



Parent Student Handbook

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WWW.YVCSCHOOL.ORG | (925) 798-3131
1092 ALBERTA WAY | CONCORD, CA 94521

2026- 2027 School Year

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Purpose, Values & Vision

Purpose

We are a Christian school dedicated to providing a biblically centered education in collaboration with Christian families to equip students to become followers of Jesus Christ, serving God in their homes, church and community.

Values

Faith

Our school is non-denominational. We believe in Jesus as the world's only redeemer and the Bible as God's inerrant word. We believe that Godly character is an outflowing of the redeemed heart and not the basis of salvation. Instruction from God's Word and dependence on the Holy Spirit is the foundation of everything we do.

Family

The Bible establishes the family as God's primary educators of children. We provide an environment that will serve Christian families by collaborating with parents to educate and disciple their children.

Excellence

Our staff pursues excellence in all we do. We expect students to do their best within their capabilities.

Servant Leadership

Each student is encouraged to discover God's design and purpose for his or her life and learn to lead through serving others, influencing the world for His glory.

Organizational Vision

Excellence in Education

Maintain and hire unique, exemplary faculty and staff who are skilled in education and will contribute toward all students exceeding grade level expectations academically while demonstrating spiritual and social wisdom, admirable life choices and personal leadership.

STATEMENT OF FAITH

1. WE BELIEVE the Bible to be the full, infallible, verbally inspired, inerrant Word of God and the Scriptures in their original writings are wholly true in everything they teach, whether that teaching has to do with doctrine, history, science, geography or other disciplines of knowledge. Accordingly, we teach the creation account in the book of Genesis to be literally true (six, twenty-four hour days). The creation account in Genesis shall constitute the basis for the school's teaching on the origin of all creation and man in particular. (II Tim. 3:16, II Pet. 1:19-21)
2. WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Ex. 20:2-3, Matt. 28:19)
3. WE BELIEVE in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father. (Heb. 1:2, Matt. 1:21-23, Col. 3:1) We believe in the second coming of Christ; (Matt. 24:30, Acts 1:11, Tit. 2:11-13, Rev. 1:7)
4. WE BELIEVE that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. This life is received by faith alone in the truth revealed in the Bible. (John 3:5, Eph. 2:8-9)
5. WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Rom. 8:14-27)
6. WE BELIEVE in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28, I Cor. 15:52-53, Rev. 20:12-15)
7. WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ. (I Cor. 12:13)

PARENT AGREEMENT

1. I acknowledge that the school requires a collaborative spirit with the home/family to achieve student success. This includes ensuring regular school attendance in class and regular school functions, homework support, and communication.
2. I authorize the school to exercise discretion in the discipline of my child, and support the school's standards for good behavior, attitude, and speech and acknowledge that the school reserves the right to dismiss any student who does not cooperate in the educational program.
3. I will adhere to the school standards for dress and appearance and will make sure that my child will be in harmony with such standards.
4. I give permission for my child to take part in all school activities, including sports and school sponsored trips away from the school premises.
5. I acknowledge that the administration has the responsibility for placing my child in the proper grade.
6. I commit to participating in and fulfilling fundraising efforts with a goal of \$1,500 per family, acknowledging that there are expenses that are not covered by tuition income.
7. I understand that the school will collect two weeks of tuition payment from the date I request to withdraw my child's enrollment.
8. I commit to support the school in any other way possible, including praying for the school regularly.

Parent Signature

Principal Allyse Tanovitz

Family Communication & Concern-Resolution Flow

We value open and respectful communication and want every family to feel heard. To ensure concerns are handled effectively and in line with our governance structure, please follow this process:

Step 1 – Speak with the Teacher or Staff Member

- If your concern involves your child's classroom, academics, or daily experience, start with the teacher or staff member directly involved.
- Most issues are best resolved at this level.

Step 2 – Bring the Concern to the Principal

- If the matter is not resolved, or if it involves a school-wide issue, bring your concern to the principal.
- The principal is responsible for the daily operations of the school and will work with you toward a resolution.

