

# VAIL CHRISTIAN HIGH SCHOOL

STUDENT/PARENT HANDBOOK  
2009 - 2010



## Home of the Saints

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## **A MESSAGE FROM THE PRINCIPAL**

**August 2009**

Dear Saints Student and Parents,

As we begin our 11<sup>th</sup> year in ministry, I welcome you all to the Vail Christian High School Family either for the first time or as a veteran. We give God glory and honor for the opportunity to gather daily in His name and receive His blessings together. We take seriously the calling to nurture individual academic excellence while encouraging each of you to grow in Christ to serve and lead.

May God richly bless us all as we embark on this year together. As we work and partner with one another, let us strive for excellence in all we do; let us encourage each other in our common faith; and let us disciple one another in the teachings of our Lord Jesus Christ. We do all of this for the benefit of our kids: for their academic, spiritual, and emotional well-being. I'm looking forward to the best year yet in the history of our school. Thank you for joining us on this journey!

God Rules,

Jeremy Lowe  
Principal

## **FOREWORD**

This book is provided to serve as a resource of information for students, parents and faculty of Vail Christian High School.

Parents and students are asked to sign the accompanying 2009-2010 Student/Parent Acknowledgement and Agreement and return it to the school office prior to the start of the school year.

## **MISSION STATEMENT**

Vail Christian High School, working with the home, endeavors to nurture academic excellence while encouraging personal growth in Jesus Christ.

## **ACCREDITATION**

Vail Christian High School is fully accredited by and is a part of the North Central Association of Colleges and Schools.

## **THE PRAYER OF VCHS**

The prayer of Vail Christian High School is that our students' "love may abound more and more in the knowledge and depth of insight, so that they may be able to discern what is best and may be pure and blameless until the day of Christ, filled with righteous fruit that comes through Jesus Christ – to the glory and praise of God."  
Philippians 1:9-10

### **ANTI-DISCRIMINATION STATEMENT**

Vail Christian High School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies, grant-in-aid programs and other school-administered programs.

### **BOARD OF DIRECTORS**

Terry Halverson	Megan Green
Pastor Jason Haynes	Brenda Gruber
Lisa Wheeler Huzella	Dick Gyde
Howard Gardner	

### **THE FACULTY AND STAFF**

Cathy Alexander	Girls' Volleyball Coach
Patrick Beaudine	Geography; World History, Honors US History
Geoff Bedrosian	Biology, AP Biology, Chemistry
Doug Bruce	PreCalc, AP Calculus A/B and B/C
Camille Cooper	English I, Honors English I, English II, Honors English II, English IV Rhetoric
Julie Haller	Director of Admissions and Enrollment
Dayna Hurtt	Art
Rosalie Isom	French I, II, and III
Sheldon Kuhns	Boys' Varsity Basketball Coach
Mindy Larson	Guidance Counselor, Master Teacher Advisor
Scott Leonard	Theology IV
Brian Levine	Advanced Computers; Yearbook; IT Administrator
Clarine Linder	Receptionist & Administrative Assistant
Jeremy Lowe	Principal

Randy Lowe	Chief Executive Officer; Head of School
Meredith McGlamery	A.P. English Language; US Literature
Pat Phelan	Government and Economics; Dual Enrollment Psychology
Tim Pierson	Athletic Development; Health; Physical Education; Head football Coach,
Abigail Reed	Physical Science; Conceptual Physics, Dual Enrollment Physics; Academic Decathlon
Rebecca Rehorst	Drama I, II; Band; Choir; Music Appreciation
Donna Robinson	Algebra I, II; Geometry
Windsor Stough	Theology I, II, III
Barbara Wilson	Spanish I, II, III, IV
Camryn Zimora	A.P. Literature

## STANDARDS FOR EXCELLENCE

The Vail Christian High School community consists of students, administrators, teachers, and staff, all seeking to achieve the same purpose, namely to accomplish the goals found in the Vail Christian High School Mission Statement.

In this Christian community, the will and love of God gives direction for the daily activities of members of the Vail Christian High School community.

Students, faculty, and staff members agree that certain basic relationships must exist within this community in order to achieve the **mission of Vail Christian High School**, namely:

*“Vail Christian High School partners with parents to nurture individual academic excellence while encouraging personal growth in Jesus Christ to serve and lead.”*

Accordingly, the following STANDARDS FOR EXCELLENCE serve as expectations for relationships among all those involved in the Vail Christian High School community:

A Vail Christian High School administrator, teacher, student . . . . .

1. **HONORS GOD** in prayer, chapel, devotions, daily conversations, and actions.
2. **HONORS SELF** by being faithful, loving, and cooperative, and demonstrates this by
  - a. completing tasks on time.
  - b. being responsible for own work.
  - c. being faithful in the tasks of teaching (appropriate, challenging) and learning (in class, on task).
  - d. requesting help and assistance as needed.
  - e. choosing language that is appropriate.
  - f. choosing actions which are appropriate

3. **HONORS OTHERS** by caring, helping, and supporting, and demonstrates this by
  - a. honoring students as unique gifts of God;
  - b. respecting teachers as God's leaders.
  - c. arriving to class on time, being courteous and attentive, not disruptive.
  - d. respecting school and others' property as precious gifts of God; reporting theft or misuse.
  - e. valuing others by building them up with positive words, without put-downs!
  - f. serving and supporting others with words of encouragement and acts of love.
  - g. seeking to love and respect others in choice of words, tone and body language.
  - h. seeking to be fair and objective, showing no favoritism.
  - i. accepting and cherishing educational, racial, economic and cultural diversity.
  - j. seeking help, reconciliation, peace and forgiveness when problems occur.

***Overall, I aim to be a person of honor, who values integrity, respect, and service as a redeemed child of Jesus Christ.***

**Note:** Please see Romans 12 - 15 for a more complete description of God-pleasing relationships among people.

### **ENROLLMENT ELIGIBILITY FOR INCOMING FRESHMEN AND TRANSFER STUDENTS**

Incoming freshmen and transfer students must fulfill the following criteria. It is a privilege to attend Vail Christian High School and all students should recognize this fact. All incoming freshmen must account for the following:

- ❖ Show proof of successful completion of eighth grade graduation
- ❖ Provide an official transcript from former school
- ❖ Present standardized test scores
- ❖ Provide full attendance and disciplinary records or file
- ❖ No expulsions or be associated with expulsionary hearings
- ❖ Have a minimum 2.0 grade point average on a 4.0 scale
- ❖ Provide letters of reference
- ❖ An administrative interview

Likewise, all transfer students who wish to be accepted must account for the following as well:

- ❖ Provide an official transcript from former school
- ❖ Present standardized test scores
- ❖ Provide full attendance and disciplinary records or file
- ❖ No expulsions or expulsionary hearings from former schools
- ❖ Have and maintain a minimum 2.0 grade point average on a 4.0 scale
- ❖ Provide letter of reference
- ❖ An administrative interview

Students who do not fit the preceding criteria may not be allowed acceptance to Vail Christian High School.

### **GRADING**

#### A Statement of Purpose Concerning Grades

Grading as a way of assessing the progress of students has several purposes:

- It is a way of communicating progress to the student and parent.
- It monitors a student's progress over a period of time.
- It can serve to motivate students to improve performance.

It allows a teacher to measure effectiveness of instruction.

Students are evaluated in a variety of areas that include tests, homework, attendance, class participation and contribution, initiative and special projects. A student's letter grade reflects the academic performance of the student. An additional and very important component of a student's grade will be their effort score – see VIII below.

In order to more clearly communicate how we evaluate students and determine term grades, Vail Christian High School uses the following system:

<u>Percentage</u>	<u>Grade</u>	<u>GPA Value</u>
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
<60	F	0.00

Note: Distance Learning classes through Concordia University and Advanced Placement classes are "weighted" for purposes of calculating GPA. (A=5, B=4, etc.)

### **ADDITIONAL CONSIDERATIONS RELATED TO GRADING**

I. Comprehensive semester exams will be given to all students except in performance classes. In these classes, the administration of a final exam is left to the discretion of the teacher.

Students who do not take the semester exams will receive a failing grade for the exam. A semester exam may not count more than 20% of the term grade. Students are to take final exams at the regularly scheduled times. If a student should miss a scheduled semester exam without an excused absence they will receive a 0% or an "F" for that exam. The only way for an absence to be excused is with a written request from the parent(s) of the student which has been approved by the Principal.

If a student for some reason must miss a semester exam due to a preplanned event, the parent must supply a written request to reschedule the exam to the Principal. The Principal will consult with the student's teacher(s) to determine if and when the student may take the exam.

II. Students who copy, cheat, or plagiarize on an assignment, test or quiz will receive no credit for that assignment, test or quiz.

III. No "F" for the semester may be given unless the home has been contacted at least 2 weeks before the end of the semester. (Please note that the school cannot be responsible for mail/email/phone messages intercepted by students.)

