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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.

History - WVCS began as Faith Christian School in the Assembly of God Church in Woodburn, Oregon, in 1967, with a preschool and kindergarten. As the school grew, additional grades were added. In 1991 the school moved to Brooks and purchased the old elementary school building. At that time the school became an independent, interdenominational organization servicing grades preschool through grade 12 and was renamed Willamette Valley Christian School.

A. PURPOSE

The primary purpose of Willamette Valley Christian School shall be to provide opportunity for students to study at the elementary and secondary levels in a Christ-centered academic environment.

The board of director's and the administration's interpretation and paraphrase of this is

- * To provide students with a Christ-centered education that maintains high academic standards and a safe nurturing environment.
- * To partner with parents in the training and education of their children.
- * To provide students with the spiritual and educational foundations that will enable them to be godly, knowledgeable, and courageous adults.
- * To equip students to impact the world for Christ.

The goal of Willamette Valley Christian School is development in the following areas: spiritual, intellectual, social, cultural and physical.

B. OBJECTIVES

The objectives of Willamette Valley Christian School includes the following:

1. To assure that each child comes to a saving knowledge of Jesus Christ, achieves a higher level of Christian maturity, attains a deeper commitment and becomes a more effective witness for the Lord.
2. To emphasize the individuality of each person and to assist each child in developing proper relationships.
3. To develop academics, self-confidence, creativity, goal setting, communications, the principles of success, as well as to develop individual God-given talents and abilities.
4. To promote self-discipline within the student by training him or her to be consistent and responsible in attitude, character and actions.
5. To assist each child in seeking his or her purpose for service and to provide each child the necessary preparation for life and eternity.
6. To stimulate the desire to achieve academic excellence.
7. To prepare and encourage each student to further his or her education in post-secondary schools, colleges and universities.
8. To help each child learn to live a God honoring life by meeting the daily responsibilities in which God has entrusted her or him.

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.

C. STATEMENT OF FAITH

We believe

1. The Bible to be the inspired, the only infallible and authoritative Word of God.
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. In the absolute necessity of repentance and regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God's grace and through faith we are saved.
5. In the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
6. In the spiritual unity of believers in our Lord Jesus Christ.
7. In the present ministry of the Holy Spirit by indwelling the Christian, enabling him to live a godly life.

D. ACCREDITATION AND AFFILIATIONS

Willamette Valley Christian School is accredited by the Northwest Association of Accredited Schools. Accreditation is by annual provision based on reporting and site inspections by the NSCA site council.

Willamette Valley Christian School registers annually with the Oregon Department of Education and is a member of the Association of Christian Schools International (ACSI).

The school is currently a member of the Salem Area Association of Christian Schools (SAACS), a voluntary group of local Christian school administrators and staff. The group meets quarterly for fellowship and public promotion of Christian education in the mid-Willamette Valley.

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, every third Tuesday of the month, 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 world view in mind. The Christian philosophy of education is integrated into instruction, athletics and school activities.

When possible all teaching staff attend the annual ACSI teachers convention in Portland, Oregon. This is a two-day in-service conference for teacher training. 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 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 probationary period. Parents will be notified in writing when this period has been completed. Any student not completing this probationary 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.

No student records or official transcripts will be forwarded to another school until the withdrawal process is completed, all books and school property are returned and any account balances owing are paid in full or payment arrangements have been made with the administration. If an account refund is due, please allow 10 to 14 business days for processing.

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.

A. SCHOOL HOURS

School begins at 8:00 a.m. and is dismissed at 3:00 p.m.. Monday through Friday. 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 3:00 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 3:00 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.

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.

DESIGNATED AREAS - BEFORE AND AFTER SCHOOL -

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

P-6- In front of main building

7-12 - South end of modulars

The playground areas and vending machine are off limits after school.

Bus

Bus riders will be escorted to the bus by staff. Students are to remain on the bus unless there are extenuating circumstances.

Other Transportation - P-12

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

B. VISITORS

All visitors to the school must enter through the main building front door, check in at the main office and receive a name tag. For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be allowed to remain and may be charged with trespassing. Friends and/or relatives are not permitted to attend school with

C. OFFICIAL SCHOOL COMMUNICATIONS

A school newsletter will be mailed on a bi-monthly basis. It will include all pertinent information to keep families and students informed of on-going and upcoming events.

