

Frequently Asked Questions

Valley Christian School



Welcome

Lawrence Reeves, Principal

Linda Mansfield, Early Learning Dean

Daniel Kidd, Academic Dean & Curriculum Director

Vision Statement

Valley Christian School is a flourishing, faith-based educational system transforming the lives of students through love, scholarship, and mission. We are here to infuse the unity of faith under one God and to enhance spirituality and education within our students. Our teachings become their knowledge, hoping they will continue to enlighten others. We exemplify the best educational approach for our students so they can reach their fullest potential.

Valley Christian School Contacts

Our staff members are here to serve you and your family. If at any time you have a question, don't hesitate to call. Every effort is given to keeping our students and families informed. Information can be found on our school website valleychristianschools.net.

Important Contact Information

Area of Service	Staff member
President	Mike Pecchia
VP of Academic Affairs	Josh Reichard
Athletic Director	Dolph Carroll
Cafeteria	Food Services
Director of Admissions	Melanie Emerson
Principal	Lawrence Reeves
Guidance Counselor	Leesa York
Dean of Early Learning K-3	Linda Mansfield
Dean of Academics 4-12	Daniel Kidd
Spiritual Life Director	David Moser
Director of Institutional Advancement	Shelley Murray
Library Services	Anne Long
Nurse	Glenda McNeal
Receptionist	Rhonda Gray
Student Accounts	Mary McDermott
High School Office	Arleen Cooper
Elementary Office	Diana Murillo
Special Education Services	Jenn Hull
State Testing Coordinator	Linda Forsythe
Lewis Center for Gifted Learning	Sara Reichard

Valley Christian School 2016-17 Frequently Asked Questions –Grades 1-8

School Day Hours: 8:10 a.m.-3:00 p.m.
After School Care: 3:30 p.m.-6:00 p.m. (additional charge)

1. **Entrances. What door do we enter and do we walk our children to their classrooms?**

During normal drop off and pick up times, enter the building at the Back Entrance (East side). You may take your children straight to their classrooms on the first two days of school. Students must report to the classroom from which they can be dismissed to the cafeteria for breakfast.



SECURITY To increase security, all doors to the school building will remain locked from **8:10 a.m. to 3:00 p.m.** each day. Parents/students or visitors wanting to enter after **8:10 a.m.** must enter the school from the front of the building doors (Wychwood) and report to the sign in window. **Elementary and middle school children are not permitted to sign themselves into school.** Children arriving after 8:10 must be attended by a parent/guardian. Please follow these same procedures when picking up your child for a doctor or dental appointment during the day; hence the east back doors are not to be used between the hours of **8:10-3:00** each day.

2. **H2O Bottles. Are children encouraged to bring a water bottle to class with them?**

Students are encouraged to drink water throughout the day. Water bottles will be kept near the students' desks and water bottles **MUST** have spill-proof tops. No twist on/off lids will be kept at student desks. (NOTE: If water bottles become a distraction to the class, a student can lose the privilege.)

3. **Pick Up. How do we pick up our children after school?**

You will pick up your child in the back parking lot. Students who ride the bus will be called down. Parents must sign out their student at the East Entrance doors.

4. **Labels. Do we need to label all school supplies with the child's name?**

Yes, the majority of school supplies should be labeled especially things like crayons, markers, art box, etc. Items collected by the teacher for classroom use from the students like tissues, hand sanitizer, pencils, etc. need not be labeled. It is also a good idea to label clothing items so they can be readily identified if misplaced, especially hoodies.

5. **Lunch. Do you have a lunch menu and where can we get it?**

Breakfast and Lunch are provided daily. Please make sure that all applicable forms have been completed for your student.

