Willamette Valley Christian School is a member of the Association of Christian Schools International (ACSI) and Oregon Federation of Independent Schools (OFIS).

## **E. BOARD ADMINISTRATION**

Willamette Valley Christian School is governed by a self-perpetuating board of directors elected and re-appointed on an annual basis. The membership includes parents of currently attending students and members-at-large. This assures an objective board attune to current agenda and the on-going concerns of Christian schooling.

The regular board meetings are open meetings. Parents of attending students are welcome to attend. Copies of current board minutes and financial reports are available for review in the school office. Executive board meetings are limited to board members and administration only. All agenda items are pre-approved by the board chairman before the actual meetings. Please contact the administrator with items of concern, before contacting the board chairman.

Board member applications are accepted and reviewed by the board. Please contact a school board member or the school administrator if you have a serious interest in serving on the board.

## **F. STAFFING**

All faculty and staff are born-again Christians and attend a local church. All academic instruction is presented with a biblical worldview in mind. The Christian philosophy of education is integrated into instruction, athletics and school activities. Teachers are trained in how to incorporate a biblical worldview in all courses through the Visual Valet, monitored by administration.

Teachers are expected to be state-certified and are encouraged to pursue continuing education.

WVCS provides in-service days each year to assist the staff in on-going educational concerns and issues.

## **G. ADMISSION POLICY**

### **Admissions Policy**

Willamette Valley Christian School reserves the right to limit enrollment of students on the basis of academic performance and personal qualifications. The student is expected to be active in a local evangelical church and have a personal relationship with Jesus Christ. The parents of all students admitted to WVCS must be able to support in writing the philosophy, objectives and policies of the school.

The board reserves the right to withhold acceptance of any student and the decision of the board is final. The focus of the school program is primarily college preparatory; however, the career development program includes both college bound and “school to work” students.

The biblical role of WVCS is to partner with parents in disciplining students. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition with the biblical lifestyle that the school teaches. This includes, but is not limited to, sexual immorality, homosexual orientation, substance abuse or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

All new enrolling students will be admitted on a six-week academic/behavior assessment period. Parents will be notified in writing when this period has been completed. Any student not completing this assessment period satisfactorily may be suspended, dismissed or placed on a behavior/academic contract for a specified period of time.

Student enrollment is contingent upon meeting all financial obligations, space availability and other admissions policy requirements.

### **New Student Transfers**

New students transferring into WVCS in grades 9-12 must meet the following criteria:

- a. Transfers are accepted only at the beginning of a semester.
- b. Seniors must attend their entire senior year to receive a diploma from WVCS.
- c. Students must be currently maintaining a 2.0 GPA or higher.
- d. Students must have a transcript with current documented and approved credits.

- e. Credits must be current for the entry grade level requested.

Exceptions to these requirements are at the administration's discretion.

## **H. WITHDRAWAL**

Parents must officially notify the school office prior to withdrawing a student from classes. The office will prepare the required withdrawal forms. The student is considered a full-time student whether in attendance or not until the formal withdrawal process has been completed.

## **I. NON-DISCRIMINATION STATEMENT**

Willamette Valley Christian School will continue the Christian practice of admitting students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. WVCS does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, scholarships, athletic and other school-administered programs.

## **J. SEPARATED FAMILIES**

In accomplishing our mission to assist all parents, Willamette Valley Christian School must remain neutral with respect to family disputes. Any court orders and documentation restricting custodial access must be current and on file. We expect that separated or divorced parents will make every effort to refrain from involving school staff in court or legal proceedings unless the safety of your student is at stake. Please allow the student's teacher and staff to support both parents by not sharing negative personal information with them. The school office can provide duplicate printed communications with one another and to participate together in parent/teacher conferences and other school activities whenever possible.

## **K. ALLEGED CHILD ABUSE/NEGLECT**

The information below is in accordance with federal, state, and local laws concerning alleged child abuse and/or neglect. If you have any questions about this, please contact the principal.

- The Department of Human Services (DHS) and law enforcement have the right to make an unscheduled visit to Willamette Valley Christian School and to require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or to seek permission from the parents/guardians to conduct the interview.
- Any Willamette Valley Christian School employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect IS REQUIRED BY LAW to immediately report to the DHS or law enforcement.

### III. GENERAL INFORMATION

#### A. SCHOOL HOURS

School hours vary by grade level. Times listed are Monday through Friday.

Preschool:	8:15 – 11:15 a.m. or 8:15 a.m. – 3:00 p.m.
Kindergarten – 5 <sup>th</sup> grade:	8:05 a.m. – 3:00 p.m.
6 <sup>th</sup> – 12 <sup>th</sup> Grade:	8:00 a.m. – 3:05 p.m.

Any changes will be made public information in time for planning (i.e., Thanksgiving or Christmas early dismissals).

Children must arrive no earlier than 7:45 a.m. and must be picked up at 3:15 p.m.

Personnel are not available to supervise students outside of regular school hours. Before school care is available from 7:00 a.m. to 7:45 a.m. and after school from 3:15 p.m. to 6:00 p.m. Students dropped off or not picked up at the appropriate time will be sent to childcare and parents will be charged.

Preschool begins at 8:15 a.m. and ends at 11:15 a.m. Kindergarten dismissal is at 11:30 a.m. for half-day students. Students must be picked up at 11:30 a.m.

#### **After-School Policy -**

Students may not stay on campus after regular school hours unless prior approval has been arranged with the administration.

#### **DESIGNATED AREAS - BEFORE AND AFTER SCHOOL -**

When waiting to be picked up after school the students need to be in the designated area.

K-5:	In front of main building
6-12:	South end of modular buildings

Due to liability reasons, the playground and gym areas are off limits after school unless supervised by a designated teacher or parent.

#### **Transportation - P-12**

Written permission is required, from both the rider's and driver's parent/guardian, in order for students to ride with anyone other than authorized drivers.

## **B. VISITORS**

All visitors to the school, including parents, must enter through the main building front door, check in at the main office and receive a name tag. In addition, please note the following for any student visitors:

- Limited to those interested in attending Willamette Valley Christian School
- Must be prearranged; 24-hour prior notice must be obtained
- Not allowed when the public school is not in session
- Not allowed during final exam days
- Are expected to comply with WVCS standards for conduct and appearance

Youth pastors and family members are encouraged to visit during lunch (prior notice should be given.) Alumni may visit during lunch but must be pre-arranged with a 24-hour notice.

## **C. OFFICIAL SCHOOL COMMUNICATIONS**

A school newsletter will be emailed and available on our WVCS website on a bi-monthly basis. It will include all pertinent information to keep families and students informed of on-going and upcoming events. Copies may be mailed home upon parent request.

Other personal information will be mailed or communicated as is appropriate.

## **D. RENWEB PARENT PORTAL**

All students' grades, attendance and discipline are accessible to parents by login and password to the RenWeb database. A link may be found on the WVCS website. It is recommended that parents and/or students periodically check students' progress; however, parents are encouraged to contact teachers as necessary. Grades are updated weekly.

The main office may be contacted for login and password information or to request a grade report be mailed home if internet access is not available.

## **E. PARENT COMMUNICATION AND CONFERENCES**

Concerns regarding students may be addressed with the appropriate person. Please call the office to set up an appointment. All teachers are available via email (email addresses are posted on the school website). Before and after school "drop ins" are discouraged as the teacher and staff may be unavailable due to before and after school responsibilities.

