

ELEMENTARY (K-6TH)

ELEMENTARY SCHEDULE

Extended Care Begins	6:30 a.m.
Arrival (K – 6 th)	**8:00 a.m.
Playground Opens (K-6 th)	**8:00 a.m.
School Begins	**8:30 a.m.
Kindergarten Dismissed	12:30 p.m.
Kindergarten Care Begins	12:30 p.m.
School Dismissed	3:00 p.m.
Extended Care Closes	6:00 p.m.

** During inclement weather, students should go directly to their classrooms.

There is no playground supervision prior to 8:00 a.m. Any K-6th grade student arriving earlier than 8:00 a.m. must go to Extended Care. Elementary students arriving at 8:00 a.m. or later are to go directly to the playground.

All Kindergarten students will be dismissed at 12:30 p.m. and the student must be promptly picked up or they will be taken to Kindergarten Care and a fee will be charged.

All 1st – 6th grade students will be dismissed at 3:00 p.m. and the student must be promptly picked up by 3:15 or they will be taken to Extended Care and a fee will be charged.

ACADEMIC INFORMATION

Homework

Depending upon grade level, a student will have varying amounts of homework to complete. It is most appropriate for a child to have about ten minutes for each grade in school (3rd grade x 10 = 30 minutes of homework). If your child seems to be spending excessive time on homework or never seems to have any, please contact your child's teacher. Assignments given on Wednesday will be kept to a minimum to encourage students to participate in church programs.

Reporting Academic Progress

- For 1st – 6th grade, report cards are issued four times (quarterly) during the school year. A progress report will be issued for 1st-6th grade students during the middle of each quarter. The progress report is designed to alert parents to potential academic problems. Please contact the teacher immediately if there are questions regarding a progress report or report card.
- Parent-teacher conferences are held at the close of the first quarter. The purpose of these conferences is for the teacher to discuss the student's current progress with the parent. Throughout the school year, a teacher may request a special conference with a parent to discuss academic difficulties.
- Kindergarten students do not receive progress reports, however, parent-teacher conferences are held at the close of the first and third quarters.

Honor Roll

Recognizing academic effort and achievement motivates students to give their best effort when doing school work. There are three levels of honor roll which are awarded to 4th - 6th grade students. These honor roll awards are given at the end of each quarter.

Bronze Honor Roll

Recognizes a student who maintains a 3.0-3.49 GPA in graded subjects.

Silver Honor Roll

Recognizes a student who maintains a 3.5-3.99 GPA in graded subjects.

Gold Honor Roll

Recognizes a student who maintains an "A" average (4.0 GPA) in graded subjects.

Principal's Honor Roll:

At the end of the year, The Principal's Award will be given to recognize a student that maintains a 4.0 GPA for all four quarters.

Weekly Chapel and Awards

A school chapel is held each Wednesday. This is a time of spiritual fellowship, education, praise, and student recognition. Activities vary from week to week and parents are welcome to attend.

An awards assembly (other than 4th-6th honor roll) is generally held the last Wednesday of the month for K-6th grade students. This assembly is in place of chapel and will follow the regular chapel schedule.

CLASSROOM TEXT BOOKS, MATERIALS & SUPPLIES

Text Books

Student textbooks will be issued by each teacher. All books that are checked out to a student must have a book cover over them and be properly identified on the cover. **Non-adhesive book covers must be used.** It is the responsibility of the student to see that these books are properly cared for since they are school property. Students will be held responsible for payment of lost or damaged books beyond the normal wear and usage of the textbook.

Materials and Supplies

A supply list will be mailed home at the beginning of the summer along with your child's final report card. In addition to this supply letter, each teacher may require the periodic purchase of school materials and supplies during the school year.

ATTENDANCE: ABSENCES

School Attendance

- The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." **For this reason, absences are greatly discouraged.**

- Failure of a student to attend school for **any reason** will be considered an absence.
- **Per Semester (combination of the first two quarters or the last two quarters):**
 - 5 absences – Notification letter sent home
 - 7 absences – Parent contacted by Administration
 - 10 absences - Conference (with Administration and parents) and Academic Probation contract issued.
- When a student misses more than 20 school days during the year, the student's ability to return for the following semester or the student's promotion will be reviewed by the administration. Promotion will be in jeopardy.
- In cases of prolonged illness or extenuating circumstances, the family may wish to appeal in writing to the Administration Council for an exception.

