

Umpqua Valley Christian School Student/Parent Handbook



**“Partnering with parents to educate and disciple
students from a Biblical worldview”**

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Mission & Vision of Umpqua Valley Christian School



The purpose of this handbook is to provide a clear framework in which students, parents, faculty and staff of Umpqua Valley Christian School work together to carry out the mission. The policies and procedures in this handbook work in conjunction with Umpqua Valley Christian School's policies. If there is an issue that arises which is not stated in this handbook or in the school policies between students, parents, teacher, or school staff, the Principal, under the direction of the school board, reserves the right to make the final decision.

Our Mission is to Partner with Parents to Educate and Disciple Students from a Biblical Worldview.

Partner with Parents ... from a Biblical Worldview: When we say that our mission is to *partner with parents from a Biblical Worldview*, we mean that, for parents who are striving to meet the tremendous God-given responsibility to educate and disciple their children to know God and make Him known, we partner with them! UVC does not replace parents in this endeavor, but as an extension of their home, supports them to accomplish this task. UVC is a discipleship school intent on serving families that *declare that Jesus Christ is Lord, and believe that God raised Him from the dead*. It is agreeance to UVC's Statement of Faith that provides the foundation for the Bible-based philosophy of education and discipleship.

Educate ... from a Biblical Worldview: When we say that we *educate from a Biblical Worldview*, we mean that, in every subject, we connect content directly to the Biblical narrative that **God created man, man sinned against God, and Jesus Christ has come as the atoning sacrifice to redeem man unto God**. Every area of study (science, mathematics, language arts, etc.) can be examined to answer the essential questions of life. What is really real? Does God exist? Are humans just complex machines? What is the meaning of life? What happens after death? How can we know what is true? How do we know what is right or wrong? It is through agreeance to UVC's Biblical Worldview Curriculum Statements that we can educate students to know God and His world.

Disciple ... from a Biblical Worldview: When we say that we *disciple from a Biblical Worldview*, we mean that we follow the model outlined in God's Word for training students. We see in Luke chapter 2 that Jesus matured in wisdom (cognitive development), stature (physical development), favor with God (spiritual development), and favor with man (social/emotional development). This development happens in the context of the parent/child (or teacher/student) relationship. Deuteronomy 6:7 first tells us to ***teach diligently God's commands***. This is purposeful direct instruction. Secondly, verse 7 says to ***talk of God's commands*** in everything that we do. This is experiential learning where, as parents and teachers, we talk about the application of God's Word in everyday life. We model what it means to be a child of God, submitting to His authority, welcoming trials, and growing in grace and knowledge of the Savior, Jesus Christ.

A clear understanding of our mission is vital to the success of Umpqua Valley Christian School. It is imperative that every student, parent, all faculty, and staff know that UVC exists...

...To Partner with Parents to Educate and Disciple Students from a Biblical Worldview.

Statement of Faith

We believe the Bible (the 66 books of the Protestant Canon commonly known as the books from Genesis to Revelation) to be the inspired, the only infallible, authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. We believe 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. We believe that salvation is by grace, through faith, and is a gift of God, not by works, so that no one can boast. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We believe 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. We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe God endows all human life with inherent dignity at every stage of development, and it must be respected and protected from conception to natural death. Thus, the unjustified, intentional taking of human life before or after birth is sinful and offensive to God.

We believe God immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God, and rejecting one's biological sex rejects the created image of God.

We believe God designed marriage as a unique conjugal relationship joining one man and one woman in a single, exclusive, life-long union. God intends sexual intimacy to only occur between a man and a woman joined in marriage. We believe all forms of sexual immorality are sinful and offensive to God.

These statements have been adopted by the National Association of Evangelicals and The Alliance Defending Freedom. This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Umpqua Valley Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Umpqua Valley Christian School's final interpretive authority on the Bible's meaning and application.

Statement of Faith amendment adopted August 30, 2017 by 95% approval from UVC students' parents.

Umpqua Valley Christian School is a 501(c)(3) nonprofit religious institution. It is agreeance to UVC's Statement of Faith that provides the foundation for the Bible-based philosophy of education and discipleship. Umpqua Valley Christian School is a Christ-focused, educational ministry and is not affiliated with any particular church denomination.



Admission & Enrollment

Admissions - Policy

Umpqua Valley Christian School admits students from Christian families who are willing to wholeheartedly support and abide by the biblical principles espoused in Umpqua Valley Christian School's Mission Statement, Statement of Faith, and Biblical Worldview Curriculum Statements and are willing to demonstrate such support by signing and adhering to a Statement of Cooperation and Enrollment Agreement Provisions.

Umpqua Valley Christian School's enrollment will be administered according to the following priority:

- 1 - Families that are currently enrolled
- 2 - Staff's children
- 3 - Siblings of current students
- 4 - Members of Bible-believing, evangelical churches

Admissions – Process

The admissions process at Umpqua Valley Christian Schools begins with the completion of an application by interested parents, followed by an interview with the Principal.

The interview is a time when parents and Principal meet to determine the compatibility of the family with the mission of Umpqua Valley Christian School. It is also a time for families to become more acquainted with the school and to have specific questions answered. During the interview, parents are encouraged to share their own salvation experiences. It is the Principal's responsibility to determine if the school is able to support the spiritual direction of the family and also meet the educational needs of the child. After determining such, the Principal decides whether admission should or should not be granted.

Non-Discrimination Policy

Umpqua Valley Christian School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to any student of Umpqua Valley Christian Schools. Umpqua Valley Christian School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, recruiting, hiring, reviewing and promoting of staff, admissions policies, scholarships, loan programs, athletic, and other school-administered policies. Functioning as a nonprofit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the Federal Civil Rights Act of 1964.

Enrollment (Re-Enrollment)

Enrollment forms are available online at uvcs.org. UVC families complete re-enrollment through the FACTS Family Portal.



General Information & Policies

Birthday Party Invitations

In order to be sensitive to needs of all students, party invitations must be mailed or phoned unless ALL of the class is invited or if it is an all-girl party or all-boy party.

Calendar

The school calendar is published on the UVC website, and can easily be synced with most smart phones calendar apps. Visit www.uvcs.org/calendars/. The Year At a Glance calendar can be found on the website (download at www.uvcs.org/calendars/yearataglace.cfm) or you may pick one up in the office.

Cell Phones/Personal Devices

Cell Phone Guidelines for Elementary and Middle School Students:

Elementary and Middle School students are not allowed to have cell phones or smart watch devices out at school during school hours. If parents need to get a message to a child, please call the office. If students need to contact parents, they can use a school phone at the office. Changes in the family schedule happen during the day, and the school office is prepared to communicate those changes to your child.

Cell Phone Guidelines for High School Students:

Cell phones (and any other personal devices, including but not limited to, iPods, MP3 players, Smart Watches, Bluetooth headphones, or ear buds) are expected to not be used during class time unless directed by a staff member. Cell phones are allowed between classes or at lunch. If cell phones/personal devices are seen in use during school hours when they are not supposed to be out, the cell phone/personal device will be confiscated. **Confiscated phones/personal devices must be turned in to the office. Confiscated phones/personal devices may be picked up by parents at the school office.**

Criminal Background Checks

Any parent volunteering to drive for a school activity and/or participate in ANY other school related volunteer capacity must undergo a criminal background check at the school's expense.

Gum

Gum is allowed at the secondary level. In each classroom the teacher has discretion to ask you to remove your gum.