## **F. FINANCIAL INFORMATION (See Appendix)**

Tuition may be paid in full or in 10 or 12 equal monthly payments due on the first or tenth of each month. Payments are to be made through FACTS.

If an account becomes more than one month past due, the student may be suspended from classes until the account becomes current. Any exceptions to this will require prior approval of the administrator.

Tuition, fees and financial policy are reviewed by the WVCS Board of Directors each January. Any adjustments will be communicated to parents in early February. The board works diligently at keeping the fee structure comparable with other schools in our community with similar curriculum and programs.

## **G. LUNCHES**

Lunches are available for pre-order on a monthly basis and include a main dish, fruit and vegetable. All meals are 100% nut-free.

Monthly order forms will be provided. Forms and payments will need to be returned by the posted due date in order to allow for preparation.

Milk is available on a daily basis for a minimal fee. A student store is available to middle and high school students.

## **H. TRANSPORTATION**

Willamette Valley Christian School does not currently provide busing. Many families opt to carpool. Carpooling arrangements are the responsibility of parents, not the school.

## **I. TELEPHONE USE**

The school office telephone is reserved for official school business, emergency and urgent calls only. Cell phones are not allowed in the classroom and must be stored in student lockers/backpacks during school hours.

## **J. MEDICAL GUIDELINES**

State health regulations require that certificates of vaccination against measles, diphtheria and other required vaccinations are on file. If these are not kept up to date, the child will not be allowed to attend school until they are updated.

Required medications will be administered by the office personnel only. An authorization for medication form must be on file in the school office before any medication may be dispensed. Students may not carry medication of any kind on school property. Exceptions to this may include an emergency inhaler which has been approved by doctor and/or parent.

ALL medications including pain relievers, cough drops, etc. MUST be brought in BY THE PARENT/GUARDIAN, and in the ORIGINAL CONTAINER. Please do not send your student in with the medication.

### **Communicable Diseases -**

Following are procedures regarding a contagious and/or communicable disease:

1. Students will be sent to the school office.
2. Parents will be contacted and required to pick-up the student.
3. A doctor's release may be required in the case of certain diseases.
4. In the case of head lice, students will not be allowed to return to school until treated and are lice/nit free. Students must be checked upon returning to school.
5. Students need to be fever, diarrhea, and vomit free for 24 hours before returning to school.

## **K. EMERGENCY PROCEDURES**

Emergency drills for fire, earthquake and lockdowns will be practiced periodically, as is appropriate.

## **L. LOST AND FOUND**

All lost and found items should be turned into the office. Items not claimed by the end of each quarter will be donated to a charitable foundation.

## **M. INCLEMENT WEATHER**

Announcements concerning inclement weather days (snow, wind, flood, etc.) or unscheduled school closures will be made on all major local television news channels, flashalert (<http://www.flashalertportland.net/press-releases.html>), on the school phone answering machine, school website, and Facebook.

All decisions regarding school closures will be made by the administration taking into account decisions of surrounding districts as well as the weather conditions of families and staff who live in outlying areas.

## **N. PROPERTY DAMAGE**

Lost or damaged books will be charged to the student responsible for the loss. Vandalism of school or student property will not be tolerated. Restitution will be required.

## **O. CHAPEL SERVICES**

Chapel services will be held once per week for grades K-5 and 6-12. Parents are always welcome and encouraged to attend chapel services.

## **P. PARENTAL INVOLVEMENT**

WVCS encourages all families to participate in informative and helpful programs. Parent/student orientations will be held prior to the start of school for incoming 6<sup>th</sup>/9<sup>th</sup> grades and new families. Parent/teacher conferences held throughout the year provide ongoing communication to promote good understanding between parents/guardians, the faculty, and administration of the school.

We encourage all parents to become involved with the **Friends of the School** program. This is one way that parents may help enhance their child's education. This organization helps the school through fund raisers, volunteer work, staff and student support, and the planning of school activities.

Financial gifts to the school for capital improvements, curriculum development, and expansion help keep tuition from being prohibitive to families desirous of Christian education for their children. Gifts and scholarships are tax deductible. To take advantage of the tax deduction, financial gifts should be made out to Willamette Valley Christian School and designated "Christian School donation." A gift may be given toward a specific purpose or to the school general fund. Any help in donations and sharing this opportunity to possible donors is appreciated.

**FRIENDS OF THE SCHOOL** - Friends of the School hours may be turned in to the office and will be tracked through RenWeb. Families may also choose to pay a fee and become exempt from Friends of the School. Please be respectful of the school dress code when volunteering for the school. We ask that younger children not be brought to school when volunteering unless closely supervised by a parent.

## **Q. STUDENT RE-ENROLLMENT**

Returning families may fill in online re-enrollment forms through RenWeb. A registration fee is required for each family. The fee is discounted if paid by the early date. This fee guarantees your child's re-enrollment for the fall classes. Current families re-enrolling students or adding new students are given first priority on a space-available basis. The re-enrollment fee, once paid, is non-refundable.

All new students will be expected to meet all admissions requirements and to take a placement test.

## **R. STUDENT CONFIDENTIALITY**

Students, from time to time, find it necessary to share personal information with staff. Students may expect confidentiality **if requested prior to** the sharing of personal information. Exceptions include information that is

1. Life threatening.
2. Sexually or physically abusive in nature.
3. Serious information about which parents or guardians need to be aware.
4. Illegal issues.

The above exceptions to confidentiality will be determined by staff or administration.

### **III. GENERAL CODE OF CONDUCT**

#### **A. BEHAVIOR GUIDELINES**

We believe the Scriptures establish the basic principles which should guide the development of Christian character and govern all Christian behavior. These include

1. Respect and obedience to all staff.
2. Reverence for the Bible, respect for the flag and other patriotic symbols.
3. Proper care of all physical property.
4. Conduct becoming to Christian young people in the classroom, chapel, playground, hallways and restrooms.

A student enrolling in WVCS must agree to live according to Christian standards whether on or off campus. Irresponsible behavior that violates either a civil law or a biblical principle will be handled according to school discipline policy with the authority that the school has been given.

The biblical and philosophical goal of Willamette Valley Christian School is to develop students into mature individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition with the biblical lifestyle the school teaches. However, while enrolled at Willamette Valley Christian School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Willamette Valley Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including homosexual/bisexual/transgender or practicing homosexual/bisexual, as well as those who condone, support, or otherwise promote such practices (Leviticus 20:13, Romans 1:27).

WVCS students must agree to distance themselves from activities in which drugs or alcohol are being illegally purchased or consumed.

Other activities, on or off campus, detrimental to a Christian's testimony will be handled by the school administration and may result in suspension or recommendation to the school board for expulsion.

Open displays of affection between students are considered inappropriate behavior and will not be tolerated at school or school related functions.

Showing open disrespect to any teacher or staff person will result in a referral directly to the administrator or vice principal for appropriate action.

Appropriate behavior is expected at all times in the student cafeteria. Students are expected to clean up after themselves after lunch. Failure to be responsible for personal items will result in restriction of privileges.

Any behavior not in keeping with Christian principles or general failure to comply with school policies are prohibited and may result in suspension and/or expulsion.

## **B. DISCIPLINE POLICY**

### **Introduction**

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before all men."

This is not a corrective institution. Therefore, we ask that you do not enroll your child with the idea that we will reform them. We are here to work with the home but not to take the place of parents who have experienced difficulty in fulfilling their role.

