



## THE 2017-2018 PARENT/STUDENT HANDBOOK

### ***This year's theme:***



When God said, "Let **us** make humankind in our own image," the Father, the Son, and the Spirit worked together to create something new and totally unique in His creation—us! (Gen. 1:26) We were the only creations to be like him. He made us to be **relational**, just like He is. So it makes sense that our fulfillment comes from being in **quality relationship** with Him and with others. When we are, "together IS better" because we are fulfilling His design for us.



But those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.      Isaiah 40:31

### **School Day:**

8:30am – 3:00pm

### **School Office Hours:**

8:00am – 4:00pm

Monday – Friday

***This booklet contains the important guidelines and standards in place at Valley Christian Academy for a successful year. All parents and students should read and be familiar with the contents of this handbook. Enrollment at VCA requires that these guidelines be supported and followed by each family.***

**Grades K-5 are considered Elementary, while grades 6-8 are considered Middle School. Pre-Kindergarten has its own section in this Handbook.**

### **VALLEY CHRISTIAN ACADEMY**

1037 East Boulevard · Aurora, OH 44202

Phone 330-562-8191 · Fax 330-562-9257 · [www.valleychristian.com](http://www.valleychristian.com)

Dear VCA Parents:

We take our Mission very seriously here at VCA. It says, **VCA builds a godly foundation in our students through Christ-centered education in cooperation with the Christian home and church so that our students know, love, and obey Jesus Christ.** We want to partner with you and our goal and desire is that no matter how many years your child is part of VCA that they will value their relationship with Jesus so much that they will live their lives here at VCA and beyond to glorify Him and CHANGE THEIR WORLD!

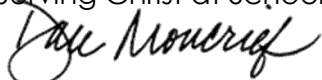
With this handbook, I am excited to share with you our brand new vision statement that we worked on last spring. I believe the Lord inspired it through every point of its development.

**Trusting in God's strength and the Holy Spirit's direction, Valley Christian Academy will be the Christian school of choice where the impact of our caring staff and quality programming will equip and inspire students to live a lifestyle of passionate discipleship. Our students will be academically and spiritually prepared to engage the culture by articulating and defending a biblical worldview.**

The culture around us is changing—and it is quickly moving away from God. In the Psalms, David reminds us that “the fool has said in his heart there is no God.” We wanted to make it clear in our new Vision Statement that we want our students to develop a lifestyle of passionate discipleship. We pray that God will instill in them a LOVE FOR HIM that they will never leave behind. As a school, we want to arm them to academically and spiritually “head into the wind of our culture” and be able to effectively relate life to God's truth and defend a biblical view of the world in a strong but loving way to others. It's what God desires in their lives . . . and ours.

Thank you for partnering with us. We need your help and support and we pledge to give the same to help and support you with all of our efforts . . . for the immediate and eternal success of YOUR child!

Serving Christ at School,



Dale Moncrief, Administrator

## Preface

### What is "Christian Education?"

Christian education is one that wholly embraces a Biblical-worldview of all that is around us in our culture and the world. In a school setting, the principles of God's Word, the Bible, are integrated into every subject as well as taught directly through Bible classes and Chapel. The center-point for everything at Valley Christian Academy is the person and work of Jesus Christ. It is only because of his redemptive work on the cross that we can be reunited with God in a personal relationship which is the bedrock for our existence. We believe that all children need to understand and have a personal relationship with Jesus.

Christian education is not "Christian" because of the name, but as a result of the people who lovingly instruct children in all areas of the Bible, academic subjects, and the necessary skills for life. When board members, administrators, teachers, and staff all work for the same goal of glorifying Christ by disciplining young lives for Christ, then Christian education is at work. As our mission statement says, we want our students to "know, love, and obey Jesus Christ."

Children are a gift from the Lord. God has given the parents the responsibility to bring up their children "in the training and instruction of the Lord" (Psalm 127:3). They are also encouraged to teach God's commands to their children and "teach them diligently" (Deuteronomy 6:7). This is not an easy task, especially in today's culture. Valley Christian Academy partners with parents to become an extension of that training during the school day. The foundation of the home must be laid upon the bedrock of God's Word. Only then can the Christian school continue to do its part in building young lives for Jesus Christ. Everyone at VCA has accepted the challenge to work with parents to help train children as outlined in the Bible, according to God's truth. Thank you for the privilege of partnering with you and working with your children.