- GYM - No Gum Allowed in Gym!
- Responsibility - Finding chewed gum anywhere on campus (in urinals, under tables, on concrete, anywhere) will affect all secondary students' freedom to chew gum.

Contacting Your Student

If you need to communicate with your child in an emergency, please contact the school office (541-679-4964 or 541-679-6248) and we can immediately get a message to your child. Please encourage your student to plan ahead so they do not have to call home.

Contacting Teachers

Many teachers provide direct contact phone numbers in their syllabi. Every teacher at UVC has a personalized uvcs.org email, which can be located on the uvcs.org website. You may also contact teachers through the main office transfer system at 541-679-4964.

Teachers may find time to reply to messages during school hours; however, they rarely have time for a full meeting during school hours. **If you need to meet with a teacher, please send them an email stating your concern and a desired time to meet.**

Field Trips

All students are required to have a **signed permission slip** from their parent or guardian before being permitted to attend field trips. A charge for expenses may occur on such trips, but the parent will be notified in advance of such costs.

Finances & Fees

Late Fees

A \$25.00 late fee will be charged to your account if tuition payment is not received by the 10th of the month. Charged by FACTS.

Tuition and Payments

See the Tuition/Fee Schedule on the website at uvcs.org for detailed information. UVC families make decisions regarding payment plans and payment dates within the FACTS family portal.

Head Lice

In the event of head lice being found, even if there is just one case, the parents will be called, and the child will be sent home for treatment. All eggs which are attached to the hair must be removed prior to the child returning to school. When the child returns to school, she/he will be checked again.

Illness

Students must be fever-free for 24 hours, without the aid of medication or fever reducers, before returning to school after a sickness. If a child has a fever or any other symptom of illness, he/she should NOT be brought to school. If your student is able to be at school, participation in PE is expected. In circumstances where activity must be restricted, a parent's note is necessary. If activities will be restricted for more than three class periods, a doctor's note is needed.

Immunizations

Oregon State Law requires that children entering Oregon schools for the first time must be completely immunized. Students who are Oregon residents should have all immunizations updated regularly. This applies to public, private, and parochial schools. The law requires parents to present one of the following forms to the school:

1. A Certificate of Immunization Status signed by a physician or Health Department official stating that the child has received all required immunizations, OR
2. A Certificate of Immunization Status indicating, in the appropriate section on the form, the religious exemption from such immunization(s), OR
3. A Certificate of Immunization Status from the Oregon Health Authority (Online Certificate) allowing for medical or religious exemption must be completed.

Note: Medically diagnosed diphtheria, whooping cough (pertussis), or measles will be considered the equivalent of vaccination for these specific diseases.

Lost and Found

Lost and Found articles may be claimed by checking one of the Lost & Found Racks (Elementary - near the bathrooms; Secondary – in the gym lobby). The Lost and Found is cleaned out periodically and all items are donated to the Rescue Mission in Roseburg. We send out a last-chance notification to check Lost and Found before donations are made.

Lunch Program

Nutritious lunches are important to refuel students for an active afternoon of learning activities. Lunch is provided 5 days a week at a cost to the student. Lunches may be ordered and paid for in the RenWeb/FACTS family portal. We communicate the lunch menu weekly in the Monarch Message. Many students choose to bring sack lunches. Students who bring sack lunches that require plates need to provide those with the lunch; paper plates are not provided in the cafeteria for students who bring lunch from home.

Umpqua Dairy Milk is served with hot lunches and is available for purchase for students who bring a sack lunch.

Pick-up

If someone other than a parent is to pick up a student, the parent should contact the office by telephone or by note to authorize the school to release your child to this person. Leaving with an adult other than his or her own parent requires written permission from home.

Parental Classroom Visits/Observation

Parents are encouraged to observe their child's classroom anytime during the year. Parents and visitors must check in at the office and receive a visitor's badge before visiting classes.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled two times a year. All conferences are scheduled through RenWeb by the parent.

Conferences allow for building relationships with parents as well as communicating more subjective evaluations of the academic, social and spiritual progress of students. Samples of student work, achievement tests, and other pertinent information should be available for the conference.

Special Parent/Teacher conferences may be scheduled at any time of the year as deemed necessary by the principal, teacher, or parent. In the case of Special Parent/Teacher conferences, parents are asked to establish the reason for meeting in advance so that teachers may have time to gather student work pertinent to the conference and to set an appropriate amount of time to meet. This also allows for parents and teachers to ask for Administration representation if necessary.

Parking

Signs are posted in the UVC parking lot to indicate student parking spaces. Parents should not park in front of the high school building spaces for longer than 15 minutes. During athletic events held at UVC, parents, staff, and students (if they are physically able) are encouraged to park in the upper level area above the shop building in order to accommodate more space in the parking lot for visitors.

Prescriptions

Use and administration of prescribed medication is permissible only upon written authorization of the physician or parent and must be administered by authorized school personnel. Prescription medicines must be in original, labeled container with the student's and doctor's name and phone number visible; medication must be kept in the school office. Students are not permitted to administer any kind of prescribed or non-prescribed medications.

An individual record will be kept of such prescription medication administered by school personnel. Medication will be stored in a clean, locked cabinet. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.

Prescriptions - School Liability Disclosure

A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil pursuant to written permission of the pupil's parents or guardian and in compliance with the instructions of a physician, is not liable in a criminal action or for civil damages as a result of the administration, except for an act or omission amounting to negligence or willful and wanton misconduct.

Private School Parental Rights

Private schools are governed by contract law and are not covered under the U.S. Constitution. Parents and their children have many protections under common law, federal, and state statutes. We believe that parents have the following rights at Umpqua Valley Christian School:

- To have their children receive an academically sound education.
- To have their children exemplify Jesus by serving others.
- To talk with school personnel and have requests for meetings answered in a timely manner.
- To receive fair hearings on concerns and grievances.
- To have students supervised in a safe and appropriate manner.
- To review their students' records.
- To participate in the life of the school.

Release of Students

Students may leave the school premises only with a parent or with a guardian as approved with a note from the office. If another person is to pick up a student after school, a note stating the same is to be submitted to the office.

School Board

The UVC Board of Directors meets monthly on the first Monday evening of each month. All General Session meetings are open to the public. Executive Sessions are closed to the public. Copies of all board meeting minutes are stored electronically and are available upon request. Please visit <https://www.uvcs.org/about/board-of-directors.cfm> for board member contact information.

School Cancellation Notice

When the administration cancels or delays school due to inclement weather or any other reason, the primary form of contact is through **RenWeb/FACTS Parent Alert System**. Additionally we will broadcast closures and delays through the following:

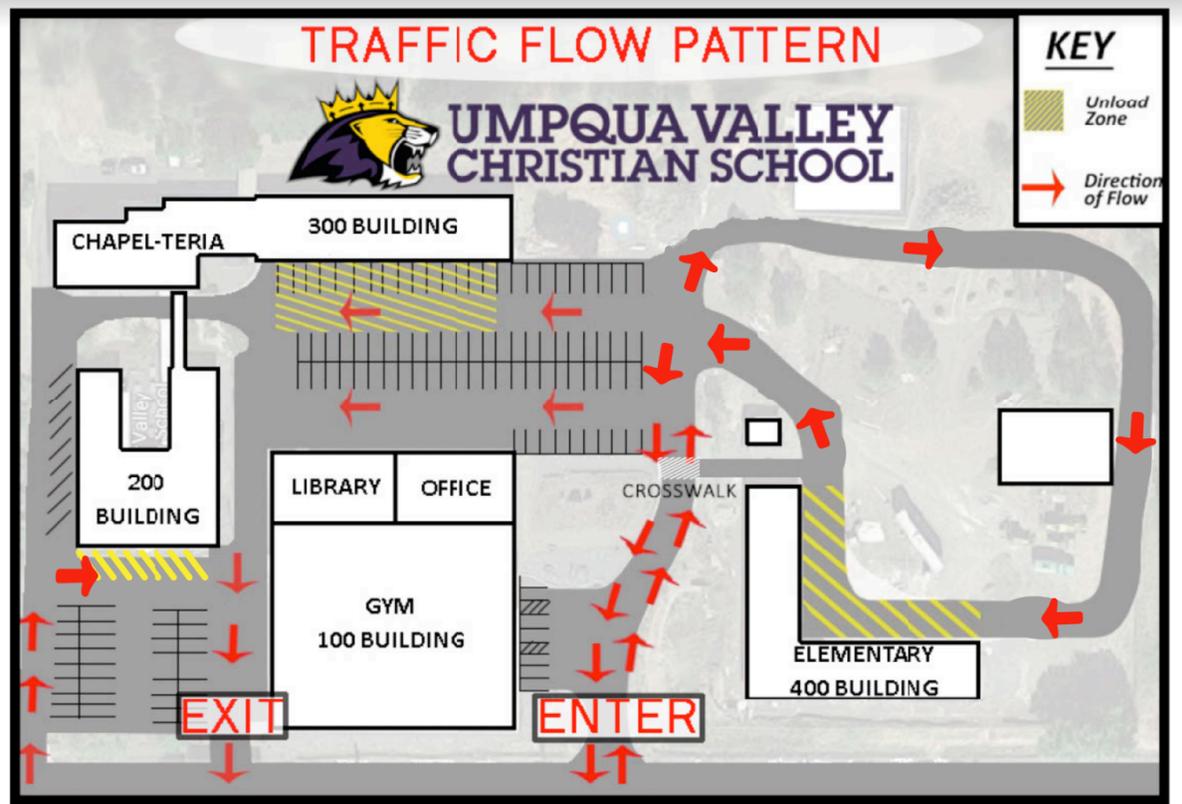
Radio: KGRV – 700 AM; KQEN – 1240 AM
Television: KPIC – Channel 4

School Vehicles – General

Use of school vehicles is scheduled through the athletic department. A Program Planner Form must be completed and approved for vehicle use. After using a school vehicle, it is the responsibility of the person in charge of the activity to ensure that the vehicle is cleaned out and filled with fuel.

Traffic Flow Map

During school hours, in order to maintain safety in the parking lot please follow the traffic flow patterns as marked here. If you have small children and are not dropping them off in the designated unload zone, please escort them to and from your vehicle. **Parking lot speed is 5 MPH.**



Transcripts

Academic transcripts may be requested through the office of the Registrar.

Visitor Guidelines

Visitors and parents are asked to sign in and out at the school office.

Monarch Message

Weekly updates are sent to all families containing the upcoming week’s lunch menu and upcoming event dates. If you are part of a school committee and want any upcoming activities (fundraisers, etc.) highlighted in the Monarch Message, please have your announcement to the office by Thursday at 12:00 noon.

Withdrawal Procedure

Withdrawal from UVC is through the school office. A student who is withdrawing will receive a Withdrawal Form, issued by the school office, indicating that all books and school property have been returned in good condition – this form is to be signed by a parent and returned.

Tuition billing will continue for each child until proper UVC Withdrawal Forms are filled out and returned to the Financial Secretary.

Refund Policy

If a student withdraws from UVCS, tuition will be refunded on a prorated basis for the length of time spent in school. This refund applies if the tuition bill is current and only to tuition already paid. Please note that refunds are not issued for fees, books, or other expenses.



Spiritual Culture

Spiritual Culture at UVC

Developing the Spiritual Culture at UVC is essential, as our goal is to reflect Christ. At UVC, our culture is not defined by the activities we provide, but the activities help form our culture. Through prayer, curriculum, chapel, Bible study, and athletics, our staff and students should be striving to have the mind of Christ.

Prayer - As a staff, we start each day with prayer in our morning meeting, and then prayer takes place throughout the day in our classrooms. Prayer requests are taken in some classes, and often students are seen gathered in a small group praying for a classmate.

Curriculum - To help form a Christ-centered school, UVC uses Bob Jones University curriculum, which provides a strong biblical worldview across every subject.

Chapel - Chapel at UVC occurs weekly. This is a time where growing in Christ is the focus. Chapels are designed to focus on specific age groups (K - 2, 3 - 5, 6 - 8 and 9 - 12), making them more meaningful and age-appropriate. These are core elements of chapel at all grade levels:

* Worship * Prayer * Scripture * Bible lesson

In middle school and high school, there are often testimonies from students or celebrations of what God is doing in someone's life.

Our purpose for chapel is to encourage students to grow in their relationship with Jesus by challenging them to passionately pursue Him in every area of life.

Off Campus Bible Study – Middle and high school students are invited to attend Bible studies offered in the early hours of the day by Youth For Christ, or participate in youth studies provided by their local churches.

Athletics - While we want to win all of our games, that's not the primary goal of UVC athletics. At UVC, middle school and high school athletes are students first and athletes second. Developing character in these student athletes includes teaching them how to conduct themselves (win or lose) and how to represent Christ. That life lesson is much more important than the score of a game. This principle applies to UVC fans, too. A Christian's character is truly tested when their team isn't performing as hoped, yet as UVC students, athletes, parents, and staff we should strive to represent Christ well and bring Him glory at all athletic events.



Academics & Curriculum

Umpqua Valley Christian School is registered with the Oregon Department of Education (ODE) and maintains membership with the Association of Christian Schools International (ACSI) and the Oregon Schools Activities Association (OSAA). UVCS is fully accredited by Cognia.

Academic Probation (Middle and High School Students Only)

Any student with one or more grades of “F” or two or more grades of “D” at the end of any quarter will be placed on academic probation. The first step in the academic probation process is a meeting between parents, the student, and administration, with the purpose to communicate and define specific steps for removal from academic probation.

Probation Length

1. The student will be presented with an academic improvement plan, which includes Academic Detention. *The student would need to meet with each teacher in whose class the student has earned a D or an F. The meeting must take place weekly for a minimum of thirty minutes. The teacher will be provided with a form to sign off on weekly. The form should be submitted to the Vice Principal/Academic Dean at the termination of the probation. This could result in a student meeting with multiple teachers on different days. Failure to report for the Academic Detention will result in a further penalty (rescheduled 30 minute academic detention, plus a 30 minute work detention).*
2. The student’s progress will be checked throughout the quarter to determine the effectiveness of the improvement plan.
3. If the student has not improved by the end of the quarter, he/she will be on probation through the next quarter. The improvement plan will be re-evaluated and re-applied.
4. At the end of the quarter, if the student has earned not more than one D, the student is released from academic probation. If the student has not progressed, the school Administration will determine the best solution for the student’s academic difficulties.

Academic Improvement Plan

1. At least one parent is required to attend a Parent/Teacher Conference with the Academic Dean and the student.
2. The parents will sign a statement of cooperation based on the Academic Dean’s recommendations.
3. The Improvement Plan will include:
 - a. Academic Detention
 - b. Tutoring in the class(es) of difficulty

***Note on Academic Detention:**

Tutoring times are determined by the teacher, not the student. The failure of the student or parents to fulfill their end of the obligation could be seen as a breach of the Enrollment Agreement Provision signed by the parents. This may result in further disciplinary action.