Step 3 – If Still Unresolved, Submit a Written Statement to the Board Chair

- If you feel your concern has not been adequately addressed after working with the principal, or if your concern involves the principal directly, you may write a formal statement to the Board Chair.
- The Board will review the matter to ensure that school policies and procedures are being followed.
- Please note: The Board does not manage day-to-day operations, handle classroom issues, or decide individual disciplinary actions. Their role is to provide oversight and accountability.

Our goal is to ensure every family feels heard while keeping the school's leadership roles in their proper place. By following this chain of communication, we can work together to strengthen YVCS for our students and community.

ADMISSIONS

Admissions Basis

We accept students from Christian families and expect each student to live a life that reflects the Biblical teaching and principles, and appropriate personal and family relationships, conduct, and moral behavior. Personnel, students and parents will maintain a lifestyle based on the Biblical standards of conduct.

To be accepted as a student, and to remain in the school, the following criteria must be met:

- Parents of the student must support the goals of Christian education and the standards of the school.
- Family must have a pastor reference completed.
- Students must have sufficient physical, mental ability and emotional maturity to function well in a classroom setting. Students must show reasonable growth in academic achievement.
- The student must practice good behavior, have a wholesome attitude, and cooperate with the school staff.
- Children are eligible for Kindergarten if they turn five years old by September 1st, in keeping with state of California requirements.

Ygnacio Valley Christian School (YVCS) does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Continuous Enrollment Policy

Purpose

Ygnacio Valley Christian School (YVCS) operates under a Continuous Enrollment model. This policy is designed to provide families with a seamless enrollment experience while allowing the school to plan responsibly for staffing, class sizes, and resources.

Continuous Enrollment Overview

Continuous Enrollment means that once a student is enrolled at YVCS, their enrollment automatically continues from year to year through graduation unless the family formally opts out by submitting the required withdrawal form within the designated opt-out period.

A student's seat is reserved for the following school year unless the family provides written notice of withdrawal in accordance with this policy.

After initial enrollment, families will not receive annual re-enrollment contracts. It is the family's responsibility to keep all information in the FACTS Family Portal current and accurate.

Financial Commitment

By participating in Continuous Enrollment, families agree to the following financial obligations:

- Payment of tuition and fees for the upcoming school year, billed through FACTS according to the selected payment plan.
- Tuition is billed one month in advance, with the first payment drafted in July.
- Tuition and fee schedules are published on the YVCS website.
- Responsibility for all applicable fees, including FACTS account fees and any additional school fees (such as consumables or program-related costs, if applicable).

The Continuous Enrollment Agreement represents a multi-year commitment. While most families intend for their student(s) to graduate from YVCS, the school recognizes that circumstances may change.

Opting Out of Continuous Enrollment

Families may opt out of Continuous Enrollment for the upcoming school year by submitting a **Continuous Enrollment Withdrawal Form** by the school's published opt-out deadline.

- Withdrawal forms submitted by the opt-out deadline release the family from all future financial obligations for the upcoming school year.
- Withdrawal forms submitted after the opt-out deadline will result in YVCS retaining the prepaid final month of tuition.

- Verbal notice, email communication, or student non-attendance does not constitute official withdrawal.
- Enrollment remains in effect until the required withdrawal form has been submitted and acknowledged by the school.

If a family withdraws and later wishes to re-enroll, they must contact the Admissions Office. Re-enrollment is subject to grade-level availability and administrative approval. If approved, a new Continuous Enrollment Agreement will be issued and the applicable enrollment fee will apply.

Special Circumstances

YVCS understands that unforeseen circumstances may arise. Families may be released from their financial obligation outside of the opt-out period only under the following circumstances:

- Death of a parent, court-appointed legal guardian, or student
- Withdrawal at the school's request for academic or behavioral reasons
- A physician's written determination that the student is no longer able to attend school
- Relocation more than 25 miles away due to job transfer or new employment

In cases of hardship such as unemployment, separation or divorce, or unexpected medical illness of the tuition-responsible party, families may apply for tuition assistance. Approval is not guaranteed and is subject to administrative review.

Tuition and Fees

Tuition is paid either in full before the school year begins or by monthly payments using the FACTS online tuition fee program.

