

VICTOR VALLEY CHRISTIAN SCHOOL



STUDENT/PARENT HANDBOOK

VICTOR VALLEY CHRISTIAN SCHOOLS

15260 Nisqualli Road Victorville, CA 92395 (760) 241-8827

Mission Statement: Victor Valley Christian School, in partnership with home and church, exists to equip students spiritually, academically, physically, and socially in becoming exemplary Christians who impact the world for Jesus Christ.

Dear Victor Valley Christian School Parent and/or Guardian,

The Victor Valley Christian School (VVCS) Team considers it a privilege to partner with parents and the local church in the academic, social, physical, and spiritual training of our children. It is our desire to see each and every one of our students discover, develop, and use their God-given gifts and talents to bring glory and honor to Jesus Christ.

To best serve you, we have taken what the Lord calls us to do in all things in an orderly manner seriously. For this reason, we have created a handbook that is intended to provide policies and procedures that ensure a cohesive partnership between family, church, and school.

It would be greatly appreciated if you would please read and follow the procedures and policies in our school handbook. Understanding and complying with the guidelines will aid in your child's success at VVCS.

The administrative team, faculty, and staff are all committed to providing your family with an outstanding Christian education. If we can be of any service to you, or if you have questions that you would like addressed, please feel free to contact the school office at (760)241-8827.

May the Lord grant you favor and guide you, as you seek to train up your child in the ways of our Lord and Savior, Jesus Christ.

Blessings,

Deb Clarkson

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VICTOR VALLEY CHRISTIAN SCHOOL PHILOSOPHY

MISSION STATEMENT

Victor Valley Christian School, in partnership with home and church, exists to equip students spiritually, academically, physically and socially to become exemplary Christians who impact the world for Jesus Christ.

A. GENERAL PURPOSE

The purpose of Victor Valley Christian School is to achieve the following goals in the life of each student:

- a. Spiritual commitment
- b. Academic excellence
- c. Physical development
- d. Social growth

This is accomplished within the context of the mission to the Victor Valley, of the Christian Church in general, and of our sponsoring church, First Assembly of God.

"Go ye therefore, and teach all nations baptizing them in the name of the Father, the Son and the Holy Ghost, teaching them to observe all things whatsoever I have commanded you. And lo, I am with you always, even to the end of the world." (Matthew 28: 19-20)

Teaching Will Be On Four Levels:

Spiritual:

We reveal the reality of a risen Savior, the truth of our reconciliation to God. (II Corinthians 5:14-21)

Academic:

VVCS is accredited with the Western Association of Schools and Colleges (WASC), as well as with the Association of Christian Schools International (ACSI).

The educational program is constructed with care to see that every necessary course is offered and that the electives are beneficial to the students' progress. VVCS offers courses that fulfill requirements for entrance into universities and colleges like the UC and Cal State systems.

Courses offered include the subject areas of math, English, history, Bible, physical education, science, and electives in the areas of vocation, business, foreign language, music, art, and computers.

Physical:

A complete program of extra-curricular athletics is an important part of VVCS. As a member of C.I.F. Agape Christian Athletic League, we offer a full season of interscholastic sports programs.

Social:

The educational, cultural, social and spiritual influences at VVCS are designed to enrich Christian fellowship. The school has a balanced program of activities. Students are encouraged to develop naturally and spiritually through cooperative and friendly association among students and faculty.

Student government and class organizations such as Interact Club (a community service club sponsored by the Rotary Club), are very active and important features of VVCS. Assemblies, pep rallies, and other functions are special highlights of the entire school program.

In short, we require a Biblical foundation for every activity and procedure at VVCS. To accomplish this purpose we encourage participation from students and their families in all activities sponsored by VVCS and its sponsoring church, Victorville First Assembly of God.

B. PHILOSOPHY OF EDUCATION

VVCS' educational philosophy is based upon a God-centered view of truth as it is presented in the Bible. The Scripture explains to us the true character of man's fallen nature and the need for regeneration through the acceptance by faith, of Jesus' redemptive act upon the cross. The entire process of Christian education is seen as a means used by the Holy Spirit to bring the student into fellowship with God and to develop a Christ-like attitude toward all things. The student is taught to see all truth as God's truth and to integrate with, and interpret it by God's Word. As educators we challenge them to ask, "What is God's purpose for my life?"

Personal happiness and success is taught to come only when one seeks to develop their God-given skills and aptitudes by turning to the Lord for direction. All students are encouraged to learn this through the reading of God's Word and through prayer. The truths and strategies we employ are derived from and consistent with the Word of God. Our goal is to help each student to develop spiritually, academically, physically and socially.

Our success is measured by how closely a student's life portrays Matthew 5: 14-16, "You are the light of the world. Let your light shine before men, that they may see your good deeds and praise your Father in Heaven."

The needs of each individual student are of primary concern to VVCS. Each student will have the opportunity to develop spiritually, academically, physically and socially through a quality educational program. The following aims are set by VVCS so that all may clearly understand the purpose and direction of our school.

C. CORE VALUES

As traits that are valued throughout our campus, Victor Valley Christian School embraces the following eight core values as important characteristics for the staff, the faculty, and the student body.

Become Christ-like

“You are in a constant state of becoming; becoming more like Christ or becoming less like Him.” – Unknown

Galatians 2:20 “I have been crucified with Christ and I no longer live, but Christ lives in me. The life I live in the body, I live by faith in the Son of God, who loved me and gave himself for me.” (NIV)

Philippians 2:5 “Your attitude should be the same as that of Christ Jesus...” (NIV)

Be Respectful

“When leaders have influence, people begin to follow them. When they have respect, people keep following them.” – John Maxwell

1 Peter 2:17a “Show proper respect to everyone...” (NIV)

1 Thessalonians 4:11-12 “Make it your ambition to lead a quiet life, to mind your own business and to work with your hands, just as we told you, ¹²so that your daily life may win the respect of outsiders and so that you will not be dependent on anybody.” (NIV)

Exhibit Servanthood

“Service is an act; servanthood is a lifestyle.” – LeBron Fairbanks

Matthew 20:25-28 “Jesus called them together and said, ‘You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. ²⁶Not so with you. Instead, whoever wants to become great among you must be your servant, ²⁷and whoever wants to be first must be your slave— ²⁸just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.’ ” (NIV)

Demonstrate Excellence

“If anyone deserves your best, God does. So don’t hold back, give Him everything you have.”