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

D. PARENT COMMUNICATION AND CONFERENCES

Concerns regarding students may be addressed with the appropriate person. Please call the office to set up an appointment. Before and after school "drop ins" are discouraged as the teacher and staff are unavailable due to before and after school responsibilities.

E. FINANCIAL INFORMATION

Tuition may be paid in full or in 10 or 12 equal monthly payments due on the first of each month. Payments may be made by cash, check, Visa or MASTERCARD. (Visa or MASTERCARD will be charged a user fee.) Please see the finance office for information concerning your payment plan.

Payments not received by the tenth day of the month are considered delinquent and a service charge of \$10.00 will automatically be added on the 15th of each month that the payment is late.

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 finance office. School records will not be transferred until past due accounts are paid in full. For more information please refer to the financial policy which is available in the school office.

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.

F. LUNCHES

Lunches may be brought from home or students may purchase hot lunches (Taco Bell, Pizza Hut, Subway, etc.) on scheduled days. Order forms are available in the office.

Milk is available on a daily basis for a minimal fee. Chocolate milk is available on Monday and Friday. Vending machines and a student store are available to 7-12 grade students. Pop is not available to P-6 students and parents are asked to not send it in lunches.

G. TRANSPORTATION

Willamette Valley Christian School provides busing. The bus runs on limited pick-up point routes in the greater Keizer/N. Salem areas. Bus service is available to students for a monthly fee. Check with the school office for more information.

Please notify the bus driver on his or her cell phone or call the school office if a regular bus rider will not be riding the bus.

H. TELEPHONE USE

The school telephone is reserved for official school business, emergency and urgent calls only.

I. 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.

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.

J. EMERGENCY PROCEDURES

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

K. 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.

L. INCLEMENT WEATHER

Announcements concerning inclement weather days (snow, wind, flood, etc.) or unscheduled school closures will be made on radio stations KCCS and TV channels 2 or 8.

All decisions regarding school closures will be made by the administration.

M. 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.

N. CHAPEL SERVICES

Chapel services will be held once per week for grades K-6 and 7-12. Parents are always welcome and encouraged to attend chapel services.

O. PARENTAL INVOLVEMENT

Parent orientation through Back to School Night and parent/teacher conferences promote good understanding between parents/guardians, the faculty, and administration of the school. Every parent is encouraged to participate in these informative and helpful programs.

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." You may wish to give toward a specific purpose or to the school general fund. Your help in donations and making this opportunity known to possible donors is appreciated.

P.A.C.T. - This voluntary organization (Parent Advocates for Children and Teachers) is the official parent organization of the school. It meets September through June on the second Tuesday of each month at 7:00 p.m. at the school. This is a parent-coordinated effort to help with the many projects and needs of the school. P.A.C.T. works hand-in-hand with the Friends of the School volunteers. Officers are elected annually by the attending parents and staff. Your participation is welcomed and appreciated.

FRIENDS OF THE SCHOOL - Families are encouraged to become members of the Friends of the School program. This requires a contractual agreement to volunteer time to work in the school. 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.

P. STUDENT RE-ENROLLMENT

Re-enrollment packets will be available in March. A re-enrollment 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.

Q. 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.

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.

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 principals 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.

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 on the bus.

<u>LEVEL I</u>	<u>LEVEL II</u>	<u>LEVEL III</u>
Tardy to class	Automobile violation	
Bus rule violation	Blatant defiance	Alcohol/drugs/tobacco
Class rule violation	Cheating	Endangerment of others
Defacing/damaging of property	Cutting Class	Weapons
Disobedience	False alarm (fire)	
Disrespect	Fighting (level II)	
Disrespecting another's property	Forgery	
Disruption in class	Harassment	
Dress code violation	Inappropriate Behavior (level II)	
Fighting (level I)	Inappropriate Internet Use (level II)	
Food/drink in hall or class	Insubordination	
Foul language	Lying	
Hallway disturbance	Off Campus Violation	
Inappropriate behavior	Pornography	
Inappropriate conversation	Theft	
Inappropriate display of affection	Vandalism	
Inappropriate Internet Use		
Inappropriate literature		
Inappropriate Web Search		
Littering		
Loitering		
Off Limits		
Passing notes		
Playground rule violation		
Possession of inappropriate items		
Restroom misbehavior		
Unauthorized use of phone or electronics		
Wrong attitude		