### **Our Mission:**

Valley Christian Academy builds a godly foundation in our students through Christ-centered education in cooperation with the Christian home and church so that our students know, love, and obey Jesus Christ.

### **Our Vision:**

Trusting in God's strength and the Holy Spirit's direction, Valley Christian Academy will be the Christian school of choice where the impact of our caring staff and quality programming will equip and inspire students to live a lifestyle of passionate discipleship. Our students will be academically and spiritually prepared to engage the culture by articulating and defending a biblical worldview.

### **Our Purpose Statement:**

Valley Christian Academy exists as an extension of the Christian home and of the church to fulfill God's commands to raise children "in the nurture and admonition of the Lord" (Ephesians 6:4), and to teach His words "diligently unto our children" (Deuteronomy 6:5-7). Our foundation rests upon acknowledging Jesus Christ as Lord and Savior, and the Bible as the Word of God--the final authority in truth and practice. We strive to help each child grow spiritually, mentally, physically, emotionally and socially through the dedication of teachers, administrators, and staff who love the Lord and desire to serve Him through the educational process. We rely on parents to help us through their prayer, their cooperation, and their active involvement in the life of this school.

### **Our Statement of Faith**

Valley Christian Academy adheres to the following statement of faith:

1. The Bible is the inspired and only infallible and authoritative Word of God.
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His personal bodily return to this earth in power and glory.
4. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
5. Regeneration by the Holy Spirit is absolutely essential for personal salvation.
6. We believe in the sanctifying power of the Holy Spirit, whose indwelling in the Christian enables him to live a holy life. We are not perfect at this time, but are set apart as children of God.
7. We believe in the resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation.



# VCA CORE VALUES

*... mounting up with wings  
as eagles ... " Isa. 40:31*

Core values are those convictions and principles which Valley Christian Academy has chosen to be the underlying foundation for all that we do. We use our mascot, the eagle, to help remember those values which guide our actions.

## **EXCELLENCE**

We believe that God has called us to give our best effort in everything we do. Excellence does not mean a state of perfection, but that we continually reflect, evaluate, and strive to give a well-informed, whole-hearted effort. We must be teachable, always working at bettering ourselves.

***"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." II Timothy 2:15***

We will give our best effort, and not be satisfied with mediocrity. Our desire is to be thorough and error-free in all aspects of our program.

We desire to implement best practices—learning and implementing better ways to do things.

We will be good stewards of all that God has provided through those who support the ministry of VCA.

We will care for what we have, plan for the future appropriately, spend wisely, and keep those who financially support us through tuition or donations informed of our financial dealings.

## **ACADEMIC QUALITY**

Learning is a school's highest priority. This includes not only the transfer of information, but developing the skills necessary to effectively utilize information and apply it in practical ways.

***"Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things grow up into Him who is the Head, that is, Christ." Ephesians 4:14-15***

We will evaluate our curriculum on a continual basis, not only to determine the best textbooks available, but to take full advantage of the best supplements, activities, and programs.

We will recognize and affirm the various learning styles in students and do our best to stimulate thinking development and meet their spiritual and educational needs.

We will challenge each student to master the material and skills in the classroom.

## **GOD-HONORING, CHRIST-CENTERED, AND SPIRIT-DRIVEN**

Valley Christian Academy exists to glorify God by providing a complete school experience where Christ is the center point of all we do.

***". . . whatever you do, do it all for the glory of God." I Corinthians 10:31***

***"I have no greater joy than to hear that my children are walking in the truth." III John 4***

We believe the Bible is the eternal, infallible, and inerrant Word of God and the best means by which to learn about Him and transform one's life into Christ-likeness. The Bible is the plumb line for every aspect of our life.

We know that all truth is God's truth. We are created in His image, and must deal with our sin nature by accepting redemption through salvation in Jesus Christ. The most important lesson in life is that of surrendering our lives to Christ and living with eternity in mind.

We will make every effort to make every action, process, and relationship consistent with biblical truth. God's truth will be integrated into the entire school experience so that students will develop a proper Christian worldview.