Re-Admissions After Absence

When returning to school:

- Bring a note from a parent or guardian to the teacher with the date(s) of absence and the reason for the absence.
- A Physician's note may be necessary with some communicable diseases. Check with the school office.
- Please do not send your student to school at any time with a fever, even if they appear to feel fine.
- A student must be fever free for 24 hours before returning to school.

School-Related Activity Absences

Students are excused from in-class work if they miss class for participating in ACSI events (ex.: Spelling Bee, Speech Meet).

When a student is absent from class for another school activity (ex.: special field trips, choir/musical rehearsals), the student is still

responsible to complete all tests, quizzes, and assignments. Each student needs to be responsible to find out from the teacher what assignments are to be completed. Assignments are due at the teacher's discretion. The teacher will determine the time frame to make up quizzes and tests. A student is to be prepared for class the following day regardless of the school-related activity.

Planned or Prolonged Absences

When a student will be out of school and the time of the absence is known ahead, it is the responsibility of the parent to contact the teacher to secure all class assignments. Parents must give teachers five school days to gather work for homework requests. **Teachers may or may not be able to provide work in advance.** If schoolwork can be provided, the schoolwork must be handed in on the day the student returns to school.

Missed School Work

Assignments can be accessed at www.bvcs.org on the teacher's page. Class work will be gathered by the teacher and will be available upon the student's return to the classroom. A student will receive one day for each day absent to make-up schoolwork with full credit.

Major Projects and Reports

All major projects and reports will be due on the date and period they were assigned regardless of any absence. Failure to do so will subject the project or report to late grading penalties. Students should make arrangements to deliver the project to the school on the due date.

Partial Day Absence

A parent must come to the office and sign-out the student before leaving the campus. No student is allowed to leave campus without being signed-out by a designated adult.

TARDY POLICY

Tardiness interrupts the instructional program and is greatly discouraged. A student who shows a pattern of tardiness faces academic penalties as well as the possibility of withdrawal from school.

Tardy to School

- School begins promptly at 8:30 a.m.
- Students arriving late (tardy) between 8:30 a.m. and 8:40 a.m. are to go directly to their classroom and are marked tardy by their teacher.
- Any student arriving after 8:40 a.m. must to go to the office and be signed in by a parent/guardian in order to receive an admit slip.

Consequences of Tardies

- Per Semester:
 - 5 days – Notification letter sent home
 - 7 days – Parent contacted by Administration
 - 10 days – Parent/Student Conference and Academic Probation contract issued.

ELEMENTARY SCHOOL EXPECTATIONS

The goal of the discipline process at Big Valley Christian School is to provide and maintain an environment which is conducive to excellence in education.

Adults

Adults are always to be addressed as Mr., Mrs., or Miss.

Animals on Campus

For the health and safety of our students, pets are not allowed on campus. A teacher or administrator must grant permission before an animal can brought on campus for educational purposes.

Cell Phones

Elementary students are not allowed to have cell phones. Students may use the office phone to call parents if needed. If a cell phone is seen or heard, it will be taken away and a parent must pick the phone up in the office and disciplinary action may occur.

Cheating

When cheating occurs, the student will receive a zero on the work involved and the parents will be notified by the teacher. Additional incidents of cheating will result in further disciplinary action.

Glass Containers

Do not bring glass containers to school.

Gum and Food

No gum is allowed on campus. A student will receive automatic consequences if chewing gum on the school campus or eating food in a classroom without permission.

Hallways

No running in the hallways. Backpacks, lunch sacks and other belongings need to be neatly lined up along hallway and building walls.

Students out of class or off the playground at any time must have a hall pass. This pass is to be issued by the teacher, yard duty, or office. Any student who is found without the appropriate hall pass will be sent back to their class, the office, or the playground.

Hands-Off

Students are to follow a "hands off" policy. Any fighting, rough horse-play or harassing another student before, during, or after school will result in disciplinary action. This also applies to all school-sponsored activities.