2 Timothy 2:15 “Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” (NIV)

Exemplify Integrity

“Integrity begins with how I live when no one is watching” - Unknown

Proverbs 10:9 “The man of integrity walks securely, but he who takes crooked paths will be found out.” (NIV)

Ecclesiastes 7:1a “A good name is better than fine perfume...” (NIV)

Act Responsibly

“The ability to accept responsibility is the measure of a man.” – Roy L. Smith

1 Timothy 4:12 “Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” (NIV)

Exercise Safety

“Conflict is like cancer; early detection increases the possibility of a healthy outcome.”

Proverbs 1:33 “. . . ‘but whoever listens to me will live in safety and be at ease, without fear of harm.’ ” (NIV)

Galatians 6:2 “Carry each other's burdens, and in this way you will fulfill the law of Christ.” (NIV)

Live Courageously

“One person with courage is a majority.” – John Maxwell

“Courage is fear that has said its prayers.” – Karl Barth

Joshua 1:9 “‘Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the LORD your God will be with you wherever you go.’ ” (NIV)

D. STATEMENT OF FAITH

WE BELIEVE . . .

. . . the Bible is the inspired and only infallible and authoritative Word of God. 2 Tim. 3:16

. . . there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost. 2 Cor. 13:14

. . . in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years. Matt. 16:16, I Cor. 15:34

. . . in the blessed hope, which is the rapture of the Church at Christ's coming. Titus 2:13

. . . the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. I Peter 1:18, 19

...regeneration by the Holy Spirit is absolutely essential for personal salvation. John 3:3-5

...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. I Peter 2:24

...the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. Acts 2:39

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. Gal. 5:16

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. John 5:28, 29

These are the beliefs and teachings of Victor Valley Christian School and its sponsor church, First Assembly of God, Victorville. (taken from the Complete Statement of Fundamental Truths, Assemblies of God Constitution and Bylaws.)

E. OBJECTIVES

In keeping with the philosophy and goals of VVCS, it is appropriate to identify specific aims/objectives for teachers, parents and students since they work in partnership.

Teachers

It is the objective of VVCS that the teachers will:

- Accept and treat all students, parents, and coworkers as God's children
- Use effective, up-to-date teaching methods and materials
- Daily share God's word, His love, and His plan for our salvation
- Foster positive Christian relationships between students
- Provide a positive and stimulating learning environment
- Nurture students in attitudes of responsibility and respect
- Set high but realistic academic standards
- Provide stability for children in their ever-changing lives
- Refer children to specialized help and/or counseling when appropriate
- Encourage students, through instruction and example, to live a life of service to Christ and others
- Grow as educators through continuing education
- Apprise parents of student progress and/or special needs
- Assist parents in carrying out their parental responsibilities
- Nurture students as they grow in faith and knowledge
- Pray regularly for guidance for self, students, and their families

Parents

It is the objective of VVCS that the parents of students will:

- Accept and treat all students, fellow parents, and staff members as God's children
- See and train their child as a special gift from God

- Take an active interest in the education of their child and become involved as much as possible in the education process
- Support the policies of VVCS and the classroom teachers
- Reinforce at home what is taught at school
- Worship regularly as a part of the Christian community
- Pray regularly for self, family, school, and community

Students

The following Student Learning Outcomes (SLOs) will be demonstrated by our students according to ability level:

Spiritually

1. Effective Christians who:

- Have accepted, or been challenged to accept, Jesus Christ as their personal Savior and apply Biblical principles to their lives.

Physically

2. Healthy individuals who:

- Establish, practice, and support appropriate hygiene, healthy nutrition, and physical fitness.

Socially

3. Collaborative workers who:

- Work with other students to establish and accomplish significant goals, and who use and learn effective leadership skills.

Academically

4. Critical thinkers who:

- Demonstrate thinking skills through problem solving, application, analysis, synthesis and evaluation.

5. Effective communicators who:

- Express ideas clearly, accurately, and respectfully both in writing and verbally.

6. Researchers who:

- Use various strategies to gather and produce information useful in conveying and expressing messages.

7. Self-directed learners who:

- Identify and utilize effective learning strategies and self-improvement plans and use time efficiently.

F. ACCREDITATION

VVCS has been fully accredited by the Western Association of Schools and Colleges (WASC), which is the organization that accredits the public schools and colleges, and the Association of Christian Schools International (ACSI). We are proud to inform you that our high school has graduated students to such prestigious universities as Notre Dame, Oral Roberts University, Vanguard University, UCLA, Westmont, Azusa Pacific, University of Southern California, and many others, as well as military academies, and state universities.

G. CURRICULUM & COURSE OFFERINGS

VVCS classes, content and standards (K-12th) are well-rounded, Bible-centered and carefully balanced. The elementary curriculum and the majority of the secondary curriculum is Bob Jones University Press. High school courses meet all university and college entrance requirements. Both our University of California “Partnership with High Schools and Community Colleges” and our WASC and ACSI accreditations ensure that our school meets college entrance requirements. The UC system is one of the standard bearers for the nation’s colleges and universities. Secondary studies include the college prep and elective courses below:

Science courses include:

Biology	AP Biology	Life Science	Anatomy
Chemistry	Physics	Physical Science	

Math courses include:

Algebra I	Algebra II	Geometry
Pre-Calculus	Consumer Math	AP Calculus

Foreign Language courses include:

Spanish I	Spanish II	
Spanish III	Spanish IV	AP Spanish

History courses include:

U.S. History	AP U.S. History	AP European History
World History	AP World History	
Government	Economics	

Electives include:

Computer Graphics	Geography	Photography
Journalism	ASB	Family Life Skills

Language Arts courses include:

English 9th-12th	AP English Language	AP English Literature
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Visual and Performing Arts courses include:

Art I	Art II	Choir
Drama	Drum Corp	Jazz Band

Advanced Placement (AP) courses include:

AP Calculus	AP English Language	AP English Literature
AP U.S. History	AP World History	AP Biology
AP Psychology	AP Spanish	AP European History

Note: The State College Board and the University of California approve Advanced Placement courses.