- 6. First Day. What time should we be at school on the first day of school?**
You may arrive at 7:45 and escort your grade 1-3 child to class. Parents will be dismissed from the building at 8:10 when teachers begin class. Parents will be permitted in the building to escort their student to class for the first two days of school only. Afterward, parents can escort their student to the East entrance only. Staff members will be at the door.
- 7. ASC. When does After School Care (ASC) begin?**
After school care begins at 3:30 p.m. and goes until 6:00 p.m. each day. There is an extra charge for this service.
- 8. Late Pick up. What is the procedure for picking up my child early or dropping them off late?** It is important that we minimize later arrivals or early pickups. Arrange dental appointments for late afternoons or during school breaks. However, a note or email must be sent with your child to their teacher for early pick-up. The child must be signed out by a parent/guardian in the elementary office. When arriving after **8:10**, parents must escort their child to the elementary office and sign the child in. **NOTE:**
- 9. Absences. What is the procedure to receive permission for extended school absences?**
Extended absences due to medical reasons require a doctor's note which is sent to your child's teacher or school nurse. **NOTE:** Please use school scheduled breaks for family-planned trips. For extended absences due to mission trips, please ask the Administrative Assistant for an Extended Absence Request form; two weeks' notice is required. After completion, this form must then be approved by the elementary principal prior to absences taking place. Students are responsible for completing all work assigned during the absence. Teachers may be able to give some work prior to an absence, however, most often work will be completed following the student's return.
- 10. Medication. Sometimes my child needs to take medication; will someone administer it to them?** A medication request form must be filled out and returned to school. All medications must be turned in to the nurse. Medications cannot be administered without the form. An authorized school employee will help administer medication.
- 11. Visits. Are parents welcome to visit their children at school?**
Maintaining integrity and students' confidentiality is paramount. If you wish to visit the classroom, write a short note to the teacher expressing your desire to visit. Submit the note to the teacher at least a day in advance. The principal will review the request and ensure that classroom activities can continue as planned. If there is a challenge with the time you've chosen, the principal will aid in finding a more conducive time for classroom visitation. Classroom visits are set to not exceed one hour and are most always approved for morning visitations.
- 15. Volunteer. May I volunteer in the school?**
If you would like to volunteer in the school pick up a volunteer application in the Main School Office for processing and approval. Volunteerism is encouraged and there are sundry things that one might do to help the school.

TRAFFIC FLOW PROCEDURES

- The east or playground side of the school is designated for 1-12 student drop off and end of day pick up. This will be the only accessible entrance
- Cars utilizing the curbside drop-off should follow the “Kiss and Go” principle. When it is your turn to drop off your child, pull as far forward as possible, give a quick kiss, have your child exit on the passenger side, and then go safely into the passing lane and exit the area.
- The bus loop in front of the school is closed to all traffic from 7:30-8:10am and from 2:00-3:30pm daily. Students riding the bus should enter through the main elementary office.
- Following our assigned traffic flow pattern is the best way for everyone to move efficiently and safely in our drop-off/pick-up procedures (and it helps maintain positive attitudes).
- Parking and leaving your car unattended in the traffic flow lane during our flow times is **NOT** permitted.
- Parents wanting to park and walk their children inside should park only in the designated parking spaces. Thanks for not creating new parking spaces in undesignated areas.
- Please do not cut across the large open parking lot and cut in front of other cars patiently waiting in the traffic flow lane.
- If walking to and from the building with your child, **always use caution.**
- Security is given high priority. A few things VCS does to ensure safety include locked outer doors, locked classroom doors, students not sent in building alone, onsite security guards, criminal background checks of ALL staff, security cameras, etc.
- Our number one priority during drop-off and pick-up is safety. Always keep your eyes open for children and activity. Our second priority is to move everyone in unison to respect one another’s time and schedules. Thank you for following these safety procedures!
- Finally, be courteous and appreciative to the school personnel serving on traffic duty.
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REMEMBER: Drive slowly. Safety is our first priority!

Frequently Asked Questions – High School

School Day: 8:10 – 3:00

1. **First Day. Where do our students go on the first day of school?**

High school students should report to the mezzanine or cafeteria immediately on the 1st day of school. We will have a short welcome back assembly and students will then report to their 1st period classes.



2. **Entrances.** During normal drop off and pick up times, walkers, student drivers, and car riders can enter through the High School doors.

Students must report to the classroom from which they can be dismissed to the cafeteria for breakfast.

3. **Lockers.** When do students receive their lockers? 9-12 graders will be assigned a locker on the first day of school. If you were not able to be here for the first day, students will be able to see the High School Secretary for locker and combination information. Students can receive a lock with a deposit of \$5.

4. **Locks.** Do I need to provide my own lock? No, VCS provides all locks that will be used on VCS lockers. If there is a specific reason that a VCS lock cannot be used due to a student challenge arrangements can be made with administrative approval.

5. **Menu.** Do you have a lunch menu, and where can we get it? Breakfast and Lunch are provided daily. Please make sure that all applicable forms have been completed for your student. Lunch menu can be accessed on the school website.

6. **Off-Campus Lunch.** Can high school students go off campus for lunch? No.

Students are never permitted to leave campus during a lunch period. Students are also not permitted to order food for delivery.