<u>LEVEL I</u> <u>CONSEQUENCES</u> (Per Quarter)	<u>LEVEL II</u> <u>CONSEQUENCES</u>	<u>LEVEL 111</u> <u>CONSEQUENCES</u>
1st Violation = written warning	1st Violation = Parent will be informed & detention will be served	1st Violation = immediate suspension and removal from school premises.
2nd Violation (different infraction) = written warning	Discipline at the discretion of administration	Recommended expulsion
2nd Violation (same infraction) = 30 min. noon detention		
3rd Violation = 30 min. noon detention	2nd Violation 2 or 3 day suspension	
2nd Detention = parent conference with contract	3rd Violation = Possible expulsion (per board approval)	
3rd Detention = 2 or 3-day suspension		
4th Detention = possible expulsion (per board approval)		

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 board or 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.

Revised 8-07

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 appropriate 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 CODE

The following criteria will be used by school personnel in determining the acceptability of a student's attire and grooming. These guidelines must be followed at all school-sponsored functions. The purpose of the dress code is to set a Christian standard of modesty at all times. This list is not all inclusive and all dress code issues will be handled at the discretion of the administration and staff.

1. Hair is to be neat, clean, well groomed, out of the eyes and a natural looking color.
BOYS PERSONAL GROOMING GUIDELINES - September 2008
Boys' hair is to be no longer than collar length in the back, no longer than eyebrow length in the front and out of the eyes at all times. Sideburns are to be trimmed neatly at all times. There is to be no unnatural hair coloring. No facial hair with the exception of seniors: must be neat and well groomed.
2. Shirts and blouses should not be tight or low cut. No cleavage is to be visible when standing or bending. No tank tops, spaghetti straps, etc. Sleeveless blouses are permitted with a minimum 3 inch shoulder. All shirts and blouses must be **long enough to cover adequately at all times**. No objectionable material or words may be printed on clothing.
3. Shoes must be worn at all times, and shoe laces must be tied. **Elementary students** (Kdg - 6th grade) may not wear flip flops or Heely shoes (shoes with wheels). Tennis shoes must be worn to school on PE days.
4. Slacks or jeans are to be clean and in good condition, not ragged or torn. No sweat pants.
5. Length requirements for skirts and dresses (when worn with leggings and including slits) and shorts must be no more than two (2) inches above the knee. No article of clothing should be extremely tight.
6. 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. **Shorts and capris are not permitted on chapel days.**
7. No visible body piercings with the exception of earrings for girls. No earrings for boys. No visible tatoos.

CHAPEL DAY ATTIRE - Must be worn all day.

Grades K-6 Girls must wear dress pants or skirts with dress blouses, or a dress.
(No sweatshirts, T-shirts, capri pants or shorts)

Boys must wear slacks or dress jeans with a dress shirt. Sweaters may be worn over the shirt. **(No sweatshirts, T-shirts or shorts)**

Grades 7-12 Girls must wear **dress pants** or skirts with dress blouses, or a dress.
(No sweatshirts, T-shirts, capri pants or shorts)

Boys must wear non-jean slacks and a dress shirt. No shirt should be longer

than the hips. Sweaters may be worn over the shirt. (**No sweatshirts, T-shirts or shorts**)

Dress shirts are defined as: a traditional dress shirt that is designed to be worn with a tie or a casual or dress straight hemmed button-up shirt, i.e. Hawaiian, knit dress shirt, polo, golf, etc. must be buttoned at all times.

In Addition

Shirts or items with gang symbols, nicknames or weapons

Clothing adorned with pictures of or promoting tobacco, alcohol, other drugs, guns or other weapons or specific individuals/groups. Exceptions may be addressed with administration.

Bandannas, also called do-rags, of any color

Belt buckles with gang, drug/alcohol or tobacco symbols

Chains and spikes, these include wallet, security or dog chains

Sagging or low riding pants will not be allowed. Pants need to be worn at the waist.

Belts are to be worn in the belt loops. No part of the belt should be hanging below the waist.

Overcoats are not to be worn in class. They are to be kept in lockers during school hours.

Hats, caps and stocking caps must be kept in lockers during the day. Sweatshirt hoods may not be worn in the buildings.

No gothic style clothing or accessories.