IV. A grade of "incomplete" will be given when students have not completed the major requirements of a course because of absence due to illness or to other reasons over which they have no control. Normally an "incomplete" must be removed within two weeks after the marking period or semester ends. In the event the uncompleted work is not turned in or tests are not taken, the teacher will assess

the grade based on the student's effort demonstrated during the marking period less a failing grade for all work or tests not completed.

V. Late work not caused by absence from school will be subject to academic penalty as determined by the teacher.

VI. Students who fail one class or more in a semester and/or have a cumulative average below 2.0 for the semester will be placed on academic probation.

### **ACADEMIC PROBATION**

- In order to uphold Vail Christian's mission of providing a rigorous academic program, students who fail one or more classes and/or have a cumulative average below 2.0 for the semester will be placed on academic probation.
- Academic probation may affect participation in sports and other co-curricular activities as well as eligibility for financial aid at Vail Christian High School. At the time a student is placed on a second academic probation, he/she is no longer eligible to participate in any co-curricular activities (including sports) for the following academic quarter.
- This probation process is designed as a partnership between parents, students, and Vail Christian High School to promote improved academics and communication between the school and home environment.
- Academic probation will continue for a maximum of two consecutive quarters. If the terms of the contract have not been met by the end of the two quarters, students may not be eligible to enroll for the next semester.
- Academic probation process:
  - At the end of each grading period, grades are reviewed by the Guidance Counselor.
  - After the review of semester grades, calls will be made to the parents of any student whose grades place him/her on academic probation.
  - Meetings are set up and held by the counselor between the parents, counselor, students, and appropriate teachers within the first two weeks of the new semester.
  - An Academic Probation Contract is signed at this meeting setting the terms designed to meet both the concerns of the school and the needs of the student.
  - Progress is communicated to parents through a phone call from the counselor at a minimum of 4 weeks, quarterly progress reports, and 16 weeks.
  - A follow-up phone call or meeting (depending on need) will be made after the final grades go out.
  - If a student is on Academic Probation for two quarters and that student does not meet the terms of the contract, a final meeting will be held with the principal/assistant principal regarding future enrollment.

- Students on Academic Probation may be required to attend Faculty Advisement.

## ACADEMIC PROFILE

### Credit Requirements

30 total credits are required for graduation. Core classes are valued at .5 credits and electives are valued at either .25 or .5 credits per semester. Athletics, mission trips and teacher assistants are valued at .25 credits per semester.

## CURRICULUM

### Vail Christian High School Graduation Requirements

<u>Graduation Requirements:</u>	<u>Courses Offered:</u>	<u>Credits:</u>	<u>Grade Level:</u>
English (4)	English 1	1.0	9
	Honors English 1	1.0	9
	English 2	1.0	10
	Honors English 2	1.0	10
	US Literature	1.0	11
	Honors US Literature	1.0	11
	Rhetoric for College	1.0	12
	AP English Literature and Composition	1.0	12
	AP English Language and Composition	1.0	12
	<b>* Of the following 3 areas, 4 credits are necessary for any 2 of them, and 3 credits are sufficient for the 3rd. 11 total credits are necessary for the combined 3 areas.</b>		
*Math (3 or 4)	Algebra 1	1.0	9
	Geometry	1.0	10
	Honors Geometry	1.0	9
	Algebra 2	1.0	10 or 11
	Pre Calculus	1.0	11 or 12
	AP Calculus AB	1.0	12
*Science (3 or 4)	Physical Science	1.0	9
	Biology	1.0	10
	Chemistry	1.0	11
	Physics	1.0	12
	AP Biology	1.0	12
	Dual Enrollment Physics 111	1.0	11 or 12
*Foreign Language (3 or 4)	Spanish 1/French 1	1.0	9
	Spanish 2/ French 2	1.0	9 or 10
	Spanish 3/French 3	1.0	10 or 11

	Spanish 4/French 4	1.0	11 or 12
	AP French	1.0	11 or 12
Social Studies (4)	Geography	1.0	9
	World History	1.0	10
	US History	1.0	11
	Honors US History	1.0	11
	Government/Economics	1.0	12
	Dual Enrollment Psychology	1.0	11 or 12
Physical Education (1)	Health	0.5	10
	Conditioning	0.25	10, 11, 12
Technology (1.5)	Computers	0.25	9
	Media/Technology	1.0	12
Fine Arts (1)	Vocal Music	0.5	all
	Music Appreciation	0.5	all
	Drama I	0.5	all
	Drama II	0.5	all
Theology (4)	Theology 1		
	Theology 2	1.0	9
	Theology 3	1.0	10
	Theology 4	1.0	11
		1.0	12
Electives (3.5)	Cuenet		
	Resource	0.5	11 or 12
	Art	0.5	all
		0.25	all

**Total = 30 credits**

### **MISSION TRIP**

The mission trip is a mandatory event in our school year and one for which students receive  $\frac{1}{4}$  credit. Any student missing the entire mission trip will receive an incomplete and will not be allowed to promote to the next grade or receive a diploma. Additionally, any student missing any part of mission trip must complete community service activity as approved by the administration. Students will be required to complete 6 hours of community service per day or part-day missed.

### **RENWEB**

In order to empower families to utilize RenWeb, the staff has approved a set of **minimum guidelines** for every student and parent at Vail Christian. (These guidelines and the form all students/parents must sign are shown at the back of this handbook). Parents and students should contact individual teachers with questions or concerns regarding homework and/or grades.

## TECHNOLOGY

Vail Christian provides students with access to our wireless network. Students are required to bring their own laptop.

- ❖ All computer use during school hours is for academic purposes only.
- ❖ Students are not allowed to change any network configuration.
- ❖ Internet Access by students is to be limited to research and school-related assignments only. On-line gaming and/or instant-messaging by students is prohibited.
- ❖ Faculty members have the right to spot check internet use at any time.
- ❖ All students must abide by the acceptable use policy signed by parents, students and school staff.

### **Student Computer and Internet Use Policy Agreement**

*Please read this document carefully before signing the application form*

**Internet access is available to students, faculty and staff at Vail Christian High School (hereafter referred to as VCHS).**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources and excellence in our school by facilitating resource sharing, innovation, and communication. Students desiring access must sign their Parent/Student Handbook acceptance form which includes this *Student Computer and Internet Use Policy and Agreement* in order to use our computers for accessing the Internet and its various services. Students can have access to

- Electronic Mail communication with people all over the world.
- The Worldwide Web (www)
- Discussion groups on a variety of topics ranging from cultures to the environment to music to politics, etc.
- Access to many Library Catalogs, the Library of Congress and College/ University information systems.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting morally, ethically, or spiritually. Material available on the Internet can include those of sexual behavior, violence, offensive language, etc. However, because of daily changes on a global network, it would be impossible to control all materials, and an industrious user may discover controversial information. (These would not likely be found accidentally while doing normal research; a user would have to intentionally look for them.) We at VCHS firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational and spiritual goals of the school.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient,

ethical and legal utilization of the network resources. If a VCHS student user violates any of these provisions, the student will be subject to school discipline, which can include: school suspension, or expulsion, termination of the student's Internet account and/or denial of future use of VCHS computers. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance and indicate approval.

### **Internet- Terms and Conditions**

1. **Acceptable Use-** The purpose of VCHS Internet Access is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of VCHS. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any international, U.S., state regulation or school use policy is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges-** The use of VCHS computers and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. The school administration will deem what is inappropriate use and its decision is final. Also, the administration may close an account at any time as required. The administration, faculty, or staff at VCHS may request the administration to deny, revoke or suspend specific user accounts.
3. **Network Etiquette-** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following.
  1. Be Polite. Do not be abusive in your messages to others.
  2. Do not make any changes or modifications to computer programs or setups of VCHS computers or any others that are accessible through the Internet.
  3. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  4. Do not reveal your last name, personal address or phone numbers, or those of other students. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  5. Do not use the network in such a way that you would disrupt the use of the network by other users.
  6. Students who do not have permission to access the Internet should not be allowed to watch as you access the Internet.
  7. All communication and information accessible via the network should be assumed to be private property.
4. VCHS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School, its operators, and any institutions with which it is affiliated will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Internet is at your own risk. VCHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security-** Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the school network, you must notify an administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual and the administration. Attempts to log onto the network as a system administrator, or faculty or staff, or attempting to evade, disable or "crack" passwords or other security provisions, will result in cancellation of user privileges and possible suspension or expulsion. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet as well as any computer at VCHS.

6. Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the school, Internet, or any of the above listed agencies or other networks that are connected to the VCHS Internet backbone. This includes, but not limited to the uploading, or creation of computer viruses, modifying computer program or files or making changes to VCHS computer setups or programs. You do NOT have permission to install any software programs or download and save any programs from the Internet to computers at VCHS. You do NOT have permission to hook up any devices (Except Headphones) to any VCHS computer or to the VCHS network.