All families have to select a FACTS monthly payment plan that suits their financial situation. Our Bookkeeper will invoice through FACTS any other school fees, such as Before & After School Care and field trips.

All other fees will be added to your FACTS account unless other arrangements are made by contacting the Bookkeeper. Registration and consumables fees are not available for monthly installments, they will be collected via FACTS in June.

Late and Delinquent Accounts

Tuition is paid either in full before the school year begins or by regular monthly payments

using the FACTS online tuition fee program.

Your account is considered delinquent if it is 30 days past due, and late payment penalties will apply. If your account is 60 days past due, your student will be suspended from attendance and may return only after payment is made or payment arrangements are set up with the bookkeeper.

This is the link to log into your FACTS account:

<https://online.factsmgmt.com>

If you have any questions related to your FACTS account, please contact bookkeeper@yvcschool.org

PROCEDURES AND GENERAL RULES

Attendance

Students are to arrive at school no earlier than 8:30 AM. All students arriving before 8:30 AM must be signed into extended care by a parent and appropriate charges will apply. Students are to be in class and ready for class work at 8:45 AM.

Regular attendance and classroom participation are essential to the education process. Make-up work and tests during absences will be handled by the teacher according to established procedures.

Pick up starts at 3:00PM. Students who are not picked up by 3:20 PM will be checked into Extended Care and appropriate charges will apply.

Tardy

Students arriving after 8:45 AM will be marked tardy and must sign in at the office to secure a tardy slip before going into class. Students in K-5th grade must be accompanied by a guardian to sign in at the office.

A student misses and disrupts instructional time when they are tardy. Three tardies will count as one unexcused absence.

Early pick-up

While parents have the prerogative to pick up their children early from school as they see fit, please understand that doing so also means taking responsibility for any lesson instruction missed during class.

If your child needs to leave early, please notify the office by phone or send an email to admin@yvcschool.org and your child's teacher 24 to 48 hours in advance. Please include the following details: name of student, date, time of pick-up, return time, and if sibling(s) will be leaving.

When picking up your child, go to the office to sign them out. Do not text your student during class. The office will notify the teacher, and the student will be sent to meet you at the specified location. If your child returns to school the same day, they must be signed back in with a doctor's note.

Absence

If a student is absent, call or email the school office at admin@yvcschool.org by 8:30AM. If calling outside of school hours, leave the student's name, reason & date of absence.

You may request your student's make-up work directly from their teacher via email.

Requests for student's make-up work for more than 5 days of absence must be made **2 weeks** in advance. **All assigned work needs to be turned in on the day the student returns to receive full credit.**

Excused Absence

Bereavement, sick medical or emergency dental appointments and illness are considered "Excused." **Medical and Dental appointments should be made after school, if possible.** If this is not possible, the last part of the day is best.

Unexcused Absence

Vacations during the school year are marked as an "unexcused absence." Make up assignments may be requested at least 2 weeks in advance.

Excessive Absence

Absences of 21 days in a quarter period will be addressed by the Administration, and may result in the loss of eligibility to participate in extracurricular activities.

Automobiles/Parking Lot

Curbside drop off and pick-up along Alberta way is prohibited. Please drop off and pick up students in the REAR parking lot. Parking, loading or unloading is NOT permitted before the gate at any time. Violators are subject to a \$50 fine/ occurrence and will be charged to your FACTS account.

Parking Lot Etiquette: Observe a 5 mph speed limit. Pay attention to the crossing guard, pull all the way forward, along the traffic cones. This area is a loading zone only. If your student is not loading, the left hand lane is designed as a drive through lane.

Student Pick Up

Students should be picked up by an approved adult listed in your emergency form. You must inform the office if someone other than a parent or guardian picks up your child. You must inform the office if your student walks home unaccompanied.

Bicycles

Bicycles are to be parked in the bike rack located in the parking lot. Bikes are to be walked in and out of the parking lot area and must be kept locked during the day. No skateboards, roller blades, scooters, wheeled shoes or hoverboards are to be used on the school grounds. Helmets are required by California State Law.

Birthdays

You may request permission from your child's teacher to celebrate a birthday at school. Teachers are generally open to setting aside a reasonable amount of class time to celebrate a student's birthday.

