

*Valley Adventist
Christian School*

Handbook 2019-2020

Grades K-8

School Hours

Monday – Thursday 8:00 a.m. to 3:45 p.m.

Kindergarten 8:00 a.m. to 3:45 Tuesday & Thursday

1275 Helena Flats Road
Kalispell, MT 59901
(406) 752-0830

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SCHOOL YEAR CALENDAR – 150 DAYS/ 1080 RQD HOURS

August 1	Registration
August 26	First Day of School (Including Kindergarten)
September 2	Labor Day – No School
September 16-19	ITBS Testing
October 18-19	State Teacher Meeting
October 21-24	5/6 Outdoor School
October 25	End of 1st Quarter
November 28-29	No School, Thanksgiving Vacation
December 23–	
January 2	No School, Christmas Vacation
January 17	End of 2 nd Quarter
January 27	Teacher In-service
February 17	No School, Presidents' Day
March 20	End of 3rd Quarter
March 23-26	No School, Spring Break
May 4-6	Ed Fest & Field Trip (Grades 1-4 No School)
May 25	Memorial Day
May 28	Last Day of School, End of 4th Quarter

Note: This is a proposed calendar, pending approval by the superintendent. Social events will be added, such as swim lessons, ski lessons, field trips, music performances, Christmas program, community service projects, etc.

I. ABOUT VALLEY ADVENTIST CHRISTIAN SCHOOL

Welcome to our school

Valley Adventist Christian School (VACS) views children as a unique and marvelous gift from God. We work with parents to provide a safe, secure environment where children can grow to be all that they were created to be.

Our curriculum focus is inclusive and strives to address the intellectual, emotional, spiritual, social and physical growth of every child's development. We work to integrate these developmental processes so that children may become well-rounded adults who value themselves and others. We encourage all families to participate in school activities.

It is the goal of Valley Adventist Christian School to serve our local Christian community regardless of religious affiliation. Our school is Biblically based and supports the mission of the Seventh-day Adventist denomination. Our constituent churches are a source of support for our students and teachers.

Mission statement

The Valley Adventist Christian School family exists to *show* children Jesus, *nurture* their love for Him and others, *teach* them to think, and *empower* them to serve.

Home and School Association

To strengthen the ties between home, school, and the constituent churches, the home and school leader is appointed to promote Adventist education, enhance parent-teacher relationships, encourage effective parenting, and provide resources. Home and School events are scheduled (hay rides, spring festivals, hikes and picnics, etc.) and fundraising events are conducted (auctions, product sales, walkathons, etc.). All patrons of the school and the members of the constituent churches are members of the association. Parents of students are encouraged to be active in the Home and School Association.

School board

VACS is guided on the local level by an elected school board. The school board directs the policies of the school under the general direction of the Superintendent of Education of the Montana Conference of Seventh-day Adventists. The school board meets on a monthly basis and is open for all constituent members and parents to attend, unless it is in executive session. Items that visitors wish to have discussed should be presented to the chair of the school board and principal at least one week prior to the board meeting.

Statement of nondiscrimination

The Seventh-day Adventist Church, in all of its church schools, makes no discrimination on the basis of race, color, ethnic background, country of origin, or sex in administration of education policies, applications of admission, scholarship or loan programs, and extracurricular programs. Valley Adventist Christian School follows this policy.

At VACS, student success is a top priority and teachers use many methods to reach that goal. Students with special needs (behavioral, academic, or emotional) may require the use of resources not offered at VACS. This takes a cooperative approach between parents, teachers, and special education personnel. Examples of resources outside of VACS are, but not limited to, special education testing services, Individualized Education Plan implementation, counseling, behavior training, etc. **Students who have special needs may be asked to obtain these services as a condition for enrollment at VACS.**

Services provided in this manner are aimed at being able to keep special needs students at VACS in a Christian environment while also providing the professional help needed for academic, behavioral, or emotional growth and success. In addition to assisting the student, these services provide support for classroom teacher and the parents. There may also be cases where a student's needs cannot be met at VACS, even with the added resources discussed above. VACS staff, in consultation with the parent, school board or conference educational superintendent, will make that determination.