## **LEADERSHIP**

Those in charge of providing for and training others are leaders. Throughout all levels of the leadership team, including the board, administration, faculty, staff, and volunteers, the character of Christ must be the guiding example in caring for and developing others toward their potential.

***"Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you."***

***Matthew 28:19-20a***

We will seek to join God where He is working as we set our goals and plans for the future of VCA.

We will set standards for leaders and work to maintain accountability in order to support their successes and assist in their weaknesses.

We will model Christ-like character to our peers as well as to students.

We will endeavor to provide opportunities for leaders to develop in their personal and professional lives.

## **ENRICHING ENVIRONMENT**

A Christian school should be a very special, caring community. VCA partners with parents and works as an extension of the Christian home to help lay a godly foundation and train children in godly ways.

***"Dear children, let us not love with words or tongue, but with actions and in truth." 1 John 3:18***

***"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11***

We will maintain a nurturing environment where children feel safe and loved. Discipline will be administered from a caring heart, concerned with developing the character of Christ in each child.

We will affirm the value of people with differing abilities, backgrounds, and personalities within the VCA community.

We will encourage critical thinking and a personal sense of responsibility so that students can feel confident about themselves and what is expected of them.

## **SERVING OTHERS**

Everyone at VCA is called to serve others. This requires that we give selflessly so that others benefit from our efforts. There can be no hidden agendas or focus on selfish gains. Serving others develops character which pleases God.

***"The Son of Man did not come to be served, but to serve, and to give His life a ransom for many."***

***Matthew 20:28***

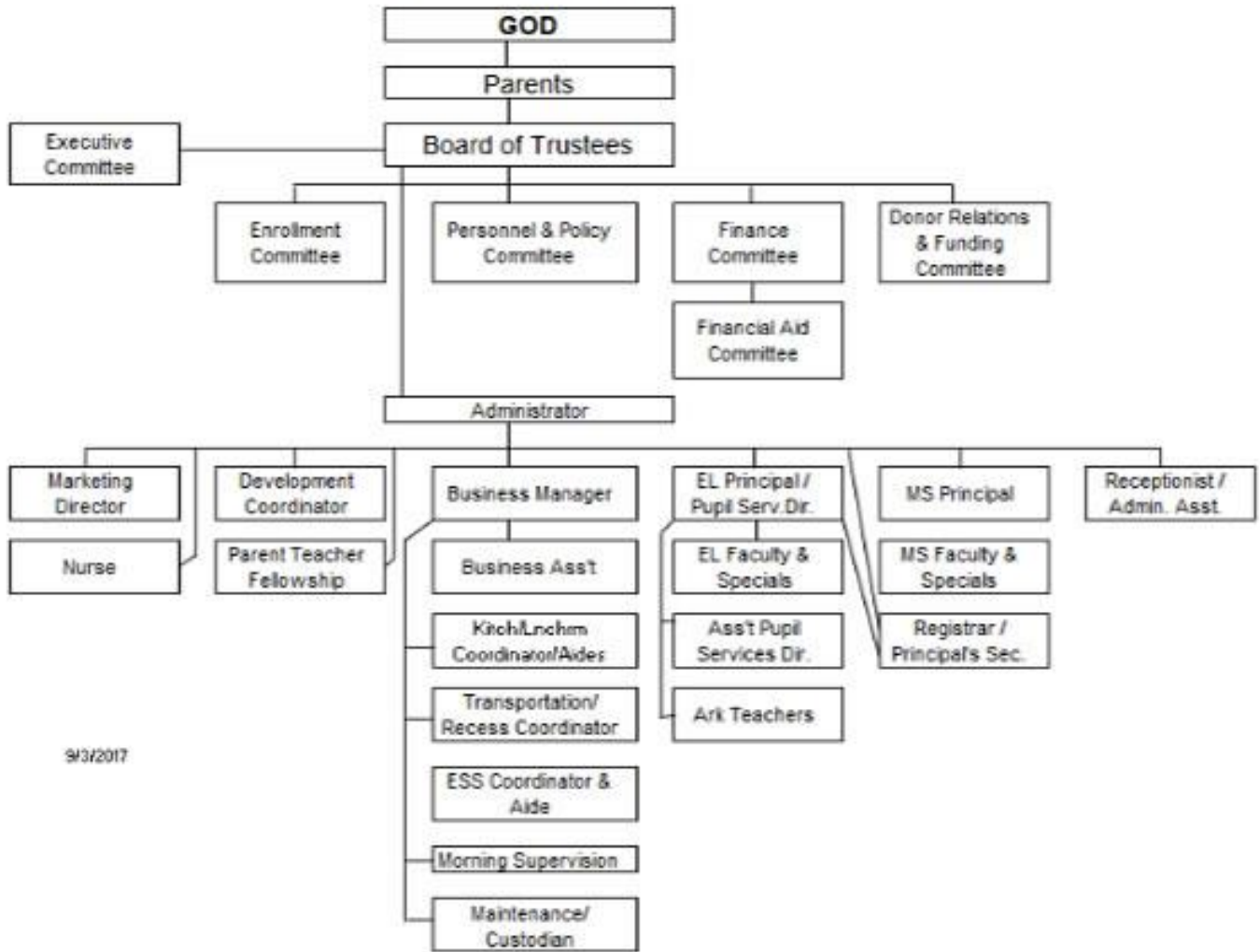
We will value our differences and work together as a team to accomplish our tasks because we realize that God has gifted each of us in different ways. We are committed to work in harmony, offering our abilities, time and means for the success of the ministry of VCA.