With the teacher's permission you may provide treats for the students. Teachers will notify you of any allergies. We ask that class time not be used to replace a "Home Birthday Party." If the teacher approves a public acknowledgement of a birthday in class, there will be enough time for students to share a piece of cake or other treat and a drink. Please remember that class time is necessary to accomplish our school's academic goals.

Unless the whole class is invited, invitations may not be passed out in school.

Building Location and Hours

We are located at: 1092 Alberta Way
Concord, CA 94521

Office Hours: 8:20 AM - 3:30 PM

Holy Cross Lutheran Church (HCLC) has allowed us to use their property. We ask that parents and students alike respect the property and staff of HCLC, including their visitors and members.

Extended Care

Extended Care will be provided from 7:15-8:30 AM. and 3:20-6:00 PM. Schedules of fees may be obtained through the office. Students arriving before 8:30 a.m. must report to extended care for safety reasons.

Late Pick-Up Fees

After 6:00 PM. late fees consisting of \$20.00 for every 15 minutes after closing will be billed to the student's account. Habitual lateness after 6:00 pm will result in being dropped from the Extended Care Program. Extended Care is available on regularly scheduled school days and some half days (please see school calendar).

During the morning hours children can bring their breakfast to eat, play board games or fellowship with each other as they wait for the campus to open at 8:30 AM. **Please pack extra snacks for the after school extended care.**

After school, students are allowed time to play outside (weather permitting) and then come indoors to work on homework, play board games, etc..

Discipline

Each teacher has established classroom rules and responsibilities that enable them to

maintain an atmosphere where learning can take place. Students are informed of the classroom rules and the associated rewards or consequences.

All disciplinary action will be tracked via FACTS where parents/guardians can view and follow-up with students. When necessary, a teacher may contact the Principal to assist in resolving a conflict.

The measures used in discipline situations vary with the nature of the circumstance. The process of discipline will involve prayer, explanation, counsel and consequences up to suspension or expulsion. In the more serious cases there is documentation and communication with the parents/guardians. Constructive change is expected when a child is corrected.

Classroom disciplinary offenses may include but are not limited to the following:

A. Disrespect

- Insolence
- Talking out without recognition when the teacher is talking
- Interrupting a class discussion
- Talking during study time
- Writing and passing notes
- Throwing objects in the classroom
- Playing with irrelevant objects

B. Doing homework for another class

C. Being unprepared for work

D. Gum chewing

E. Roughhousing or fooling around

F. Meddling with other people's property without permission

G. Whistling/noise making during class

Electronic Devices & Toys

Electronic devices or toys are not allowed on the school campus. Cell phones and smart watches may be brought to school but must remain turned off and handed in to the teacher during the school day. Students will be allowed to retrieve their phones 10 minutes before dismissal to check their phones briefly. Students may call their parents with teacher's permission. Urgent messages should be sent to the office via email or phone call. Phones are not to be used in extended care without permission and only for parent communication.

If students are found with a cell phone during school, it will be confiscated and given to the Principal. It will be returned to the student or parent at the discretion of the Principal.

Emergency Drills & Preparedness

We have developed an emergency preparedness plan in the event of a crisis or disaster. This includes fire, earthquake, chemical spill or intruders. The school realizes that a severe disaster could possibly present a time of crisis for each student and family. The entire school staff is apprised of the steps to be taken in the event of such a disaster and will provide for all students to be retained at the school and cared for until dismissed into the care of a parent or responsible adult on the student's emergency form.

Shelter-In-Place, earthquake, fire drills, and intruder alerts are practiced on a regular basis. It is the responsibility of the parent or guardian to supply and maintain the school with current emergency contact information.

We have designated Clovis Court, which is parallel to the school, as the off site alternate safety location, and parents would be notified if students are gathering in the court in the event of a major emergency where the campus is deemed unsafe.