Visitors

Parents and others are welcome to visit. Please check with your child's teacher to schedule a mutually convenient time. Children may visit the school only after prior arrangements have been made with the teacher and principal. Parents and other visitors should not interrupt a class (except in an emergency) to converse or visit with students or teachers. This also includes lunch and recess. Upon arrival, all visitors (including visiting parents) must check-in with the teacher and sign the visitor's log. Visitation to our campus during school hours is at the sole discretion of the principal.

II. ADVENTIST EDUCATION

Did you know...

- ◆ The Seventh-day Adventist educational program is the 2nd largest protestant school system in the United States and largest in the world.
- ◆ The Seventh-day Adventist educational system includes:
 - 7,800 schools, colleges and universities
 - 93,000 teachers
 - 1,814,000 students
 - In nearly 145 countries worldwide.

Each school works in close cooperation with the Seventh-day Adventist educational department directors in the 13 world divisions (regions) around the world. To prepare young people for success in the 21st century and beyond is the mission of the Seventh-day Adventist educational system. This established system provides equal support to the Adventist elementary and secondary schools to ensure that the Adventist philosophy of education and the principles of faith and learning are integrated into the life of each institution.

Philosophy of Seventh-day Adventist education

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ.

The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their Maker.

While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity.

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

Goals for curriculum

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education for each student.

1. ***Acceptance of God and His Word*** — Surrender one's whole life to God, develop a relationship with Jesus Christ, and allow the Holy Spirit to work in one's life.
2. ***Commitment to the Church*** — Desire to know, live, and share the message and mission of the Seventh-day Adventist Church.
3. ***Interpersonal Relationships*** — Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. ***Responsible Citizenship*** — Develop an understanding of cultural and historical heritage; affirm a belief in the dignity and worth of others; and accept responsibility for local, national, and global environments.

5. *Healthy Balanced Living* — Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. *Intellectual Development* — Adopt a systematic, logical and Biblically based approach to decision-making and problem-solving when applied to the developing body of knowledge.
7. *Technology and Communication Skills* — Recognize the importance of effective communication and develop the requisite skills.
8. *Life Skills* — Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
9. *Aesthetic Appreciation* — Develop an appreciation of the beautiful, both in God’s creation and in human expression, while nurturing individual ability in the fine arts.
10. *Career and Service* — Develop a Christian work ethic with an appreciation for the dignity of service.

Accreditation

Valley Adventist Christian School is accredited by the Montana Conference Board of Education and the North American Division Commission on Accreditation through the year 2022. The school is also a member of the Association of Nonpublic Schools of Montana, and is accredited by the National Council of Private School Accreditation.

III. SCHOOL LIFE

Acceptance

No religious affiliation is required of any student upon entering the school, but it is expected that every student who presents himself for admission to the school thereby pledges to observe willingly all its regulations, maintain a positive attitude, and uphold the Christian principles upon which the school is founded.

Formal application must be made for all students by completing an application form. Acceptance is subject to the decision of the school board. The school board may request interviews and/or letters of recommendation and review previous school behavior and academic performance. Previous and current parental interaction with schools may also be a consideration. All students are in a period of probation for the first six weeks of each school year. *All paperwork is due at registration, or it must be arranged for completion by September 15 for students to continue school.* The following documents must be submitted:

1. Proper school records verifying past education
2. Immunization and health records
3. Birth certificate

4. Financial agreement
5. Promise of parental support and involvement
6. Registration papers
7. Signed student commitment

Note: VACS will not accept students who have a poor behavioral record or who have been suspended or expelled from another school except in special circumstances reviewed and approved by the school board.

Attendance

Attendance at school is critical to the success of the student. Students are required by state law to attend school 180 days per year or 1080 hours. Attendance records are maintained and serve as a legal document. Three valid excuses for absence are:

- ◆ Student illness
- ◆ Death in the family
- ◆ Doctor/Dentist appointments

Other absences are permitted, but they must be arranged with the teacher prior to the absence and are not excused. When known ahead of time, written or verbal permission for tardiness or absence should be sent to the teacher. A student may receive failing or lowered grades for the quarter if attendance requirements are not met.

Before students are kept out of school for reasons other than illness, proper arrangements should be made through the office. Academic loss from absences is the responsibility of the student and parent. Parents are asked to notify the school by 8:00 a.m. if your child will be absent.