### **Philosophy of Discipline**

God shows us throughout Scripture that the primary responsibility for nurturing and training children rests with the parents/guardians. Parents and guardians have delegated to Willamette Valley Christian School the responsibility to help them "nurture and instruct" their children. Therefore, WVCS has established a discipline policy based upon principles in God's Word. The purpose of all discipline is for growth in the Christian life. (Deut. 6:5-10; Prov. 22:6; Eph. 6:4; Heb. 12:5-11)

### **Discipline Policy**

Discipline is an important and essential part of the learning process. The classroom must have an atmosphere that is conducive to learning, and the overall school spirit is to have a positive Christian quality. To accomplish this, teachers and administrators must communicate clearly the expectations and consistently enforce policies. Students must be cooperative and exhibit self-control. Parents and guardians must be supportive and involved.

The following measures have been established to collectively accomplish these goals:

## Preventive Discipline

The administration and faculty at WVCS will endeavor to prevent discipline problems before they begin through

1. Communicating expectations in a timely manner.
2. Using positive reinforcements.
3. Teaching right behavior.
4. Addressing issues before they become major.
5. Establishing mutual respect.

## Bullying Policy-

Bullying includes hazing, harassment, and intimidation as adapted from ORS 339.351 and OAR 581-021-0038.

**Hazing:** Any act that recklessly or intentionally endangers the mental, physical health or safety of a student for the purpose of initiating or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment.

**Harassment, Intimidation or Bullying:** Any act that substantially interferes with a student's educational opportunities or performance, that takes place on, or immediately adjacent to, school grounds, at any school-sponsored activity or on school-provided transportation. Harassment, intimidation, and bullying have the effect of:

- Physically harming a student or damaging a student's property.
- Knowingly place a student in reasonable fear of physical harm to the student or damage to the student's property.
- Creating a hostile educational environment, including interfering with the psychological well-being of a student.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile, or offensive school-related environment.

**Cyber Bullying:** Use of any electronic communication to harass, intimidate, or bully. Communication of this form which occurs on or off school grounds, during on-line instruction, or disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

## Classroom Management

It is the teacher's responsibility to manage the classroom. Most discipline issues will be handled directly with the student and parent/guardian.

## Formal Discipline Measures

Should discipline measures require further steps, formal discipline measures will be implemented. The extent and severity of these measures will be at the discretion of the faculty and administration. Level 1 infractions may result in a Level II consequence.

The following types of infractions, levels of misconduct and respective consequences for misconduct are approved discipline measures:

### **INFRACTION LIST, LEVELS OF MISCONDUCT AND CONSEQUENCES:**

These will be effective while students are on campus, at **school activities** or while traveling to school related functions.

<b><u>LEVEL I</u></b>	<b><u>LEVEL II</u></b>	<b><u>LEVEL III</u></b>
Class rule violation	Automobile violation	Alcohol/drugs/tobacco
Defacing/damaging of property	Blatant defiance	Endangerment of others
Disobedience	Cheating	Weapons
Disrespect	Cutting Class	
Disrespecting another's property	False alarm (fire)	
Disruption in class	Fighting (level II)	
Dress code violation	Forgery	
Fighting (level I)	Harassment/ <b>Bullying/Cyber bullying</b>	
Foul language	Inappropriate behavior (level II)	
Hallway disturbance	Inappropriate internet use (level II)	
Inappropriate behavior	Insubordination	
Inappropriate display of affection	Lying	
Inappropriate internet use	Off campus violation	
Inappropriate literature	Plagiarism	
Littering	Pornography	
Loitering	Theft	
Off limits	Vandalism	
Possession of inappropriate items		
Restroom misbehavior		
Tardy to class		
Unauthorized use of phone or electronics		
Wrong attitude		

<u>LEVEL I CONSEQUENCES (Per Quarter)</u>	<u>LEVEL II CONSEQUENCES</u>	<u>LEVEL III CONSEQUENCES</u>
<b>1<sup>st</sup> Violation</b> = written warning	<b>1<sup>st</sup> Violation</b> = Parent will be informed  Automatic detention possible suspension	<b>1<sup>st</sup> Violation</b> = immediate suspension and removal from school premises
<b>2<sup>nd</sup> Violation</b> (different infraction) = written warning	Discipline at the discretion of administration	Recommended expulsion
<b>2<sup>nd</sup> Violation</b> (same infraction) = 30 min. noon detention		
<b>3<sup>rd</sup> Violation</b> = 30 min. noon detention	<b>2<sup>nd</sup> Violation</b> = 2 or 3 day suspension	
<b>2<sup>nd</sup> Detention</b> = parent conference with contract	<b>3<sup>rd</sup> Violation</b> = Possible expulsion (per board approval)	
<b>3<sup>rd</sup> Detention</b> = 2 or 3-day suspension		
<b>4<sup>th</sup> Detention</b> = possible expulsion (per board approval)		

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**Definitions of Special Discipline Terms -**

**Infraction** - breaking a school rule. The teacher will formally write the infraction on a write-up form which will be signed by the student and entered into the student's discipline record. Parents will receive written notice of each infraction.

**First Violation** - The first time a student disregards a rule.

**Second Violation** -The second time a student disregards a rule.

**Third Violation** - The third time a student disregards a rule.

**Detention** - Level 1 consequences will be served during lunch. Level II consequences will be served in a supervised 45 minute required detainment after school in a designated room. Parents will receive written notice of detention and will be required to sign the after school detention notice and return it to the school office before the student serves detention. Detentions are served on designated days only. Please do not ask for an exception to this rule.

**Student and Parent Responsibility Contract** - a document drawn up between the student, parent/ guardian and the administration to document responsibility, accountability and consequences in order to eliminate and/or change previous misbehavior. If insufficient

improvement is made in attitude or behavior, the student may be placed on probation or suspended.

**Probation** - a specific time period set by administration for a student to demonstrate improved behavior in specific areas. If insufficient improvement is made in attitude or behavior, the student may be asked to withdraw from the school.

**Suspension** - when a student is not allowed to come to school or to attend class for disciplinary reasons. Days of suspension are recorded as **unexcused absences**. Suspension may be in-school or at-home. No credit is given during the suspension period; however, students must complete all assignments. Parents will be notified of a student's suspension in writing. Parents will be requested to come to the school and pick up their student if it is an at-home suspension.

Students may be suspended during an investigation in order to determine if some serious violation of the school policy has taken place. Parents will be kept informed.

**Expulsion** - when a student is dismissed from the school by the administrator. A student who receives a recommendation for expulsion from the administrator will be on an at-home suspension until the school board can convene. The board will review the student's behavior record and the recommendation from the administrator, interview the student, his or her parent/guardian, and pertinent school personnel. The school board will make a decision. If the recommendation to expel is declined, the board will determine the appropriate discipline for the student. The parent/guardian may appeal the school board's decision by written request. After an appeal is considered by the school board, the board's decision will be final. Parents will be informed verbally as well as in writing, and will be requested to immediately remove their student.

Students must make up work missed during suspension; however no credit will be given. In certain circumstances, tests or quizzes may be made up at the discretion of the administration.

**RenWeb** – All discipline reports are available for parent view on RenWeb.

## C. COMPLAINTS AND GRIEVANCES

### Parent Grievances -

Concerns or questions regarding policy or action taken by school personnel may be addressed by the following procedures:

1. Consider the reasons for all rules and policies.
2. Consider that a child's report may be emotionally biased and lacking all the information and facts.
3. Call the school for information regarding the question or concern. Make an appointment if a more serious need of communication is needed.
4. In all grievances follow the Matthew 18 principle:
  - a. Keep the matter confidential (Proverbs 11:9).
  - b. Communicate concern to the person most directly involved.
  - c. Be straight forward...tell them your concern.
  - d. Be forgiving (Galatians 6:1).
  - e. If resolve is not achieved at this first level, make an appointment with the person at the next level of leadership.
  - f. If resolution is not achieved at this level, communicate with the vice principal or the administrator. If warranted, the administrator will follow the appropriate chain of command and take the concern to the chairman of the board of directors. The chairman of the board will follow school policy regarding if and how the matter may be presented to the school board.