Field Trips

Field trips are scheduled throughout the year as an adjunct experience to the materials studied in class. All drivers must present their current driver's license and car insurance policy listing the coverage to be kept on file in the school office. Please update this information in advance. All volunteers will be given instructions on how to properly supervise the children in their care during a field trip. **Driving other children can count towards volunteer hours.**

Holiday Observations

Because we are a Christian school dedicated to providing a biblically centered education, the holidays that we choose to celebrate will reflect that value.

Ygnacio Valley Christian School does not celebrate Halloween or allow Halloween-themed school parties, related attire or accessories to be worn on school grounds. Classes CAN participate in Harvest Parties, as we use this opportunity to teach about God and his bountiful care for us throughout the year.

At Christmas, we acknowledge and celebrate the birth of our Lord Jesus Christ. We do not allow any attire or any accessories representing Santa Claus. At Easter, Ygnacio Valley Christian School will only acknowledge the death and resurrection of our Lord Jesus Christ. We will not allow any attire or any type of accessories representing the Easter Bunny.

Spirit Week

Please note that the students will be able to dress up for fun during our themed Spirit Week. The choice of outfits should be school dress code appropriate; no weapons or offensive attire will be allowed on school campus. Makeup may be worn, however we ask that it stays moderate.

Homework

Homework is given in accordance with the increasing capabilities of students. In addition to assigned homework, there is also unfinished classwork that is taken home and studied for tests. Although "about 10 minutes times the grade level" may be a rough estimation of the time to be spent, the actual workload will vary widely according to the grade, teacher and individual student's speed and ability.

Lunch

Parents are expected to pack a healthy, nutritious lunch for their child. Acceptable beverages at school are water or juice, no sodas. Please do not bring drinks in glass

bottles. Glass containers should be avoided for younger students. Students are expected to eat their lunch and to take any uneaten portion home. **Please pack a plastic spoon or fork if needed. Microwaves and refrigerators are NOT available for student use in the office, but some teachers offer their classroom one- please check with the teacher on microwave policy.** Once students have been excused for lunch they may not go back into the classroom without supervision. Please label all lunch boxes and belongings. We request that students do not share food from home as a safeguard for those with food allergies.

Hot Lunch

Hot lunch will be available to order for your child, and you will be informed of options in the Weekly Newsletter. Hot Lunch orders are available through FACTS and must be ordered by 11:59 the evening before.

Allergies

During the online enrollment process, parents are asked for allergy information. If you did not fill out this section, it is your responsibility to notify the school office so that we can properly care for your student.

Parent: Please send an email to your child's teacher about your child's allergies and special instructions.

Illness

Do not send your sick student to school. Students must stay home from school until **all signs of illness are completely gone for 24 hours** including, but not limited to, fever, vomiting, diarrhea or a persistent hacking cough.

If your student vomits or has a fever at or above 100.4 degrees, we will call you to pick them up immediately. Students with any kind of childhood communicable disease such as but not limited to: chickenpox, influenza, mumps, fifth disease, whooping cough, etc. must be cleared by a medical doctor before returning to school. Please include any limitations of activities or special considerations for your student.

Doctor's Excuse for an Injury

Any injury that prohibits a student from functioning normally in the school setting must be medically addressed. Your student will need a doctor's excuse to come back to school if he/she had been injured in a gym/sports/car accident, school accident, etc that required him/her to be seen by a doctor.

- If your student has an injured ankle and cannot walk, injured shoulder and cannot move it, etc. they must be seen by their doctor to rule out a fracture or injury that could be aggravated in school.
- If they hit their head and are having headaches, or dizzy spells, they should be seen to rule out a concussion, etc.
- If your student is assigned crutches or a wheelchair, they must have a note from the

doctor stating it is okay to be in school with them.

- If your student reports to the office and appears injured, you will be asked to pick them up, and have them evaluated by your family physician. A note from the physician will be required in order for your child to return to school.
- For all injuries, a medical note is required to excuse your student from P.E.. A note from the same physician is required to return your student to P.E. or activities.

Library

Students may visit the library and may check out books for home or school use. The library has a wide variety of books including reference, fiction, non-fiction, crafts, holidays, beginning readers, etc.. Mistreatment of library books may result in a charge to the family's account. We make every effort to screen library books for appropriateness and we appreciate you informing us if you come across something of concern.