## TESTING

**The PSAT/NMSQT**, a preliminary SAT/National Merit Scholarship Qualifying Test, is administered to all sophomores, and juniors during October of each school year. A nominal fee may be charged. Vail Christian High School uses these scores to track student progress and identify individual strengths and weaknesses. It also provides practice for the SAT test and can qualify juniors for national merit scholarships.

The Guidance Counselor will oversee **SAT and ACT preparation** with the junior class all year. Students will be strongly encouraged to take both tests at the end of the year. The ACT is given in April, and the SAT is given in May. There is a fee for each test, and students can register online with Ms. Larson. More information and updates will be given to the junior parents throughout the year.

**The EXPLORE/PLAN Tests**, preparatory tests for the ACT, is offered to all freshmen and sophomores during the fall semester. A nominal fee may be charged. This test covers four academic areas - English, Mathematics, Reading, and Science Reasoning, as well as a Career Interest Inventory. Results are reviewed in small groups with the counselor so students understand their test scores and also can begin to explore career options.

**The Stanford 10 Achievement Test** is given to all freshmen, sophomores, and juniors during April of each year. This test measures achievement in the areas of English, Math, Science, and Social Studies. This is a nationally normed test so students can see how their scores compare to other students across the nation. It also provides our teachers with valuable information every year regarding student achievement and curriculum goals.

**Advanced Placement (AP) Exams** are scheduled by the College Board for the first two weeks in May. Every student enrolled in an AP class at Vail Christian is required to take the appropriate AP exam in May. Students not enrolled in an AP class may request to take any exam for which they feel they are prepared. There is an \$83.00 charge for each test, and test dates are set by the College Board AP Exam schedule.

## AP CLASSES

Advanced Placement (AP) classes are offered to qualifying students during their junior and senior years. These classes are designed to prepare high school students to show their proficiency in specific content areas. These classes are rigorous in content, workload and effort required. Students may consider these classes if they have a cumulative 3.2 grade point average, a 3.5 grade point average in the specific content area, and approval from the AP teacher. AP classes currently offered at Vail Christian are AP English Language and Composition, AP English Literature and Composition, AP Biology and AP Calculus. All grades in AP classes are weighted. After the AP exams are given for each course, the formal Advanced Placement Course will end, however, students are still required to attend class as projects, etc. will be assigned for the remaining days in the school year.

## CYCLE OF DISCIPLINE AND MINISTRY

The discipline plan designed to promote good behavior in students has four stages:

1. **Admonition** – The first stage involves informing the student of the behavior or action that inhibits success.
2. **Confession** – This is the most crucial stage. The student must be able to acknowledge his/her error in order to move toward reconciliation.
3. **Forgiveness** – Forgiveness is offered through the price paid in full by our Lord and Savior Jesus Christ on the cross.
4. **Restoration** – At this stage, the issue is brought to a close. All interested parties will have a chance to meet as necessary to promote an end to any conflict. The restoration process may include the need for consequences. Consequences occur as a way to maintain order and proper boundaries in society. This is also a way to hold students accountable for their actions.

### **CONSEQUENCES**

Consequences for attitudes or actions that inhibit success may include:

1. Verbal/Written warning by the Teacher.
2. Referral to the Success Center
3. Verbal/Written warning by the Principal
4. Detention
5. In-House Suspension
6. Out of School Suspension
7. Disciplinary Probation
8. Expulsion

The school may impose appropriate consequences at any stage deemed necessary as determined by the Principal or his designee.

### **DETENTION**

Detention may be assigned by a faculty member as a consequence for inappropriate behavior, tardiness, or other acts of misconduct. If deemed necessary by school administration, detention may be assigned in 1, 2, or 4 hour blocks of time. A 1-hour block carries a fine of \$10, a 2-hour block carries a fine of \$20 per student and 4-hour block carries a \$40 fine per student. Detentions may be served at school or at a local service agency upon the assignment of the Principal. At times a campus service project involving physical activity may be assigned at the school's discretion, such as a teacher directed lunch detention. The type of service will be determined by school administration. Detention should be served within two (2) weeks from the date issued. Extensions may only be granted by the Principal or his designee.

### **SUSPENSION**

If the consequence for a student's behavior or attitude warrants a suspension, a school conference with the student and parent(s) is mandatory. The suspension is made under the policy directive by the Principal or his designee. The student's return to school will be determined as a result of the conference process. The conditions of the probationary return will be outlined and will become part of the student's file. Suspensions are considered unexcused absences. Students may receive up to 59% credit for missing assignments but will make up quizzes, tests, and major projects at full credit value.

### **DISCIPLINARY PROBATION**

Students involved in a serious breach of school rules or who repeatedly are involved in minor rule infractions, may be placed on Disciplinary Probation by the school's Principal. Students who receive two (2) U's on semester reports are automatically placed on Disciplinary Probation. A request from the Principal, or from other staff members, may also be considered for establishing Disciplinary

Probation status. Students on Disciplinary Probation who fail to demonstrate improved behavior, or who continue to commit violations of school rules, may be asked to withdraw from Vail Christian High School. This decision will be made by the administration at VCHS. No student will be allowed more than two (2) semesters on disciplinary probation.

### **EXPULSION**

If the consequence results in expulsion from school, a letter outlining the reason for expulsion will be prepared by the principal or his designee. Individuals who wish to challenge the expulsion may follow the guidelines for seeking an audience with the CEO.

### **RECOMMENDED GUIDELINES FOR CONFLICT RESOLUTION**

The guidelines below are intended to be an orderly manner to resolve conflict. These guidelines are based on Jesus' words in Matthew 18. It is recommended to try to resolve the conflict at the earliest stage possible. **It may take repeated meetings at a particular stage to fully resolve the conflict.**

1. Discuss the matter directly with the individual(s) involved in a respectful manner at an appropriate time. It is strongly recommended that students seek the advice of a responsible adult (parent, teacher, or administrator) in order to discuss the matter in a respectful manner and to seek appropriate timing. The parent(s) of a student should never confront another student without prior consent from the other student's parent(s).
2. If Step 1 does not bring resolution to an issue, meet with the individual(s) directly involved in a respectful manner at an appropriate time with others present. This meeting would usually include the direct supervisor of any school personnel involved. In a conflict between students, this would include a parent, a teacher, or an administrator.
3. If resolution has not been reached, meet together with additional resources. These resources will include parents and the principal or his designee. This stage should be reached as a last resort. If the matter is still unresolved after repeated attempts at this stage, individuals or groups may follow the steps for seeking an audience with the Board of Directors.

### **INDIVIDUALS OR GROUPS SEEKING AN AUDIENCE WITH THE BOARD OF DIRECTORS**

Individuals or groups seeking audience with the Board of Directors shall be directed to the appropriate Administrative Officer: The Principal in all matters pertaining to his designated areas of responsibility, and to the Head of School in all other matters pertaining to the high school. The administrative officers shall arrange for hearings first by the appropriate administrators, staff members, or Executive Committee of the Board. If, following such hearings, the individuals or groups continue to desire an audience with the Board, the administrative officers shall arrange with the Executive Committee for a hearing by the Board of Directors following a written request for such meeting.

### **ZERO TOLERANCE POLICY**

Vail Christian High School has adopted a zero tolerance policy relating to alcohol, drugs, and weapons on campus and at any school related event. The Zero Tolerance Policy states,

**“Be it resolved that a student who at any time is in possession of illegal drugs, alcohol, or a dangerous weapon on the Vail Christian High School campus will immediately be expelled from school.”**

The Zero Tolerance Policy is in effect for all school sponsored activities. This includes, but is not limited to, field trips, overnight trips, athletic contests, dances, performances, or any activity the school administers.

## ACTS OF MISCONDUCT

Certain behaviors and attitudes may result in a student entering into the Cycle of Discipline. Any person, student, or visitor who commits and/or attempts to commit any of the following acts of misconduct shall be subject to school consequences and/or possible legal action.