## D. DRESS GUIDELINES FOR SCHOOL ATTIRE

The guidelines below may not be all-inclusive and are subject to administrative discretion. Our intent is to uphold godly standards of modesty, not a legalistic set of rules.

This dress guideline applies **to all school functions including off-campus events.**

1. Hair is to be neat, clean, well groomed, out of the eyes and a natural looking color.
2. Shoes must be worn at all times, and shoe laces must be tied. **Elementary students** (Kdg - 5<sup>th</sup> grade) may not wear flip flops or Heely shoes (shoes with wheels). Tennis shoes must be worn to school on PE days.

3. Slacks or jeans are to be clean and in good condition, not ragged or torn above the knee. No yoga/workout pants or leggings.
4. Shorts & capri pants are permitted year round. Running or biking shorts, swim wear, cutoffs and cutoff sweat pants are not acceptable for school. Shorts must be hemmed at the appropriate length.
5. No stocking hats or hoods are to be worn during class or chapel times.
6. No gang affiliated attire or inappropriate clothing including promoting tobacco, alcohol, other drugs, guns or other weapons or inappropriate individuals/groups.

## **ADDITIONAL GUIDELINES**

### **BOYS**

Boys' hair, along with facial hair should be neatly trimmed and well-groomed.

No visible piercings or visible tattoos.

No tank tops.

### **GIRLS**

No cleavage is to be visible when standing or bending. Shirts and blouses must be **long enough to cover adequately at all times (no midriff showing.)** Sleeveless shirts must be a **minimum of 2-3 inches** wide at the shoulder (middle school/high school students). **No tops with spaghetti straps. Sheer tops must have an appropriate, approved shirt underneath that follows the above dress code guidelines.**

Length requirements for skirts, dresses and shorts must be no more than two (2) inches above the knee including slits. When leggings are worn underneath, the two inch rule also applies. No article of clothing should be extremely tight.

No visible body piercings with the exception of earrings. No visible tattoos.

Guidelines exist to encourage modesty and are at the discretion of administration and could be adjusted as needed.

Your cooperation and understanding of our personal grooming guidelines and clarification is appreciated.

### **Formal Events Dress Code**

**For Boys** – slacks and dress shirts

**For Girls** – nice dresses (see specific guidelines below)

**The dress code for any school activity needs to be in compliance with the school dress code.**

For banquets and outings in which formal dresses are worn, students must comply with the following guidelines. When you attend a school activity, you are representing WVCS to the public, and it is important as a Christian to display modesty. Therefore, the guidelines for dress are as follows:

- If short dresses are worn, they must be no shorter than 3 inches above the knee, including slits.
- Backless dresses should be no lower than the natural waistline.
- There should be no open midriffs showing in front or on the side.
- Fronts must be modest (no visible cleavage when standing or bending over.)
- There should be no see-through material anywhere on the front part of the dress unless in the shoulder or neck area.

Failure to comply may mean wearing a coat or sweater during the event or being sent home. The school dress code also applies to any after-dinner event sponsored by WVCS.

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Thank you for your cooperation as we reflect our Christian testimonies in a positive manner.

**Dresses should be brought in and approved by administration prior to the event.**

**WVCS students are responsible to inform any guests of dress code and make sure he/she is in full cooperation.**

### **E. ELECTRONIC DEVICES**

Because we are striving to teach social as well as academic skills, we want to provide our students with an atmosphere that promotes relationship building. It is with this intent that we ask students to leave cell phones and electronic devices, including smart watches, in their lockers from 8:00 – 3:05.

Violation of the electronic policy will result in immediate relinquishment of device to administration. Parents may pick up student electronic devices at their convenience. WVCS is not liable for lost or stolen electronic devices.

## **F. STUDENT DRIVERS**

Students with valid driver's licenses and proof of insurance are permitted to drive a vehicle to school. At the beginning of each school year they must first register their vehicle with the school office and meet the student driver policy requirements. In order for student drivers to transport other students to or from school in their vehicle, written permission from the parents of the driver and each passenger is required to be on file in the school office.

Students are not permitted to be in or near vehicles during school hours.

## IV. ACADEMICS

### A. CURRICULUM

The purpose of our curriculum is as follows: (1) To provide excellent academic training for the student and (2) to train the child to see life from God's perspective, (3) to shape attitudes and mold character into the image of Christ.

The curriculum utilizes various publications with strong emphasis in Christian worldview. The various textbooks and materials used are selected for their strong academic excellence and Christian philosophy.

Teaching methods will encompass individualized instruction as well as group work. Smaller classes provide greater opportunity for learning and individualization. In addition to core subjects, electives are offered. These are published in the course offering lists each year.

### B. STUDENT TESTING

**Achievement Testing** - WVCS tests students using the MAP test in grades K-10. Tests are completed online and copies are filed in student records and a copy sent home. The cost of this test is covered by the comprehensive fee.

**ASVAB Testing** – 10<sup>th</sup> grade students will take the ASVAB test which is administered through the Career Development class.

**P.S.A.T./NMSQT** - This test measures skills that are important for success in college-verbal reasoning, critical reading, math problem-solving and writing. The test is offered to all high school students in the fall and is important practice for the S.A.T. Scores from the student's junior year are entered in the National Merit Scholarship Program. The test is administered at WVCS and includes a minimal fee.

**S.A.T./A.C.T.-** These two tests are mandatory for entrance into most four year colleges and universities. They are administered at various locations for a fee. Juniors are encouraged to begin taking these tests. Information packets, practice tests and a schedule of dates may be obtained from the vice principal or the career education advisor.

## C. GRADING SCALE

A = 92-100	I = Incomplete
A- = 90-91	W= Withdrawal
B+ = 88-89	P = Pass
B = 82-87	"P" grades are used for courses that are graded Pass/Fail.
B- = 80-81	Pass/Fail courses that are passed receive credit but not grade points.
C+ = 78-79	
C = 72-77	
C- = 70-71	
D+ = 68-69	
D = 62-67	
D- = 60-61	
F = 59 & below	

## D. REPORT CARDS

Grading reports are designed to give parents and students an indication of student progress.

Grades will be available online and accessible for parent review so that students and parents may see an up-to-date status of grades and/or missing assignments. Please contact your student's teacher if you have questions or concerns about any assignments and/or updates.

Report cards are completed at the end of each nine-week quarter for all grades and will be available to review online.

Parent/teacher conferences will be held during the first and third quarters. Report cards will be mailed out at the end of the 1<sup>st</sup> semester and at the school year or provided upon parent request at any time during the year. Report cards are also visible online through RENWEB.

## E. ACADEMIC POLICY

Each student involved in extracurricular activities, such as athletics, student council, etc., must maintain a GPA of 2.5 with no F's prior to and during participation. If a student is interested in an extracurricular activity, further explanation and policies will be given in writing by contacting the appropriate head of that department.

It is also the policy at WVCS that all students maintain a 2.0 GPA. Students who fall below this at any time will be referred to the vice principal for further action. A conference will be scheduled with the student and parent. A probationary status and/or contract may be required until grades are brought up to the minimum standard. All new students are automatically on a six-week assessment period for academic purposes.