Items from Home

Any objects which are irrelevant to education or are a distraction (i.e., toys, lighters, matches, fireworks, pocket knives, skateboards, skates,

games, cards, electronic or electrical equipment, laser pointers, etc.) **are not allowed on campus or at school activities.** These items will be taken away. A parent must pick the item up in the office and disciplinary action may occur. If in doubt about whether something can be brought to school, check with the office.

The school provides playground equipment for students. No personal bats, softballs, baseballs, footballs, or basketballs, etc. are allowed on campus at anytime.

Language

A student using inappropriate or foul language will face disciplinary action.

Lockers – 6th Grade

- All 6th grade students are issued a locker.
- Lockers are for storing books, lunches, and other personal belongings.
- Care should be taken not to share locker combinations with friends.
- Lockers are not to be traded.
- Any issued school books or supplies missing from the student's locker will be charged to the student.
- The locker is to be kept neat and clean.
- Students may decorate the inside of their locker with acceptable photos or pictures. Students may not use glue, paint, or other materials that could damage the locker.
- A student defacing or damaging any locker will be financially responsible for the cleaning, repair, or replacement of the locker.
- On occasion, there may be unannounced hall locker inspections.
- Students who violate the locker guidelines or play with another student's locker risk losing the privilege and use of their locker.
- No open beverage containers, other than bottled water, can be stored in lockers.

Property

Respect all school property as well as the property of other students. Be a good steward of what God has given you, your friends, and Big Valley Christian School.

Stealing

When a student is caught stealing, the parents will be notified and immediate disciplinary action will take place.

Student Relationships

All students need to form relationships which are pleasing to the Lord. Any display of affection deemed inappropriate by the school could result in disciplinary action.

Student Sales

Students will not be permitted to sell non-BVCS sponsored products on campus, make deliveries, or take orders for the sale of products.

Supervised Areas

- Students are never to be in a classroom or the gymnasium without a staff member present.
- Students must always stay in a supervised area unless given permission by school personnel to leave. The school is a closed campus. All BVCS staff wear an identification badge.
- Parents must come to the school office to sign a student out if they are to be picked up during school hours. Students are not allowed to sign themselves out or to wait outside to be picked up.
- Any student up through 6th grade who would like to attend an athletic game on the campus must be with a parent at all times.

Traffic Patrol

Our Traffic Patrol is comprised of volunteer students that dedicate their time to keep everyone safe. Adults and children are expected to obey the Traffic Patrol.

Visitors

All visitors, including parents, must come to the school office to sign-in and get a visitor's badge. Any adult seen on campus without a badge will be asked to go directly to the office to sign-in and get a badge. The exception to this is during pick-up/drop-off times and Chapel.

DISCIPLINE

We ask for your wholehearted cooperation in the implementation of this policy while all students are involved in educational and associated activities sponsored by the school.

Disciplinary Goals

We strive to:

- Establish clear and consistent biblical and educational standards of conduct which every student is expected to follow.
- Make sure that the student understands why specific behavior was wrong and the alternatives open to them in making a right choice.
- Apply God's Word to the solution of the offense; pray with and for the student.
- Apply consistent discipline and reasonable consequences to the offense.
- Guide in righting the wrong through accepting responsibility through confession, repentance, restitution, reconciliation, and restoration.

Disciplinary Action

The types of disciplinary action generally taken at Big Valley Christian School are:

- Counseling by the school staff – Parent notification in writing
- Recess time-out - Parent notification in writing
- Loss of privileges or responsibilities – Parent notification by phone or email
- Office time-out/In-School Suspension – Parent notification by phone and conference

- Suspension – Parent conference and automatic behavior probation
- Expulsion – Parent conference and withdrawal from BVCS

Behavior Probation

Parents will be asked to meet with a member of the Administration and the student's teacher(s) for a serious or repeating disciplinary issue. At that time the student will be placed on probation for a period of time determined by the Administration. The student may be asked to withdraw from the school.

Suspension

When a student is suspended from school, there will be no credit given for missed assignments. The student will be allowed to make-up quizzes and tests.

Expulsion

Expulsion is permanent removal from school. When a student is expelled or asked to withdraw from BVCS, they will be restricted from being at any school activity (e.g. athletics, socials, plays, etc.) or being on campus for the remainder of the school year.

On or Off Campus Behavior

All students are expected to work toward a Biblical approach to life both on and off campus. While this handbook is designed to provide clarity for all involved, the administration reserves the right to discipline every case based on its unique and specific nature. A student will be automatically suspended or expelled for any violation of stated governmental law.