Upon missing more than the **maximum number of absences (9 per semester)**, your child will not receive academic credit for the semester. To appeal for an exemption to this policy, you may file a written request to the school board. Both excused and unexcused absences count towards the semester accumulation. Three tardies will equal one absence. Students participating in school-sponsored activities will not be marked absent. Chronic tardiness because of traffic or getting up late is not an excused tardy. It will affect a child's education.

Physical education, recess, and field trips are part of the regular school program. A student may only be excused by a note from a medical doctor verifying a limiting physical condition. Student participation in P.E., music, and field trip activities during normal school hours is mandatory. Participation in P.E., music, or field trips outside school hours is strongly encouraged and often times required, and may affect the student's grade. If your child cannot attend scholastic activities outside normal school hours, please inform the teacher as soon as possible so he/she may plan accordingly. **Note:** Parents who have valid concerns pertaining to field trips may request their child be excused, in which case parents will be responsible for student care.

Damage to school property

Lost or damaged books and other defaced or damaged property will be billed to student accounts. Regular financial policy applies.

Grade completion requirements

Students who do not meet grade requirements and acceptable attendance records (based on local state requirements) will not advance to the next grade or may be required to complete summer school. Younger students who do not exhibit competent maturity levels may be asked to repeat a grade to allow time for development to take place. Retention may be considered for a student who has not met minimum requirements in three major subjects, and is subject to superintendent's approval. Consideration for grade acceleration is based on testing, academic performance, classroom behavior, maturity level, age, and is subject to superintendent's approval. VACS does not offer an "at-home" school program; students must attend the school.

In order to finish the eighth grade from VACS, the pupil must present evidence of having completed Bible, Spelling, Health/Science, Fine/Practical Art (Art/Choir), Reading, Civics, Mathematics, U.S. History, English, and Physical Education.

Illness

Please keep a child home when ill, as communicable disease spreads rapidly in a school. Illnesses include coughing, fever, runny nose, sore throat, rash, vomiting, and diarrhea. Because VACS does not have a school infirmary, **please make arrangements to have your child picked up within 30 minutes upon notification of illness.** The school will administer first aid as needed and parents will be notified of more serious injuries. Prescription medication, in its prescription container, should be administered by the child's teacher or staff. Please refer to medical policy. All medications will be stored in a safe place by the teacher.

Medical requirements

School policy requires all new students and students entering the fourth and seventh grades must have a physical examination by their physician, or have arranged for one to be completed by September 15. Verification should be presented at registration. Physical forms are available from the school office. The school will accept physicals taken six months prior to the start of school. State law requires up to date immunizations. Please bring a copy at the time of registration.

Lunches

Parents should provide their child with an adequate nutritional lunch. Microwaves are available for use in each classroom. Soft drinks and other high sugar items, and beverages containing caffeine are discouraged. Please let the school know if your child has any food allergies. The Home and School Association provides a lunch one day a week, usually for a small fee. A schedule will be put on the monthly calendar.

Participation of home school children

VACS believes that school choice is important and for some, homeschooling is the best alternative. Because of this belief, VACS wants to support homeschooling families as they educate their children for Christ and welcomes homeschooling families to participate in the school program. VACS expectations for any collaboration would include parent participation, student application process, and purchase of school insurance and any other fees as deemed by the board including tuition.

Play field

Activities in the building or playground will be limited to games approved by the faculty. Safety considerations are to be met at all times. Students may bring play equipment from home for outdoor use at the approval of a teacher. The school does not assume responsibility for any student's recreational equipment. Students are expected to play outside during recess times unless a doctor's note is submitted. Parent's notes will be accepted on a periodic, temporary basis. **Parents are expected to dress their children appropriately for any weather conditions.** Students may be required to have snow boots, gloves, and a stocking cap during the colder winter months.

Scholastic goals and age requirement

Recognizing that not all students are scholastically equal, each child should be given the opportunity to achieve the highest education to the best of his/her ability. This can be achieved by giving him/her the instruction and skills necessary to meet given goals. We can measure the results of learning partially by testing and observing developmental progress. With this in mind, it is highly recommended that all children entering first grade have at least one year of kindergarten. In Montana, children may begin kindergarten if they are 5 years old by September 10 and first grade if they are 6 years old by September 10. Age is not the only criteria for enrollment in school. If you have concerns about your child's readiness, please consult with the administration and teacher involved. Age must be verified by a birth certificate for all beginning or first time students. Readiness tests may also be administered.