## F. HOMEWORK POLICY

**High School** – Homework is a necessary part of the development in study skills for high school students in preparing them for college. Our goal is to help students become responsible adults. Grading/late policies for assignments are stated in each teacher’s syllabus and will be handled at the discretion of the teacher. Please contact teachers if you have questions or concerns and need clarification.

**Middle School** – Homework for the middle grades is designed to help prepare students for high school. Therefore, in order for teachers to prepare students, the middle school grading system will be implemented using the following policy: Homework turned in one (1) day late drops 10%, two (2) days late drops another 10% and three (3) days late drops another 10%. After three (3) days, zero credit will be given.

**Elementary School** - Homework is assigned as is appropriate for the individual grade. Information will be given at the beginning of school.

## G. MAKE-UP WORK GUIDELINES

**Make-up work applies only to excused absences**, (see attendance policy regarding excused/unexcused absences). When excused absences occur, it is the responsibility of the student to make arrangements to make up missed work. As a school policy, students are given grace for assignments based on the number of days of any **excused** absences (one day grace for each day absent). For **pre-arranged** absences, assignments should be obtained ahead and completed on time. Parents/Guardians of younger children are encouraged to be involved in assuring that proper arrangements are made with the teacher. The number of days absent determines the number of days granted to make up work.

Should a student be absent, the parent/guardian may contact the office by 9:00 a.m. Missed homework assignments may be obtained through RenWeb. If the student has missed any tests or quizzes, the student must make arrangements with the teacher for make-up tests.

## H. HIGH SCHOOL GRADUATION REQUIREMENTS

To successfully complete requirements leading to a WVCS standard college preparatory high school diploma, each student must accumulate 25 credits not including Bible credits. However, Bible is required each year the student attends WVCS. The following are the minimum credits required in each discipline.

Bible	1 – 4 (one for each year’s attendance at WVCS)
English	4
Social Studies	3 ½
Math	3 (Algebra I and above)
Science	3
Health	1
PE	1
Speech	½
Career Ed	2 ½
Computer	1
Foreign Language	2
Electives	3 ½

### Senior Project

As a part of 4th year English, each graduating senior will be required to present a senior project consisting of an oral and written presentation, multimedia presentations, models or other crafted displays. The subject is to be pre-approved by a senior teacher committee and should envelop a Christian world view.

### College Concurrent

Concurrent college writing taken at WVCS is available to seniors for a fee designated by Northwest University. Concurrent math credits are available through Chemeketa for a minimal fee.

### Enrichment Credits

Online college courses are also available through Grand Canyon University. However, these classes are intended for enrichment of the student’s education and to earn early college credits. They are not intended to replace any high school credit classes offered on WVCS campus. Please see the principal or vice principal for more information.

Enrichment credits earned will only be applied to the student's transcript when needed to meet our graduation requirements as make-up credits.

## **I. RECOVERY OF FAILED CREDITS**

Should a student fail a course required for graduation, WVCS will not be responsible for scheduling the make-up of these courses. The schedule is limited and cannot be adjusted for those who need to make up courses.

To recapture a failed credit, the following is recommended:

1. A community college such as Chemeketa Community College.
2. A summer studies program through an accredited institution.
3. An independent course through an accredited institution such as Grand Canyon University.

The grade on the retaken course will replace the "F" grade on the student transcript.

Credit recovery and all costs involved are a student and parent/guardian responsibility. Please do not take any course until you have made certain that the course is acceptable and transferable to WVCS as credit toward a diploma.

## **J. ADD/DROP CLASSES**

Limitations in staff, classrooms and size of classes, restrict flexibility in the scheduling process. Students will be accommodated as efficiently as possible in the choice of electives; however, it may be necessary to accept a second or third choice. Every change requested may not necessarily be granted. Class changes cannot be made after the second week of a new semester. Students who request to add or drop a class must adhere to the following procedure:

1. Obtain an add/drop form from the vice principal.
2. Complete the form and meet with the vice principal to explain the reasons for the change.
3. Obtain parent/guardian signature on the form.
4. Secure signature on the form from each teacher.
5. Return the form to the main office.

## **L. STUDENT RECORDS/TRANSFERS**

Student records may include a cumulative file, discipline file and special education file. WVCS maintains cumulative files as permanent records for students. When a student transfers to another school, the student's cumulative file will be forwarded upon written request from the new school. The files of new WVCS students will be requested by the main office.

Grade 9-12 student work and credits earned are recorded on a computerized transcript. Credits are posted to the transcripts after the end of each semester. High school transcript requests must be made in writing and will be issued within two business days. Five transcripts will be issued as a service to students. Additional transcripts will require a \$5.00 service fee. Transcript Request Forms may be obtained from the school office. Official transcripts must be signed, imprinted with the school's seal, placed in a sealed/stamped envelope and sent to the college requested.

## V. ATTENDANCE

Consistent school attendance is a major factor in guaranteeing student success. Absences and tardiness disrupt the learning process.

### A. DEFINITIONS

**Absence/Tardy:** students who are not in class when attendance has been posted (ten minutes after class has begun). There are two types of absences: **excused** and **unexcused**. These are according to ORS 339.065.

EXCUSED ABSENCE / TARDY	UNEXCUSED ABSENCE / TARDY
Personal illness	Absences due to truancy
Illness or death in the family	Absences uncleared by a parent for <b>two days after</b> the return of a student to school
Medical appointments (please schedule after school hours if possible)	Lateness due to non-emergency situations (i.e. oversleeping, running late, etc.)
Absences that are school-approved (i.e. field trips, athletic events, etc.)	Although all missing assignments must be completed, unexcused tardies / absences may result in partial or no credit for work missed.
Emergencies as deemed excused by administration	<b>Any absence from school which is not in accordance with Oregon Law, <u>even with parental permission</u>, may not be excused by the school.</b>

**Truancy:** often referred to as skipping or cutting class or school; it is an absence that could not have been excused under any legal circumstance.

**Tardy:** not being in class when the tardy bell has rung.

## B. PROCEDURES FOR ABSENCES / MORNING TARDIES

TARDY	ABSENCE – PRE-ARRANGED	ABSENCE - UNEXPECTED
Parent must notify school by phone or email by 8:15 if student is late	Notify the office prior to a known absence as soon as possible	Notify school by phone or email by 8:15 a.m. if the child will be absent
If arriving after 8:15 students must sign in at the office	Middle and high school students will receive a homework sheet to collect missed assignments	Returning to school, students must check in at the office for an admittance slip

*Student attendance may be viewed by parents in RenWeb.  
Please contact the office for any assistance.*

### TARDIES BETWEEN CLASSES (excused only)

Students must obtain a pass from the teacher/staff member responsible for detaining a student.

### CONSEQUENCES

TARDIES	ABSENCES
<b>A total of 4 tardies for 1<sup>st</sup> period will be allowed per quarter. Should a student receive a 5<sup>th</sup> tardy a detention will be assigned.</b>	1 unexcused absence = 45 minute after school detention
1 <sup>st</sup> additional Tardy = lunch detention	2 unexcused absences = parent conference with contract
2 <sup>nd</sup> additional Tardy = after school detention	3 unexcused absences = contract enforced / possible 2 to 3 day suspension
3 <sup>rd</sup> additional tardy = conference with parents	

## C. IRREGULAR ATTENDANCE

### NON-COMPLIANCE OF REQUIRED ATTENDANCE -

Oregon Revised Statute **(ORS) 339.010** requires all children between the ages of 7 and 18 years of age who have not completed the 12<sup>th</sup> grade to attend school regularly. The **(ORS) 339.020** states that **every person having control** of any child between the ages of 7 and 18 is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term.