Lost and Found

To minimize the items in Lost and Found, please label all of your student's belongings. Items found throughout the day are placed in the Lost & Found in the hallway by the water fountain. Students are encouraged to take their items home. Twice a year all unclaimed items will be donated to charity.

Medications

Students are not allowed to medicate themselves, nor are they allowed to keep medications with them. If your student needs to take prescribed or over-the-counter medications, for any reason, he or she must have a **"Release for the Administration of Student Medication"** form filled out by the physician or the parent available in the school office. Inhalers are included in this medication policy.

At the discretion of the administration, a designated employee may administer over-the-counter/non-prescription medications for a limited period of time. These medications must be delivered to the office in the original containers marked with the student's full name. Students are not allowed to have over-the-counter/non-prescription medication including cough drops in their possession during the school day.

Science Camp

Each school year the middle school students attend a science camp, spiritual retreat, and DC trip. The DC trip will incur additional expenses. The three trips rotate each year.

Visitors/Volunteers

All visitors on campus must register in the school office and receive a visitor pass. This includes room parents, other classroom volunteers, and alumni. Parents are welcome to visit in their student's class when prior arrangements have been made with the teacher. Contact the classroom teacher to set a time. Students from other schools are not allowed to visit our classrooms unless the teacher of the classroom they are visiting has approved in advance.

Chapel

Families are encouraged to join us for Chapel each Friday at 8:45 AM. Chapel is the highlight of our school week. Each Friday morning we gather as a community to sing praises, worship and contemplate a message from the Word of God.

YVCS COMMUNITY BEHAVIOR

Expectations/Responsibilities

As members of the YVCS community, everyone is responsible at all times to conduct themselves in a manner that honors the Lord Jesus Christ, themselves, their family and the school.

Rules of Conduct

The following rules are to promote an atmosphere of respect for others and an orderly, clean and safe school environment both in the classroom, Chapel and on the playground.

1. Students are expected to behave courteously and safely at all times. Polite and respectful language is to be used, avoiding disrespectful, profane and abusive remarks.
2. Physical contact is to be used only in the context of games or Physical Education activities. Students may not throw objects or use physical force against others.
3. Students are to walk on concrete walkways at all times.
4. Chewing gum is not allowed on the school campus, or any school-sponsored activity including field trips.
5. No personal sports equipment, balls, toys or games should be brought to school except as authorized in advance by the teacher.
6. During the school day, passes are required for a student to come to the office. These may be obtained from a teacher or yard supervisor.
7. The use of personal email and social media are not allowed on school computers.
8. Student Technology: Teachers are responsible for monitoring appropriate student use of Chromebooks and classroom tech. Technology should enhance learning, not distract from it. Students' must turn in all personal technology devices not approved by the teacher, or keep hidden until picked up by parent. Students are not to use personal devices during extended care.

Conflict Resolution Policy

Concerns of Parents

We practice the Matthew 18 Principle at our school. Refer to Matthew 18:15-16 for further reference. Parents who have questions or concerns relating to staff members, students, or other parents should **discuss issues directly with the persons involved** and not bring grievances to other parents, faculty or students. Issues remaining unresolved should then be discussed with the principal who will schedule a conference with all three—parent, staff and principal.

Issues **unresolved** at this level, may be brought to the attention of the Chairman of the School Board by email: Boardchairman@yvcschool.org

Concerns of Students

In case of disagreements or interpersonal difficulties, we encourage students to follow the biblical outline given in Matthew 18:15. A student should go to the other person or student involved first and try to resolve the conflict respectfully and privately. If that is unsuccessful, they are to seek a teacher's help and mediation. Tattling and gossiping (talking to others not involved in the conflict) are inappropriate.

The school believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict we will apply conflict resolution education and problem solving techniques. This is an important step in promoting respect and love, developing new ways of communicating and understanding within our school community and helps ensure a safe and healthy learning environment.