Subjects taught

The curriculum of VACS conforms to the requirements of the Montana Conference of Seventh-day Adventists Department of Education. Grades and credits earned at VACS are accepted in all Seventh-day Adventist Schools as well as public schools. The curriculum includes the following for grades 1-8: Bible, Language Arts, Mathematics, Science and Health, Social Studies, Keyboarding, Fine/Practical Arts (music, art), and Physical Education.

Swim days, ski days, Ed Fest

We plan 4-6 days each year for ski days, and ten days for swim lessons. These are considered school days with the emphasis on physical education. These activities are part of the physical education program and are not optional. Because we have a 4 day school week, these PE days also help us meet our required school hours.

Unless there is a valid medical excuse, all students should plan to participate. Costs for swimming and skiing are included in tuition. Ed Fest is for grades 5-8 only and the cost is included in tuition.

Use of electronics and telephone

Personal gaming devices, such as watches and iPods, are not to be brought to school. Please be considerate of class learning time and make every effort to limit phone calls to before and after school or during lunch time. Students are not permitted to use the school phone unless it is an emergency. Please take care of lunch, transportation, and personal issues at home. Student cell phones can be brought to school, but must remain in the student's locker. If your child has special needs, please talk to the teacher.

Use of school computers

Students may use the school computers with the teacher's permission. Software or computer accessories from home may not be used on the school computers. Students may access the internet with the teacher's permission and discretion, and will be held accountable for all websites viewed. Students will be held responsible for inappropriate use of the Internet, and may face disciplinary action. Students may not access faculty files. Tampering, abusing, altering, and hacking of school computers is not permitted. Computer use is a part of the school's curriculum; students will be asked to use this resource to increase their learning.

Withdrawal of students

When terminating a student during the school year, the parent needs to come to the school office and complete a withdrawal form. This must be done before the school can give report cards or refunds, if due. School charges will continue until termination procedures are completed, as well as absent marks on attendance.

IV. INFORMATION FOR PARENTS AND LEGAL GUARDIANS

Accident insurance

Please refer to the student accident insurance brochure distributed at the beginning of each school year.

Camera/video waiver

VACS reserves the right to take pictures and/or videos throughout the school year. The pictures and/or videos taken are used for the yearbook (in the event one is published), school brochure or newsletters, website, and other school-related functions. Your acceptance of the conditions of this waiver is indicated by the placing of your child in VACS unless written notification is given.

Closed campus

From the time a student initially arrives on campus each day until he/she leaves for home after school, he/she is not permitted to leave the school campus at any time during school hours without prior permission from their parents or legal guardians and their teachers. An unauthorized leave or absence may result in disciplinary action. No child will be allowed to leave the school grounds with an individual other than his/her parents or legal guardian without the written or verbal permission of his/her parent or legal guardian.

Notification of asbestos reinspection

VACS has conducted an extensive asbestos survey of our building. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district will be taking regarding asbestos-containing materials found in our building. This plan is available for inspection at our office without cost or restriction. If you desire to have a personal copy, please notify the principal and it will be supplied to you within five working days. We have endeavored to make VACS a safe place in which students can learn. Our procedures for dealing with this problem reflect that concern. Please let us know if we can answer any questions.

Parental agreement

By registering a student at VACS, the parent(s) and/or legal guardian(s) agree to abide by the judgment of the school board, administration, or faculty as it applies to standards of dress and conduct of their children. Parents also agree to communicate with the faculty regularly if they have any questions or concerns. Further, such registration implies a willingness to meet the financial obligations that accrue out of tuition, fees, or other applicable charges approved by the school board. In addition, registration implies a willingness to respect and uphold the school policies, purpose, and curriculum.

Parental support and involvement

Studies have shown that children do better in school when their parents are involved to some degree with the school program. We recognize that time constraints make it impossible for some parents to be on campus during regular school hours, so we have identified many ways for you to participate. (Background and driver checks are required for volunteers working with children.)