A total of 10 or more days absent during a grading period in a particular class may result in a failing or incomplete grade. In order to prevent excessive absence and promote consistent school attendance, the following checkpoints have been put in place:

- After 10 absences in a class in a semester, a notice will be sent home to parents.
- After 15 absences in a class in a semester, a 5% reduction of the semester grade will occur on the basis of our belief that much of the learning takes place in the classroom.
- Each additional absence after 15 will result in another 2% reduction of the semester grade.
- After 25 absences in a class in a semester, the student will receive a failing grade for that class.
- Excessive absences may require a Doctor's note.
- Failure to immediately return to classes will result in the school's notification of law enforcement officials who in turn will proceed with the citation process per (ORS) 163.577. The student will be dropped formal classes. The parent/guardian will be required to withdraw the student.
- Excludes athletics and field trips.

## D. EXTRACURRICULAR ACTIVITIES

Students must be in attendance at school if they wish to practice, play or participate in any activity, performance or game. Students with a prearranged absence must attend 50% to practice or participate in any game or performance. Students absent due to illness any part of the day may not participate in practice, games, performances or other student activities. Prearranged absences may be approved by the administration.

## E. CLOSED CAMPUS

Willamette Valley Christian School is a closed campus. Should students need to leave the campus for any reason, a **written** note from a parent/guardian explaining the reason must be submitted to the office. Students must be signed out through the office, before leaving campus, by the parent/guardian or person assigned to pick them up. Student drivers must sign out through the office and have written permission by parent/guardian in order to leave campus.

## **VI. ACTIVITIES**

### **A. STUDENT COUNCIL**

The high school student council includes the following four main officers:

President (Senior)

Vice-president (Senior recommended)

Secretary

Treasurer

Other members include two class representatives from each grade (9-12) and a student council staff advisor.

These officers are elected in the spring for the following school year. Responsibilities include student store, student activities, homecoming, spirit week, banquets, school spirit, senior gifts, staff/student relationships and miscellaneous student projects. The president will submit a written report each month to the school board.

### **B. STUDENT AWARDS**

The school endeavors to reward students for outstanding and excellent achievement and behavior.

Incentives and awards include the following:

#### **Honor Roll**

This is given at each quarter's end for all students in grades 6-12 who achieve a 3.00 GPA or higher.

#### **Student of the Month**

Each month teachers choose different categories for this award. These are presented during chapel services. Copies of the elementary students' awards will be posted on the bulletin board in the main building.

#### **Principal's Award**

This award is for outstanding effort, behavior or excellence in a specific area. It will be presented during a chapel service.

## C. ATHLETICS

Athletics at WVCS is viewed as one of the many aspects of overall school life, and students are encouraged to become actively involved. Currently, offerings include girls middle school and high school volleyball, boys high school soccer, girls and boys middle school and high school basketball, and middle school and high school track and field and cross country. WVCS currently participates in the single "A" CASCO League is a member of (OSAA) the Oregon State Activities Association.

### Eligibility

Academic achievement is considered important in the life of a student and, therefore, must take priority over athletic achievement and participation. All students who wish to participate in athletics must maintain a GPA of 2.5. Our athletic policy outlines the details of the requirements for participation and eligibility.

### Absences

Students must be in attendance at school if they wish to practice, play or participate in any activity, performance or game. Students with a prearranged absence must attend classes for 50% of the school day in order to practice or participate in any game or performance. **Students absent due to illness any part of the day may not participate in practice, games, performances or other student activities.** Prearranged absences may be approved by the administration.

### Fees

Athletic fees are reviewed each year and are payable by the assigned deadline on a per sport basis.

### Parental Involvement

Parents are encouraged to be actively involved in the athletic experience of their child. All parents of athletes are required to participate through fundraising, transportation to and from games and assisting with home games.

### Sportsmanship

There is no place in high school athletics for abusive verbal outburst toward an official or the opponent. All persons attending any sports events, whether home or away, will be courteous and respectful at all times. It is expected that spectators will refrain from negative speech and behaviors toward opposing teams or officials.

It is the role of the athletic department to make and enforce rules that govern the spirit of competition for the school. These rules require commitment and support, which is achieved through communication.

For more information regarding the athletic program or policy please contact the athletic director.

## **D. A.C.S.I. ACTIVITIES**

Competitive activities are offered each year through the Association of Christian Schools International including Math Olympics and Spelling Bee. These and other activities will be offered as is appropriate each year.

## **E. FIELD TRIPS**

Field trips are scheduled throughout the school year. Although such off-campus learning experiences are of real enjoyment for the students, these experiences are also designed to enrich learning. Teachers may ask students to take notes and students may be tested regarding the information. There may be a minimal charge for some of these trips. Students not enrolled at WVCS may not attend field trips.

### **Field Trip Rules:**

1. The student code of conduct and dress code applies.
2. No student cars are to be taken on field trips.
3. Drivers must be at least twenty-five years of age.
4. Waiver and release/permission forms will be required for each outing.
5. All drivers must complete all necessary forms/waivers.

## VII. FACILITIES AND EQUIPMENT

### A. LIBRARY

The WVCS library and media center is located in modular building "G" classroom number 109. This facility services P-12 students and staff.

#### **Library Policies -**

Students using the library must be supervised.

Books may be checked out for three weeks. Magazines and videos may be checked out for one week. Reference books may be checked out for one night with the exception of those labeled "For Library Use Only." All materials may be renewed by the library staff.

Lost or damaged materials need to be reported and replaced at the original cost or expense of the book or item. Student report cards or transcripts may be withheld until all materials are returned and any fees owing paid in full.

### B. COMPUTER LAB

Computers are available for student use in the computer lab.

Students needing to work in the computer lab must schedule a time with a teacher or the vice principal. Students are not permitted in the lab without prior approval and supervision.

#### **Computer Internet Policies -**

All internet use will be monitored by staff. The internet services are provided through a Christian filtering service. All students must sign a computer-usage contract detailing guidelines and consequences for improper use.

#### **Computer Use/Printing Policies-**

All other computers in the classrooms are off limits to all students except those assigned by the respective teachers.

Students are expected to supply their own storage devices/flash drives for school/classroom projects.

Students are allowed to print only upon request of the teacher. Homework assignments should be printed at home. Any exceptions will require approval and may require a fee.

## C. LOCKERS

Lockers are provided for the middle school and high school students. Lockers are to be kept neat and orderly storing only school related items. No materials which are offensive or are physically dangerous should be kept in lockers. Locker decorations may only be inside the locker and should follow the same guidelines as clothing. If the picture or logo is offensive to wear, it may not be displayed in the locker. **No stickers allowed.** Only decorative items that will come down easily at the end of the year are permitted. School personnel may periodically and randomly hold locker inspections without prior notice.

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so.

### Locker Security -

A locker will be provided for each student; however, locker security is the students' responsibility. The school is not responsible for lost items. All outside lockers must have padlocks provided by the student, and must be kept locked.

## D. PLAYGROUND RULES

Playground equipment is off limits for grades 9-12. Elementary students will be instructed as to playground equipment usage by the monitors. Students must stay inside the fenced-in areas during recess unless they are taken out in the field to play by the supervisor. If toys go outside the fence, permission must be given by the supervisor to retrieve them.

