



STUDENT PARENT HAND-BOOK 2020-21

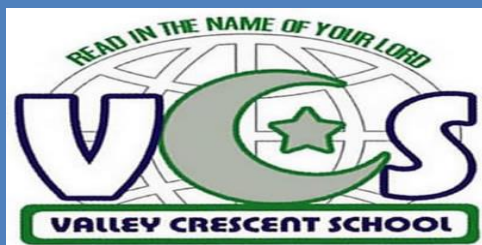


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SCHOOL BOARD MEMBERS

President Dr. Mohammad Ashraf
Secretary.....Br. Shoukat Khan
VCS CFO.....Br. Abdul Mahmoud
Board Member.....Br. Taha Shokri
Board Member.....Br. Shafiq Mian
Board Member.....Br. Hamid Akbar
Board Member.....Br. Hasan Arshad
Board Member.....Sr. Lila Alghizawi
Board Member.....Dr. Omar Chaudhry

The Board of Directors, upon approved By-laws, assumes the responsibility of overseeing Valley Crescent School. They are the authorizing agents for all school related activities, financial, employment, mission, curriculum, including real and personal property. The Principal and Academic Administrator report to and are directly supervised by the Board of Directors.

EDUCATION COMMITTEE

Dr. Mohammad Ashraf
Dr. Gharib Khalil
Dr. Sayed Ramadan

The Education Committee is populated and administered by the Board of Directors serving to be the immediate supervisors of Valley Crescent School programs. The Educational Committee establishes and maintains written policy and guidelines to:

- Human Resources
- Curriculum and Other Programs throughout the academic year
- Admissions and Student Policies
- Financial Assistance Policy
- School Transportation
- Annual School Budget

FINANCIAL AID COMMITTEE

Br. Hamid Akbar
Br. Shoukat Khan
Dr. Gharib Khalil

SITE COMMITTEE

The Board of Directors also establishes a Site Committee. The Site Committee establishes long range goals for the school facility expansion and maintenance.

Br. Jason Smith
Br. Yehia Radwan
Dr. Gharib Khalil

ADMINISTRATION

Principal/*Imam*.....Dr. Gharib Khalil
Religious Advisor Dr. Sheikh Ramadan
Administrator of Academics.....Quratulain Landis
Chief Financial OfficerAbdul Mohsin Mahmoud
Office ManagerSafa Mohammed

STAFF

Islamic Studies.....Dr. Sheik Ramadan
Islamic Studies.....Dr. Sheikh Khalil
Islamic Studies.....Nabila Rahman
Islamic Studies.....Sharmeen Kazi
Arabic..... Heba Elkhaldi
Arabic..... Manal Al-Saber
Arabic.....Hebah Ahmad
Islamic Class.....Ghusoon Abdoulnasr
Kindergarten.....Channty Bantugan
First Grade.....Alyssa Hamett
Second Grade.....Angelica Juarez
Third Grade.....Sharmeen Kazi
Fourth Grade.....Quratulain Landis
Fifth/sixth Grade..... Jyoti Khatri
Seventh/Eighth Grade..... Alma Lopez

ACCREDITATION

Valley Crescent School is honored to continue through 2022, its accreditation by the Western Association of Schools and Colleges (W.A.S.C.) for Kindergarten through 8th grade.

COMMUNICATION

Communication is paramount at Valley Crescent School. The school will communicate on a regular basis with all parents, students, and community members through a variety of communication methods, such as bulletin boards in the hallways and classrooms, front and side door postings, handbooks, calendars, mail outs, telephone calls, personal notes, weekly newsletters, student agendas, conferences, Open House, Back-to-School, PTO and various meetings, community dinners, emails, You Tube Channel, Facebook, VCS website, including teacher notes, Remind App, and phone calls.

Parents are encouraged to contact the teachers and or administration whenever they have a question or comment. The Principal and Academic Administrator will gladly take appointments to accommodate in-depth areas of concern from parents and/or community members.

OFFICE HOURS

Valley Crescent School administrative offices are located in the main building and are open at 7:30 a.m. until 4:00 p.m. on school days. All school related parent-teacher business should be conducted during these hours. The school telephone number is (559) 298-0023. Messages are accepted outside of these hours. Please be aware of teacher conference periods and try to schedule meetings during business hours. Both, the principal and the academic administrator teach classes and as such, appointments should be made with the main office whenever a personal audience is requested.