Volunteer opportunities include:

- ◆ Teacher assistant — classroom/play area
- ◆ Hot-lunch program — preparation /clean up
- ◆ Field trip — driver/supervision
- ◆ Fundraising programs — record keeping/involvement
- ◆ School work bee
- ◆ Home and School Association activities — assist/attend
- ◆ Secretarial/clerical/library duties

- ◆ Other special projects, such as yearbook, monthly newsletter, school t-shirts

Parent and volunteer expectations

VACS appreciates positive volunteer/parent involvement, and regards this support as a valuable asset, which improves the success of the entire school program. Volunteers/visiting parents shall follow the following guidelines:

1. Volunteers show a willingness to assist teachers and share their respect and love for the students.
2. Volunteers are to participate for the purpose of supporting the school program and its staff.
3. All volunteers must undergo school screening procedures and meet with the teacher(s).
4. Volunteers work under the direction and supervision of the teacher or program coordinator.
5. If possible, volunteers must keep to a regular schedule so the teachers can expect them at established times.
6. Volunteers must be safety conscious at all times and not request children to engage in activities that would endanger them.
7. Volunteers should ask for information when they do not know how to complete a task or help a child.
8. Volunteers must be able to keep confidences. Volunteers must not discuss problematic school happenings with others; information shall be shared with the teacher and principal only.
9. Volunteers are not allowed to show favoritism to students, their own or others.
10. Volunteers do not discipline students or countermand any teacher decision or request to a student.
11. School parents who are volunteers must watch for negative changes in their child's academic performance or classroom behavior in the volunteer's presence.
12. Volunteers are not to evaluate school staff, pupils, or programs.
13. Volunteers are not to make decisions regarding diagnosis of pupil difficulties, prescription of learning experiences, or evaluation of pupil progress.
14. Volunteers who have a negative effect on children, teachers, the school's operations or other volunteers will discontinue their service.
15. School parents who are volunteers must be mindful that at times a child's autonomy may be infringed if the parent's presence is too strong, too frequent, or too distracting.
16. Volunteers are to respect the policies as listed in the school handbook.

How to stay informed

- ◆ **School Calendars:** These are provided at the beginning of the school year. They are handy for planning family business/vacations.
- ◆ **Notes/Messages/Children's Work:** Please impress upon your child that you are depending upon him/her to be responsible about delivering notes to you that come from school. The school will see that the notes are put in the child's hand, but the actual delivery of that note cannot be guaranteed without a parent's help.

- ◆ **The Handbook:** Gives much information on the policies and practices of our school.
- ◆ **Newsletters:** Watch for these monthly, sometimes more often. It contains the most current and accurate information.
- ◆ **School Open House, Home and School Association Meetings:** These are to provide the “school family” with opportunities for discussions, programs and social gatherings. By attending regularly you will grow closer to other parents, the teachers, and your child’s classmates.
- ◆ **Verbal Communication with Teachers:** Parents are encouraged to come into the school building to visit with the teachers about updates on coming events, or share concerns and ask questions.

Parent–teacher conferences

Grade reports will be issued at the end of each quarter. Parents will be scheduled to conference with their child’s teacher at the end of the first and second quarters, but conferences are welcome at any time during the school year.

Parent and constituent concerns

Valley Adventist Christian School encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. Our grievance policy is based on Matthew 18:15-20. The proper channel for concerns is as follows:

1. Pray earnestly about the matter at hand.
2. Speak directly to the person in question as soon as possible. This will solve most problems.
3. Ask the principal or school board chair to accompany if a second attempt is needed. If you are in conflict with the principal, ask the school board chair to accompany you.
4. If no resolution is reached, the matter will be presented to a grievance committee comprised of the school board chair, constituent church pastor(s), and principal.
5. A final presentation will be made, if needed, to the full school board. The board’s decision will be final.

***Note:** The school board will not address your concerns unless these steps have taken place, and the principal and the board chair have been notified of your request to address the school board one week prior to the board meeting.*

Major problems can often be avoided if you are:

Open and direct in handling questions before they become problems.

- ◆ Careful in your choice of words, and timing, so that you can be calm, quiet, and constructive.
- ◆ Convinced that each person wants what is best for your child.
- ◆ Willing to listen and try to put yourself in the other person’s place.
- ◆ Committed to finding possible solutions, or areas of compromise.
- ◆ Trust in each other’s honesty and good will is the biggest aid in solving problems so that both parties are satisfied.