Ramps and breeze ways between the modular classrooms are off limits to elementary students except when being escorted by a supervisor. Scooters, skate boards or roller blades are not permitted on campus.

Personal equipment or "toys" are allowed only with the supervisor's knowledge and permission. No remote controlled toys are allowed on the playground.

## E. PARKING

Due to limited parking space for vehicles, the following rules and procedures have been established:

### Parents

When dropping off elementary students, please pull up in front of the main building in the designated yellow curb area.

If you need to enter the building, park just ahead of the drop-off zone in front of the main building.

Please do not park in the designated staff parking area on the south side of campus next to the modular buildings.

### **Secondary Students**

Please do not park in the designated staff parking areas. Students are allowed to park vehicles on the north side of the building east of the handicapped parking zone only.

### **Staff**

Staff may park in the lot east of the main two story building or pull-in parking in front of the two south modular classrooms. Additional parking is available along the south end of the main two story building.

### **Handicapped**

Handicapped parking is provided at the northeast corner of the gym. It is clearly marked for this purpose. Please do not park in this area without a permit. Violators will be subject to the penalties of the law.

## **F. SCHOOL BUILDING RULES**

No running or speed walking inside the buildings or modular breeze way. Classrooms are off limits for students before school, during recess, lunch and after school without permission.

Students (P-12) attending school functions are to be in the designated area where the activity is taking place. (I.E. Students attending a basketball game should be in the gym only.) Students are not permitted in the breeze way, around the lockers, in unattended classrooms or in unsupervised areas of the main building (this includes the playground and any other area of school property). Students in these areas may receive a write up the next school day.

## **G. SCHOOL CLEANLINESS**

Our campus is a gift from God; therefore, it is important that we all share in the responsibility of keeping our campus clean and neat. Students may be asked from time to time to do some cleaning projects in order to maintain classrooms and breeze ways. The area around student lockers and the cafeteria modular are the responsibility of students. Trash needs to be picked up and personal items must be kept inside the lockers.

## VIII. WVCS FINANCIAL POLICY

The following is an explanation of our financial fee structure and policies. If you need further explanation, please contact the school office.

### **APPLICATION FEE:**

A non-refundable application fee is due with each new family student application.

### **REGISTRATION FEE:** (new student)

This is a per-family fee to cover the expense of setting up your account, placement testing, consultation appointment, securing transcripts, record-keeping, class scheduling and to secure your enrollment for the school year. This is a non-refundable fee and is due upon acceptance of admissions for enrollment, and will not be added into a monthly payment plan. No student will be permitted to attend classes until this fee is paid in full. If a family has both a preschool and K-12 student, only the K-12 registration fee will be charged.

### **RE-ENROLLMENT REGISTRATION FEE:** (returning families)

This is an annual fee per family, paid to the office. This fee is to be paid in order to hold enrollment space(s) for the upcoming school year and will not be added into a monthly payment plan. No student will be permitted to attend classes until this fee is paid in full. If a family has both a preschool and K-12 student, only the K-12 registration fee will be charged.

A re-enrollment fee will not be accepted on accounts that are past due. If a registration fee is accepted before this time and the account becomes past due, the funds received for the re-enrollment fee will be applied towards any past due amount and the child(ren)'s re-enrollment will be canceled.

### **COMPREHENSIVE FEE:**

This is assessed annually per student to cover the cost of curriculum, MAP testing, one yearbook per student, gym/PE use, classroom and lunchroom consumables, programs, first aid supplies, and certain class electives. This fee will not be added to your monthly payment plan. This fee needs to be submitted to the office.

### **CHILDCARE FEES:**

Childcare will be billed at a monthly or hourly rate. Statements will be sent for hourly child care services and will be due on the 20<sup>th</sup> and late after the 30<sup>th</sup> of the month. Monthly rates are due on the 1<sup>st</sup> and late after the 10<sup>th</sup> of the month.

**PRESCHOOL TUITION:**

The preschool tuition is a yearly fee that is paid in ten monthly installments September through June. Payments are due on the 1<sup>st</sup> of the month and late after the 10<sup>th</sup>. Preschool tuition will not be prorated for vacations or absences.

**TUITION:**

Full Payment – Tuition must be paid in full on or before the 1<sup>st</sup> of September unless you have requested to be on the 10 or 12-month payment plan. A 3% tuition discount will be applied when paid in full.

Ten or Twelve Month Payment Plan – A 10-month payment plan has been set up as a method of account payment through FACTS. This plan consists of dividing the total tuition into 10 or 12 equal payments. The first payment is due on the 10<sup>th</sup> of September and the last payment the 10<sup>th</sup> of June (ten month) or August 10<sup>th</sup> (12 month). You will need to indicate which plan you are going to use when you sign up for FACTS for the current year. All other fees are to be paid upon registration/re-enrollment or when assessed.

**RETURNED CHECK FEE:**

All returned checks for insufficient funds will be charged a \$25 processing fee.

**LATE PAYMENT FEE:**

Account payments are due on the 10<sup>th</sup> or 15<sup>th</sup> of each month and will be considered past due on the 20<sup>th</sup>. An automatic late fee of \$10 per account will be assessed through FACTS. Any exceptions to this are by prior approval of the Administrator.

**PAST-DUE ACCOUNTS:**

If an account becomes more than 30 days past due children may be suspended from classes until the account becomes current. All exceptions to this will require prior arrangements approval with the Administrator. If payment is not made, the account will be turned over to a collections agency.

**LATE PICK-UP FEE:**

A late fee of \$5 per child per each one-half hour (or any portion of) may be assessed for parents picking up their children later than the allowable time. Please pick your child(ren) up as follows:

½ Day Kindergarten: Dismissed at 11:30 – pick up by 11:45

Elementary: Dismissed at 3:00 – pick up by 3:15

Middle / High School: Dismissed at 3:05 – pick up by 3:15

**ATHLETIC FEE:**

The athletic fee is assessed and due as soon as your child(ren) signs up for each sport and returns all the necessary forms. This fee will not be added to your monthly payment. These fees go toward coaching salaries, referee fees and athletic equipment etc. The athletic fee is non-refundable. Discounts are available for high school students if the child participates in multiple sports.

**NON-PARTICIPATION FEE:**

This fee is a required fee to be paid by families not able to or not interested in participating in the “Friends of the School” volunteer program. Fundraising efforts are volunteer driven and actually keeps our tuition and fees lower, thus every family benefits from this program.

**FRIENDS OF THE SCHOOL:**

For families who choose to join Friends of the School (FOS) program and volunteer 50 hours per year, the school will waive the non-participation fee. This involves meeting certain volunteer requirements as stated in the “Friends of the School” contract information. \$500 will be charged to the families account for hours not volunteered in order to meet the 50 hours (25 hours for ½ day kindergarten). Single parent families may qualify for 25 hours per year. Contact administration for more details.

**METHOD OF PAYMENT:**

If a family is going to pay in full, tuition payments may be made by cash, check, VISA, MasterCard or Discover Card. All other payments for tuition will be made through FACTS through autopay.

**DISCOUNTS:**

*With the exception of the early pay discount, discounts will not be combined.*

**Early Pay**

A 3% tuition discount is available for families if the full balance of tuition is paid prior to the first day of school.

**Multi-Student Family Discount**

When figuring the tuition discount, the highest grade level is considered the 1<sup>st</sup> student on the account and will be charged the full tuition. The 15% multi-student discount will be applied to the remainder of eligible students in the family. The multi-student family discount applies to tuition only and is not available for half-time kindergarten, preschool or childcare students.