ADMINISTRATIVE CONTACT

The administration of Valley Crescent School welcomes comments, concerns, and suggestions. Both administrators teach classes during the school day. Please contact the front desk to make an appointment to meet with one of the administrators. Ms. Quratulain Landis is responsible for all academic related questions, as well as discipline in the classroom during instruction time. All other questions and concerns should be directed to Dr. Khalil. Make an appointment by calling 559-298-0023.

ACCIDENTS OR ILLNESS AT SCHOOL

Only minimum first aid can be provided by school personnel. Should an accident occur, the severity of the incident will determine the type of care provided and the parent/guardian will be notified. If a parent cannot be contacted, the designated emergency person will be contacted. ***It is critical that school staff be aware of any chronic or serious health problems (e.g. asthma) that your child may have in order to help ensure their safety.***

Any student who becomes ill at school must first obtain a pass from the teacher to go to the school office. The designated school office personnel will review the student's symptoms with the child and review the child's student folder to determine the proper action. Should there be immediate concerns about the child's condition or questions regarding the parent's preferred treatment, the school office will notify the parent. We must have a completed emergency information card on file in order for the students to be treated. If a child must be picked up from school by someone other than the parent, that

person must be listed on the child's emergency registration card for the school to release the child to that individual, **ONLY** those persons listed on the emergency registration card will be allowed to pick up the child.

If a child is seriously ill, running a fever, vomiting, unable to participate in normal activities, or appears to have a communicable disease the parent or guardian will be expected to pick up the child immediately. In such cases, failure to make immediate arrangements for the child's transportation may endanger the health of the child and others which will violate our safety policy and should be avoided at all costs. *Should the school office feel a child is in immediate danger, VCS reserves the right to seek immediate medical attention by calling 911.*

Should a student be diagnosed with a communicable disease, the Public Health Department will be notified according to State requirements, and a health advisory will be posted in school and sent to all parents. VCS faculty and staff encourage and promote good hygiene and reserve the right to counsel students on the proper hygiene practices.

Valley Crescent School does not admit children with the following symptoms and requires that parents pick up children who develop these symptoms anytime during the school day:

- Temperature of 100.4 degrees Fahrenheit, or above
- Diarrhea, vomiting
- Severe coughing
- Difficult or rapid breathing
- Conjunctivitis (red, runny eyes or wakes up with eyes "glued shut")
- Unusually dark urine
- Stiff neck
- Evidence of lice, scabies, or other parasitic infection
- Yellowish skin or eyes

The child may return to school after an illness when:

- Fever free without the use of Tylenol or other fever reducer
- Free of diarrhea and vomiting for 24 hours
- Parents have consulted with a health care professional for the appropriate care
- The child is in compliance with the California State immunization requirements

If necessary, medication (PRESCRIPTION AND NON-PRESCRIPTION) can be given at the school with the following conditions:

- Must be in the original container, medicine's sent in baggies or other unlabeled containers will not be accepted by VCS staff.
- Parent must have a completed Medication Request Form for prescribed and non-prescribed. (available at the front office)
- Medication may not have exceeded the expiration date.
- Non-prescription medicine must have the original label with instructions or have a written note from the child's doctor's office indicating the safe dosage for the child.

- Prescription medicine must be prescribed for the intended student with the exact dosage and instructions for administration. NOTE: Pharmacies can provide two labeled containers, one for home and one for school, if asked before filling.
- STUDENTS ARE NOT ALLOWED TO CARRY MEDICATIONS.
- For children's safety, the first dose of any medication will not be administered at school in case of an unexpected adverse reaction.
- Medications will always be kept at the front office or refrigerator. Under no circumstances will the teachers accept or administer medications.

Parents must understand that the responsible faculty or staff member administering medication may not be medically trained. Unless indicated otherwise, it is the parent/guardian(s) responsibility to pick up the child's medication when the child has finished the course of treatment or the school is closing due to week-ends, holidays or end of school year. Parents will be asked to pick up the medicines that are expired or close dated within ten (10) days, otherwise, the school will properly dispose of the medication. Self-administration of medication by the student will be permitted for certain medicines (i.e. inhalers, nebulizers) only with prior permission granted on a Medication Request Form and under the direct supervision of the designated faculty and/or staff member.