1. Refusal through absence or tardies by a student to attend classes as scheduled (truancy).
2. Unauthorized entry, occupation, or use of any school facilities.
3. Intentional obstruction or disruption of teaching, administrative or disciplinary procedures, at school or at school authorized functions or events.
4. Theft of or damage to property of the Vail Christian High School or personal property of any individual in attendance at an authorized school function.
5. Physical abuse or the threat of physical abuse against any person at school or at any school authorized event, or other conduct which threatens or endangers the health, safety, spiritual welfare, or physical well-being of any such person.
6. Intentional interference with the lawful right of access by any person to school facilities.
7. Setting fire on school property.
8. Obscene acts including profanity, vulgarity, or inappropriate sexual conduct.
9. Use or possession of tobacco or tobacco products on or in the vicinity of school property or at school functions (includes vehicles).
10. Use or possession on or in the vicinity of school property of firearms or replicas thereof, ammunition, knives or other dangerous weapons, substances, or objects (except for education purposes expressly preauthorized by the administration.)
11. Use, possession (including drug paraphernalia), distribution, or sale of illegal substances on or in the vicinity of school property or at any school function regardless of its location.
12. If chemical substance abuse is suspected, referral may be made to the school's Principal which may lead to other Administrative involvement. The student may be asked to submit to testing procedures with results to be made known to school officials. In cases of positive results from testing, continued enrollment will be based on meeting the terms of a contract. This contract will require the student's participation in appropriate professional assessment and Counseling programs. The terms of the contract may require follow-up testing as determined by school administration in cooperation with parents and other mental health professionals.
13. Any other act that is deemed by the school administration to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, and physical well-being of other persons on or in the vicinity of school properties or present at any authorized school function or event.
14. Any act or threat of retribution or revenge to any member of the VCHS community.
15. Any other act or attitude that is contrary to the purpose, values, and standards of VCHS.

## ATTENDANCE

1. The compulsory attendance law recognizes the educational value of regular attendance in school. Regular presence in a classroom is essential for the learning process, aids in instilling self-discipline, and exposes a student to group interactions with teachers and fellow students.
2. Class sessions are planned with the assumption that each student is present each day and absences create a burden on both the student and the teacher. **Parents are strongly urged not to take their student out of class for an extended period of time.**
3. Attendance and tardies will be tracked on RenWeb and updated by each Monday of the school year. Parents are urged to review this information regularly.
4. Students are expected to attend all scheduled classes and study halls. As is Colorado state law, study hall is to be treated as a normal class. Students should not ask or expect to be excused.

5. The school is responsible for every student throughout the school day; therefore, students are to remain on campus and out of their cars throughout the day. **At no time may students leave the school property during the school day without the approval of an administrator; they must also sign out at the designated front office.**
6. When students miss **more than 10 days in any class per semester** (excused or unexcused), consideration will be given by a designated school administrator regarding loss of credit for that class. Absences resulting from participation in school-related activities do not apply and are not counted.
  - a. At the time of the fifth total absence (excused or unexcused) in a semester, parents will be notified and reminded of the consequences for excessive absences.
  - b. At the time of a fourth unexcused or eighth total absence, a conference with parents and student will be arranged to share the serious nature of the absence situation and to remind both parents and students of the consequences.
7. All absences are recorded as absences. For the purpose of recording the following terms are used:
  - a. Excused absences are absences due to personal illness, illness in the family, family emergencies, death of a relative, and approved pre-excused absences. All work may be made up for full credit.
  - b. Pre-excused absences are other parent-approved absences, such as trips and all day appointments. **Due to the intensity of our curriculum, we encourage parents not to take "vacations" on school days or schedule all day appointments.** If unavoidable, parents (not students) must notify the administration by note or phone of such an absence one week in advance, except for emergencies. If the absence is approved by the administration, then the student may make up the work for full credit. If the request is not made at least one week in advance, the absence may be unexcused. Pre-excused absences cannot exceed 10 days of absence.
  - c. Unexcused absences are absences due to truancy, suspension, or other unapproved absences. Work may be made up at the discretion of the administration.

### **ATTENDANCE PROCEDURES**

1. When a student is absent, parents or legal guardians are expected to call the school before 8:00 a.m. and give the reason for the absence.

**We encourage parents not to take "vacations" on school days or schedule all day appointments.** If the need arises for a student to be absent from school, a parent or legal guardian must present a note or call the school office in advance, except in cases of an emergency. At that time, the office will prepare a pre-excused absence slip for the student. These absences do accumulate toward the ten absences referred to in paragraph 6 above.

**Parents who take students out of school for personal reasons (other than illness) are responsible for using RenWeb and tutors (if necessary) to ensure their student catches up on missed work. Teachers are not required to give extra tutoring to students who have missed school for personal reasons.**

2. **No early finals will be given.** If, for any reason, a student misses any or all finals, it is the responsibility of the student to make arrangements to make up those finals at the teacher's convenience. Students will receive a grade of "incomplete" until the final(s) are made up. Failure

to take finals within a reasonable amount of time will result in the grades being calculated by the amount of work submitted or completed.

3. If students are absent from school or from a class without consent, they will be considered truant. If a student must leave at any time during the school day, a note or phone call from a parent, guardian, or other responsible adult named on the Emergency Information Sheet will be required. If a student desires to leave for reasons other than for an appointment or for medical reasons, **the student must have approval from a faculty member or administrator as well as a parent/guardian and must sign out at the designated front office.** Students who leave without following this procedure will be truant.
4. For the purpose of recording student attendance, students will be counted absent from a class if they miss more than twenty (20) minutes of the class period. If students miss less than that amount of time, their attendance record will be charged with a tardy rather than an absence.
5. In the event a student has not followed the procedure for a planned absence or is unexcused for any other reason, the student is required to make up the work within the time specified by the teacher in his/her classroom policies. Whether or not the student receives credit for that work is up to the discretion of the teacher/administration.
6. **Disciplinary Absence** – The teacher of any class from which the student is absent for disciplinary reasons may require the student to complete any assignments, quizzes, and tests he/she missed during the absence. Students may receive up to 59% credit for missing assignments, **but will be able to make up missed quizzes, tests, and major projects at full credit value.**
7. Students are required to be in school for at least 4 class periods (except for special circumstances cleared by the administration) to be able to participate in extra-curricular activities or practice on that day.
8. **The initiative of making up work due to any absence lies with the student and the requirements are regulated by the teacher.** Homework assignments are available on RenWeb and/or by e-mailing faculty members or contacting classmates.
9. The school will cooperate as much as possible with homebound tutors and students where there is an extended medical treatment situation. However, since the educational process does include significant teacher instruction and student performance and/or interaction, it cannot be assumed that the student can receive credit in all cases.

### **PUNCTUALITY**

In order to maintain a proper atmosphere for learning and to instill a sense of responsibility and accountability, Vail Christian High School stresses good punctuality for both students and staff members. Students and teachers are expected to be in a class and ready for class at the scheduled time. Teachers will hold students accountable for this behavior according to the following guidelines:

1. Students will be considered tardy if they are not in the classroom at the time the class is scheduled to begin **whether the tardy is the fault of the student, parent or any circumstance other than illness, accident or adverse weather conditions.** The teacher will inform the student when he or she is counted tardy to class.
2. Students detained by another teacher are expected to bring a pass from the teacher with the date, time and reason. The teacher determines when the tardy is excused and not recorded.

3. To aid the student in developing good habits, the following school policy has been developed to deal with excessive tardiness:
  - a. On the 3<sup>rd</sup> and 5<sup>th</sup> tardy of a semester per class, the student will receive a one hour detention.
  - b. If a student is tardy six times in a semester the principal will arrange a conference with the student to explain the consequences of further tardiness – a detention will follow.
  - c. If the problem persists, a meeting with the student and parents will be scheduled to determine how to change the student's behavior. Further consequences may include a parent shadow for the day, Saturday school, suspension and/or disenrollment.
  
4. It is important to remember: **students alone must assume the responsibility for their own punctuality. We encourage parents to consistently instill the importance of punctuality to their students.**

#### **PASSES**

Students are not allowed out of the classrooms without a pass.

#### **UPPERCLASSMEN STATUS**

Juniors and Seniors in good standing may leave campus once a day, Monday-Friday, for lunch as long as a signed parent consent form has been received by the principal.

#### **DRESS CODE**

At Vail Christian High School, we believe that a student's appearance has an impact on his/her attitudes and behaviors. Respect for the school community, the education process, and the student themselves is shown by the students' attire. **The dress code below helps maintain a sense of Christian modesty, while educating students as to what is appropriate dress for the school environment.** Students at VCHS are expected to conform to acceptable dress standards and to observe the spirit represented by the dress code. A student who is requested to upgrade his/her dress is expected to respond in a timely and cooperative manner. Parents of students who are requested to upgrade their dress are expected to respond in a supportive and cooperative manner. **If a student has any questions about whether an item of clothing is within the school's dress code, the student may bring that item in for approval prior to wearing it.** Appropriate dress for students enrolled at VCHS can be summarized in four areas: modesty, messages, safety, and distractedness. By choosing to wear clothes within the school boundaries, students will improve their opportunities for success and enjoy their school experience. Appropriate school dress is expected when students are on campus. At school sponsored events (on campus or off campus) such as athletic contests, concerts, drama performances, and the like, students are expected to meet the guidelines of modesty, message, safety, and distractedness. For service events, clothing may be more casual when approved by the school supervisor. All clothing must fit properly, be clean, and in good repair (hemmed and not frayed, no holes in clothes above the knee), and reflect Christian modesty. All pants must be worn at the waist and may not drag on the floor. Dress guidelines begin when the student arrives on campus and end when he/she leaves the campus or activity. **(This also includes the parking lot and all school-sponsored functions.)** If you are unsure if an article of clothing meets the school expectations, please ask before you wear it.