Planned Absence

When a student must leave early or miss school, they are responsible to get all homework assignments from the teacher before they leave campus.

Curriculum

Curriculum is researched and chosen in collaboration by department heads, the Curriculum Committee, Principal and Vice Principal/Academic Dean. UVC uses Bob Jones University curriculum at all grade levels and subjects.

Syllabus

Secondary teachers are required to give students/parents a syllabus for each class on the first day of school. The syllabus outlines for students and parents the expectations for behavior, classroom procedures, classwork and homework, tests and quizzes, end of semester finals, extra credit, and how students will be graded.

UVC Grading Scale

100-90 =A

89-80 =B

79-70 =C

69-60 =D

59-0 =F

Textbooks

Students own their textbooks, as they are purchased each year by their curriculum fee. If a student textbook is lost or severely damaged before the completion of the school year, it is the student's responsibility to contact the academic dean for replacement.

Class Scheduling

Scheduling is managed by the UVC Academic Dean, with input from secondary teachers.

Homework – Guidelines

Homework is part of the evaluation of the student's learning and falls into two categories.

Assignments given time in class to work on (guided practice), but not finished in class.

Assignments given specifically to be worked on outside of class time.

UVC values time spent with family. Time spent on homework each night is dependent on the age of the student, ability of each student, and rigor of courses.

- Homework should grow logically from classroom instruction.
- Rubrics should be given whenever possible to outline the following for long-range projects:
 - Clear expectations, specific objectives (The Student Will Be Able To ...), Clear processes, Due dates
- Homework should not be given for merely "busy work"
- Homework should not be given as a disciplinary measure

- Teachers should **minimize** homework to that which is absolutely necessary on weekends, holidays, vacations, and evenings with special school/church activities for all grade levels. Family time should be encouraged during these times.

Homework – Athletics

Students missing class due to school-sponsored activities during class hours (UVC athletics, practices or games, class field trips) must fill out a prearranged absence form and communicate with the teachers about assignments.

Extra Credit

Teachers may allow a student to repeat an assignment, redo an assignment in a different format, or otherwise individualize a previous assignment in order to improve a low grade. Extra credit work, on the other hand, may be offered to an entire class. Extra credit should not be given on a regular basis.

Standardized Testing

Benchmark testing is essential for assuring student, staff and school growth. Each student in grades K-10 is administered as an annual achievement test. This test is used to determine whether or not academic growth is occurring at a proper pace based on standardized nation wide norms. Students should show at least one year's growth on the achievement test each year.

- UVC uses MAPS testing for Kindergarten through 10th Grade.
- MAPS test results are distributed to parents after each testing period.



Umpqua Valley Christian School

HIGH SCHOOL GRADUATION REQUIREMENTS

Subject Area	Credits
Bible (every year enrolled)	4 credits
English	4 credits
Math	4 credits
Science	3 credits
Social Studies	4 credits
PE or 2 OSAA Sports	1 credit
Health	1 credit
Foreign Language	2 credit
Electives	5 credits
Totals	28 credits



Student Conduct & Discipline

Student Conduct & Discipline Policy – (Discipline Policy APPENDIX 3)

Conduct honoring to Christ is expected of all students at Umpqua Valley Christian School at all times. Students are expected to adhere to the rules and regulations, which are in keeping with the purpose of an educational institution. Each student is a representative of our school and our Lord wherever he/she may be.

Umpqua Valley Christian School is a discipleship school, committed to using corrective discipline in a godly way to help students grow and mature spiritually, academically, emotionally, and physically. It does not mean that corrective discipline is the sole focus of our school; rather, it is one piece of a scripturally balanced approach to educating and training students in a culture that is increasingly hostile to accountability, structure, and order.

Although Umpqua Valley Christian School recognizes that we have no direct control over the student when they are away from school, any major violation of accepted behavior for UVCS students may still be considered grounds for disciplinary action. The testimony of a student's conduct when at school or in the public eye is a testimony that reflects upon Christ and Christians in general and UVCS students and the school in particular. **This is reflected in the Student Agreement signed by all students.**



Umpqua Valley Christian School STUDENT AGREEMENT

I understand that I will receive a detention for the following violations:

1. Writing on walls, desk, tables or damaging or defacing any school property (including textbooks). Additionally, students and parents or guardians are responsible for repair or replacing any damaged school property.
2. Lying, fighting, cheating or any other inappropriate behavior.
3. Violation of the Dress Code as outlined in the handbook.
4. Four unexcused tardies per quarter.
5. Overt displays of affection.

I understand that I can be suspended or expelled for the following violation.

1. Disrespect or physical abuse shown to any faculty member.
2. Use of alcoholic beverage, tobacco products, or drugs.
3. Using profanity, immoral gestures, or pornography.
4. Premarital sex or sexual immorality (see policy manual).
5. Bringing firearms, explosive devices, or weapons to school.
6. Arson, cheating, plagiarism, stealing, vandalism or any other inappropriate behavior.
7. Five or more detentions in one quarter.

Students are expected to uphold these standards throughout their enrollment whether at home, school, or elsewhere.

ALL DISCIPLINARY ACTIONS ARE LEFT TO THE DISCRETION OF THE SCHOOL BOARD AND ADMINISTRATION.

I have read the above statements and understand that I must follow them if I am to be a part of UVCS.

_____/_____
Student Signature/Date

_____/_____
Parent/Guardian Signature/Date

Print student name

Print parent/guardian name

This agreement will be filed in your child's cumulative folder.

Dress Code (Dress Code Policy in Appendices)

As a Christian institution, we believe it is vitally important for our students to learn how to apply God's Word to every area of life. We believe the focus should be on teaching principles that apply in dress code and grooming issues. The goal is to enable students to dress in a spirit or attitude that reflects the values of Jesus.

Public Displays of Affection (PDA)

PDA is not allowed on campus or at any school sponsored events and games. PDA is considered any physical contact with the opposite sex of an affectionate nature including but not limited to kissing, holding hands, playing footsy, or prolonged hugging.

Search and Seizure

For the safety of everyone at Umpqua Valley Christian Schools, we reserve the right to search desks, lockers, backpacks and their contents, or any other items on school property at any time without prior notice and/or hold in possession any questionable item(s) for inquiry.

No games may be played at school where property is "won or lost." No items of any kind may be bought or sold at school without prior authorization from the school administrator.

Skateboards, skates, rollerblades, scooters, toy guns, weapons, explosives including firecrackers, matches, lighters, laser pointers, slingshots, electronic games, or other distractions are not allowed on the school grounds.

Class Expectations

UVC teachers will communicate their individual classroom expectations at the beginning of each quarter. Although these will not deviate from the general expectations, students will need to understand that each teacher may have different classroom expectations.

Students should accept responsibility for their behavior and perform to the best of their ability in all areas. Students should respect those in authority, fellow students, and the property of others. Teaching submission to authority, and ultimately to God, is imperative in order to guide our students toward full Christian maturity. A student's attitude toward authority is perhaps the most important factor governing his success in school and in life.

Servant Leadership and Community Service

To consider oneself a "servant" is a hallmark of the Christian life. Jesus said that He did not come to earth to be served, but to serve. He also said that the way to success in life was to serve others. This is a paradox in today's culture. It just does not make sense that to be first you need to learn to make yourself last. UVC is committed to developing servant-leaders, leaders who are humble and act not only in their own interests, but also in other's interests. We encourage our students to serve like Jesus (Philippians 2:3-4).