IMMUNIZATIONS

California State Law requires immunization against certain diseases for every student enrolled in California schools; or they must have a signed waiver on file at the school. If the immunization record or signed waiver is not on file for the student, in accordance with the law, the student shall not be permitted to attend school.

ATTENDANCE

Valley Crescent School recognizes that teachers give direct instruction and are the instrument that provides the foundations for academic achievement. Teachers are responsible to teach a set curriculum in the time provided and to all of the students assigned to each class. As a result, VCS believes that each child who is not in attendance more than 90% of class time is at risk of missing important and necessary concepts introduced, discussed and disseminated during their absences which adversely affects their achievement of grade level goals. Students who miss class time run the risk of having to not only catch up with concepts, strategies, and skill building missed, but stay current in other new concept, strategies and skills being taught in all subject areas.

Students may not be absent from school without providing an acceptable written excuse from parent, guardian or medical personnel. If a child is absent from school, please do the following:

- A parent or guardian must call the school no later than 9:00 a.m. and inform the school secretary that your student(s) will be absent for the day.
- If the child is going to be absent for more than one (1) day, please inform the school secretary and request a makeup folder for all of the assignments that will be missed.

- When the child returns to school, the parent or guardian must send a detailed note listing the name of the student, the dates missed and the reason for the absence, signed by the parent or guardian.
- The student must present the note to the school secretary upon return from the absence in order to receive an excused absence. If the student does not bring a note from home, signed by the parent, the absence is recorded as an UNEXCUSED ABSENCE.

ARRIVAL:

- Students may arrive no earlier than 7:30 a.m. School personnel for supervision will not be on campus until 7:30 a.m. It is the responsibility of the parents to make certain that staff supervision is present prior to dropping their students off.
- Students will not be allowed on playground equipment from 7:30 a.m. until 7:45 a.m.
- School starts at 8:00 a.m. with a mandatory Morning Assembly at 7:45 a.m.
- Students arriving after 8:00 a.m. must check in at the front office and will not be allowed in class without a “Tardy Pass”.

DISMISSAL:

- Students in grades K-4 are to be picked up at the East gate, which is the gate to the right when facing the front of the school.
- Students in grades 5-8 are to be picked up at the West gate, which is the gate to the left when facing the front of the school.
- Pick up prior to the end of school will require the parents going to the office and signing out their student. Students leaving prior to the end of the day must have prior approval. Parent or responsible party picking up the child early must show valid identification.
- Students not picked up after 3:45 p.m. will be brought into the office.
- Students remaining on campus past 3:45 may be assessed a late fee of \$10.00 for each 15-minute increment after 3:45. The fee will be automatically added to their tuition account.
- Students must have a written permission slip to go home with someone other than persons designated on the Emergency Card.
- Students attending after school programs, must go straight to the assigned room after dismissal.

EXCUSED ABSENCE

- Personal illness of 3 or less consecutive days
 - More than 3 consecutive days may require a Doctor’s note
- Serious illness or death in the family (up to 5 days for immediate family members)
- Medical or dental appointment
- Weather or road conditions making travel dangerous
- Extenuating circumstances, which require permission, must be obtained from the principal in writing at least 5 days in advance, or in an emergency, in a reasonable period of time, and will be reviewed on an individual basis.

UNEXCUSED ABSENCE

- Students who miss school without an authorized reason
- Truancy, when a student willfully and knowingly misses school or class without a parent/guardian's knowledge, he/she is truant from school
- Suspension from school
- Planned family vacations prior to or extending after school breaks and holidays
- Absences resulting from student not attending the last day of school due to a planned family vacation

Students with unexcused absences will find themselves in violation of VCS attendance policy and referred to the board for possible disciplinary action.

TARDINESS

Students must report to the front desk when arriving at school later than 8:00 a.m. The front desk will record the student as tardy, determine the reason for tardiness and give the student a pass to enter his/her class.

- Students attendance will be noted on report cards
- When a student reaches the 4th tardy within a trimester, a letter will be sent to the parents.
- When a student reaches the 7th tardy or more within a trimester, he/she will be required to meet with their parents and the administration.

EXTENDED ILLNESS

Parents should request and make arrangements to pick up or have all assignments emailed to the student whenever it is known that the student will be absent for more than 3 days.

RELEASE POLICY

Valley Crescent School takes the safety of all student's seriously, and to that end implements and enforces the following:

- Students will be released to their parents, guardians, and/or persons listed on the Emergency Card.
- Students will not be allowed to leave the school without prior, written request from the parent and/or guardian and school personnel approval.