V. STUDENT EXPECTATIONS

VACS maintains three core principles. These principles form the basis for all student expectations at our school. All three apply to students, faculty, leadership, visitors, and others. These three principles are followed by almost all people, but especially Christians.

1. Treat all people with courtesy and respect.
2. Keep things clean and orderly.
3. Make safety a priority.

Treat all people with courtesy and respect

Treating all people with courtesy and respect, which includes how a student views themselves. Parents should encourage their child to be kind and patient with themselves. Some things take time to learn.

General guidance for students:

- ◆ Be patient and kind towards other people, even if it seems difficult. Give them a fair chance too. When possible, respect their ideas of how to do things; you don't have to give in to them, because love also means being honest. Love means respectfully letting people know how you feel.
- ◆ Your teachers are here to help you. When you don't understand what they want, or when you disagree with them, talk it over. Your questions may help you understand what is needed. Your questions may also help the teachers improve what they do. We are all still learning. At times your teacher may have to say, "I'm sorry, but for now, this is the way it will have to be." For the good of the class, you will need to accept the teacher's decision. Sometimes, too many things are going on for your question to be handled right then. You will need to cooperate first, and then raise the question again when things are slower and calmer.

Keep things clean and orderly

General guidance for students:

- ◆ Keeping your body, hair, breath, clothes, and desk clean helps you make friends.
- ◆ Keeping your desk and work areas neat helps you find important papers and it keeps the room attractive for your friends.
- ◆ Keeping the school equipment (books, walls, P.E. equipment etc.) clean and usable will help you save money.
- ◆ Keeping your school facility clean and sanitized will show you are a responsible student and help keep you healthy and safe. Duties will be assigned to each student, such as vacuuming, emptying trash, washing counters, etc.

Make safety a priority

General guidance for students:

- ◆ You can study better and have more fun without a cut foot or broken arm so treat yourself well by playing safely.

- ◆ Keep your hands, feet, and objects to yourself.
- ◆ Others can study better and have more fun without injuries so be careful with them. No fighting, wrestling, or horseplay. Don't even talk mean or unkindly to others. Hurt feelings slow people down in school. Take turns and play fair.
- ◆ Teachers and students work better when they know their property is safe. Do not take or use other people's property without permission. Respect other people's property.

School rules

To keep VACS a safe and a happy place to be, these are some rules that have to be obeyed:

1. Don't use inappropriate language, cuss words, or God's name carelessly.
2. Don't hurt anyone either physically or emotionally.
3. Don't destroy property; yours, the school's, or anyone else's.
4. Don't leave the school without permission.
5. Don't use tobacco or alcohol.
6. Don't activate the alarms such as the fire alarm.
7. Don't bring any weapons to school.
8. Don't cheat, steal or lie.
9. Don't bring any electronic equipment; cell phones, iPods, or games.
10. Don't chew gum or eat snacks during school.
11. Don't use skateboards/rollerblades on school property.

Any incident involving weapons or reproductions thereof, including knives of any kind, or any object considered unsafe or detrimental to the welfare of the students, may be brought before the School Board and reported to the local law enforcement agency.

Search policy

The school reserves the right to search a student's person and personal property.

Student conduct

The purpose of VACS is to train young people not only in academic subjects but also in Christian principles of conduct. With this purpose in mind, the school has established guidelines that promote spiritual growth, harmonious personal relationships, safety of the students, and a smooth operating program. **By the act of applying for admission and attending VACS, students pledge to observe willingly all printed and announced regulations and to uphold the Christian principles upon which the school is operated.**

Additional rules, guidelines, or regulations may be adopted by the school and announced to the students during the course of the school year. Students are expected to respect and obey the teachers, teachers' aides, and school volunteers at all times.

The school reserves complete discretion in making disciplinary decisions. If a student's progress or conduct is unsatisfactory, his/her spirit is manifestly out of harmony with the standards of the school, or his/her influence is found to be detrimental, he/she may be asked to

withdraw at any time even though there may have been no specific violation of any particular regulation.