#### **For male students:**

- Hair styles should reflect careful grooming; hair must be clean with no ill-groomed or distracting hair styles or colors. No spikes longer than 1", no ponytails, Mohawks or faux hawks.

- No piercings or tattoos.

**For female students:**

- Dresses, skirts, and shorts should be modest, fit properly, and be appropriate in length (fabric should extend no more than 3 inches above the knee). Tight fitting leggings must be worn with a top of appropriate length (3 inch rule).
- Hair styles should reflect careful grooming; hair must be clean with no distracting hair styles or colors. Hair should be uniform in color. Hair colors should reflect natural hair colors.
- Clothing with low or plunging necklines or which reveals the mid-section should not be worn.
- The following list comprises **specific** standards of dress that are NOT ACCEPTABLE at Vail Christian High School. The basic rule for VCHS standard of dress is clothing that is modest, gives an appropriate message, is safe, and does not distract.

- Hats, head coverings, bandanas. (hats may be worn outside during inclement weather). Hoods may not be worn covering the head or face.
- No sunglasses during the school day.
- Shoes should be worn all day – no slippers
- No Pajama pants (unless for dress up contests)
- Clothing which promotes/advertises any bands, vocalists, concert groups, or record labels.
- Undergarments may not be visible at any time.
- Unacceptable garments under other garments.
- Clothing, jewelry, or accessories with sayings/slogans contrary to the Christian faith.
- Clothing, jewelry, or accessories with logos/advertisements of harmful or illegal products or services.
- Clothing, jewelry, or accessories that references alcohol, tobacco, drugs, or gangs.
- Visible tattoos, nose piercing, tongue rings or any other piercing (other than ear piercing for female students).
- Plastic, vinyl, fishnet, or leather clothing (not including jackets)
- Printed messages on the backside of shorts or pants.
- Clothing which is immodest, revealing, excessively tight, or excessively oversized
- Chains of any kind, attached or unattached to clothing. Spikes, rivets, or skull depictions on any articles of clothing, jewelry, or accessories. The list above is not comprehensive. VCHS reserves the right to modify these standards as necessary during the school year. If there are questions concerning specifics, please contact the school.

**Consequences for violating the dress code shall include:**

**First offense (of the school year):** Student is detained in the office until parent is contacted for delivery of acceptable clothing or student will be given appropriate clothing to wear for the remainder of the day. A missed class may result in an academic penalty.

**Second offense:** Student is detained in the office until parent is contacted for delivery of acceptable clothing or student will be given appropriate clothing to wear for the remainder of the day. A missed class may result in an academic penalty. The student is assigned a one-hour detention, which includes a \$10 fine.

**Third offense:** Student is detained in the office until parent is contacted for delivery of acceptable clothing or student will be given appropriate clothing to wear for the remainder of the day. A missed class may result in an academic penalty. The student is assigned a two-hour detention, which includes a \$20 fine.

**Further offense(s):** Students who accumulate more than three Dress Code offenses in the school year will be subject to further Disciplinary action as determined by the Principal or his designee.

**Please note: Dress Code offenses are accumulated according to the school year, not by semester.**

### **STATEMENT OF IMPLEMENTATION**

All members of the Vail Christian High School community (students, parents, teachers, and administrators) share in the responsibility for implementation of the code.

Students whose dress is inappropriate for the situation will be sent to an administrator. A consultation with that administrator or his designee will result in a method of rectifying the situation. Students who are out of dress code will be sent home to change clothes and will receive unexcused absences for the classes that they miss.

Students who are considered inappropriately dressed at school-sponsored activities on or off campus will consult with the designated administrator who will determine the method of rectifying the situation.

There may be “special dress days” as approved by the principal or his designated representative.

### **PREGNANCIES AND STUDENT PARENTS**

Students who are pregnant or have become parents while enrolled at Vail Christian High School should share that information with the principal or a designee in order that counseling and the ministry of forgiveness, reassurance, love, and support may be given to the student and the family.

Because this situation is not of the norm and may be disruptive to the educational process, the continued enrollment of the pregnant student or the student parent shall be reviewed periodically by the principal. Failure to inform the administration or not following the recommendations of the principal may jeopardize continued enrollment.

Children of student parents are not permitted to be on the campus during the regular school day, but are welcome at other activities.

### **ABORTION**

Vail Christian High School endorses a pro-life position and the need to nurture a deep reverence and gratitude for God's gracious gift of human life.

Students contemplating or having had an abortion should share that information with the principal or a designee so that counseling may begin immediately.

While Vail Christian High School does not condone abortion, it does wish to share God's Word, His will, and His love with those whose lives are touched by such realities.

### **HARASSMENT POLICY**

Vail Christian High School is committed to providing a learning environment that is free from harassment of any student or employee by any other student or employee. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to mistreatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or

gender. Harassment can occur any time during school-related activities. It includes, but is not limited to, any or all of the following:

Cyber Harassment: Cyber harassment is any verbal, visual or sexual harassment which involves the use of technology, such as email.

Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.

Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

It is the student's responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

#### Harassment Complaint Procedure:

Step #1: Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that the conduct is offensive and should stop. If the student does not feel comfortable doing this, he/she shall direct the complaint to the administrator.

Step #2: If the complaint is not resolved by the action taken in step one, students may appeal to the principal or his designee by filing a written complaint.

Step #3: Both parties shall have the right to appeal the decision of the principal or his designee to the CEO and ultimately to the school board by filing written notice.

### **STUDENT TRANSPORTATION**

When Vail Christian High School students are required or choose to participate in academic or co-curricular activities away from the campus, the following policies will be in effect to insure that reasonable care has been demonstrated for the care and safety of the student and staff participants.

1. Private vehicles may be used at times to transport students and parents are encouraged to help with this transportation. If the distance is thirty miles or more one way, drivers of vehicles must be staff members or other drivers 25 years or older. Private vehicles would be used for a small group traveling, for more practical situations, and for circumstances approved by the school administration.
2. Students who have written parental permission may be used to transport students to and from activities, provided the distance does not exceed thirty (30) miles one way and provided those passenger students have written parental permission to travel with other students as drivers.

1. In all cases where private vehicles are used for student transportation, it is understood that the insurance of such vehicle becomes the primary carrier.
2. Commercial buses, coaches, and vans will be rented or leased from those carriers that:
  - a. Provide verification of adequate insurance coverage
  - b. Have properly equipped vehicles
  - c. Employ drivers with adequate training and records free from areas of concern
  - d. Have a record of excellent service in the community
3. Spaces on rented buses not occupied by the team or group will be made available to spectators, who will pay the per-seat cost.
4. Exceptions to the above policy may be made for good cause by the activities director with the consent of the principal.
7. Students parking private vehicles at VCHS must park in designated student parking areas and not on the streets.
8. Students who wish to park in the VCHS lots during the day must register their car with the school office. (Forms available from the receptionist.)

### **PUPIL PERSONNEL SERVICES**

**GUIDANCE** To make an appointment with the counselor, call or stop in at the counseling office of Ms. Larson before school, during non-class time, or at the end of the day and ask for an appointment.

The Guidance Program includes the following services:

1. Academic Advising - course selection, schedule changes, scholastic performance, transcripts
2. College-Career Planning
3. Standardized Testing Program - Aptitude, Achievement, Interest
4. Financial Aid/Scholarship Information
5. Personal-Social Counseling

**COLLEGE AND CAREER COUNSELING** College and career information is available from the counselor. College catalogs, resource books, and information on testing dates are in the guidance office for student and parent use. College fairs offered locally or in Denver are publicized in the monthly newsletter, and a financial aid workshop is held in January for senior and junior parents. The guidance counselor works closely with all seniors in the college application process while reminding each family that it is the responsibility of the student to fill out and mail college applications and meet all deadline dates.

### **EMERGENCY PROCEDURES**

**ILLNESS** Students who become ill during the day must report to an administrator immediately. For minor discomforts, **the school will provide over the counter medication to students only if the "Permission for Administration of Over the Counter Medications" has been signed by a parent or legal guardian.** Prescribed medications which the parent has brought to the office will also be administered.

If the illness is more severe, the parent will be called and the student will be permitted to go home. In certain cases, the student may be allowed to remain in the office to rest for up to one period. If the student is not able to return to class after one period, the student will be given permission to go home.

**In all cases, a parent or guardian must be notified before the student is allowed to leave the school, and the student must sign out at the designated front office.**

Student medical records are very important to the school. The Emergency Information Sheet must be kept current with the latest phone numbers and pertinent information. Keep the school informed of any new information, which would be helpful in the case of an accident or other emergency. Also, if parents will not be available because they are out of town, they should notify the school with the name and phone numbers of the temporary guardians.