EARLY DISMISSAL

All students who desire an early dismissal should bring a written note to the administrative office at the beginning of the school day. Written request must be signed by a parent/guardian and should include the following information:

- Student's name and grade, reason for early dismissal request, including date and time, and should include the name of the parent/guardian, a phone number where they can be reached and who will be picking up the student.
- All student's leaving early must have the designated pick up person come in to the office and "sign out" the student in the appropriate binder prior to leaving campus. If the student is returning to school the same day, the student(s) must report to the school, sign in and get a pass before returning to class.

CURRICULUM

All curriculum is based upon approved California State Standards. As of 2016, the Mathematics and Language Arts Standards are California's adopted College and Career Readiness Standards. Social Studies, Science, Physical Education, Health, and Art are based on the currently approved California Standards. The curriculum for Arabic is *Iqra'*, published by International Education Foundation. Curriculum for Islamic Studies is *I Love Islam* and *Learning Islam*, published by Islamic Services Foundation, Chicago, Illinois.

BOOKS AND MATERIALS

Textbooks are to be purchased through Houghton Mifflin by the parent. The textbooks should be brought to school when obtained and stored at school when not in use.

Class library books will be checked out by students throughout the school year and must be respected and kept in good condition. Failure to return a library book by the due date will result in the accumulation of late fees. Damage to a book or failure to return the book by the end of the year will result in a replacement charge being applied to the student's account.

HOMEWORK

It is the policy of Valley Crescent School that homework is to be assigned based on supporting lessons taught in the classroom. No new concepts will be included in homework assigned to students. Homework is meaningful in reinforcing concepts taught and giving a reasonable amount of practice to assimilate a concept or skill. Homework for Kindergarten, First and Second grade is not to exceed one hour per night, as determined by the time it would take an average learner to complete. Homework for Third through Eighth grade, is not to exceed two hours, as determined by the time it would take an average learner to complete. Teachers will assign homework in compliance with the Valley Crescent School policy. In classes where there are multiple teachers for various subjects, the teachers are expected to collaborate prior to assigning a long or difficult homework.

MAKE-UP WORK

Students shall be required to make up work missed for any absence excused, unexcused, or tardies. It is the responsibility of the STUDENT, for other than illness, to get the make-up work from the teacher. The teacher, student, and administration will give each situation a case-by-case determination for time to return make-up work; however, it is generally considered 1 day for each day of absence.

GRADING SYSTEM

To more accurately reflect a student's performance with College and Career Ready Standards, Valley Crescent School will use Performance Level Descriptors in lieu of the former alpha grading system. The performance level descriptors for KG through 4th grade are scores of 1, 2, 3 or 4. Teachers are not to use a performance level descriptor of less than 2 without having a one-on-one conference with the parent, which can be a telephone call to the parent, or a written notification sent to the parent. Teachers are expected to notify parents immediately whenever a student's performance falls below a 2.

5th-8th grade will be using the standard grading of A, B, C, D, and F.

PERFORMANCE LEVEL DESCRIPTORS

Teachers will use Performance Level Descriptors of the 1, 2, 3 or 4 grading system on report cards for grades first through fourth.

- A score of 1 indicates that the student is below grade level performance of the standard or that the student is unable to demonstrate the standard even with assistance from the teacher. (Not at grade level)
- A score of 2 indicates that the student sometimes demonstrate the learning standard, but needs significant assistance from the teacher.(Approaching Grade Level)
- A score of 3 indicates that the student is able to consistently demonstrate mastery of the standard. (At Grade Level)
- A score of 4 indicates that the student is able to independently and consistently demonstrate not only the standard but go significantly beyond the expected level of performance. (Exceeds Grade Level Standard)

Parents are reminded that students entering a particular grade are generally not yet at that grade level. "Performance Indicators" is a system that more accurately reflects that the child is making continued progress to arrive at grade level by the final reporting period. College and Career Ready Standards do not indicate isolated skills that could be immediately determined, but rather teaches skills in bundles and are designed to come together toward the end of a set time where mastery occurs. The report cards list the elements in each core area for mathematics and language arts, reading, writing, listening and speaking.

Grades fifth through eighth, use the standard grading system of A, B, C, D, and F.