Not only is serving others a Christ-like characteristic, but it is also important for college entrance requirements, scholarships, or awards for which your student may wish to apply. Many colleges or award organizations are looking for young men and women who value volunteering service to one's community and who submit a record of service in their applications. UVC provides students with a

service record form that will be helpful in the years to come to help your family and your student record opportunities to serve.

UVC requires 100 hours of community service per student in order to graduate from high school. Beginning in 9th grade, this number breaks down to 25 hours per year.



Attendance Policies

Attendance (Attendance Policy – APPENDIX 4)

Because the primary purpose of Umpqua Valley Christian School is to provide a Christ-focused education for its students, we believe that student attendance in the classroom for instruction is essential. Classroom instruction involves much more than just the material that the students can read on their own.

Parents, you must know that if you wish to remove your child(ren) from classes for a considerable length of time, you will jeopardize your student's capability of acquiring the education necessary to complete a class with a passing grade. Of course, teachers will work with a student who is experiencing an ongoing illness. RenWeb/FACTS provides vital information to students and parents on a daily basis, and even more so for students on extended leave.



RenWeb/FACTS

RenWeb/FACTS is the Customer Relationship Management Tool that houses data for every student and their family. This system is used for tracking attendance, discipline, communication, grades, health information, and much more. There are many tools within RenWeb/FACTS that allow for direct communication with parents. Below you will find explanations on the information tracked by RenWeb/FACTS.

Attendance/Absence (Attendance Policy APPENDIX 4)

Attendance is entered into RenWeb/FACTS at the beginning of each day (Elementary) or at the beginning of each period (Secondary). The office is responsible for tracking absences and ensuring they are entered appropriately according to the definition of excused absences found in the Attendance Policy.

Entering Grades

1. **Enter Code into RenWeb/FACTS** - Upon receiving the assignment on their due date, teachers are allowed **24 hours** to enter one of the following codes to maintain accurate records for communication with administration and parents.
 - **P = Pending:** This indicator means that the student has turned in the assignment but it has not yet been graded. (No message is generated to parents.)
 - **M = Missing:** This indicator means that the student *has not turned in* the assignment; it cannot yet be graded. **(A RenWeb/FACTS notification is automatically generated and sent to parents!)**
 - **A = Absent:** This indicator means that the student was either absent when the assignment was given or when it was turned in, and there may be other circumstances. (No message is generated for parents.)
2. **Enter Grade into RenWeb/FACTS – Within 7 days** of the assignment due date teachers are expected to have grades entered in RenWeb/FACTS. Large projects are the exception and timelines will be defined within those project rubrics.

Excused Absences (Attendance Policy APPENDIX 4)

Student absences are excused for the following reasons:

- Personal illness (up to three consecutive days only are excused by note from home, thereafter excused only with doctor's note or approval by UVC administration).
- Death or grave illness in the family.
- Quarantine.
- Doctor or dental appointments (Students are encouraged to make appointments after school or on Saturdays).
- Suspension from school.
- Other unusual cause acceptable to the UVC administration.

An absence will only be deemed excused if parents communicate with the school on the day of the absence and provided that the absence meets one of the criteria stated above. This informs the school that the student is legitimately absent and not “skipping.”

Lesson Plans

Lesson plans are to be posted within RenWeb/FACTS each week by **midnight on Sunday** prior to the start of the school week.

Parent Alert

For any situation requiring immediate communication (emergencies, school closures, schedule changes, etc.) UVC will use RenWeb/FACTS Parent Alert sent as an SMS Text message. Please keep cell phone and email addresses current. Contact the office to update your contact information.

Progress Reports

Progress Reports are official, automated RenWeb/FACTS reports of academic progress of students. If a student scores 70% or below in any subject, then an automated notification of Academic Deficiency is sent home to parents via RenWeb/FACTS.

Report Cards

Report Cards are e-mailed home via RenWeb/FACTS after each nine-week grading period.

Tardy (Attendance Policy APPENDIX 4)

A student is considered tardy if they are not in the classroom by 8:00am (Elementary) or seated by the starting bell for each period (Secondary). Tardy is entered into RenWeb/FACTS at the beginning of each day (Elementary) or at the beginning of each period (Secondary). To alleviate distraction during class, students arriving late to class must present a tardy slip.

Consequences for Unexcused Tardies:

- At UVC, we want to encourage students to be responsible and respectful. Coming to class on time is a form of responsibility and respect. Building responsibility and respect takes discipline. To build these character traits students should have a limited amount of unexcused tardies per quarter.
- PER QUARTER:
 - 2 tardies = email notice to parents and student
 - 3 tardies = verbal notice to student, email notice to parents
 - 4 tardies = verbal notice to student, email notice to parents, official detention letter to parents via student, one 1-hour detention
 - 5 tardies = verbal notice to student, email notice to parents, half-day in-house suspension
 - 6 tardies = verbal notice to student, email notice to parents, one day in-house suspension
 - 7 tardies = meeting/discussion with parents and student, further penalty may include additional suspension plus academic impact



Athletics

Athletics

UVCS considers our athletics programs to be “co-curricular.” We value sports as part of the spiritual, social, and physical development of our students. Umpqua Valley Christian Schools encourages parents to enroll their elementary-aged school children in local city recreation programs.

There are four reasons we participate in sports at UVC.

1. To proclaim the gospel of Jesus Christ in word and deed.
2. To glorify God with the gifts and talents He has given our staff and student body.
3. To pursue excellence and the enjoyment of sports for the glory of God.
4. To build godly character qualities in our athletes, such as:

Responsibility	Teamwork	Attentiveness
Dependability	Respectfulness	Diligence
Thoughtfulness	Compassion	Cooperation
Determination	Perseverance	Wisdom
Initiative	Service	Honesty
Leadership	Honor	Self-Control
Helpfulness	Obedience	Forgiveness
		Orderliness

Athletics Eligibility (Athletic Eligibility Form APPENDIX 1)

A student will be eligible to participate in athletics:

1. Providing none of his/her grades at the end of the quarter is an “F” or two or more grades of “D,” AND his/her grade point average is 2.3 or higher.
2. Providing sport fees have been paid for the particular sport
3. Providing that documentation of passing a physical examination is on file in the school office. All students involved in any Umpqua Valley Christian School’s athletic program are required to have a current sports physical on file in the school office releasing them for participation. Physicals are valid for two years.

A student is considered ineligible if any of the above three requirements are not met.

Athletic Eligibility – Process (Mid-Quarter Check)

One week before each mid-quarter, student’s grades are checked for eligibility. Students who are considered ineligible will have one week to make up any failing grades.

The student athlete will be able to practice and play for that one week after the mid-quarter check.

If still failing after one week, the student athlete is ineligible until the next grade check. (See athletics calendar for mid quarter grade check dates.)

Athletic Eligibility – Year-to-Year eligibility

At the beginning of each school year, eligibility will be carried over from the end of the quarter of the preceding year. If a student did not meet the criteria in the final quarter of the previous school year, then he/she will be ineligible until the first grade check.

Athletic Eligibility – Other Notes

When a student is ineligible, this means he/she may not attend practice with his/her team and cannot join the team for any games (home or away) while ineligible. However, if a student is performing in a play, singing in the choir, or playing in the band and these activities are required for the student's grade in that class, then eligibility rules do not apply.

The Athletic Director is responsible for notifying all coaches of students who are ineligible.

Sports Fees

Sports fees are set annually by the Finance Committee and can be found on the Tuition and Enrollment Fee Chart on the website.



