



**Upper Valley Christian School
2019-20**

**Student & Parent
Facility
Handbook**

Daily Schedule

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|---------------------------------|----------------------|
| Pre K/Kindergarten: | 8:00 -11:30 |
| Elementary 1st—5th: | 8:00 - 2:45 |
| Lunch : | 11:45 - 12:30 |
| Jr. High / High School : | 8:00 - 2:45 |
| Lunch : | 12:00 - 12:30 |
| Chapel ~Wednesday : | 8:00 - 8:30 |

Attendance

Regular attendance is required for effective learning. Should the student be absent for any reason, the parents should call the school and inform them of the absence before it takes place, or notify the school in writing or by a telephone call. Any appointments should be made after school hours whenever possible.

Absences

Upper Valley Christian School requires regular attendance. The office should be notified prior to any appointments that must occur within the school day. In the event that a student cannot attend, arrangements should be made with the teacher to enable him or her to keep up with assignments which will be missed. The teacher will set a date for the completion of these assignments, and the student will need to take responsibility to get them in on time. The student is responsible to inquire about any assignments missed due to a planned or unplanned absence.

Tardiness

Promptness is a desirable character trait. Students should be on time every day. Tardiness will be reported to parents.

Immunization and Emergency Information

As required by law, all school children must be immunized (or properly exempted) in order to attend school. Immunization records and Emergency information must be on file at the school by the first day of school.

Illness

The health of all the children at UVCS depends on each family acting responsibly. Please notify us immediately if your child contracts anything that is contagious and also act promptly with medical care. We will provide information for dealing with contagious situations as the need arises.

Medication

Band Aids and simple first aid supplies are available in the office.

Oral medication will be dispensed by school staff only if a Non-Prescription Medication form (Form A) is completed and signed by a Parent/Guardian. Prescription medications (Form B) will be handled on a case by case basis.

Medical Emergency

For any serious illness or injury judged to be an emergency, 911 will be called. Known allergies for conditions which might result in a medical emergency must be reported to the school at registration.

Lunch

A sack lunch will be brought from home each day. Hot water and microwaves are available to students. Parents are encouraged to join the students for lunch at any time. The church kitchen is off limits to all students during the school day.

Funerals

Because Upper Valley Christian School is a ministry of the Leavenworth Church of the Nazarene there are events that will occur that will affect the school and the students.

Periodically it is necessary to have a funeral service in the sanctuary during the school day. Because it is impossible to know when this will occur, the office will notify parents as soon as possible that students will be dismissed at 11:30 a.m. on the day of the funeral.

Snow Days

Snow days will be the same as those for the Cascade School District. Please listen to the radio (KPQ, KOHO) for updates. For late start days, UVCS will start school at 9:30 and follow the late start schedule.

Parent – Teacher Conferences

A parent teacher conference will be scheduled in the fall and in the spring.

Class Parties

Holidays and special events may be celebrated in the classrooms. It is common for students to celebrate their birthdays at school by bringing a treat for the students in their class.

Electronics Policy

All students Pre-K through eighth grade will check their electronic devices (any electronic device that have access to the internet and games) into the office upon arrival at school and can pick them up after school. High school students' use of devices during morning break and lunch are for personal use and not to be shared with Jr. High and younger students.

Portable Listening Devices

Listening devices are not to be operated on campus during the school day. Items used in violation of this rule may be confiscated, and will have to be picked up by a parent from the school office.

Harassment

Any type of unwelcome conduct related to gender, sexuality, directed toward, or about, another individual may constitute harassment/bullying. Unwelcome conduct includes, but is not limited to, touching, verbal, written or electronic comments, name calling, spreading rumors, suggestive gestures, forcing one's presence on another, or pulling at clothing. This Behavior will not be tolerated and disciplinary action will be immediate.