**FIRE DRILL/SECURITY LOCKDOWN** Fire drills and security lockdowns are serious business and are conducted for the safety of students and the prevention of injury. Therefore, it is necessary that all students comply with the proper procedures. When the fire drill signal sounds, this means that everyone must leave the building. The following procedure is followed:

- First student that reaches the door is to hold the door until all students have cleared the classroom. The teacher is always the last one out.

#### **GENERAL INFORMATION**

**ATHLETES - NON-SCHOOL PARTICIPATION** Individuals certified to participate as members of any high school sport may not practice with or play with any non-school athletic group without receiving approval of the principal and athletic director.

**ATHLETIC TRAINING REGULATIONS** At the beginning of each athletic season, the athletic department reminds students of the training regulations that are in effect during each season of the year. Athletes are reminded that training rules are in effect from the first day of practice through the last team engagement of that season. These regulations apply to managers and trainers, as well as the participating athlete.

The reasons for having training rules are as follows:

- a) to promote optimum performance on the part of the athlete;
- b) to help the athlete recognize his/her own responsibilities;
- c) to have the athlete make a commitment to the team; and
- d) to provide some training for adulthood.

For the above reasons, we ask athletes to abstain from the following:

- a) smoking
- b) alcohol
- c) drugs
- d) tobacco

Individuals suspected of violating these regulations will be required to appear before the Athletic Council consisting of the athlete's coach, the athletic director, a permanent non-coaching faculty member, a faculty member of the athlete's choice, and an administrative member of the athlete's choice.

The consequences for violation will be a minimum suspension from the team for 1/3 of the contests at that level. A suspension may run into the next season if the suspension occurs at the end of a season. The suspended athlete may be allowed to practice with the team during the suspension.

A reinstatement conference between the coach and the suspended athlete is required prior to returning to the team. This is to gain feedback and a recommitment from the athlete.

Coaches, with the consent of the athletic director, may require athletes to follow additional rules for each sport. The individual coach is then responsible for enforcing these additional rules, as well as the established training rules.

**BOOSTER CLUB** The Booster Club supports the students of Vail Christian High School in their co-curricular and athletic activities throughout the school year. The Booster Club raises funds through

membership sales and sponsorship, sales of VCHS clothing and merchandise and concession proceeds from home games. Parental participation is vital to the success of this club.

CLOSED CAMPUS Vail Christian High School has a closed campus. Students leaving campus during school hours\* (other than lunch privileges) must have approval from a faculty member or administrator and a parent/guardian and must sign out at the designated front office.

Cars are to be parked on the school grounds, in designated parking spaces. Students are not to be in cars or congregate in the parking lots during the school day or before or after school.

\*Once the appropriate consent form, signed by parents, has been submitted to the principal, seniors and juniors may leave campus for lunch throughout the year.

CELLULAR/DIGITAL PHONES & PDA's Use of cellular/digital phones (including text messaging) and PDA's by students is not allowed on campus at anytime during the school day from 8:00 a.m. – 3:30 p.m. All student cellular phones must be stored in lockers, cars or backpacks and not in student's clothing during those hours. If they are stored in backpacks, they must be turned off. Any student using a cell phone or any communication device during the above listed hours will receive a detention. Additionally, their cell phone will be confiscated and given to the principal.

CHEATING/INTERNET PLAGIARISM In honor of our Lord and Savior Jesus Christ, the Christian student strives to be honest with God, himself, and his fellow man. Honesty is a virtue, which, due to sin, is, at times, violated. Striving to maintain credibility, the student needs education and re-enforcement in developing honesty into a healthy virtue. Instructors and administrators need to foster an environment that does not cause temptation, compromise, or destruction of a person's positive response to honesty. A person who has cheated or plagiarized will forfeit all credit for work on which he or she gave or received unauthorized help and will receive the progression of discipline for cheating:

- ❖ 1<sup>st</sup> violation: "0" on assignment and a detention
- ❖ 2<sup>nd</sup> violation: "0" on assignment and a suspension
- ❖ 3<sup>rd</sup> violation: "0" on assignment and a 3 day suspension
- ❖ 4<sup>th</sup> violation: expulsion from school

The consequences for these violations are cumulative over the four years a student attends VCHS.

It is the responsibility of the instructor to ascertain that "cheating or plagiarizing" has, in fact, taken place. Substitute teachers need to work directly with the regular instructor in cases of suspected cheating or plagiarizing when the regular teacher is absent.

CHAPEL Chapel is a time to gather to worship God. All students and staff are required to attend Chapel.

CLOSING OF SCHOOL If it becomes necessary to close school because of severe weather or other emergency, announcements will be put on local radio stations and relayed via automatic text messaging and email through Eagle County Alert System ([www.ecalert.org](http://www.ecalert.org)). Each parent is strongly encouraged to register any and all cell phones and email addresses. Not only will this service be used for local and school emergency, but it will be used for all types of school-wide information dissemination to our families. Contact the Principal with questions.

CONFIDENTIALITY OF STUDENT RECORDS When a student enrolls at Vail Christian High School, we will create and maintain a file for the student which will contain records of his or her grades and academic achievements. We will also enter notations and other information in a student's file from time to time concerning matters that we decide are relevant to the student's performance and development.

All of this information is treated as private and confidential. We have policies and procedures in place to protect the privacy of this information. We will only disclose academic records and grade transcripts for a student upon the written request of the student's parents or legal guardian. We will not disclose any other information in our files about a student without the written request of the student's parents or legal guardian, and then only with the approval of our principal.

We are committed to protecting the privacy of every student. At the same time, we recognize our responsibilities as teachers and mentors. In this spirit, we are always willing to discuss a student's progress and achievements at VCHS with the student's parents or legal guardian.

#### DAILY SCHEDULE

- Regular school hours are from 8:00 a.m. to 3:15 p.m., Monday through Friday
- Any student on campus prior to 8:00 a.m. should be in the Student Commons.
- Students are expected to leave after school by 4:00 p.m. unless they are involved in an after-school activity. Vail Christian High School does not provide supervised after-school care.

DISPLAY OF AFFECTION In order to maintain an inoffensive and business-like academic atmosphere, students are expected to refrain from public displays of affection (i.e. kissing, embracing, etc.) at school and at school functions at home and away.

ELIGIBILITY To be eligible to represent Vail Christian High School publicly in co-curricular activities, a student must maintain a certain eligibility standard. Activities include, but are not limited to, music (exception: required curricular concerts after school or on weekends,) drama, speech, athletics, student council, and the like. One failure on any Tuesday eligibility report will make the student ineligible to represent Vail Christian High School from Wednesday through the following Tuesday. Failure of one class renders the student ineligible to represent Vail Christian High School in any activity. Transfer students may be ineligible to compete in varsity sports for a period of time according to the CHSAA policies.

EVENT COORDINATION COMMITTEE (ECC) This committee, comprised of VCHS parents, ensures that annual VCHS events such as the Homecoming Dinner, Coffee House and sports banquets, successfully take place. Utilizing parent representatives from each class, the committee mobilizes parents to plan, organize, and staff these events. All parents are strongly urged to participate and support the ECC so that there is an equitable distribution of responsibility for the successful completion of these important VCHS traditions.

FIELD TRIPS A field trip is described as a curricular or co-curricular activity, off campus, during all or part of the school day that is led by a teacher or sponsor. The trip may be educational or service-related, such as a visit to a museum, to a cultural performance, or to a place of business. It can also include school drama or musical performances, clinics, tours, or club or group service activities.

Students on academic probation or failing one class are not permitted to miss classes for field trips, nor will their grade be affected by their failure to participate.

FOOD Food and beverages may only be consumed in designated areas. Gum will be permitted if, and only if, it does not become a litter or distraction issue

GAME DAY DRESS OF ATHLETES Because participants in athletic events are representing Vail Christian High School in one of many ways, the athletic department feels that a student's personal appearance should reflect pride in his/her school and team. We, therefore, ask athletes, trainers, and managers to dress up on the day of, or the day before (if the contest falls on Saturday) their athletic event. Specific directions may be given by each individual coach.

**INJURIES** When a student is injured, the school will take appropriate action. Following the injury, the student should go to the office of the principal and ask for an accident report form. Complete this form together with the teacher who was supervising the activity and secure the proper signatures. Make insurance claims immediately.

**MEDICATIONS** Vail Christian High School does not provide a school nurse. If a student is ill, it is the decision of the parent to seek medical assistance. In the event of an emergency, Vail Christian High School may contact an appropriate emergency professional for assistance. **A parent consent form with doctor's approval must be on file in the health office for administering of all medications.** A student choosing to take non-prescription medication by himself/herself with or without parent permission will be doing so at his/her own risk and the school assumes no liability for possible complications which may arise. **AT NO TIME is a student, or non-authorized faculty or staff member, permitted to provide or administer prescription or non-prescription medication to another student.** A student needing to leave the premises during the school day due to illness shall first report to the front office. Contact will be made with the parent/guardian for clearance or permission to leave.