H. ADMISSIONS

VVCS does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, athletics, and other school-administered programs. Exceptions to admission policies and procedures will be made only in the case of strongly mitigating circumstances. Appeals may be made to the VVCS School Board, and their decision will be final.

All new admissions are granted on a sixty (60) day probationary period. Violations of any of the established standards will be grounds for termination of the student. Failure or refusal to fulfill financial responsibilities will be grounds for termination of the student. Appeals may be made in writing to the VVCS School Board and their decision will be final.

VVCS has the right to request references from former school teachers and others, as deemed necessary for admission to the school.

Students will be accepted for admission to VVCS on a space available basis except in the following cases:

Academic Grounds for Refusing Admission/Retention/Readmission

Students will not be accepted if:

- They are two or more grade levels below average for the grade in which they are entering
- They cannot earn enough units for high school graduation by the time they are 19 years of age
- They exhibit a record of absenteeism, tardiness, failure to do school work, and/or lack of cooperation with teachers and/or the school Administration
- Their cumulative Grade Point Average (GPA) for their Junior or Senior High courses is below 2.0

Spiritual Grounds for Refusing Admission/Retention/Readmission

Students will not be accepted if:

- They engage in, or in the recent past, have engaged in practices that conflict with Christian principles of morality or law breaking.
- They or their families hold beliefs, attitudes or behaviors that directly contradict the Christian beliefs expressed by VVCS.
- It is not required that all students or their families are Christians in order to attend VVCS, but all must be open to the message of salvation through Jesus Christ, and participate in Chapel services weekly.

Social/Behavioral Grounds for Refusing Admission/Retention/Readmission

Students will not be accepted if:

- They are presently, or in the recent past have been disciplinary problems at their former school/s
- They or their parents/guardians will not accept the dress code, rules of behavior, methods of discipline, or fail to cooperate with the disciplinary actions of the school

- Parents do not provide or allow for tutorial help, in order to assist the student in catching up in seriously weak skill areas when deemed necessary
- Students fail to pass the school entrance exam for the grade level in which they are attempting to enroll

ABSENCES

Parent/Guardians of all grade levels are asked to call the office at 241-8827 if their child is ill or will not be attending school for the day. If a student is absent for more than 3 days for illness, **a doctor's excuse is required upon return.**

AFTER SCHOOL ACTIVITIES

Various activities are planned as follows: gymnastics, Tae Kwon Do, art, keyboard, vocals and drama, cheerleading, computer, chess, and Culinary Art Club. Students may sign up at Back to School Night, or in the school office. In addition, tutoring can also be secured for students in need of additional academic support.

ARRIVALS & DEPARTURES

Day Care students **must** be physically brought to and picked up from the Day Care rooms. All students must be signed in and out of Day Care. They cannot be dropped off in the parking lot for safety reasons. Students are not to wait by their classrooms in the morning. They are to be signed into daycare or under the supervision of their parent/guardian until the teacher is present.

After school, students are monitored by their teachers at Traffic Circle. Students signed up for childcare go to Day Care, following Traffic Circle. (See traffic procedures and rules for further details.) In inclement weather, students must be dropped off at the Day Care rooms in the morning, and picked up from their classroom after school.

Students will not be released to anyone that is not listed on the "Emergency Card" on file in the office or the "Extended Day Care Sheet" in the Day Care room. If the occasion should arise and you are not able to pick up your child, you may notify us by note as to who is authorized to pick up your child (NOTE: Identification will be requested.)

7th-12th grade students who arrive at school prior to 7:00am, must go to E4 and sign in with the daycare teacher. Students dropped off after 7:00am, must go to the Gym for supervision. Secondary students must sign in to After School Supervision, if they are not picked up from school by 3:30pm. Students may not be unattended while on campus.

ATTENDANCE

California State law makes school attendance compulsory for students under the age of 18. Absence from any class or classes in excess of six days during any grading period, without a doctor's written authorization, may result in loss of credit. The student's teacher or teachers are authorized to withhold credit for that grading period.

Perfect attendance is defined as the student being present for everyday of the academic school year. Any missed periods must be excused and must not exceed three periods or three hours of instruction on a given day. An excessive number of appointments, more than three in a year, will render the student ineligible.

CARE OF PROPERTY AND MATERIALS

It is the student's responsibility to take reasonable care of school property. Parents must pay for damages that are caused by their children. Library books are to be returned on time and undamaged. End of the year report cards are held by the school until all debts are cleared.

CARPOOL

There will be a list posted in the office for those interested in car-pooling.

CHANGE OF ADDRESS/TELEPHONE OR OTHER INFORMATION

For the safety of your child, we ask parents to update their RenWeb information when they move or change telephone numbers and information both at home and work. This also includes persons authorized to pick up your child.

CLASSROOM PARTY POLICY

All parties are planned and coordinated through the classroom teacher and room parents. Birthday celebrations are held only once per month, at the end of the month, for all those who had a birthday during that month. June and summer birthdays are celebrated the last week of school. We ask that parents bring healthy items for parties.