We will make communication a priority so that we can share ideas, learn from each other, and build unity among all of our constituencies.

We will provide many opportunities for involvement and volunteerism throughout the school program so that parents, donors, and friends may take ownership in VCA.

We will also provide opportunities for outreach into our community and world.

**VALLEY CHRISTIAN ACADEMY  
Organizational Structure**



9/3/2017

# THE VCA PRE-KINDERGARTEN HANDBOOK

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*Italicized portions in this handbook refer to items in the standard VCA Parent/Student Handbook.*

## 1. Our Pre-Kindergarten Philosophy and Goals

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### **Social Development:**

- Help children feel comfortable in the school environment
- Encourage positive relationships with teachers and peers
- Build friendships and exercise acceptance
- Learn socially acceptable ways to interact with others
- Develop social skills (ex. sharing, using manners, being kind)

### **Emotional Development:**

- Help children gain self-confidence
- Develop independence, responsibility, and self-control
- Learn to express feelings in an appropriate manner
- Cultivate self-worth, as one created in God's own image

### **Cognitive Development:**

- Develop skills of a problem solver by asking questions and testing hypotheses
- Explore curriculum areas of literacy, pre-math, pre-writing, science, and social studies
- Encourage creative expression through music, art, building, role-playing, independent choice, etc.
- Learn new academic skills in preparation for Kindergarten in alignment with the Ohio Department of Education Early Learning Content Standards

### **Physical Development:**

- Help children develop gross motor and fine motor skills
- Further develop perceptual skills and coordination through daily activities and play

### **Spiritual Development:**

- Experience God's love through the staff
- Learn scripture and Bible stories
- Examine the things God has made and the world around us
- Worship God through singing and praying

## 2. Pre-Kindergarten Program Information

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### **Hours and Days of Operation**

Half-Day Program                      Monday-Friday                      8:30am – 12:00pm

Intermediate Half-Day Program      Tuesday, Wednesday, Friday      8:30am – 12:00pm

- Those enrolling in the Intermediate Half Day Program must follow this schedule and not change/increase days. Once the first semester is complete, the parents will have the option to change their child's enrollment to the full Half-Day Program for the second half of the school year (after Christmas break) or remain on the current schedule.

- The pre-kindergarten class will follow Valley Christian Academy's yearly school calendar with the exception of the start and end dates.