A =100-90% B =89-80% C =79-70% D =69-60% F =59-0%

Grades are reported using a trimester (3X per year) system. Written progress reports will be issued six weeks into each trimester. The school calendar will list the end of the grading period and the date report cards are to be delivered to the students. The first trimester grades will be delivered to the parents at a parent conference, scheduled during the second week after the end of the first grading period. School hours will be reduced for the week for parent conferences. First trimester report cards will be issued at the parent-teacher conference. If a parent/guardian is unable to attend, they will be mailed to the parent/guardian at the conclusion of parent/teacher conference week. Parents are requested to sign and return the report cards to the teacher within a week.

PROGRESS REPORTS

Progress reports will be sent at approximately 6 weeks into each trimester. Progress reports will detail areas indicating where the student is having difficulties. However, it is important to note that the teacher will be contacting parents whenever a student's grade falls below a "2" performance indicator, at any time during the grading period. A progress report is the formal delivery method to notify students that the student is progressing or having difficulties.

REPORT CARDS

Report cards will be on a trimester system. Report cards will be issued every 12 weeks. The report cards will be in line with College and Career Readiness Standards and will closely match the curriculum as it is being taught. The report card for mathematics and language arts will have several sections reflecting many of the standards that the students are working on. Common Core teaches standards in groups and the students will receive the performance indicators that align with those standards. In some instances you may see an "N/A" which means that that particular standard was not covered during that grade period. A blank report card will be sent home along with an explanation of how it works prior to the first trimester.

HONOR ROLL

An assembly for honor roll will be held at each trimester report card issuance. Parents are encouraged to attend all award assemblies. Notices of dates and times will be sent prior to those events.

LUNCH

VCS does not have a working kitchen. Parents are responsible for providing their child with a nutritional lunch and snack. An outside caterer, independent of Valley Crescent School, will provide student lunches for \$3.50 per day. Students may purchase their lunch through their teacher each morning. Money for lunches must be provided at the time they are ordered, no charges are accepted by the catering company. Students not purchasing lunch should bring a sack lunch daily.

MICROWAVE POLICY

STUDENTS HAVE NO MICROWAVE ACCESS AT ANY TIME.

Please do not send lunch items that require heating.

DRESS CODE

As an Islamic based school, our core foundation warrants appropriate attire by all school personnel and students. A uniform policy has been established in an effort to promote the Islamic environment, keep students focused on studies instead of fashion, and to maintain personal modesty. Students are required to be in uniforms on the first day of school or have a receipt that you have purchased a uniform and it is being altered.

All uniforms must meet appropriate uniform guidelines and will be inspected by the faculty and staff. If the uniform is not deemed appropriate according to guidelines, parents will receive a phone call explaining the violation and will be expected to pick up their student from school and/or bring uniform in compliance with the standards. The uniform guidelines are: All students are required to purchase a minimum of 1 Valley Crescent School T-shirt. **These shirts will be required for field trips.** These shirts will be available for purchase in September and will range in price as to size and short or long sleeve.

- Uniform: Navy blue pants and white or blue shirt for boys.
- Loose and modest clothing for girls. White and blue color. Black abayas accepted.
- Girls in grades 3rd and up are required to wear Hijab at school and all school sponsored events. The color should be appropriate for school and not distracting for other students.

The following are not appropriate attire for school and will not be permitted inside school.

- Extremes hairstyles
 - No shaved, half-shaven designs or layered haircuts for boys
 - Hair should not extend below the eyebrows or ears
- Extremes in style or fit of clothing.
 - No Cargo pants (pants with pockets)
 - No plastic pants
 - No flared pants
 - No Jeans (especially under abayas or jilbabs) or shorts
 - No denim clothing
 - No sweatpants, t-shirts, athletic jerseys outside of P.E.
 - No tank tops
 - No sagging, extremely oversized, or extremely tight-fitting clothes
 - No visible brand name labels, emblems, images, designs or logos EXCEPT VCS
 - No caps, hats or hoods from sweater sets
- Girls may not wear make-up or perfume.
- Shoes: close-toed and comfortable.

Fridays are free dress days, except for the items listed above. On Fridays, students can wear colors other than the school colors. Boys are encouraged to wear white shirts with ties. Girls may wear Abaya (any color) or white shirts with the girl's tie.

Students will not be permitted to attend classes out of uniform. If a student is not dressed accordingly to the school uniform policy parents will be called to come and pick up students.