Conflict Resolution

At UVC we believe conflict resolution should be approached in a biblical way. God's Word provides a clear process for how conflict should be handled in Matthew 18. As a Christian community at UVC, we follow the Matthew 18 principle for solving conflict at every level. The article below presents a very clear explanation for solving conflict within a Christian school community.

The Matthew 18 Principle for Solving School Problems

Author: Dr. Paul A. Kienel, former President, Association of Christian Schools International

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their "own hands" and bypass the biblical procedure of solving problems.

A Christian school is made up of people: parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are my disciples, if you have love one for another." (John 13:34-35)

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses, every word may be established.' And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector."

There are several clear principles that Jesus taught in solving people-to-people problems:

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered." (Proverbs 11:9)
2. **Keep the circle small.** "If your brother sins against you, go and tell him his fault between you and him alone." The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.
3. **Be straightforward.** "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Faithful are the wounds of a friend." (Proverbs 27:6)

5. **Be Forgiving.** “If he hears you, you have gained your brother.” This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted.”

As mentioned earlier, most school problems are resolved at the two-person level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together, and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

5. The parent and teacher should agree to share the matter with the school principal. At this stage, the counsel of Jesus would be “...take with you one or two more, that by the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their versions of the issue or issues with the school’s Administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three and four-person level, which includes the school’s Administration. This leaves 2% to be resolved at the level of the School Board. The Board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

6. The school principal should explain the problem to the chairman of the Board. The chairman will decide how the matter should be presented to the Board. Depending on the complexity of the problem, it may be appropriate for the Board chairman to request that all persons involved be present at a Board meeting. The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and whole-hearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that *parents talk to teachers about student problems before they talk to Administration*. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school’s organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. The world’s methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord’s work. The Bible is clear on this. “Dare any of you, having a matter against another, go to law before the unrighteous, and not before the saints?” (1 Corinthians 6:1)

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.



Crisis Management Plan

General Safety

Each classroom should have a copy of the *Crisis Management Plan – Teachers Edition* located near the door. Notify the office if your class does not. In order to ensure that the environment is healthy for students to learn, we follow the following safety guidelines.

Bomb Threat

In case of a bomb threat, the building will be evacuated following the same procedure as for a fire. No student or staff will return to the building until proper authorization is received from local police.

Child Abuse Prevention/Mandatory Reporting

UVCS is required to offer child/sex abuse prevention training for staff each year. This is done through Safe Schools and other training opportunities as provided. UVCS is also required to report any indication of child abuse to the proper governmental authority of the State of Oregon when UVCS has cause to believe that a student's physical or mental health or welfare has been or may be adversely affected by abuse or neglect. UVCS is expected by its families to communicate with them regarding the well-being of their children.

Procedure:

If an employee suspects sexual or physical abuse, or is told by a student of sexual or physical abuse, that teacher is required to do the following:

- Take the threat seriously.
- Do not leave the student alone.
- Isolate student from peers if possible.
- Notify the Principal.

Actions taken by the administration vary but are determined such that UVC maintains compliance with Oregon Child Abuse Reporting Law (ORS 419B).

Evacuation

In the extreme case of evacuation, UVC students will be bused to the Pine Grove Community Church for reunification with families.

Fire drills

Fire Drills will be practiced with staff and students on a monthly basis and are initiated by the fire alarm. All students and staff should proceed in a brisk and orderly manner to their designated spots. Teachers will take class roster, as the potential for needing to account for individual students is always present.

In-Class Crisis

In the case of an in-class crisis (fighting, injury, intruder, etc.) that UVC teachers deem unsafe or traumatizing for students, teachers are asked to remove the students from the classroom and enter an adjacent classroom. Teachers then communicate with the UVC office as soon as possible.

Lock-Down Procedure

Lock Down protects students and staff from threats on campus. There may be cause for evacuations, but it may be more dangerous to evacuate than to stay in a locked, secure room. Lock down on campus could occur for many reasons including natural disasters, severe weather, criminal threats, and bomb threats, nearby police activity, hostile or threatening intruders on campus, chemical spills or gas leaks.

Lock-down drills will be conducted on a semester basis, and initiated by intercom announcement of "Please initiate Lock-Down Procedures."

Strangers/Visitors

All non-staff visitors will sign in and sign out at the school office. Staff is instructed to contact, report, and identify all non-staff adults or potential strangers on campus.

Suicide

Any indication of suicide consideration or attempt must be reported to the Principal. Crisis Management Plan steps will be enacted to ensure the safety of all students. This includes all of the following:

- A student talking about thoughts of death, dying, or suicide
- A student writing about death, dying, or suicide
- A student reporting another student talking or writing about death, dying, suicide, or attempts of suicide



Umpqua Valley Christian School Student/Parent Handbook Appendices

Appendix 1	Umpqua Valley Christian School Discipline Policy
Appendix 2	Bullying Assessment Flow Chart
Appendix 3	Umpqua Valley Christian School Dress Code Policy
Appendix 4	Umpqua Valley Christian School Attendance Policy

Appendix 1 – Umpqua Valley Christian School Discipline Policy

Purpose: To provide procedures for discipline at Umpqua Valley Christian Schools

General:

Conduct honoring to Christ is expected of all students at Umpqua Valley Christian School. Students are expected to adhere to the rules and regulations, which are in keeping with the purpose of an educational institution. Each student is a representative of our school wherever he/she may be.

Umpqua Valley Christian School is a discipleship school, committed to using discipline in a godly way to help students grow and mature spiritually, academically, emotionally, and physically. It does not mean that discipline is the sole focus of our school; rather, it is one piece of a scripturally balanced approach to educating and training students in a culture that is increasingly hostile to accountability, structure, and order.

Although Umpqua Valley Christian School recognizes that we have no direct control over the student when he/she is away from school, any major violation of accepted behavior for UVCS students may still be considered grounds for disciplinary action. The testimony of a student's conduct when at school or in the public is a testimony which reflects upon Christians in general and UVCS students in particular.

The primary responsibility for discipline resides within the home. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be godly parental follow-through should this occur. It is almost impossible to be of any real help to a child unless the parents are in active sympathy with disciplinary efforts (Proverbs 3:11-12). UVCS is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. Our faculty maintains high standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary action becomes necessary, it is consistently carried out, tempered by good judgment, prayer, and understanding.

Policy:

Teaching submission to authority, and ultimately to God, is imperative in order to guide our students toward full Christian maturity. A student's attitude toward authority is perhaps the most important factor governing their success in school and in life. Please note: the student will reflect a parent's attitude toward teachers, classes, and homework.

A student will be expected to do the following:

- *Willingly abide by attendance policies, expectations for conduct, dress code, and classroom or athletic team rules.
- *Accept responsibility for their behavior.
- *Perform to the best of their ability in all areas.
- *Respect those in authority, fellow students, and the property of others.

Process: UVCS teachers will communicate their individual classroom expectations at the beginning of each quarter. Although these will not deviate from the general expectations, students will need to understand that each teacher may have different classroom expectations from other teachers.

Discipline Process:

When an alleged offense occurs, the procedure below will be followed:

*The student will be informed by the observing staff member of the inappropriate conduct and will be given the opportunity to present their view of the occurrence.

*If discipline is to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.

*When a suspension or stronger discipline is contemplated, every effort will be made to notify student's parents before discipline is administered.

Discipline categories and consequences:

Misconduct is classified and divided into three categories, depending on the severity of the violation.

Category 1: Correction

Repeated disturbances that prevent classroom order and instruction. For example: excessive talking, failure to turn in homework, writing or passing notes, listening devices, unauthorized use of cell phones, and violation of dress code or any other inappropriate behavior.