We have adopted a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

Student Code of Conduct

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to physical force.
- Students can rely on yard supervisors, teachers or the Principal, who are trained in conflict resolution strategies to intervene in any dispute likely to result in physical force.
- Students needing help in resolving a disagreement, or students observing conflict may contact a teacher or the Principal, on the day of the incident.
- Students involved in a dispute will be referred to a conflict resolution session with the Principal. Discussions will be kept confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent physical force, ensure campus safety, maintain order and discipline students.
- Any student who engages in bullying may be subject to disciplinary action

- up to and including expulsion.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner, when informed in a timely manner.

If a student or their parent/guardian feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian should contact the Principal. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Bullying Policy

The school will not tolerate behavior that infringes upon the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The school expects students and staff to report incidents of bullying to the Principal.

Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated and documented on RenWeb under behavior.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on our school campus, the school will provide staff development training in bullying prevention and cultivate respect in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Playground Rules

During recess students must stay on the playground and other areas as designated by the Yard Supervisor. As a safety precaution, students must request permission to use the restroom from the Yard Supervisor.

Slides: Slide direction is down only, only one person on a slide at a time. Climbing up the slides or blocking the slide at the bottom or top is prohibited. Do not put objects on or slide them down the slide.

Swings: One person per swing. Swing only back and forth. Take turns. Count to 100 out loud to get a turn. Twisting the chains and tricks (flipping over, jumping off, etc.) is prohibited.

Balls: When throwing balls, please aim below the waist. Kicking balls against walls, buildings, on rooftops, walkways or on tanbark area (playground) is prohibited.

Contact Games: Keep physical contact in the context of supervised Physical Education activities or tag games only. Tag is a simple touch game, no pushing others to the ground,

shoving, headlocks or table-topping. For football or soccer there is no wrestling, sitting on others, tackling, pushing, pulling, tripping, etc. Play on the field only.

Jump Ropes: Jump ropes are to be used for jumping only. Tug-o-war, tying others up, etc. are STRICTLY prohibited.

Gaga Ball: Follow the rules that are posted in the Gaga Ball pit.

General: Throwing objects or littering is prohibited. Play equipment is to be returned to the cart it came from at the end of recess.

Students may not leave the playground unless using the restroom or water fountain *with* the permission of the Yard Supervisor. No water play. Only approved play equipment may be used in the playground. **The Yard Supervisor is always the final word on any playground procedure or behavior.**

YVCS Dress Code

General Rules (All Students)

- Be modest, neat, and clean.
 - No visible undergarments, midriff, lower back, or cleavage.
 - Shorts, skirts, and dresses must reach the first knuckle of the fingers when standing.
 - No clothing with graphics, slogans, or ads against Christian values.
 - No pajamas (except Spirit Week).
 - No torn, sloppy, baggy, or revealing clothes.
 - Shoes must be closed-toe and sturdy (no sandals, flip-flops, or heels).
 - Hats/hoods off during prayer, pledges, and assemblies.
 - No unnatural hair colors, extreme hairstyles, excessive makeup, face paint, or masks.
 - Only 1 ear piercing per ear is allowed.
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Elementary (K–5)

- Same general rules apply.
 - Girls wearing skirts/dresses must wear shorts or leggings underneath.
 - PE is done in regular school clothes.
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Servant Leadership Academy (6–8)

Boys:

- No tank tops, sleeveless, oversized, or sagging clothes.
- Shirts must not go below the hip.
- Pants at the waist; no pajama pants or tight sweats.
- Shorts follow the first knuckle rule.

Girls:

- No bare shoulders (no spaghetti straps or off-shoulder).
 - Tops must cover neckline and midriff at all times.
 - No sheer, lace, or see-through tops; bras/bandeaus must not show.
 - Dresses, skirts, and shorts: follow the first knuckle rule, not tight-fitting.
 - No spandex, yoga pants, jeggings, skinny jeans, or pajama pants.
 - Loose sweatpants are allowed.
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PE (Grades 6–8)

- Wear designated PE shirt and shorts.
- Shorts must follow the first knuckle rule.
- Loose sweatpants allowed.

- Leggings/spandex may only be worn under PE shorts.
- Athletic shoes with socks required.
- PE uniforms are not everyday attire.

ACADEMIC STANDARDS

Academic Integrity

We expect students to be honest in their academic work. Copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes is not allowed. If it has been determined that a student has cheated, the student will receive a grade of "zero" for the assignment and may face further disciplinary action.