Holidays that are celebrated have a spiritual emphasis as follows:

Christmas-Birthday party for Jesus

Valentines-Christian love & Jesus in our hearts

Easter- Resurrection Celebration

ELEMENTARY CO-CURRICULAR ACTIVITIES

In addition to the regular Bob Jones University curriculum that we teach at VVCS, co-curricular subjects are added as follows:

Music-taught once per week for K-6th grades by music teacher

Spanish-taught once per week for K-6th grades by Spanish teacher

Computers-taught once per week for K-6th grades by computer teacher

Art-taught once per week for K-6th grades by art teacher

P.E.-taught twice per week by the classroom teacher

Musical/dramas-twice per year involving all elementary students

Library-students are brought to the library once per week for instruction by our school librarian to checkout AR reader and books for pleasure, to conduct research, and access other learning aids.

Computer Lab-students are provided computer training weekly, and are brought to the computer lab to conduct research and participate in enrichment activities

Chapel-once per week for all students; includes worship, study, prayer, etc...

Ministry Projects-each class participates in community service and/or a mission's project

SPECIAL EVENTS

Sports Day-grade levels competing in sporting events held during the school day

Christmas & Spring Musicals-grades K-6th in music and drama, one evening and one morning performance

Science Camp-one day of science only with commercial presentations, workshops, experiments, science videos, and field trips

Art Show-at least one entry per child held during the Spring Musical in May

Skate/bike-a-thon or *jog-a-thon*- this is a PTF fundraiser held here at VVCS with participation by all elementary students as part of our yearly physical fitness emphasis. Students will be required to wear full protective gear (helmet, elbow and knee-pads) and will use their own skates/bikes unless they are walking or jogging.

Back to School Night-orientation for students and parents to see their room and meet the teacher

Open House-parents visit classroom to see student work/art, etc. in conjunction with other special activities, performances, Book Fair and PTF dinner

Book Fairs-sale of children's books and other items where the profit goes to buy books to add to our Library

Summer Day Camp-Day Care with special on and off campus activities: water parks, mountain picnics/hiking, arcades, swimming, skating, sports camp, arts & crafts, music, Bible, gymnastics, karate, and much more

Field Trips-Individual classes as determined by each teacher

CUSTODY OF CHILDREN

Unfortunately, a dispute concerning release of a student to a particular parent may arise. VVCS can only abide by actual court orders that are on file in the school office. Please inform the classroom teacher, the Day Care teachers, and the office when a court order has been filed so that they are aware of the situation.

DAY CARE

Day Care is provided for grades K-6 both before and after school. It is open from 6:00am until the start of school, and reopens after school until 6:00pm. If your child is in need of daily care or on a drop-in basis, you must sign up and fill out emergency information to be kept in the Day Care rooms. If you become stranded and cannot reach the school in time to pick up your child after school, you can call the office and have him/her sent to Day Care until you arrive. If it is after 4:00pm you can contact them by calling the daycare phone directly.

There is a \$10 fee for holiday/daycamp daycare for not signing up in advance or for not showing up after signing up.

For safety reasons, elementary students are **not allowed to wait in parking lot areas or with other siblings for parents**. They will be sent to Day Care where they must be picked up and signed out. In any event, all children who are not picked up by 3:15pm will be sent to Day Care. If the status of your child's Day Care needs to be changed (from full-time to drop-in, etc.) a change form must be filled out and turned in to the office for your rates to be changed. Day Care charges are billed to FACTS accounts at the beginning of each month for the previous month and due and payable upon receipt.

DISASTER PLAN

Our school has established an emergency procedure system for the campus, which is practiced regularly. The plans include fire, earthquake and lockdown drills, as well as protective measures, and emergency evacuation and parent pick up procedures. In addition, an ample supply of emergency food, shelter, and hydration are secured at all times.

DISCIPLINE

Disciplinary Procedures:

The following is the VVCS Classroom Management and Discipline Plan adopted by the VVCS School Board that we believe is systematic, biblically-based, fair and consistent: **“Those whom I love I rebuke and discipline. So be earnest and repent.”** ([Revelation 3:19 NIV](#))

Expectations: Below are the general rules of the school in addition to the rules in the individual classrooms. “These commandments that I give you today are to be on your hearts. Impress them on your children. (Deuteronomy 6:6-7 NIV)

Examples

1. Speak or leave your seat with permission only.
2. Listen and follow directions the first time you are told.
3. Keep your hands, feet and objects to yourself.
4. Treat others the way you want to be treated.
5. Respect school and personal property.

Rewards: Included in our Classroom Management and Discipline Plan are ways to positively reinforce students who behave appropriately. “Whoever ignores instruction despises himself, but he who listens to reproof gains intelligence.” ([Proverbs 15:32](#) NIV)

Examples:

1. Verbal positive reinforcement and praise
2. Classroom incentives/rewards/honors and recognition
3. Free class time
4. No-homework pass
5. Special class activities/field trips

Consequences: The following are examples of consequences for misconduct or breaking rules. “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” ([Hebrews 12:11](#) NIV)

Consequence Steps for 7th -12th Grades:

Step 1: Warning & Contact parent

Step 2: 30 minutes after school & Contact parent

Step 3: 60 minutes after school & Contact parent

Step 4: 2 hour Saturday detention

Step 5: Suspension

Consequences Steps for K-6th Grades:

Step 1: Warning

Step 2: Lose one privilege

Step 3: Lose two privileges

Step 4: Call parents & detention

Step 5: To Principal

Note: If a student infraction is serious, he or she will be sent immediately to the Principal and consequences may escalate. Further discipline measures may be taken as well.