DRESS AND GROOMING POLICY

Big Valley Christian School desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness and gender distinction are the overriding principles of the BVCS dress code.

The Administration or his/her designee is the final authority on the dress code policy.

Guidelines for Appropriate Dress

Please use the following guidelines to assist you in choosing the appropriate clothing for the school year. Because of changing trends, all styles of dress, jewelry, and grooming are subject to approval by the Administration.

The student Dress and Grooming Policy remains in force while all students are on campus during the school day, on a field trip, participating in student outings, or participating in athletic activities. Students are expected to dress modestly at all school related events. Please pay particular attention to the area which applies to your student(s).

- If a K-6th grade student violates the dress and grooming policy, the student and parent will be advised.
- A second violation results in the parent being called and the student will be required to change clothes.
- **A repeated, extreme, or specific** (e.g. modesty, hair color, etc.) violation of the Dress and Grooming Policy conveys a lack of willingness to cooperate. Therefore the student will be **sent home** or **suspended** from school until action is taken to correct the situation. A continual violation may indicate a lack of willingness to comply with the dress code and may result in a student being asked to withdraw from the school.

GIRLS

General Style

- Immodest, sloppy, baggy, street culture or "counter cultural" fads are not permitted.
- Any appearance of extremely tight fitting pants, dresses, or skirts is

unacceptable. Tights, shorts, leggings or leotards may be worn under a dress.

- Clothing material shall be heavy and loose enough so that undergarments are not visible.

Chapel Days

Event dress is optional on Chapel Days.

Event Dress

Families will be notified (newsletters, notices home) if event dress will be required. When students are asked to be in event dress, they are to “dress-up” for the special event. Skirts, dresses, dressy pants or skorts can be worn. Jeans are not considered part of event dress.

Dresses/Skirts

- Hemlines and slits should be no shorter than 4" above the knee when measured from a kneeling position.
- Sundresses are permitted within the guidelines of good judgment, modesty and appropriateness.

Tops

- Tops must cover the midriff and lower back. No low necklines or strapless. Tank tops are permissible within the guidelines of good judgment, modesty and appropriateness. Tops must be modest and completely cover any undergarments.
- Printing on shirts may not be rude or disrespectful to school or others. Shirts with imprinted messages are allowed within the guidelines of good judgement and appropriateness (i.e. heavy metal band shirts).
- Plain white T-shirts (meant as an undergarment) are not acceptable unless they are worn under another garment.

Pants

- Long pants which are loose and modestly fitting, neat, in good condition,

and specifically made for girls may be worn.

- There are to be no excessive holes or tears.
- Pajama bottoms are not acceptable for school dress.
- Pants with wording or a design on the buttocks are not allowed.
- Leggings or tights are not to be worn as pants.

Shorts

- Shorts must be loose fitting and at least mid-thigh in length.
- No cutoffs are allowed.

Shoes

- Shoes must be worn at all times.
- Heels may not exceed 2 inches in height.
- Athletic type footwear is acceptable.
- Sandals with back straps are acceptable. Flip flops or backless footwear is not acceptable due to issues of safety.
- 6th grade students may wear flip flops only if they bring athletic shoes to change for PE.

Grooming

- Hair must be neatly groomed.
- Hair color must be a natural hair color (black, brown, blonde or auburn).
- Extreme cuts of hair are not acceptable (i.e. mohawks and shaved lines).
- Makeup is not allowed.
- No tattoos.

Jewelry/Hats

- Earrings are not to become a distraction as adornment.
- No body piercing except for the ears.
- Hats or caps may be worn, but not in Chapel, classrooms, or with the bill off to the side or backwards.
- Words or logo designs on hats and caps must be appropriate for the school.

Activities

- If an activity requires special dress (i.e. graduation, swimwear, etc.), a note will be sent home with instructions and information about the dress policy.

BOYS**General Style**

- Immodest, sloppy, baggy, street culture or "counter cultural" fads are not permitted.

Chapel Days

Event dress is optional on Chapel Days.