CONDUCT

Students are expected to observe Islamic Values, as well as common courtesy in working and interacting with each other. Students and staff are to refrain from rude, sarcastic, or bullying types of behavior at all times. Courtesy and Respect is the theme at Valley Crescent School. It is expected that all staff, students, visitors and repair personnel will be greeted and treated with courtesy and respect at all times.

CELLPHONE POLICY

Valley Crescent School is aware of the proclivity of parents to supply their children with cell phones. Students are not allowed to have their phone out during school hours. Students who are found to be using a cell phone (or Apple watch) will have the phone/watch taken from them and placed in the office where they may pick it up and take it home at the end of the school day. If a student has his/her cell phone out repeatedly, the parent will be called in for a conference so that the issue can be resolved in a fair and equitable way. If a child has a need to stay in contact with their parent/guardian during the day for a legitimate and compelling reason, the parent/guardian must either come to the school, send a letter, or phone one of the administrators to discuss the situation. Arrangements may be made so that the student can, at appropriate times that are not disruptive to the classroom learning environment, go to the office and make a call.

DISCIPLINE

Students have age and grade appropriate standards to follow while at school. The Courtesy and Respect Theme of Valley Crescent School is applied in and out of classrooms. It extends to the hallways, office, lunch room, and playground.

TEACHERS HAVE A RIGHT TO TEACH AND STUDENTS HAVE A RIGHT TO LEARN

All Students will:

1. Be on time and ready to work.
2. Behave in a manner that does not disrupt teaching and learning.
3. Respect the safety, property, and rights of themselves and others.
4. Be cooperative and courteous.

PRIMARY GRADE DISCIPLINE POLICY

The primary grades (I.C., Kindergarten, First, and Second) will use The Five-Step Progressive Discipline Policy described in the following sections; however, each primary class will use alternatives to behavior modification whenever necessary. If the teacher determines that a student is unable to maintain appropriate control through the disciplinary system used in their classroom, they will begin The Five-Step Progressive Discipline Policy.

3RD THROUGH 8TH GRADE DISCIPLINE POLICY

All upper grades use the Five-Step Progressive Discipline Policy described in the following sections. This policy consists of a verbal warning, private counseling, and parent contact prior to detention. This Progressive Discipline Policy may include an on campus suspension, where the student is removed from his classroom for a period of one to five days. The final step is suspension from school

from one to five days. Please look carefully at the Progressive Discipline Policy and the Zero Tolerance Policies.

PROGRESSIVE DISCIPLINE USING A FIVE (5) STEP POLICY

The following five step system will be implemented to correct unacceptable behavior. Please note the section which details our Zero Tolerance Policy and lists behavior that will cause the school to skip over the five (5) step policy and take immediate actions.

1. Step One: The student receives a verbal warning. The staff is instructed to identify the unacceptable behavior and offer some suggestions on how that behavior can be avoided in the future. A Disciplinary Log entry should be initiated for that student. Include date, type of inappropriate behavior, and the suggestions for improvement. The student will be informed that a disciplinary log entry has been made and next offense will result in Step two of the progressive discipline policy.
2. Step two: The student will receive counseling from the staff (teachers, supervisory staff, or authorized personnel). The staff is instructed to identify the unacceptable behavior. There will be a meaningful dialog in which the student will be asked to verbally state what the unacceptable behavior was and try to understand why it was said, done, or used the particular circumstances. The student then will be involved in coming up with acceptable alternative behaviors that could be used if the situation were to come up again. Entries must be made on the student's Discipline Log and Discipline Office Referral Form. Copies of the Discipline Office Referral Form must be given to administration to be filed in the student's permanent file and to the student to take home for the parent's signature.
3. Step three: If there is a third incident, the student now has exhibited undesirable behavior or a lack of self-control. The student will again be counseled. In addition, the teacher or staff will call the parents and advise them of all of the behaviors identified in the process. Refer the student's Discipline Log. Additionally, an Incident Report form should be completed and sent to administration for approval, and eventually the report will be sent to the parent. The student is assigned one lunch detention.
4. Step four: The student has again shown a disregard for rules or lack of self-control. The student will again be counseled. In addition, the teacher or staff will call the parents and advise them of the situation. The student is placed under on-campus suspension and is removed from the class for 1-5 days, depending upon the circumstances and will do independent study at school. The student is also assigned a one (1) hour detention after school.
5. Step five: The student who continues to demonstrate a disregard for rules or lack of self-control and continues to engage in unacceptable behavior will be referred to the administrator. The administrator or designee will contact the parents. The student will be suspended for one to five days, depending upon the circumstances. Independent Studies will be sent home during suspension. They are to be completed and returned on the first day back to class. If the work is not turned in, the grade will be an "F" for all work not returned.