### New Family Discount

All new families who have students in full day kindergarten through twelfth grade may receive a 25% discount on tuition for the first school year of attendance. Preschool, childcare and half-day kindergarten students do not qualify for this discount.

### Ministerial Discount

A 35% ministerial discount is available for students who have at least one parent working full-time in ministry, such as pastors or missionaries.

### **FINANCIAL AID / SCHOLARSHIPS:**

Depending upon the availability of funds, consideration may be given to families needing financial assistance. Each family is also required to participate in at least one of our fundraising events. Preschool and half-day kindergarten students do not qualify for financial aid.

Applications are available through FACTS.

### **REFUND POLICY:**

Registration Fee/Re-enrollment Fee: This fee is non-refundable. The only exception to this would be if your child is refused enrollment and you have no other children in the school.

Comprehensive Fee: The fee will be refunded on the following prorated basis;

Student withdraws during or at the end of the 1<sup>st</sup> quarter – 50% refund

Student withdraws during or at the end of 2<sup>nd</sup> quarter – no refund

Student withdraws after the 3<sup>rd</sup> quarter (2<sup>nd</sup> semester) – no refund

Tuition: Tuition will be refunded on a per-school day prorated basis. The refund will be calculated on the total tuition paid or due divided by the number of class days in the school year. Students are considered enrolled until the school office receives official notification by parent of the student's last day, whether they are in attendance or not.

If one student is withdrawn from a family with more than one student enrolled, the second student's tuition would be adjusted to the non-multi student tuition fee.

Refund Processing: In order for a refund to be processed, parent(s) must officially notify the school office of their intent to withdraw, sign a completed withdrawal form, and return any books or school property that may be required. Please allow 10-14 business days for any refunds to be processed.

### **LATE ENROLLMENT:**

The following fees and tuition will be assessed on a pro-rated basis for students enrolling after the start of the new school year:

### Registration Fee

Enrollment after the start of the school year – no discount

### Comprehensive Fee

Enrollment during the 1<sup>st</sup> quarter – no discount

Enrollment during the 2<sup>nd</sup> quarter – no discount

Enrollment during the 3<sup>rd</sup> or 4<sup>th</sup> quarter – 50% discount

### Tuition:

Tuition will be assessed on a pro-rated basis for students enrolling after the fourth week of the new school year.

### FOS Non-participation Fee:

Families enrolling after the start of the new school year who choose not to join the Friends of the School volunteer program will be given the following pro-rated discounts:

Enrollment after the 1<sup>st</sup> quarter – 25% discount

Enrollment after the 2<sup>nd</sup> quarter – 50% discount

Enrollment after the 3<sup>rd</sup> quarter – 75% discount

### Friends of the School Volunteer Hours:

Families enrolling after the start of the new school year who wish to participate in the Friends of the School program will be required to work off the following number of hours to meet the volunteer requirements:

Enrollment after the 1<sup>st</sup> quarter – 38 hours

Enrollment after the 2<sup>nd</sup> quarter – 25 hours

Enrollment after the 3<sup>rd</sup> quarter – 13 hours

## CONTACT INFORMATION

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### **Willamette Valley Christian School**

9075 Pueblo Ave. NE

Brooks, OR 97305

**Phone:** 503.393.5236

**Fax:** 503.485.8203

### **Leadership Team**

- Administrator/Principal – Debbie Tipton
- Secondary Vice Principal – Gayle Reichelt
- Athletic Director – Aaron Hunter
- Middle School Department Head – René Merritt
- Elementary School Department Head – Melissa Brown
- Registrar – Carrie Reichelt
- Office Manager – Julie Shackelton
- Receptionist – Sheila Homolka

### **Area of Responsibility**

If you have a question or concern that involves a particular teacher or staff member, you should make an attempt to get the question answered or matter resolved with that individual. If you are not able to get an answer or get the matter resolved, then contact Gayle Reichelt if it is a high school matter, René Merritt if it is a middle school matter or Melissa Brown if it is an elementary matter, and they will assist you.

The list below indicates who to go to for questions and help in areas specified. If you have a need in an area that is not addressed on the list, call the office for assistance.

- 
- Academic support for students– Julie Shackelton
  - Academic probation –
    - Gayle Reichelt – HS
    - René Merritt - MS
  - Accreditation – Debbie Tipton
  - Admissions – Debbie Tipton/Sheila Homolka
  - Athletic assistant – Carrie Reichelt
  - Athletic academic eligibility – Julie Shackelton
  - Athletic green cards – Carrie Reichelt/Julie Shackelton
  - Attendance – Carrie Reichelt/Julie Shackelton
  - Chapels
    - Elementary – Julie Shackelton

- Secondary – Matt Conniry
- Crisis response –
  - Debbie, or in the following order if each person on the list is not available
  - Gayle Reichelt – High School
  - René Merritt – Middle School
- College/Career coordinator – Kim Ferguson
- Community Service – Matt Conniry
- College Concurrent Classes – Gayle Reichelt
- Curriculum –
  - Elementary –Debbie Titpon
  - Secondary – Gayle Reichelt
- Detentions – Gayle Reichelt/Carrie Reichelt
- Donations – Debbie Titpon
- Eighth grade promotion – René Merritt
- Excessive absences and tardies – Gayle Reichelt/Carrie Reichelt
- Facebook page for school – Julie Shackelton
- Facilities & Event coordination – Julie Shackelton/Crystal Myers
- Financial Aid – Debbie Tipton
- Graduation – Gayle Reichelt/Debbie Tipton
- Graduation requirements – Gayle Reichelt/Carrie Reichelt/Debbie Tipton
- Grand Canyon University Partnership – Debbie Tipton/Gayle Reichelt
- Homecoming – Gayle Reichelt/Kim Ferguson
- Immunizations – Sheila Homolka
- Instructional supervision – Debbie Tipton/Gayle Reichelt
- International Student Program (ISP) - Debbie Tipton
  - Home stay coordinator/Liaison from AEEA – Nina Henderson
- Lunch orders – Sheila Homolka
- Master Calendar – Debbie Tipton
- New family tours – Julie Shackelton
- New student interviews –
  - HS – Debbie Tipton & Gayle Reichelt
  - MS – Debbie Tipton & René Merritt
  - Elementary – Debbie Tipton & Melissa Brown
- Preschool – Sheila Sullenger
- Registrar – Carrie Reichelt
  - Student records
  - Graduation credits – assistance
- RenWeb support – Julie Shackelton/Debbie Tipton
- Report cards – Carrie Reichelt
- Secondary academic probation – Gayle Reichelt
- SCRIP – Sheila Homolka
- Spiritual Leadership – Debbie Tipton
- Standardized testing -
  - SAT – communicate dates to students – Kim Ferguson
  - PSAT – administration – Gayle Reichelt

- ASVAB – coordinate – Kim Ferguson
- MAP Testing – Julie Shackelton
- Student schedules in RenWeb – Debbie Tipton
- Student conduct –
  - HS- Gayle Reichelt
  - MS – René Merritt
  - Elementary – Melissa Brown/Debbie Tipton
  - Dress code issues for girls – Gayle Reichelt/Debbie Tipton
- Student leadership High School – Gayle Reichelt/Kim Ferguson
- Student leadership Middle School – René Merritt
- Title programs – Debbie Tipton
- Tuition Accounts & Payments – Julie Shackelton
- Volunteer driver applications – Julie Shackelton
- Warrior wear orders – Sheila Homolka
- Yearbook advisor – Kim Ferguson