**MULTI-MEDIA DEVICES** Multi-media devices should not be brought to school or to school activities. (Coaches and other activity sponsors may make exceptions to this rule at their discretion.) These items, if used, will be confiscated in the same manner as cell phones and consequences will be given.

**LOCKERS** Lockers are the property of Vail Christian High School and school administrators supervise their use. The student exercises control of his/her locker from other students, but not from the school and its officials.

The principal or his designee may inspect lockers to insure school safety and the pupils' welfare, to determine if students are harboring stolen property, weapons, illegal substances, or to rid the building of safety and/or health hazards. Police may search all lockers in case of a bomb search.

Lockers are assigned to students. If any changes need to be made with regard to locker assignments, the principal or his designee must be consulted BEFORE the change is made. Remember, the locker is a place to keep property safe.

Each student is assigned a locker, and only that student's possessions should be kept in that locker. Always keep the locker closed. The student is totally responsible for the condition of the locker, inside and out. Keep it neat and clean. Periodic inspections will be made. Carrying materials for several classes will eliminate unnecessary trips to the locker.

**LOST AND FOUND** Found items should be taken to the area designated to claim items. Check several times if you have lost an item because someone may turn it in even after several days. If an item is lost, a report should be made to the school office. Items unclaimed after one week will be charged a small fee. After two weeks, all unclaimed items will be donated to a local charity.

**LUNCH** Students should bring their lunches and snacks to school. Microwaves are available. Student groups/student council may also provide lunch items for sale during specified days.

**MESSAGES** Messages that are called in or faxed in for students will be placed in a designated area. Messages will not be delivered to students during class, nor will students be called from class, unless it is an emergency. **It is the responsibility of the student to check the message area, and parents are asked to avoid last-minute messages that might be missed by students.** Parents should also be aware that cell-phone use by students is not allowed during the school day.

**NEWSLETTERS** Monthly newsletters will be available on line on or about the last day of each month with information for the upcoming month. These newsletters are a key method of communication

between the school and home, covering policies, events for both parents and students and a monthly calendar. Parents are asked to read this publication to keep apprised of the many aspects of Vail Christian.

PARKING Parking will be assigned at the beginning of the school year. Anyone parking in a handicapped spot without the appropriate permit is subject to ticketing by the Eagle County Sheriff's office. All students wishing to park in the school lots shall register their cars with the office.

PARKING LOT ETIQUETTE Students must refrain from eating lunch, playing loud music, showing public display of affection, and loitering in the parking lot at all times. With safety being first and foremost, all students must demonstrate and exhibit responsible behavior while entering and exiting the parking lot.

PROPERTY The purchase, maintenance, and replacement of school property is expensive. The more money spent on maintenance and repair, the less is available for new purchases and improvements. It is to everyone's benefit to take good care of all school property. A school in good repair encourages higher morale and hence a more successful learning community.

In cases where instances of abuse can be attributed to specific students, the students will be subject to school discipline and required to make restitution.

PUBLIC PERFORMANCES While it is possible that students may make good decisions regarding public performances without faculty authorization, it shall be the policy of Vail Christian High School that faculty authorization be given before any student activity is included in a public performance.

Public performance is defined as any performance intended for people other than students and faculty of Vail Christian High School. Examples are drama productions, variety shows and graduation.

RE-ENROLLMENT Each year, re-enrollment for the following school year takes place during the month of February. Packets are mailed to families at the end of January and include re-enrollment and tuition grant forms and applications. Families are asked to return their forms with their non-refundable re-enrollment fee without delay. An incentive discount is given to families who re-enroll by the end of February.

SENIOR GRACE DAY When deemed appropriate, the faculty will grant senior grace day(s).

SENIOR PRANKS In order to respect our new facilities, the Vail Christian staff and faculty no longer condones or supports any senior prank activities.

SCHOOL SONG This Alma Mater is sung to the music of "Oh Jerusalem":

Vail Christian High, we turn our eyes,	And for the joy we know today,
bearing the name of Jesus Christ,	Jesus endured the cross and shame.
and in the game we wear his name,	He crossed the skies to claim the prize.
so win or lose we claim the prize.	He died and then He rose again.
He gives us faith to run the race,	He will return to claim His own,
and when we turn to see His face,	He sits in power on His throne,
a cloud of witnesses called the Saints	and in the twinkling of an eye,
will rise with Him to claim His grace.	He'll come to carry all Saints home.

SKATEBOARDS/SCOOTERS Due to safety and liability concerns, skateboards and/or any other type of scooters are not allowed on campus at any time. This will include any and all shoes containing wheels inside or out. Violators will have their equipment confiscated and returned only to a parent.

SMOKE-FREE ENVIRONMENT Vail Christian High School has a policy stating that all buildings and grounds of our campus will be smoke and tobacco free. In keeping with this policy, parents are asked to refrain from smoking in the parking lot.

**Students who have the privilege of leaving campus for lunch are not allowed to smoke during this time.**

TELEPHONE CALLS Phones for student-use (along with rules for use of those phones) will be designated at the beginning of the year. Students are asked to observe common courtesy and not "tie up" the phone for long periods of time. The general rule of no more than three (3) minutes per call should be followed.

**Students will not be called out of class for phone calls** -- unless it is an emergency. Other messages will be placed on the designated message board (see MESSAGES). Calls needing immediate attention should be made from the main school office. Otherwise, phone calls should be returned during lunch and after school. Students should not ask to use any office phone unless the student is asking to go home, and then the administrator will grant permission to use an available phone. **NO OTHER** school phones should be used by students.

TEXTBOOKS Textbooks are furnished to students on a loan basis. Students are responsible for returning any loaned materials in good condition. Fines are assessed for instances of loss or abuse.

TRANSFER STUDENTS All transfer students will be on probationary status for their first quarter at VCHS. During this quarter, we will hold regularly scheduled meetings with those students (and their parents, if necessary), to ensure their transition is going smoothly.

Tuition will not be prorated for transfer students. Students will pay full semester tuition for whichever semester they enter.

TUITION With the exception of families paying their tuition in full, Vail Christian does not bill or collect tuition. Families who choose to pay their tuition quarterly or monthly will do so through the FACTS Tuition Management Plan. In regard to DELINQUENT FINANCIAL OBLIGATIONS, the school declares exception to Federal Education Rights and Privacy Act. Records are NOT released if financial obligations are delinquent. **In addition, all tuition and fees must be paid in full before students can take their finals and/or seniors can graduate.**

TUITION/REFUND POLICY While students rarely withdraw from VCHS, we understand that in some cases, such as a family move, a refund is appropriate. **A written statement** from the parent is required to withdraw a student from Vail Christian High School, and the date the letter is received by the school principal shall be the date used in calculating the refund schedule. Refunds for pre-paid tuition are based on the following schedule:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| ➤ Prior to August 20, 2009           | 100% refund for the first semester |
| ➤ August 20 to September 14, 2009    | 75% refund for the first semester  |
| ➤ September 17 to September 24, 2009 | 50% refund for the first semester  |
- No refunds after September 24, 2009 for the first semester**

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| ➤ Prior to January 8, 2010        | 100% refund for the second semester |
| ➤ January 8 to February 1, 2010   | 75% refund for the second semester  |
| ➤ February 1 to February 11, 2010 | 50% refund for the second semester  |

**No refunds after February 11, 2010 for the second semester**

**All fees are NON-REFUNDABLE**

**Students who are expelled are not eligible for a refund.**

**VISITORS** Students wishing to bring visitors to school should request permission from the principal **two** days in advance. Visitors will accompany the host student during the school day. Only a small number of visitors will be permitted on any given day. Generally, visitor passes will be given only to students who have an interest in attending Vail Christian High School in the future. These passes may be obtained from the principal **ONLY**. No visitors will be allowed on exam days. Visitors must comply with all of our school policies, including the dress code.

**VOLUNTEERING** Because of the small, family-like atmosphere of Vail Christian, all parents are strongly urged to volunteer in as many ways as possible; and families who have received tuition grants are required to fulfill 30 hours of volunteer time per semester. Volunteering can take many forms and is a rewarding and fun way to meet families and benefit from the family atmosphere of our school. Information from the Event Coordination Committee will be available in the monthly newsletter regarding campus events where parent involvement with food, transportation or other means will be needed.

In addition, Vail Christian works with St. Clare of Assisi each year on one annual fundraiser called the Mardi Gras Ball which has been highly successful since its inception in 2001. The proceeds from this event are integral to keeping the cost of operations down. All parents are expected to participate by selling raffle tickets, Parents are also urged to respect the requests and deadlines of auction committee members.