Detention – (examples of after school & 2 hour detentions for 7th-12th grades)

After School Detention-30 min/60 min after school (examples of infractions for 7th-12th grades)

1. Unprepared for class
2. Using cell phone (phone will be confiscated until parent can pick it up from the office)
3. Gum chewing
4. Classroom disruption
5. Eating/littering in unauthorized areas
6. Dress code violation
7. Increased time for missing a scheduled detention
8. Disregard for school rules/policies
9. Three or more unexcused tardies in a 30 day period

Two Hour Saturday Detention (examples of infractions for 7th-12th grades)

1. Inappropriate boy/girl affection
2. Cheating
3. Repeated dress code violations
4. Unacceptable language or action
5. Minor damage or defacing of school property
6. Teasing, bullying, or verbal harassment
7. Cutting Class
8. Unsafe driving on campus

DISPUTES

All disputes should be resolved using the Matthew 18 principle. Disputes should be resolved starting at the lowest level possible, and then working up the chain of command from there. The ultimate goal is conflict resolution leading to reconciliation and repentance. Repentance is evidenced by changed attitudes and behaviors.

DRESS CODE

All grade levels are to follow the school dress code rules for buying and wearing uniforms, according to the VVCS guidelines. This information is provided in the Registration Packet and on the school website. Copies of the Dress Code are available upon request.

EMERGENCY INFORMATION

Each student's emergency contact information must be kept up to date in RenWeb by the parent/guardian. As changes occur during the school year, we must have continual and immediate updates in RenWeb. This information is used to contact parents in an emergency and to release children to the care of authorized adults. No children will be released to any person not listed their emergency card or Day Care Sheet.

ENTRANCE EXAMS

K-6th grade students will take an entrance exam during the admissions process to determine their level of skill. Parents will be called at the beginning of the summer for an appointment for testing. Results of the test will be discussed with the parent following the testing. If the student fails most of the test, he/she will be admitted to the grade level below. If the student does not pass 1 or 2 of the subjects, a variety of actions will be taken depending on the level of concern. Tutoring may be required until the child is caught up and/or the child may be admitted only to a lower grade level.

The same tests are also administered to VVCS students at the end of the school year for the upcoming grade level.

FIELD TRIPS

Parents will be notified of field trips as they are scheduled throughout the school year. A permission slip will be sent home with the pertinent information. FACTS accounts will be charged. Field trip permission slips are required for a student to attend a field trip.

Many times there is a need for parental supervision on field trips. Please sign up if and when you can help. Students will generally be transported in school vehicles however there may be a need for parents to drive. Drivers are required to show proof of insurance and submit a copy of their driver's license and insurance card. Every child must wear a seat belt.

In addition, there is no provision for a child to stay at school if you do not want him/her to go on the class field trip. Your help would be greatly appreciated.

We ask that parent helpers do not smoke while with the children. Parents are asked to leave small children at home so that their full attention can be given to supervise the children placed in their care.

FIRST GRADE PHYSICALS

First grade students are required to have a health exam within 18 months before entering first grade. A form for the doctor to fill out is available in the school office.

FUNDRAISERS

Tuition alone is not sufficient to adequately fund a Christian school. Therefore, it is necessary from time to time to hold fundraisers to help defer costs. Fundraisers are generally conducted through the Parent/Teacher Fellowship (PTF). Each of these projects will be announced and information will be sent home.

Any and all help and support by the parents and family is greatly appreciated. Please participate in every fundraiser you can (including Scrip) so that the school can reap the most benefit from each. Parents are asked to not allow children to go alone door to door selling. For safety purposes, please always accompany your child/children, take candy/flyers to work, and/or sell to friends or family members. Thanks in advance for your cooperation and support!

GRADING SCALE

The following grading scale will be used by the teachers in ALL grade levels for assignments, projects, test, etc...

100	A+	77-79	C+
95-99	A	74-76	C
90-94	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D

80-83	B-	60-63	D-
		0-59	F

Alternate Grading Scale:

Excellent	E	100
Very Good	V	90
Good	G	85
Satisfactory	S	75
Needs Improvement	N	65
Unsatisfactory	U	59
Incomplete	INC	

REQUIREMENTS-GRADUATION & COLLEGE ENTRANCE

VVCS classes, content and standards meet all university and college entrance requirements. Both our University of California “Partnership with High Schools and Community Colleges” and our WASC and ACSI accreditation ensures that our school meets college entrance requirements. The UC system is one of the standard bearers for the nation’s colleges and universities.

Students who take the college prep schedule of classes have no problems getting into any college or university. The following are requirements for both the University of California (which are the same as most colleges and universities) and high school graduation requirements at VVCS (which are the same as other local high schools.)

	High School Graduation Requirements	University Requirements
History/ Social Science- Includes: U.S. History, World History, Govt. & Econ	30 credits 6 semesters	4 semesters
English- Includes: Reading & Writing Components, AP English Literature	40 credits 8 semesters	8 semesters
Math- Includes: Algebra I/II, Advanced Algebra, Geometry, Pre-Calculus, AP Calculus	30 credits 6 semesters	6 semesters 8 recommended
Lab Science- Includes: Lab Biology, Chemistry, Geology & Physics, AP Biology	20 credits 4 semesters	4 semesters 6 recommended
Foreign Language-	20 credits 4 semesters	4 semesters 6 recommended

If absent, it is the student's responsibility to get all missed assignments and complete them the day after returning, and to make arrangements with the teacher for make-up exams and quizzes.

HONOR ROLL

Solid subjects considered for all honor roll levels are as follows: Reading, Language, Spelling, Math, History, and Science. Qualifying standards for honors are:

Royal's Honor Roll	Grade Point Average	94.5-100 percent (A/A+)
Honor Roll	Grade Point Average	89.5-94.4 percent (A-)
Honorable Mention	Grade Point Average	86.5-89.4 (B+)

In addition, to qualify for these honors, a student cannot have a citizenship grade below (3) "needs improvement".

ILLNESS/INJURY AT SCHOOL

If a student becomes ill or injured while at school, the child will be released to the parent or authorized adult. Parents are NOT notified if a minor injury, such as a scrape occurs. They are notified of all head injuries or serious problems. Parents are asked to pick up the student if an elevated temperature is noted or if the child is vomiting, and to keep them home until these symptoms subside.