ZERO TOLERANCE

Board Policy

PURPOSE: To provide a safe school environment for students and staff.

The VCS and MSCC School Board, along with VCS Administration, declares to have a Zero Tolerance Policy.

Hereafter, any student who:

- Commits assault to students or staff (mere threat of harm is present)
- Commits a battery (actual harm is caused to another)
- Is found in possession of any dangerous object or weapon
- Is under the influence or found in the possession of a controlled substance
- Commits an act of vandalism with property damage in excess of \$100 and will be responsible for damages
- Participates in combat
- Participates in robbery
- Participates in hate motivated intimidation
- Participates in gang motivated intimidation
- Makes a terroristic threat

Shall be immediately suspended by the principal and/or VCS school board.

Violations for the Zero Tolerance Policy will be recorded for each student on their Mandatory Record, as provided by the law, including information on suspensions and expulsions. Such records could be removed upon graduation or by petition.

EXPULSION

Recommendations for expulsion will be forwarded to the school board. Upon completion of the investigation, the school board will issue a decision. If the decision is to expel the student, the student will be immediately unenrolled from Valley Crescent School for a defined period of time, not to be less than the completion of the academic year in which the event took place. The following is a list of automatic and immediate expulsion:

- Possession of a firearm
- Possession of drugs or alcohol
- Under the influence of drugs or alcohol
- Cause great bodily harm or injury to another

VISITORS

Parents are welcome to visit the school and their student's classroom; however, parents must complete a written request for a date and time so that the teacher can arrange a time that students are not taking a test, at a PE event, or have arranged to be working on a project that a visitation would disrupt. To visit a classroom, fill out the request form located at the front office. A teacher or administrator will get back to you within five (5) working days. Assemblies are always open to parents.

All visitors are required to check in at the front desk of the main office. All visitors will be required to sign in and sign out. In addition, while on the school campus, visitors are required to wear a visitor name tag.

The entrance to classrooms and the side gates of the school will be locked during school hours. Parents are requested to go to the front office. Please help us keep our children safe while at school.

VOLUNTEERS

Valley Crescent School welcomes volunteers. Volunteers help make the school experience positive for all stakeholders. All volunteers will have a mandatory orientation with administration prior to working in any classroom. It is imperative that classroom volunteers understand and respect the overall mission for Valley Crescent School. They may be needed to work with students during class or one-on-one with a student who is struggling. Volunteers who work in the office will not be meeting the public but will be performing essential tasks such as copying materials, laminating materials, organizing various areas within the school. Volunteers who have talents they wish to share with the school with Art Projects, Origami, etc. are encouraged to call and set up a time to work with our students.

All personnel, including regular volunteers, who work with students must be fingerprinted. Fingerprints are sent and cleared through the Department of Justice. If you are able to devote time to our students and faculty, please call the school office at 559-298-0023 and indicate what type of volunteer work you are interested in performing.

FUNDRAISERS

Valley Crescent School does not allow unauthorized fundraisers in and/or for the school. Requests to have any type of fundraiser in and/or for the school must be submitted in writing to the school board which will approve or deny the request. All approved fund raisers will be allowed with the restrictions, if any, placed on it by the school board.

COVID-19 ADDENDUM

Valley Crescent School is committed to providing a safe and healthy environment for all its students, parents, and employees. We have developed the following Pandemic Response Plan (PRP) for the 2020–21 school year that will guide our decisions regarding the reopening of our campus to students and employees as well as our overall program. We recognize that through the implementation of the following coordinated efforts, we can greatly reduce, not eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school. It will be included as a temporary addendum to VCS Parent Handbook and Teacher Handbook. Keep in mind that this is a live document that will be updated in accordance with the situation. VCS will update this PRP as federal, state, and local guidelines & regulations change. Unless communicated otherwise, the rules and guidance of the PRP control to the extent that there is any inconsistency between it and the existing Parent or Employee Handbook.