Event Dress

Families will be notified (newsletters, notices home) if event dress will be required. When students are asked to be in event dress, they are to "dress-up" for the special event. Button-down shirts, collared shirts, or turtle necks can be worn. Solid colored pants are preferred, but jeans are acceptable. Shorts are not to be worn to events.

Shirts

- Printing on shirts may not be rude or disrespectful to school or others. Shirts with imprinted messages are allowed within the guidelines of good judgement and appropriateness (i.e. heavy metal band shirts).
- Shirts with cut-away sleeves (front or back) are not permissible.
- Plain white T-shirts (meant as an undergarment) are not acceptable unless they are worn under another garment.

Pants

- Pants should remain around the waist and cover undergarments at all times.
- There are to be no excessive holes or tears.
- Pajama bottoms are not acceptable for school dress.

Shorts

- Shorts must be loose fitting and at least mid-thigh in length.
- No cutoffs are allowed.

Shoes

- Shoes must be worn at all times.
- Sandals with back straps are acceptable.
- Athletic type footwear is acceptable.
- Sandals with back straps are acceptable. Flip flops or backless footwear is not acceptable due to issues of safety.
- 6th grade students may wear flip flops only if they bring athletic shoes to change for PE.

Grooming

- Hair must be neatly groomed.
- Hair color must be a natural hair color (black, brown, blonde or auburn).
- The length of the back of the hair is not to exceed the middle of a standard dress shirt collar, the front may not be longer than the top of the eyebrows and the sides should not exceed the bottom of the ears.
- Pattern cuts and extreme cuts are not permitted (i.e. mohawks and shaved lines).
- Corn rows are permissible.
- No tattoos.

Jewelry/Hats

- No earrings, body piercing, or distracting jewelry are to be worn on campus or at school activities.
- Hats or caps may be worn, but not in Chapel, classroom, or with the bill off to the side or backwards.
- Words or logo designs on hats and caps must be appropriate for the school.

Activities

- If an activity requires special dress (i.e., graduation, swimwear, etc.), a note will

be sent home with instructions and information about the dress policy.

SNACK AND LUNCH

Snacks

- Snacks are allowed at the morning recess period.
- Like lunches, snacks should have good nutritional value. **These include nuts, cheese, fruit, vegetables, etc.**
- Students may **NOT** have food such as cookies, candy, cupcakes, and other foods with high sugar content for the morning recess snack.
- No soda.

Lunches

- Lunches should be sent in a marked sack or lunch container.
- Lunches should be nutritionally balanced with a minimal amount of processed sugar.
- No soda.
- All students will eat outside with their teacher whenever weather permits and are given plenty of time for lunch completion.

Parents Bringing Lunches to School

- Parents must leave lunches in the office and **cannot** deliver them to the classroom.
- No soda.

Parent Taking Student to Lunch

For the student's safety, parents wishing to take their child off campus for lunch must come to the office to log the student out. Upon return, the *parent* must come to the office and log the student back into the school.

School Lunch Program

An optional hot lunch is available five days a week, but must be pre-ordered. Order forms are sent home on a monthly basis.

Milk Program

An optional milk program is available five days a week, but must be pre-ordered. Order forms are sent home each academic quarter.

GENERAL INFORMATION

Handbook Agreement

Each parent is required to sign a Parent-Student Handbook Agreement Form at the beginning of the school year. Any student who exhibits a disrespectful attitude or defiance of authority will be subject to disciplinary action. A parent's failure to support the staff, teachers, and administration in the enforcement of any behavior, may result in the removal of the student from school.

Search and Seizure Policy

BVCS has expectations of students in the areas of conduct, integrity, responsibility, and respect. In the event that a student fails to meet these expectations by violating a school rule, it may become necessary to conduct a search of the student's person, property, or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. The administrator or school personnel conducting this search will follow these guidelines:

The person or persons conducting said search must have a reasonable suspicion that the person, property, or school locker being searched relates directly or indirectly to an infraction of school rules and/or standards. The term reasonable suspicion is defined as having credible sources and/or personal observations that a student is engaging in wrongful behavior. The search that is conducted will be no more intrusive than necessary to serve the school's legitimate needs. The search, and any item that is observed or seized, must be documented as to maintain the sequence of events leading up to the search and the subsequent results of the

search itself. A record of all searches will be maintained by the administration.

If you have any questions, call the school office at 527-3481.

QUESTIONS