Defiant behavior or undermining the school's ideals in any manner may result in suspension, dismissal and/or immediate disciplinary action. Continual misbehavior will be considered defiant behavior. The principal has full authority to suspend a student; the school board has full authority to expel a student. If it becomes necessary to promptly dismiss a student from school for defiant or inappropriate behavior, **the parent is expected to make arrangements to pick up their child within 30 minutes of notification.** The student may not be allowed to return to school until a productive parent-teacher-student conference has taken place.

Dress code

The dress code has been developed in consideration of comfort, current styles, and modesty. Parental assistance is vitally important to help the student dress within the following guidelines. Neatness, cleanliness, and appropriateness should be remembered when making choices for school wear.

Acceptable student attire:

1. Slacks, denim pants, leggings, shorts (2/3 length from hip to knee)
2. Shirts or T-shirts with sleeves
3. Dresses or skirts (2/3 length from hip to knee)
4. Emergency and medical I.D. tags are permitted
5. Swimsuits: Boys-boxer style; girls-cover the hips and modest necklines. If unsure, wear a T-shirt.

Unacceptable student attire:

1. Clothing not reflecting Christian standards (includes super hero pictures, etc.)
2. Any clothing article that is immodest, too tight, too sloppy, torn or dirty
3. Tank tops, strapless tops, or tops which reveal the midriff
4. Clothing which does not conceal underclothes at all times, including straps and bands
5. Jewelry (bracelets, rings, necklaces, earrings, chains, etc.)
6. Conspicuous use of cosmetics (keep it natural)
7. Flip-Flops (shoes must be worn at all times)
8. Hats while indoors

Consider age appropriate attire. The staff reserves the right to make interpretations and decisions relating to student dress. In the event a student does not follow these rules of dress, the parent will be notified and must correct his/her child's attire as soon as possible.

Bullying

Behavior that includes bullying and threatening the safety of others will not be tolerated. Students engaging in this behavior may face immediate suspension or may be expelled without warning.

Personal belongings

Students should not bring valuables to school such as baseball cards, or precious collections. The school does not assume responsibility for damage or loss for any items that are brought on campus. Items such as coats, lunch boxes, and backpacks are to be taken home daily — not left overnight.

V. EMERGENCY PROCEDURES

When it becomes necessary to close school due to the weather or other emergencies, it will be announced on major local radio and television stations by 7:30 a.m. (if possible) or parents will be notified directly. If school should close early because of weather or other emergency, parents will also be notified. In general, VACS closes if Helena Flats Elementary School closes. Parents may use their own discretion in choosing to travel in inclement weather.

Emergency notification instruments and evacuation

VACS uses the following instruments for the use of emergency notification: smoke detectors, cable TV, local radio, and Specific Area Message Encoding Weather Radio.

Building emergency exit

Drill and Actual: When exiting the building, teachers take student roster with emergency phone numbers. Notice is posted on the door as to location of students.

Valley Adventist Christian School Emergency Evacuation Plan

Level 1 — Disasters such as an earthquake

Students stay in the building, then exit

Drill:

The students shelter themselves under their desks or the nearest doorway or shelter. When the immediate threat is over, the students then exit the building while structural damage is assessed. The earthquake drill is practiced by the students at least once each school semester. Parents and authorities are not notified.

Actual:

Authorities are notified. Parents are notified to pick up their student(s) at VACS.

Level 2 — Disaster confined to local building, i.e. structural or fire damage

Students exit the building

Drill:

Students evacuate the building and line up against the school fence. Students are not allowed to re-enter the building unless authorized to do so. This evacuation drill is practiced monthly by the student body.

Actual:

Authorities are notified. Parents are notified to pick up their student(s) at VACS.

Level 3 – Disaster confined to local property, i.e. fire in building and field

Students evacuate to nearby shelter

Actual:

Students evacuate the building and walk/ride with the teachers to Helena Flats Public School. Authorities are notified immediately, and parents are notified through the phone chain to pick up their student(s) at Helena Flats Public School, 1000 Helena Flats Road.

Level 4 – Disaster in the lower valley, i.e. flood, or chemical spill on the highway

Students evacuate the area

Actual:

Students evacuate the area. Teachers transport students in vehicle(s) to Edgerton Public School. If roads are impassible to vehicles, students will hike across Rose Crossing, then down Whitefish Stage Road to Edgerton School. Authorities are notified immediately, and parents are notified through the phone chain. In such an event announcements will also be made over the radio and/or television. Parents will pick-up their student(s) at Edgerton Public School, 1400 Whitefish Stage Road.