Category 1 Consequences: These offenses are generally under the control of teachers and staff. Offenses are handled in the following progressive manner: a verbal warning, then a lunch detention (possibly accompanied by a biblical problem-solving worksheet), then an after-school detention and a call home.

Category 2: Disrespect

Activity and attitudes that show a lack of respect for authority or failure to respond to disciplines from Category 1. For example: disrespect for adults, disrespect or rude behavior toward others, public display of affection, skipping class, cheating, and plagiarism.

Category 2 Consequences: Offenses are handled in the following progressive manner: student/teacher/principal conference and/or a lunch/after-school detention – with a call home (possible accompanied by the biblical worksheet, student/parent, principal conference, in-school suspension, suspension, or Category 3 consequences for recurrent offenses).

Additional Category 2 Explanations:

*Public Display of Affection: No public display of affection concerning boy/girl relations is allowed. This policy affects all activities, including school-sponsored games and events.

*Cheating: All work (in-class assignments, homework, projects, etc.) turned in for an individual grade must represent the student's own independent effort, unless specific permission has been given by the teacher to work with one another on a particular assignment. Students are always encouraged to seek out their teacher or a parent who will assist them with their work without giving them specific answers. Individual students who are asked to assist another student must

clearly know the difference between giving help and giving answers. Cheating may result in a zero for that particular assignment.

*Plagiarism: Plagiarism is considered cheating and is a form of theft. Plagiarism is using any works, phrases, ideas, or syntax from another source without giving proper credit.

Category 3: Protection

Activities in violation of federal, state, or city laws. Activities that seriously threaten the safety of the student or classmates, show flagrant lack of respect for authority or property, violate biblical moral codes of conduct, or frequent and repeated violations of Category 2.

Category 3 Consequences:

Category 3 offenses may result in suspension or expulsion/withdrawal from UVCS. Because the goal of Category 3 consequences is protection of students and staff, each situation will be dealt with on an individual basis with immediate parental involvement. Special consideration may be given to any student who comes voluntarily to the administration and displays an attitude of openness and honesty. All Category 3 offenses will be referred to the administrator and Board for resolution and final disposition. The administrator may suspend a student pending a determination of expulsion. The decision to expel a student will be made by the Board.

Additional Category 3 explanations:

*Theft, forgery, vandalism, starting fires, pulling fire alarms, possession/use of explosive devices: Students involved in any of these activities will be subject to disciplinary action which may involve full restitution for damage, suspension, expulsion, police investigation, and/or prosecution.

*Tobacco, alcohol, illegal drugs, and firearms: No tobacco, alcohol, unlawful drugs, synthetic drugs, or concealed prescription drugs or firearms are permitted on the campus of UVCS or at off-campus school-sponsored events. In accordance with Oregon Law ORS 431-840, Section, I, "It is unlawful for any person under 18 years of age to possess tobacco products..." Also, in accordance with Oregon Law, it is illegal to possess firearms or weapons of any kind on a school campus or at any school-sponsored function. Therefore:

Students who are known to use alcoholic beverages and/or illegal or synthetic drugs or to use drugs of any kind other than properly prescribed drugs, on or off campus, will be disciplined. The disciplinary action may include police investigation or suspension, which could lead to expulsion.

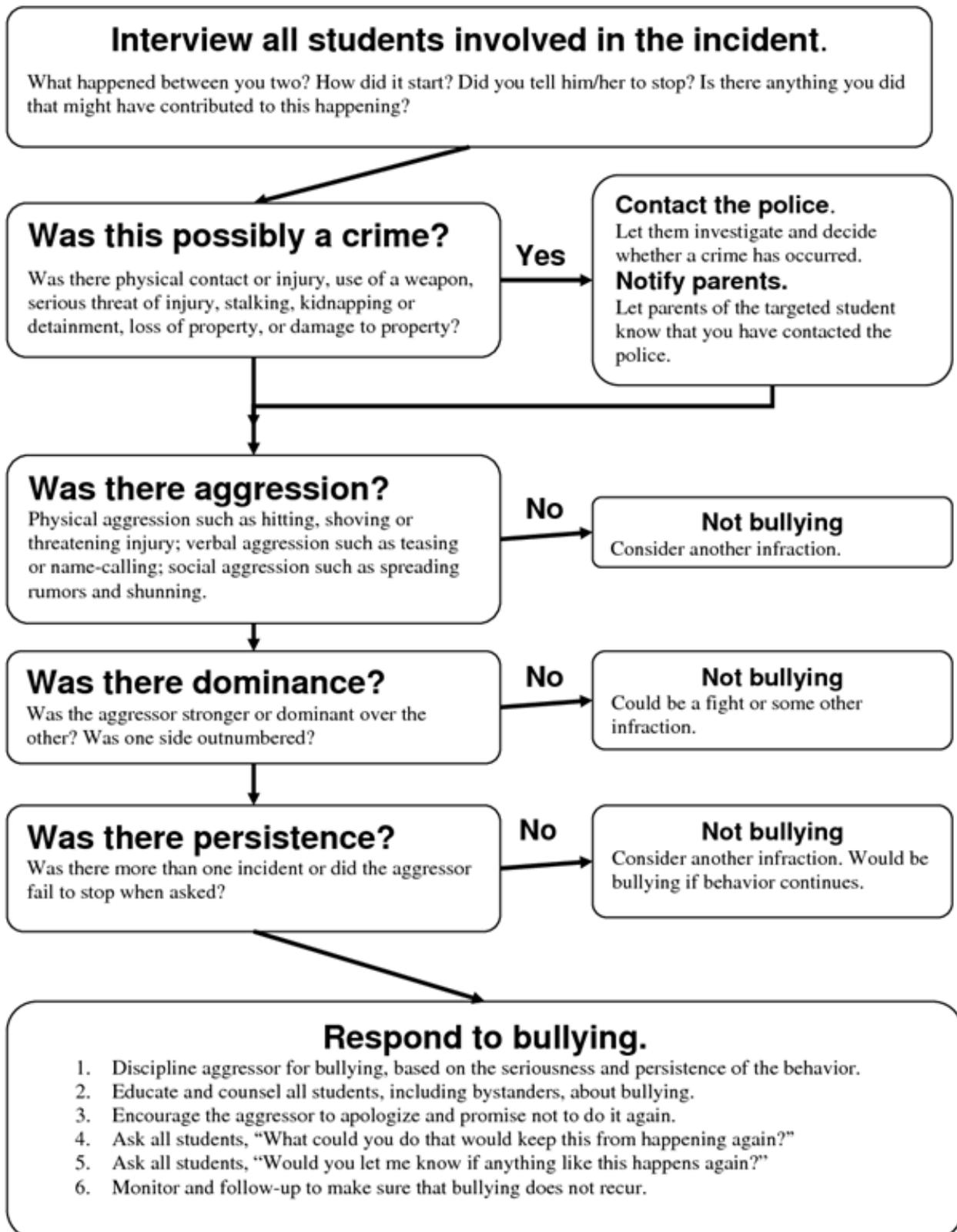
Students who are found to be in possession of firearms or destructive devices at school or at any school-sponsored event will be subject to disciplinary action, which may include removal from school. The appropriate law enforcement agency will also be contacted.