**STUDENT ACTIVITIES**

**AMBASSADOR PROGRAM** VCHS ambassadors provide outreach to the community by visiting other schools, churches and youth groups. They play an important role in new student recruitment by accompanying prospective students on visitor's days and by developing and narrating power point presentations. Ambassadors are the friendly faces of Vail Christian and represent the finest attributes of our school. The ambassador program is open to freshmen and sophomores and applications are accepted in December and May. Juniors may also participate during their 1<sup>st</sup> semester and student council members also may participate.

**ATHLETICS** Vail Christian High School participates in the class 2A Western Slope and the Central League for football and is governed by the Colorado High School Activities Association (CHSAA).

**CLUB POLICIES** It is the policy of Vail Christian High School to encourage students to participate in the out-of-classroom activities. Students wishing to join such clubs are expected to attend the club meetings and to assume the responsibilities of membership.

Clubs may be organized when a sufficient number of students show an interest, when the purpose of the club is clearly defined, when the director of student activities and the principal give their approval, and when a sponsor has been assigned. Students are encouraged to discuss the possibility of forming new clubs with the director of student activities.

**GRADUATION** The administration of Vail Christian High School will determine the site of the graduation ceremony as well as the speakers and details of the contents of the program. Parents are welcomed and encouraged to participate in organizing any "before" or "after" graduation receptions or events.

**SCHOOL SPONSORED TEAMS/CLUBS:**

Academic Decathlon  
Alpine & Nordic Skiing  
Basketball  
Dance Team  
Football  
National Honor Society  
Science Club  
Track  
Volleyball  
Girls Soccer

**FUND RAISING POLICY** Vail Christian High School is a non-profit organization and, as such, is eligible to receive tax deductible contributions to the school. The philosophy of the school is that all fund raising done in the name of VCHS must be done for the good of the school community as a whole student body or a class. The use of funds must be clearly defined.

In consideration of our school families, donors, and the community at large, the following policy was developed. Its purpose is to protect the integrity of our 501(c)3 status; it is intended to guide people, businesses and organizations who wish to help raise money for the school through events, sale of goods, or any other type of solicitation on behalf of the school. All fundraising should be approved prior to its inception by the Head of School.

**Gift Solicitation Program:**

Believe!: All fund raising for VCHS is done under the name of Believe!

Capital Fund: Capital funds are raised to support the equipping and maintenance of Phase I and Phase II, including ongoing operational support.

Tuition Grants Fund: Donations of \$1000 or more qualify donors to be a member of Saints Circle, a group of donors who fund academic merit scholarships and tuition grants for families who need financial assistance. The Saints Fest Golf Tournament and the Annual Business Drive support Tuition Grants.

Annual Fund: The Annual Fund provides funding for operations to cover the difference between the cost to educate each student and the amount of tuition charged. The fund benefits all students equally. The Mardi Gras Ball and the End of Year Campaign benefit the Annual Fund. All families are expected to participate in the fundraising for Mardi Gras considering this is the main fundraiser bringing tuition assistance to the school. All families are expected to participate in the selling of raffle tickets as a means of supporting this important fundraiser.

Booster Club: Booster Club is a parent organization which raises funds through concession and apparel sales. Although each school sanctioned club or team has a budget, Booster funds can help with unanticipated expenses for athletics, clubs, music programs and other co-curricular activities. Funding from the Booster Club must be applied for and approved by school administration.

Individual Fund Raising: Fund raising to benefit individuals for extra curricular travel, non-school sponsored mission trips, or non-VCHS athletic activities may not be done in the name of VCHS or using VCHS resources, i.e. school provided e-mail lists or the school directory.

School Fund Raising through work projects: Earning funds through work projects or providing services is encouraged. Student participation in YCC, organized car washes, bake sales or other service-oriented projects can directly benefit the class or team project equally. The annual

Holiday Plant and Wreath Sale and the Senior Costa Rica Dinner are examples of groups/students earning funds which benefit the class or team project equally. **All work projects must be approved by the CEO.** Individuals may not benefit directly from money raised in the name of VCHS. Athletic, music or other camp participation is to be paid for by the individuals attending the program and do not qualify for fund raising in the school's name.

STUCO's fund raising efforts benefit the student body in general, helping with proms, charitable giving such as Adopt-a-Family, and STUCO conference expenses.

### Designated Sponsorships

Individual teachers, coaches and parents who wish to ask an individual or business for sponsorship of a team or club for any reason, must **get approval from the CEO** before asking to be sure the request does not conflict with any other request. For example, if a coach has a need for equipment that is not a budgeted item and the funds are not available from Booster Club, he/she needs to gain approval before asking an individual or sponsor for funding.

### Annual Events

The Mardi Gras Ball benefits the Annual Fund. Money is raised through the sale of advertising in the program book and auction of items solicited by school families. Area businesses, corporations, school families and individuals are targeted for program book ads, donations, ticket sales and auction items. This event is done in cooperation with St. Clare of Assisi School.

Holiday Plant and Wreath Sale benefits each class's Senior Mission Trip to Costa Rica. All students and families are asked to help sell poinsettias, wreaths and garland. Plants are purchased wholesale and all net proceeds go to the individual classes.

### Partnerships

Any business wishing to partner with Vail Christian High School for the benefit of the school is appreciated. There are two types of events – school sponsored or non-school sponsored.

A school sponsored partnership event would be one where the school promotes, provides volunteers and in some cases incurs expenses, on behalf of the event. To qualify as a school sponsored event, the school must receive a majority of the net proceeds from the event.

A non school-sponsored event is one where a business or individual wishes to host an event and donate a portion (less than half) of the proceeds to the school. This is welcome and received as a gift from that individual or entity and will be acknowledged as such accordingly.

NATIONAL HONOR SOCIETY The National Honor Society membership is determined by scholastic achievement, (3.5 GPA or better) character, service and leadership qualities, and is limited to juniors and seniors.

SCIENCE CLUB The science club provides an opportunity for students to become more involved in science technology, critical thinking and problem solving activities, along with environmental projects that benefit both VCHS and the Eagle Valley community. Science club students will be provided with opportunities to compete in regional, state, and national science competitions as well as participate in science field trips offered only to science club members and AP Biology students.

STUDENT COUNCIL The primary vehicle of student voice into the administrative process is the Student Council. Your class officers welcome your ideas and suggestions. Students may attend a meeting by obtaining permission of the Student Council advisor and their classroom teacher.

STUDENT ELECTIONS Student council officer elections are held in May in conjunction with class representatives. In August, freshmen will elect a representative from their class. These people will then constitute the Student Council.

YEARBOOK The school yearbook is produced to provide a pictorial and literary review of the year's activities.



2009-10  
RenWeb Student/Parent  
**Guidelines & Expectations**

### Vail Christian High School

The staff has approved the following set of **minimum guidelines** for every student and parent at Vail Christian. Individual teachers may ask more of their students, but each student is **expected** to use RenWeb in **at least** the following ways. Parents are encouraged to follow these guidelines as well.

#### For Assignments:

- Each student is responsible for checking RenWeb. Teachers will update Grade books each week so that newly updated information is available weekly. Assignments turned in on or after any given Friday will not be reflected/updated until the Monday of the following week. Teachers do not update on a daily basis. After receipt of materials, (including tests, projects and homework assignments), teachers have a one week period to post the results of those materials.
- **All assignments will continue to be given in class by the teacher, as well as being posted on RenWeb. If a student does not remember what homework was assigned in class, he/she will be responsible** for checking RenWeb. Students are also responsible for checking for **overdue** assignments on RenWeb. Students may also check with their teachers to verify overdue assignments. **Teachers may choose to remind students of overdue work, but are not responsible for reminding students of their overdue work.** The main responsibility with keeping current with homework assignments rests on the student and his/her use of RenWeb.
- Students who are absent due to **pre-excused trips** or **athletics** will be responsible for checking RenWeb and coming to school prepared with their homework.
- Students who are absent due to **illness** should check assignments on RenWeb and/or contact individual teachers while trying to keep up as well as possible during the length of their illness.
- Students and/or parents should **contact their individual teachers** via email with any questions or concerns about RenWeb assignments.

#### For Grades:

- Students should check their grades frequently. Teachers will post grades promptly, but assignments will be graded according to their priority and the nature of the individual assignment. Grades will be updated on a weekly basis. Students should expect to see their work reflected on

the update one week from the time they turn in a regular assignment, unless otherwise specified by the teacher (such as with projects or major presentations).

- **Late work will only be updated according to the teacher's policies and convenience.**
- Students should approach their teachers with any questions they have about their grades, remembering to take into account the timeline for grade updates given above.
  
- **Yes, we have read the RenWeb Guidelines & Expectations explained above and agree to abide by them.**

Printed Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_