VII. FINANCIAL INFORMATION

Please review the current year tuition charges. Tuition is charged on a ten-month basis. An entrance fee (1 month’s tuition) must be paid at registration and the 9 remaining tuition payments are due on the 1st of each month starting in September and ending in May.

**Valley Adventist Christian School
2019-2020 School Year
Financial Information**

Entrance fee: 1st Month Tuition (Due August 15, 2019)

Tuition: Non-Constituent* Gr. 1-8	\$390.00 monthly (\$3,900 per year)
2 nd Student	\$331.00 monthly (\$3,310 per year)
3 rd Student	\$293.00 monthly (\$2,930 per year)
4 th Student	\$50 monthly (\$500 per year)
Tuition: Constituent Student Gr. 1-8	\$322.00 monthly (\$3,220 per year)
2 nd Student	\$274.00 monthly (\$2,740 per year)
3 rd Student	\$242.00 monthly (\$2,420 per year)
4 th Student	\$50 monthly (\$500 per year)
Tuition: Non-Constituent* Kindergarten	½ the tuition (ex. 2 nd child \$165.50)
Tuition: Constituent Kindergarten	½ the tuition (ex. 2 nd child \$137.00)

Financial policies

1. The account from the **previous year's** schooling must be settled before the student is permitted to enter for the current school year.
2. If an account becomes delinquent, satisfactory financial arrangements must be made with the school board in order for the student to continue school.
3. Students will be dropped from school when their financial accounts are two months delinquent, unless other arrangements with the school board have been made.
4. Students who withdraw during the school year must pay all of their outstanding accounts.
5. Tuition refunds will be made on a prorated basis if a student transfers during the school year. Full entrance fee will be charged for students entering during the first semester and half entrance fee for students entering any time during the 2nd semester. The entrance fee is non-refundable. It covers, in part, the textbook rental, library use, and student accident insurance.

Other Fees:

Hot lunch	Included in tuition (once per week)
Basic Supplies	Included in tuition
Swimming	Included in tuition 4 hours of lessons (8 days) October – November 2019
Skiing	Included in tuition 8-16 hours of lessons (4 days of skiing) January – March 2020
Outdoor School (Grades 5&6)	Registration fee included in tuition October 2019 at Mount Ellis Academy
Ski the Summit (Grades 7&8)	\$300 (estimate) February 2020
Ed Fest (Grades 5-8)	Registration fee included in tuition May 2020 at Mount Ellis Academy

❖ **Transportation fees for all field trips – to be determined.**

*A non-constituent student is one that is not affiliated with the Seventh-day Adventist Church. Constituent students are typically from families who are members of either Kalispell or North Valley Seventh-day Adventist churches.

Funding

The total cost of the establishment and operation of the school is not covered by the tuition charges. Members of the Seventh-day Adventist denomination and the constituent churches invest a large amount annually in order to equip and maintain the school properly. Patrons who are not members of the Adventist Church or the constituency are asked to pay slightly higher rates of tuition so that they may share in a small way this extra cost.

VACS is funded through student tuition and currently supported by three other sources:

1. Subsidy from constituent churches.
2. Subsidy from the Montana Conference of Seventh-day Adventists.
3. Subsidy from the North Pacific Union Conference of Seventh-day Adventists.

Additional funding for special purchases may come from Home & School fundraising projects.

Annual fund, scholarships, financial aid

VACS has established an annual fund that is managed by the school board. Scholarships and financial aid is available on a limited basis through the constituent church(s) when funds are present. Please ask for information on application deadlines, requirements, and eligibility. Parents are encouraged to also seek assistance from friends and family. Special tuition discounts may apply on a year-to year basis. Additional scholarships may be available. Please discuss additional options with the school principal.

STATEMENT OF POLICY AGREEMENT

By signing below, I verify that I have read the Valley Adventist Christian School handbook, have reviewed the policies and rules with my child, and both agree to adhere to VACS policies.

Parent Name _____

Signed _____

Child Name _____

Date _____

"Whatsoever ye do, do all to the Glory of God."

1 Corinthians 10:31