*Knives, mace, pepper spray, or other objects that could be used as weapons: Students must not carry any object that could be used as a weapon either on campus or at any school-sponsored function such as lighters, switchblades, hunting-type knives, and explosive devices (including fireworks, etc.). Students who violate the weapons policies will be subject to disciplinary action, which may include suspension or expulsion. Small knives, such as Swiss Army knives, may be exempt from this policy if, at the discretion of the administration, they are not used in a threatening manner.

*Inappropriate/sexually immoral behavior: Students are expected to live their lives consistent with biblical standards. Students who engage in inappropriate behavior, including sexually immoral activities, on or off campus, are subject to disciplinary action, which may include expulsion.

*Harassment: UVCS is committed to maintaining a Christian environment in which all individuals treat one another with dignity and respect. We expect our campus to be free of all forms of intimidation, exploitation, threatening, language, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion. The severity of this disciplinary action will be based upon the circumstances of the infraction. Any harassment should be reported immediately to staff. All such reports will be promptly investigated.

Bullying Assessment Flow Chart



Appendix 3 – Umpqua Valley Christian School Dress Code Policy

Purpose: As a Christian institution, we believe it is vitally important for our students to learn how to apply God’s Word to every area of life. We believe the focus should be on teaching principles that apply in dress code and grooming issues. The goal is to enable students to dress in a spirit or attitude that reflects the values of Jesus.

Policy: The principles from God’s Word that we believe should govern our dress and grooming.

*Students should honor the Lord and their parents in their dress/grooming (I Corinthians 10:31, Ephesians 6:1-3).

*Students should dress and groom in a modest way (I Timothy 2:9, Romans 14:13 – 15).

*Students should dress and groom in a manner that focuses on learning and being a student. This means a student should dress in a manner that is appropriate to what they are doing, just as an athlete wears a uniform for a particular sport (II Timothy 2:4-5).

*Students should dress and groom in a gender-appropriate manner (I Corinthians 11:14).

*Students should not be trying to focus attention on themselves by their dress or grooming. Nor should students dress or groom in a manner that would be a hindrance to the work of the gospel.

*Students should not dress or groom in a manner that would be a stumbling block to others. Literally, students should not dress in a way that would cause another student to disobey God (Romans 14:13).

*Students should be humble and teachable with regard to their dress and grooming (James 4:6).

General:

Standards for boys and girls

*Clothing must be neat, clean, in good repair, and appropriately sized. Jeans with holes, rips, or tears may only be worn on Fridays (or the last school day of the week); jeans purposefully designed with rips and tears must still comply with other guidelines (not see through and skin fully covered at the same length as shorts).

*Hats may not be worn in class.

*Footwear must be worn at all times.

*Unnaturally colored hair (blue, green, etc.) is not acceptable except for spirit week.

*Tattoos may not show.

*Emblems or jewelry with new age or occult symbols, slogans that are secular, worldly, or carnal may not be worn.

*There is to be no undergarment-type clothing showing (bras, sports bras, boxers, underwear, or long underwear).

*No visible body piercing is allowed to be worn with the exclusions for girls of earrings and one (1) stud in the side of the nose.

*Shorts must be no shorter than fingertips hanging at your side. Athletic shorts are not approved shorts. Volleyball shorts may not be worn outside the gym.

*Sweatpants and joggers are only allowed on Fridays (or the last day of the school week).

Standards specifically for girls

*Blue jeans may be worn but there may not be any skin showing between pants and the top.

*Blouses, skirts, or dresses that can be seen through may not be worn. Knit shirts may be worn.

*Dresses and skirts must be no shorter than the kneecap. If the outfit has a slit, it must be modest and no higher than the knee. Necklines must be modest.

*Banquet dress length must comply with the school dress code and the neckline must be modest.

*Leggings, tights, yoga pants, athletic pants, and compression pants, can only be worn on under a skirt, except on Fridays, when front and back coverage is required.

Standards specifically for boys

*No visible body piercing is allowed to be worn including earrings, nose piercings, etc.

*Hair must be neatly groomed.

*Facial hair must be neatly groomed.

Standards for PE

*T-shirts, tank tops, and athletic shorts or pants are to be worn. Shorts must be no shorter than mid-thigh. Gym shoes must be worn. Students should bring PE-specific clothes so as not to get their school clothes sweaty.

Please note the following:

*If your child is not appropriately dressed for school, parents will be contacted and asked to bring appropriate clothing to the school for the student.

*Student visitors need to be in dress code when they come to our campus.

Chapel dress

Standards for boys

*No shorts of any kind may be worn on chapel day with the exception of special activities such as Spirit Week.

*Young men will wear a collared shirt. If logos are worn, they should not endorse alcohol, violence, or any other sinful activity.

Standards for girls

*No shorts of any kind may be worn on chapel day with the exception of special activities such as Spirit Week.

*An appropriate nice shirt or blouse may be worn.

*Dresses/skirts must meet standards listed above.

Appendix 4 – Umpqua Valley Christian School Attendance Policy

Attendance Policy

Because the primary purpose of Umpqua Valley Christian School is to provide a Christ-focused education for its students, we believe that student attendance in the classroom for instruction is essential. Classroom instruction involves much more than just the material that the students can read on their own.

Parents, you must know that, if you wish to remove your child(ren) from classes for a considerable length of time, you will jeopardize your child's capability of acquiring the education necessary to complete a class with a passing grade. Of course, teachers will work with a student who is experiencing an ongoing illness. RenWeb is vital to students on a daily basis and more so for students on extended leave.

Purposes: To encourage maximum days attendance as a means of providing optimum learning opportunities and to teach the character qualities of responsibility, dependability, and promptness. To provide for a maximum learning exposure in the school day by requiring students to be on time for the opening prayer and other pertinent activities.

Required attendance/excessive absence

*All students are expected to attend all school-calendar days.

*Except for school-sponsored activities during class hours (UVCS athletic practices or games, class field trips, special assemblies, etc.), **students may not miss more than ten (10) school days per class per semester.** This limit includes excused and unexcused absences.

*A formal letter of concern will be sent to parents of students whose absences have reached eight (8) days during a semester. Any absences exceeding the ten-day semester limit will automatically be treated as unexcused absences unless a written appeal by the parents is approved by the administration. A student will be placed on Disciplinary Probation due to excessive absences.

Special Absences

Upon a parent's request, special absences, such as family and/or educational trips, may be approved as excused absences by the principal. Special absences may still count toward a student's ten-day semester limit. Special absences are not permitted during standardized testing or during semester exams at the high school level. A prearranged absence form must be submitted one week before the absence.

Unexcused absences

Absences that do not fall under the criteria of excused absences are considered unexcused. Unexcused absences are a cause for suspension.

Excused tardies

Tardies are considered excused if one of the following criteria is met:

*The student has a note from the teacher, secretary, or principal who has detained them.

*The parent has phoned or written a note describing one of the following:

~The student's illness

~An unforeseen circumstance or family emergency

PLEASE NOTE: sleeping in, doing the laundry, finishing homework, and the like are not excused tardies.

Unexcused tardies

Students are expected to be punctual for school and each class period. Punctuality helps build responsibility and discipline in the lives of the student. Tardiness is detrimental to the student's character development and the educational process.

A student is considered tardy if he/she is not inside the classroom door with the appropriate materials when the tardy bell rings. Some teachers may require students to be seated and ready to work when the tardy bell rings. It is important that students are punctual so class time is maximized and class disruption is held to a minimum.

A student who arrives late for school shall check in at the school office to obtain a pass (excused or unexcused) before going to class. If a student is detained by a teacher and is therefore late to the next class, the student should ask the teacher who detained him/her for a pass.

Consequences for unexcused tardies are detailed on page 23.