IMMUNIZATIONS

Immunizations must be up-to-date and maintained while a student is attending VVCS. We do not take registration or enroll a child until a copy of the original, up-to-date immunization record for each child is on hand. Letters are sent to parents when and if additional shots are required. If parents do not comply, they may be asked to keep their child at home until all immunizations are up-to-date.

KINDERGARTEN-ENTRANCE

VVCS admits students to Kindergarten who will have their 5th birthday by September 1st and who pass the readiness test. The readiness test gives only an idea of the development/maturity level of the child. On occasion, it may become evident during the school year that the child is not ready for structured, academic kindergarten. .

LIBRARY

VVCS has a full library for both student and staff use with over 7,000 volumes of books which includes fiction, nonfiction, biographies, religion, reference, periodicals, newspapers, and Accelerated Readers. It is equipped with a computerized catalog system with a bar code scanner for easy book check-in and out. It also contains a Media Center with various materials, equipment, and teaching aides for use by our teachers.

LOST AND FOUND

The school is not responsible for lost or stolen items. Uniform items are alike, so please mark every item. Monogramming is allowed according to dress code rules. We do our best to return lost items back to their owners, but it is impossible without names to go by. Our lost and found bin fills up quickly. If an item is lost, please check the bin first. Periodically the items will be placed on a table for you to reclaim. If your child gets home with an item that is not his/hers, PLEASE send it back to school and place it in the lost and found bin so other parents can find it.

LUNCH, NUTRITION AND SNACK POLICY

Sweets are not allowed for K-6 grade students at recess/snack time. Sugar does make some children hyper and we try to stress good health habits with the students. Please send nutritious food with your child for snack (to be eaten at the morning recess). Snacks are not for sale to elementary students at recess time. Sodas are not allowed during school hours or during Day Care.

VVCS offers a hot lunch program to all students. A monthly menu will be sent home with each student. All lunches are ordered in the classroom. Lunches are billed for at the end of the month through FACTS for the previous month and are due and payable upon receipt

Free and reduced cost lunch applications are included in the orientation packet mailed to parents on request or can be picked up in the school office. A new application must be filled out every year even if your child received free or reduced cost meals the year prior. If a student forgets to bring a lunch to school, he/she may call you to ask for a lunch. If you are unable to come or if you cannot be reached, the child will be given a hot lunch and your FACTS account will be billed. Elementary students are **not** allowed to go without lunch for any reason. The full price of a hot lunch is due whether the child brings his own drink from home or not. There are no facilities available for lunches to be heated. Students are not allowed to microwave food they bring from home. If your child has any allergies, we must have a doctor's note on file, otherwise accommodations cannot be made. We must follow state regulations concerning nutrition matters.

MAKE UP WORK

The student and/or parent should check with the teacher to get work that needs to be made up from absences or time out of class. It should be completed and turned in as soon as possible to assure full credit. Tests, quizzes, project presentations, and other assignments that are missed must be made up when the student returns as well.

MASCOT AND SCHOOL COLORS

The school's team name, "Royals", is characterized by a lion mascot. Purple, gold and white are the school colors.

MEDICATION

If a child needs to take medicine while at school, it is required that the medication be left in the school office. **Students are not allowed to be in possession of any type of medication either prescription or non-prescription.** This includes cough drops, Tylenol, inhalers and any other product used for medical purposes.

Medication cannot be dispensed to students unless the doctor's prescription (or pharmacy bottle with instructions with doctor's name) and a medical form (filled out and signed by the parent) is on file in the office. Even if small doses remain to be given to a child, the prescription must accompany it. You can pick up a medical from in the school office.

NEWSLETTERS

At the beginning of each month a newsletter is e-mailed home. Reminders are emailed weekly as well. Please check your email regularly so you can stay abreast of the activities at school.

NONDISCRIMINATORY POLICY

VVCS does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies, athletic, and other school administered programs.

PARENT/TEACHER COMMUNICATION AND CONFERENCES

Our teachers and staff at VVCS desire to be sensitive to the needs and concerns of parents and students. They will make every effort to accommodate those needs and to resolve problems and concerns expediently and fairly. Please model respect for your child's teacher by not discussing sensitive matters in a place which would hurt the student-teacher relationship. Likewise, teachers will not discuss sensitive matters with others in a manner that does not reflect respect for both parent and student. We ask that the Matthew 18 principle be followed, that is, go to your child's teacher first. If you feel that your concern has not been resolved after conferencing with the teacher, make an appointment to discuss the matter further with the Principal.

Formal conferences are scheduled at the end of the first and third quarters of school for K-6th grades. Parent sign-ups are done on a form that will be hung on the classroom door, or you may write a note to the teacher or email them through RenWeb. There is no school for elementary students on these days.

If you have a need to speak to your child's teacher please make an appointment by requesting it through email on RenWeb. Teachers are not available at the beginning of the day or during Traffic Circle, nor can they stop lessons or accept phone calls during class time.

PARENT/TEACHER FELLOWSHIP (PTF)

At VVCS the PTF is a service organization with a primary function of fundraising. Because of the very busy schedule parents have, we welcome but do not require attendance at regular meetings. Instead, parents are invited to a welcome meeting at the beginning of the school year. Here they have an opportunity to volunteer their services and/or to make suggestions or share ideas with the PTF Board. If parents are unable to attend this meeting, their ideas and suggestions can be submitted through email at any time throughout the year. At regularly scheduled evening events, a PTF report is made to keep parents informed of upcoming events, planned fundraisers, progress reports, and financial reports. The PTF Board consists of a school representative and parent volunteers. This Board meets approximately once per month and on other needed occasions to make decisions, plan fundraisers and events, and organize volunteer help. Any and all ideas and suggestions are more than welcome. A volunteer email will be sent home for parents to list areas in which they are able to help.

PERMISSION TO LEAVE CAMPUS

During the school day students are to remain on campus. They are not allowed to leave campus from the time they arrive until the time the school day ends. They are not permitted to be in unauthorized areas such as outside the fence or in the parking lots. Parents who need to check out their student(s) early for a doctor's appointment, for example, must come to the office and sign them out.