7. **Leaving Early.** What is the procedure for a student leaving school early? A note signed by a parent must be sent with your child to the HS school office for early sign out. Early sign outs and late arrivals should be rare, but they are acceptable on occasion. To pick up a child early, please call before 1:00pm and come into the school and sign out your child in the high school office (not the main office – we do not page students out of class over the intercom). Students who drive must bring a written note from a parent to be released from school early. Students must then come to the high school office to sign out before they leave. Any student who leaves campus without signing out will be considered truant and will be subject to suspension.

8. **Cell Phone.** Can my child have a cell phone at school? Cell phones should not be seen or heard during the school day. If seen or heard, the phone will be taken by the

teacher and must be picked up by the parent. Please read and be aware of the school cell phone policy found in the parent/student handbook.

9. **Locker Problems. What happens if my child has problems with their locker?** Please ask a teacher for help and not another student! We do not want students giving their locker combinations to any other students! The teachers will be understanding and happy to assist any students needing help. For any regular challenges with school lockers and locks, please see the High School Secretary.
10. **Locker Access. When can my child go to their locker in the morning?** Students may go to their lockers immediately upon arriving at school. They are not to eat breakfast in the hallway or use that area as a lounge.
11. **Class Load. How many classes will my student have?** VCS students have 7 classes, with a 3 minute passing period in between.
12. **Tardy. What happens if my child is tardy?** A student is tardy for school if they arrive after 8:10 to first period, or if they arrive to any class after the bell rings. If your child is tardy to class, he or she will receive a tardy slip and the tardy will be logged on the attendance record. Multiple tardies will have negative consequences on numerous levels. Please see the parent/teacher handbook for a full explanation of the tardy policy.
13. **Find Class. What if my child can't find their class?** Don't panic! The teachers will be monitoring in the hallways and available for help. Ask any teacher close by and he or she will direct the child to the correct classroom or to the high school office where someone will be ready to assist.
14. **Schedule. What if I do not have a schedule?** If you enrolled late and do not have a schedule, We will have office personnel prepared to assist you in getting a schedule after our "Welcome Back Assembly" on the first day of school.
15. **Change Classes. What if I would like to change my classes?** Schedule changes are sometimes necessary. On the first day of school we will make clear the procedure and the deadline for all schedule changes.
16. **Dismissal. How are students dismissed.** High School students can report directly to their car, bus, or begin walking home. Students must leave the building by 3:30.

If you have any more questions, please check the Parent/Student Handbook or call 330-788-8088.

Arrival/Departure Summary

Arrival

- No students will be admitted in the building before 7:30.
- The only entrance that will be accessible will be the east entrance by the playground for all students in grades 1-8.
- Students in grades 9-12 drivers, car riders, and walkers will enter using the high school doors.
- The main elementary entrance and bus loop will be closed for parking and student entrance from 7:30- 8:10.
- Only busses will be permitted to park in the bus loop from 7:30 AM -8:10 AM.
- Bus riding students will enter through the main elementary doors. Parents should drop off students off by the playground parking lot and students will enter school through the east entrance doors where a staff member will greet them.
- Parents may take their children to their classes the first two days of school. The following day and thereafter parents should drop students off at the east entrance and not accompany them in the building.
- If a 1-8 student arrives late (after 8:10) they must enter through the main elementary entrance and sign in at the main office. High school students must sign in through the High School doors and sign in at the main office. Once students are in the building they must report to their classroom immediately. From there they will be dismissed to the lunchroom immediately.

Departure

- If a parent wishes to pick up their child early, the parent must call *before 1:00pm* with a legitimate reason for early dismissal such as doctor, court, bereavement, or emergencies. Extreme emergencies will also be taken into consideration. If parents do not call for early dismissal, parents will be dismissed at normal time.
- Bus riders will be called from their classrooms to line up in the hallways and be dismissed from the school out of the elementary main entry/exit doors to the bus loop.
- Car riders will be dismissed from the Eagles Nest.
- Parents will come to the dismissal door to sign their child(ren) out for the day. Staff members will be at the door and the Eagles Nest to monitor and dismiss students.
- Walkers will be dismissed out of the east exit doors by the playground. High school drivers or walkers will exit from the high school entry/exit doors.
- Students may not loiter in the building, and must be supervised by a staff member at all times. Students waiting on a ride must wait in the Eagles Nest. Students are not to remain in the building for an activity taking place later than 3:30pm.