Grading

Every student who demonstrates a certain quality or academic performance will receive the letter grade that he or she earns. Extra credit work is at the teacher's discretion. Students will receive appropriate comments on each report card.

Parent/Teacher Conferences

At the end of the First Quarter, mandatory parent-teacher conferences will be scheduled. The school expects parents to confer with teachers as needed and not only at regular conferences.

Testing

Assessment Exams are given tri-annually to students. Testing schedules will be communicated in advance. We ask parents to make every effort to ensure the student is not absent on these dates. The results of tests taken are available to parents.

FACTS Family Parent Portal/RenWeb

FACTS Family/RenWeb is our on-line database portal. Parents establish a confidential password the first time they log into FACTS Family and can view academic progress reports, view weekly lesson plans, access school directory, view calendar of events and email their student's teacher. From your computer at home, you may go to RenWeb.com. For mobile phones or tablets, you may download the FACTS Family app (charges may apply) or use the url www.renweb.com.

Click the **Login** button on the far right corner and select the ParentsWeb Login link to access the **ParentsWeb** Login screen. **Our District Code is YVCS-CA**. If you have not set up a username, you can click on the **Create New ParentsWeb Account** link to set up your username.

Report Card or Progress Reports

Students are formally graded each quarter (9 weeks). Mid-quarter updates are also given via progress reports accessible via ParentsWeb. **First quarter report cards are issued at parent teacher conferences.** Other quarters' report cards will be sent via email and accessible via ParentsWeb. The school expects parents to confer with the teacher as often as necessary. Extra credit work is at the teacher's discretion.

Fourth Quarter Report Cards will be mailed pending verification of any outstanding balances.

PUBLICATIONS, WEBSITE & SOCIAL MEDIA

Communication

In an effort to be as 'green' as possible, the school is utilizing the FACTS communication tools available to send out announcements and event reminders via: Parent Alert texts, recorded messages from our Principal, and email. Please keep your contact information updated regularly on FACTS family portal. Expect the Lion's Den Newsletter - every Tuesday, and teacher's preferred forms of communications are expressed at Back to School Night and are typically via email or sent home folders.

School Website & Social Media

Our website: yvcschool.org

Facebook: <https://www.facebook.com/YVCSchool/>

Youtube (a work in progress): [YVCSyoutub](https://www.youtube.com/YVCSyoutub)

Instagram: [yvcschool](https://www.instagram.com/yvcschool)

Email

Staff can be contacted directly or through their school email listed on the FACTS Family Portal in the directory.

Staff Directory

Name	Position	Email Address
Allyse Tanovitz	Principal	principal@yvcschool.org
Desiree Vibat	Admin/ Event/ Fundraiser Coordinator	dvibat@yvcschool.org
Cynthia Altamirano	Office Support	admin@yvcschool.org
Charlotte Miller	Bookkeeper	bookkeeper@yvcschool.org

Gloria Guevara	Preschool Director	gguevara@yvc school.org
Carlos Montoya	Board Chair	boardchairman@yvc school.org
Ms. Emily Scouten	TK	escouten@yvc school.org
Mrs. Desiree Vibat	Kindergarten	dvibat@yvc school.org
Mrs. Sally Shafiq	First	sshafiq@yvc school.org
Mrs. Lauren Hopkins	Second/ Third	lcoley@yvc school.com
Mr. Tyler Berry	Fourth/Fifth	tberry@yvc school.org
Mr. Kyle Popish	Middle School Math, English Grammar, Bible	kpopish@yvc school.org
Mrs. Alina Nicholas	Middle School Science, Bible, Literature, Social Studies	anicholas@yvc school.org
Mrs. Tami Kim	PE and Support	tkim@yvc school.org

YVCS PICKUP/DROP OFF

- MOVING TRAFFIC LANE - NO STOPPING
- NO PARKING DURING PICKUP/DROP OFF
- ONE-WAY LOADING/UNLOADING QUEUE
- PARKING AREA DURING PICKUP/DROP OFF
-  ACTIVE LOADING VEHICLES