PLAGARISM

All forms of dishonesty, including plagiarism or cheating in any form, are wrong, non-productive, and contrary to the school's educational objectives and the student's best interest. Any breach of academic integrity will be addressed by the Instructor and will result in a failing grade for the assignment, quiz or test.

PLAYGROUND/ADULT SUPERVISION

Student must be under adult supervision at all times. Children should not be on campus without a parent/guardian present unless they are signed into Day Care. Any child arriving before school starts must be taken to Day Care for proper and safe supervision and the parent will be charged accordingly.

If a child is not picked up by 3:15pm (elementary) or 3:30pm (7th-12th) he/she will be taken to Day Care and the parent charged accordingly. **For safety reasons, elementary students are not allowed to wait in parking lot areas or wait with older siblings.**

PROGRESS REPORTS

Progress reports are emailed home every Monday beginning the 4th week of the quarter. Parents can access their child's grades at any time using our Ren Web system.

PROMOTION TO THE NEXT GRADE

If the student fails to pass 3-4 subjects in science, math, history or English, they may be kept from passing into the next higher grade. A student may also be held back if the SAT level test results indicate that they are two or more grade levels below the next higher grade level in either math or language/reading skills. Decisions will be made on the basis of a teacher evaluation with the Principal.

RAINY DAY SCHEDULE

Students will stay inside during rainy days or inclement weather. They will not be taken to Traffic Circle. Parents must come to the classroom to pick up their child.

RELEASING STUDENTS

Elementary students will not be released to anyone at any time unless they are on the Emergency Card (located in the office or on the Day Care Emergency form). Parents should give a note to the classroom teacher if anyone other than himself or herself is allowed to pick up their child. If someone shows up to pick up a child (either from the classroom, Day Care or from the teacher) other than those on the Emergency Card or on the Day Care Emergency Form, they should go to the office for verification. If the parent cannot be reached, that child will not be released.

In the case of custody disputes, VVCS follows the OFFICIAL court papers on file (with the clerk's certification and court stamp). Otherwise, either parent can pick up the child and receive information on the child.

REPORT CARDS

Report cards are used as a communication tool between school and home. Students will be evaluated four times during the school year. Report cards will be available online every quarter. Report cards are blocked at the end of each quarter until all debts to the school are cleared.

Letter grades are given for academic subjects and Bible. Numbers on growth scale are given for Music, Computers, Art, P.E., Spanish, and citizenship. In some grades levels, not all subjects are graded every quarter.

ROOM PARENT GUIDELINES

Each classroom at VVCS needs a Room Parent and Assistant Room Parent. If you are able to volunteer for either of these very important jobs, please let the classroom teacher know that you are interested. The Room Parent is responsible for organizing the parents for volunteer duties as needed during the school year and for any duties as needed by the teacher. In addition, they will need to plan the class parties and/or field trips with the teacher and be present to coordinate with the teacher on party days or field trips.

SCHOOL PICTURES

School pictures will be offered at the end of the first month of school. They are taken by a professional photographer. The pictures will be returned in three to four weeks and a makeup day will be set in case the child misses the first day. Because school pictures are very economical, they may not turn out as perfect as studio photos. However, if something is wrong with the pictures, the child may retake them with the return of the first set.

SCHOOL SAFETY

Crisis Management Plan

We are keenly aware that disaster can strike anyone, at any time, and anywhere. The VVCS Crisis Management Plan includes three types of emergency drills, which are conducted on a regular basis. In addition, there are policies in place for a variety of emergency scenarios.

VVCS has large barrels on wheels in each classroom, which are packed with emergency items, such as space blankets, flashlights, batteries, first aid kits, and more. Each child K-6th grade is asked to prepare an emergency kit, each school year. These kits include food and personal items, which help to ensure that young children will be adequately nourished and made to feel secure. For children in 7th-12th grade, emergency rations are stored in the classroom emergency barrels. An adequate water supply is also preserved on campus, should the need arise for additional hydration.

In the event of an emergency, parents and guardians will be notified by email and/or cell phones, as long as these options are operational. Information on each child's emergency card will be used to contact the appropriate individuals, should a parent/guardian not be reachable.

There are three major drills, which are conducted on a regular basis. These drills are as follows: Fire, Earthquake, and Lock Down Drills. There are currently 16 codes, followed by procedures, which are used to address the following emergency situations:

- Evacuation Plan
- Take Cover
- Lockdown
- Medical Crisis
- Weapon on Campus
- Bomb Threat
- Explosion
- Stranger on Campus
- Hostage Situation
- Power Failure
- Animal Threat
- Hazardous Material Spill
- Poison
- Riot or Fight

- Severe Weather
- Suicide Threats

SEXUAL HARRASSMENT POLICY

(Employee-Student and Student-Student)

GENERAL STATEMENT

It is the policy of this school to practice equal opportunity without regard to an individual's race, color, national origin, marital status, sex, disability, or age in application of any policy practice, rule or regulation. Functioning as an integral part of the church, we can and do discriminate on the basis of religion.

Any form of harassment between employees based upon any of the characteristics described above, including sexual harassment is absolutely prohibited. Sexual harassment between employees and students and between students themselves is also prohibited.

The school has adopted formal harassment policies. Its' sexual harassment policies are included in the faculty and student handbooks.

The purpose of this policy is to assist the Administration with the implementation of reporting, investigating, and corrective action of sexual harassment.

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made in terms or conditions of an individual's academic status, or progress
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidation, hostile, or offensive educational environment
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy, are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances

4. Visual conduct, such as leering, making sexual gestures displaying sexually suggestive objects or pictures, cartoons or posters
5. Verbal conduct, such as making or using derogatory comments, epithets, slurs and jokes
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation
7. Physical conduct, such as displaying body parts, touching, assaulting, impeding or blocking movements

What to do if you observe or experience Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature, are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

Where to report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Deb Clarkson
Principal

dclarkson@vfassembly.org

Paul Hobbs
Athletic Director

phobbs@vfassembly.org

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstance warrants.