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

E. ELECTRONIC DEVICES

Electronic music and communication devices are not to be brought into the classroom and are not to be visible. This also applies to those riding the bus to and from school or to school related functions. Violation of electronic device policy will result in immediate relinquishment of item to administration. Parents may pick up electronic devices at their convenience. WVCS is not liable for lost or stolen electronic devices.

F. STUDENT DRIVERS

Students with valid drivers 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 a student driver 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.

Revised 9-08

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 Stanford Achievement Test. Tests are scored professionally and copies are filed in student records and a copy sent home. The cost of this test is covered by the comprehensive fee.

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 the students' progress.

Progress reports are completed and mailed home the third and sixth week of each quarter for grades 7-12. This allows the student and parent to monitor progress before the final report card.

Report cards are completed at the end of each nine-week quarter for all grades.

Parent/teacher conferences will be during the first and third quarters. Report cards may be picked up by the parent at this time. Report cards not picked up will be mailed.

REPORT CARDS OR GRADES WILL NOT BE RELEASED UNTIL ALL FINANCIAL ACCOUNTS ARE CURRENT.

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 probationary period for academic purposes.

F. HOMEWORK POLICY Grades 7-12

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. Homework assignments not turned in when due are considered late and, therefore, receive no credit, with certain exceptions specific to the individual classroom, which will be addressed in the class syllabus. An exception would be an **excused** absence. For prearranged absences, homework must be obtained in advance and **all** assignments are due upon return.

Long-term assignments, such as reports or projects, will not be given extensions for absences whether excused or unexcused. If a student is ill or has a prearranged absence on the due date, arrangements must be made with the appropriate teacher to make sure the assignment is turned in on the date due.

HOMEWORK POLICY GRADES K-6 - 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. 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. to request homework. The parent may pick up assignments and any necessary books at 3:00 p.m. that day. 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 (upper level classes)
Science	2
Health	1
PE	1
Speech	½
Career Ed	2 ½
Computer	1
Foreign Language	2
Electives	4 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, multi media presentations, models or other crafted displays. The subject is to be pre-approved by a senior teacher committee and should envelop a Christian theme.

College Credits

College credits earned will only be applied to the student's transcript when needed to meet our graduation requirements.

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.

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, restricts 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 high school office.
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 high school office.

K. WORK STUDY PROGRAM

Seniors who have the desire to learn skills outside the classroom may apply for the work study program. The student will be excused from the 7th period class only and receive a maximum of one credit. The student must meet the following guidelines to be considered eligible for this program:

1. Maintain a 3.0 GPA while enrolled in the program.
2. Meet all requirements as outlined by the work study advisor.
3. Pass the job requirements (e.g. jobs must be career-oriented internships in which the student can explore career options).
4. Meet the proper credits for graduation.
5. Be either at the place of employment or on WVCS campus during regular school hours.

The work study advisor may be contacted for more information.

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.

All parent/guardian requests for student records to be sent to a new school must be written and signed by a parent/guardian. Verbal or phone requests for records or transcripts cannot be accepted.

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. Three transcripts will be issued as a service to students. Additional transcripts will require a \$3.00 service fee. Transcript Request Forms may be obtained from the high 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.

A. K - 12 ATTENDANCE PROCEDURES

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

Prearranged Absences

Families will be granted five prearranged days per school year with no penalty. Vacations exceeding more than five school days will not be excused. Doctor, dental and other appointments are to be scheduled after school hours. If appointments are necessary during school hours the student **must** make arrangements through the office as follows:

- 1. The student is to bring a signed note from the parent/guardian stating the reason for the absence. Three days notice is required.**
- 2. A prearranged form will be issued to the student for the teachers to sign. Assignments will be given.**

Extended vacations must be pre-approved by the vice principal.

Please do not prearrange days or appointments at the end of a quarter.

B. ABSENCES

It is the responsibility of the parent/guardian to notify the school by 8:30 a.m. if the child will be absent from school.

When the student returns to school, a dated note, signed by the parent/guardian stating the reason for the absence must be presented to the school office. A note must be received within two school days, following the absence. After two school days, the absence will be permanently recorded as unexcused.

Absences for reasons other than sickness and emergency will be excused only if arrangements are made in advance and if academic impact is minimal. Unexcused absences may result in no credit for work missed.