Child Abuse Reporting

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse and neglect within 24 hours. Failure to make the required report is in itself a gross misdemeanor. It is not a breach of professional confidence or privilege to report; the law protects professional school personnel from any liability which might otherwise be incurred for breach of confidence between a professional and his/her student. In all cases of child abuse or neglect, whether suspected or confirmed, it is essential that strict confidentiality be maintained

School Transportation

Students will ride to/from all field trips in the school bus unless they are riding with an appointed parent, or have written permission to ride with another parent turned into the school office prior to the trip. A written note to the office before the trip will also be required if the student is to be picked up by someone other than a parent or dropped off somewhere other than the school. For some trips all students may be required to ride the bus if the teacher intends to use the transport time as a teaching opportunity. All parents are welcome and encouraged to ride the bus with their children.

UVCS Technology Policy

It is expected that all Students here at UVCS respect the opportunity given to use technology. This includes appropriate use of software and the internet on the school's computers. Downloading, installing, or executing programs that are not already installed on a UVCS computer is not allowed. The use, distribution, or ownership of any sort of destructive program is unacceptable and accessing inappropriate internet sites is also prohibited.

UVCS shall be held harmless for any misuse of its computer systems or any information that may be accessed through UVCS information technology resources. Parents and students must agree to comply with the terms of the Upper Valley Christian School Information Technology Policy. If a student-user violates the terms of that policy or the directives of a teacher or administrator, he or she may be subject to discipline, up to and including expulsion, as well as civil or criminal penalties that may be imposed by law.

UPPER VALLEY CHRISTIAN SCHOOL CODE OF CONDUCT AND CHARACTER CONTRACT

Upper Valley Christian School (UVCS) is a place where students participate in a Christ-centered education and are encouraged in their personal spiritual growth. Students will be instructed in truth from the Bible, as it is the authority on all matters of faith and practice in life. The primary responsibility for building Christian Character belongs to the parents, but UVCS seeks to be an extension of the ministry of godly parents, partnering to build Christlike students.

Therefore, the following biblical standards of character and conduct will be encouraged and expected from UVCS students:

- Kindness
- Honesty
- Respect
- Responsibility
- Obedience
- Christlike Morality
- Positive Attitude
- Engaged in Learning

When these values are present in UVCS students, it supports our expectations that students refrain from negative behaviors, such as: lying, cheating, stealing, profanity, sexual immorality or suggestive words or actions, tobacco, drugs, alcohol, vaping, pornography, or anything that is unlawful, violent, or destructive. This includes harassment and bullying as defined previously within the Handbook. All of which will not be tolerated and will be met with appropriate disciplinary action.

It is expected that all students will show respect, consideration and a Christ-like attitude towards all, on school property during school activities or while attending school events off property.

Dress Code 2019-20

Each Wednesday (which is chapel day) students are required dress up. They may wear khaki pants or khaki skirts with a navy blue polo shirt OR girls may wear a dress and boys, a shirt, tie and slacks.

On field trips students may be required to wear khaki pants or khaki skirts with a navy blue polo shirt or school UVCS t-shirt. Other day's students are expected to dress **modestly** and **appropriately** for normal school activities. Unfortunately, modest and appropriate are subjective terms. We ask that parents closely monitor their student's attire so that the time at school can be used to educate rather than regulate. The following may not be worn to school:

- Tank tops or spaghetti strap tops
- Jersey material style clothing (football type jerseys)
- Low cut necklines on blouses or shirts (no cleavage or straps showing)
- Excessively tight or excessively loose fitting clothing
- Underwear Transparent clothing
- Pants with holes, bleach spots or frayed
- White underwear style tee shirts
- Excessive or extreme jewelry (no earrings for boys)
- Flip flops (**sandals must have heel straps**)
- Hats or hoods may NOT be worn inside the building

Clothing that has been approved by the board:

- Shorts may be worn in good condition and NO HIGHER than 2" above the knee cap.
(Cut-offs, swim trunks, short-shorts, spandex or yoga pants not allowed.)
- Approved pictures on t-shirts for all students as long as it is appropriate.
- Girls may wear skirts that are approximately 2" above the knee with leggings.
- Seahawk jerseys allowed on Fridays or game days.
- School jerseys are allowed on game days.

We are not asking for minimal compliance, but rather enthusiastic support for the enhancement of the learning process. Students in violation will be sent to the office and parents will be expected to bring in a change of clothing before the student may return to class.