Protection

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment, or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for investigation of the complaint and for taking corrective action

When a complaint is received the Principal will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken.

In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

SNOW DAYS

When school is closed due to inclement weather, including snow or flooding, our local radio (Y102) station will carry the news of schools closed. Please listen to this station for vital information needed concerning school on those days. We also send out a parent alert on these days.

SPECIAL SERVICES

Special services to qualifying students consist of the following:

Gifted and Talented Education (GATE)-students 1st-6th must be prequalified every year and recommended by their teacher. Students qualify by Grade Point Average, SAT tests, OLSAT tests, citizenship, recommendations by teachers, and parent input. Information and permission slips will be sent home if your child qualifies.

Expressways to Learning-This is a remedial pull-out (4-days per week) program for those not working at level and/or for students with learning disabilities. It is a multi-media approach to remediation with excellent study results to help student improve. If your child has already been in this program, you need to re-enroll him/her each year. Others will be recommended by parent or teachers. Please call the office for more information.

Tutoring-available after school by the teachers. Arrangements, schedules, and payment is to be done through the teacher and not the school. You may however, call the office or ask your child's teacher for referrals.

STAFF DEVELOPMENT DAYS

These days are set aside for parent conferences and teacher professional development. They are conducted during orientation week before school starts and the week of ACSI Convention of workshops and seminars is a two-day training time and a staff day is taken mid-winter as well. These days are listed on the school calendar.

SUPPLIES-STUDENT

A list of supplies that students need to bring to class will be given out on Back to School Night and/or sent home with students the first day of school. Supply lists are also available on our school website.

TARDIES

JH/HS starts at 8:00am and Elementary school starts at 8:15am. Please be sure that your child is here in his/her seat by that time. Tardiness to class causes delays in the academic day, embarrassment to the child and missed important lessons and/or activities.

TERRA NOVA TESTING

Achievement testing for grades 1st -7th is conducted yearly in the spring. Notices will be sent to parents of testing dates and reminders for students to get plenty of rest and eat a good breakfast. Attendance and promptness is critical. When results arrive, at the end of the year, copies will be available for the parent to pick up .

TIME

School starts at 8:15am and ends at 3:00pm for grades K-6, and 8:00am-3:15pm for grades 7-12. Please be sure your child is here on time. Secondary students must report to the office if they arrive later than the 8:00am tardy bell to get a pass. Elementary students must be picked up as soon as school it out at 3:00pm. Elementary children not picked up by 3:15pm will be taken to Day Care and the parents will be charged accordingly.

TOYS-Elementary

Elementary children should not bring toys to school unless it is by special permission from their teacher. Toys are allowed in Day Care, but must stay in backpacks during school hours. The school is not responsible for the loss or damage to toys.

TRAFFIC CIRCLE-ELEMENTARY

Elementary students are taken out to the parking lots to be picked up by their parents after school each day. Each class has a designated place to wait, (behind cones or on the sidewalks). Children will not be allowed to leave the teacher and go to the parent at any time. Parents are to pull up by the teacher who approves the person picking up the child, or parents may park and come to the teacher and child. (see specific rules/regulations contained in “Traffic Procedures” and “Traffic Rules”-attached).

On rainy days, children will not be waiting at Traffic Circle. Parents are to come to the classroom to pick them up.

TRANSPORTATION

VVCS does not provide transportation for students to and from school. Buses and/or Excursions are used when possible to transport students to athletic activities, fieldtrips, etc. When buses or Excursions are not available, private cars driven by parents are used. All drivers must submit a copy of their drivers’ license and insurance card to the school office before transporting students.

TUITION & PAYMENTS

All payments for every service are to be paid through FACTS. Tuition and Day Care is due the first day of each month for all students and must be paid on time, monthly, to ensure the child’s continued enrollment at VVCS.

TUTORIAL ASSISTANCE

It is the parent's responsibility to arrange for and finance tutorial help when needed. The school will help identify such needs and will make suggestions to parent as to what help is needed. The school will help identify available tutors. In situations where the student is seriously behind his class in skill ability, tutorial assistance beyond the regular school work could become a requirement for continuance at VVCS.

UNIFORMS

VVCS students wear uniforms, and must be in dress code at all times while on campus (see the current VVCS Dress Code for details).

VACATION DURING THE SCHOOL YEAR

Parents are asked to avoid vacations during the school year and/or removing students from school before the year properly ends. Every effort should be taken by the student to determine what he/she will miss while he/she is gone and to do that work in the period he/she is absent from school. The student will be responsible for all tests and homework missed during the time of absence. Participation points will be lost.

VISITORS ON CAMPUS

VVCS is a closed campus and for the safety and well-being of our students we do not allow unauthorized persons on campus. All visitors, including parents, must sign in with the front office staff. Prior permission and security clearance must be issued prior to volunteering on our campus. A TB test and fingerprint clearance must be completed for anyone to work/help or be in classrooms, including parents or staff family members. You are invited to observe in your child's classroom if you desire. You are asked to leave small children at home so as not to disturb the classroom.

WITHDRAWING FROM SCHOOL

The process for student withdrawal from school is as follows:

- Parents notify the main office as to the last day the child will attend school and fill out a termination slip.
- Obtain clearance from the bookkeeping office that balance is paid in full.
- Note: Records, shot records, report cards, transcripts, diplomas, and the like will be withheld from parents until balances are paid in full.

YEARBOOK

JH/HS yearbook fees are paid for in the registration fee. The elementary school produces its own yearbook which is billed to FACTS accounts in April.

Current Non-Discrimination Statement

-issued from the U.S. Department of Agriculture
-November 6, 2015

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

*Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410*

Fax: 202-690-7442 E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.