Excused Absences

According to O.R.S. 339.065 excused absences are for the following reasons only:

1. Personal illness
2. Illness or death in the family
3. Family circumstances or emergencies as determined by the administration of the school

Unexcused Absences

Any absence from school which is not in accordance with Oregon State Law, even with parental permission, may not be excused by the school.

C. TARDIES

Students are expected to arrive in class on time. Students who are tardy more than 4 days in any one quarter may be given noon detention. The goal is to reduce tardiness to an absolute minimum.

Tardiness is defined as any student who arrives at school after the first period bell has rung. A note from the parent/guardian is required.

D. EXTRACURRICULAR ACTIVITIES

Students must be in attendance in their scheduled classes at least 4 periods of the day to participate in or attend any extracurricular activity.

E. ATTENDANCE CONSEQUENCES

The consequences of excessive unexcused absences and tardies will be administered as follows:

Class Absences:

1 unexcused absence	=	Written warning
2 unexcused absences	=	45 minute detention
3 unexcused absences	=	Parent conference with contract
4 unexcused absences	=	Contract enforced/2 to 3 day suspension

Morning Tardies: Report to office upon arrival to school.

More than 4 tardies in any one quarter	=	30 minute detention during lunch
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Tardies between classes for junior and senior high students will follow the school discipline policy. Students who are tardy for classes, with the exception of "arrival to school" will be subject to the regular school discipline policy.

Consequences for excessive lateness, or tardies, will be determined by administration.

F. 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 12th 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.

Students may only be excused from attendance for up to five days of absence within a three month period or ten days of absence within a six month period.

Revised 8-07

Students failing to comply to the above will be subject to the following:

- 1) A "failure to comply letter" will be mailed to the parent or guardian.

- 2) Immediate attendance will be required of the student in order to resume enrollment.
- 3) 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.
- 4) Grade Reduction/Credit Denial - a student's attendance may be considered in making a determination of grade reduction or credit denial. Excessive absences may require a Doctor's note.

G. 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.

Exception:

Juniors and seniors are permitted to walk **only** to one of the two delis located in Brooks during lunch and must have a completed permission slip on file in the school office. Students must sign out and back in with monitor on duty. Failure to do so will result in loss of privileges.

Revised 8-07

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, pop machines, staff/student relationships and miscellaneous student projects. The president will attend the school board meetings each month.

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 7-12 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.

When this award is given to 7-12 grade students, the staff confer and decide on the category, requirements and who will be chosen.

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 jr. high and high school volleyball, boys high school football, girls and boys jr. high and high school basketball, and jr. high and high school track and field. 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 4 class periods 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.

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

Several competitive activities are offered each year through the Association of Christian Schools

International. Activities include Math Olympics, Science Fair, Speech Meet, Spelling Bee, Young Authors and Illustrators and Yearbook Evaluation. 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-one years of age.
4. Waiver and release/permission forms will be required for each outing.
5. All drivers must complete all necessary forms/waivers.

A. LIBRARY/MEDIA CENTER

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/media center 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.

Computer Internet Policies -

The library/media center computer stations are available for research with internet capabilities. Students must check the library schedule to determine available times in which the library is open and free for use. If alternate hours are needed, please check with the librarian or appropriate person for approval.

All internet use will be monitored by staff. The internet services are provided through a Christian filtering service.

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

Flash drives may be brought from outside the school and used in school computers with approval of appropriate staff.

For further library use and policy information, please consult with the librarian.

B. COMPUTER LAB

Computers are available for student use in the computer lab and the library/media center.

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.

C. LOCKERS

Lockers are provided for the junior high 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 in 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.

D. PLAYGROUND RULES

Playground equipment is off limits for grades 7-12. 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 only allowed 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 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.

Students

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.

Buses

School buses park at the north end of the gym after dropping off students in the morning. Upon return from the afternoon routes, the buses will be parked at the south end of the modular classrooms in the staff parking lot.

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. No gum is allowed on the premises. Classrooms are off limits for students before school, during recess, lunch and after school without permission. No food or drink except at designated times and areas. Pop machines are off limits before and after school.

Drinks and bathroom use should be during breaks/ recess times. Hall passes are needed when leaving classrooms during class times.

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 only be in the gym.) 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.

H. PROPERTY MAPS

(See following pages)

**This handbook is not all inclusive. WVCS board and administration reserve the right to change the policy at any time. WVCS board and administration retain the right to make exceptions to the policies as is appropriate. Parents will be notified of changes in policy in writing.