### **Staff/Child Ratios and Maximum Group Size**

VCA will not exceed the following state required ratios:

- Teacher: Students will be 1:14
- 4-5 year olds (Child must be 4 by September 30<sup>th</sup>)

### **Daily Schedule**

The pre-kindergarten schedule is flexible but structured to provide enough predictability for the children. The routine will be followed but not necessarily the times. The typical pre-kindergartener's day will include:

8:00-8:30	Sign-in/Handwashing
8:30-8:40	Fine Motor Activities
8:40-9:00	Morning Prayer and Opening Group Time
9:00-9:40	Center Time/Small Groups
9:40-10:00	Group Time (Literacy Emphasis)
10:00-10:25	Large Muscle Activities
10:25-10:40	Math/Science Circle
10:40-11:10	Independent Exploration
11:10-11:20	Clean-up/Handwashing
11:20-11:50	Lunch
11:50-12:00	Dismissal Preparations

### **Lunch Time**

Pre-K Lunch period will take place in the classroom from 11:20-11:50 am. Each child is to bring in his/her own packed lunch and drink. All items must be brought from home as there will be no access to the cafeteria, cafeteria foods, or microwaves during our lunch period. Should any severe allergy concerns arise, you will be notified and asked to please refrain from sending in those particular items for the safety of all students.

### **Dress Code**

Pre-Kindergarten students are not required to wear the same dress code as K-5 students, but should wear modest, comfortable play clothes and shoes that are free from complicated fasteners and decoration. All shoes should be closed toe and back. Please be aware that children may get messy and will need to participate in indoor and outdoor play (running, jumping), so we ask that you refrain from dressing your child in frilly, fancy, or uncomfortable clothing and shoes. We ask that all clothing adheres to Valley Christian Academy's dress code sheet. A copy of the dress code is available from the teacher.

Examples of acceptable clothing choices for boys and girls:

- Boys: Polos, short or long sleeved shirts, jeans, khakis, athletic pants or shorts, athletic shoes, etc.
- Girls: Casual dresses or skirts with shorts underneath, short or long-sleeved shirts, jeans, khakis, athletic pants or shorts (knee-length), tennis shoes, etc.

We will have daily gross motor play (indoor or outdoor), so please dress your child for the weather EVERY DAY. Your child may go outside unless the temperature is below 20 degrees. It is the parent's responsibility to make sure that the child is adequately dressed for the cold weather. When snow boots are worn to school, please send in a pair of shoes for your child to change into while in the school building.

### **Specials Classes**

Your child will have the luxury of experiencing Music, Library, and Physical Education classes through highly trained and certified professionals in their area. These opportunities expose them to and allow them to get to know these teachers in preparation for future years of schooling.



### **Class Parties and Birthdays**

We will celebrate special holidays (Thanksgiving, Christmas, Valentine's Day, and Easter) and birthdays as a class. There will be sign-up sheets available for parent volunteers to help coordinate these events. For birthdays, you may bring in or send a special, peanut-free treat for your child and the class by contacting the teacher in advance to schedule a time. If your child has a birthday that does not fall on a school day or during the school year, the teacher would be happy to celebrate your child's birthday on a different day or even on a half birthday.

### **Field Trips**

Due to seat belt and car seat laws for children under 40 pounds, we will not take any field trips where Valley Christian Academy transports the children. If a field trip is planned, the parents will be responsible for transporting their child to and from the event. All field trip information will be sent out early so that the parents have adequate time to plan and prepare.

### **Curriculum**

The curriculum of Valley Christian Academy's pre-kindergarten is based on the understanding that children learn by doing, so we provide a hands-on approach to learning. It is guided by the Houghton Mifflin Pre-K curriculum to provide academic structure of reading, writing, math, science, and social studies. We aim to guide children through learning experiences where they will explore, observe, reflect, and problem solve. These learning experiences are guided by the Ohio Early Learning Content Standards for proper growth and development in preparation for Kindergarten and lifelong learning.

Some examples of content areas that we will be exploring are as follows:

- Literacy: Listening to stories, re-telling stories in dramatic play, shared reading and writing, phonemic awareness, auditory discrimination, auditory memory, pre-writing skills, writing his/her name, visual discrimination, visual memory, and letter/number recognition, etc.
- Math: Classifying, sorting, graphing, counting, simple addition and subtraction, pattern recognition, shapes and colors, sequencing, measurement, etc.
- Science: Comparing and contrasting, physical principles (balancing), chemical reactions (baking), cause and effect, natural surroundings, the five senses, tempo and pitch, etc.
- Social Studies: Cooperation, our community, history, etc.

Our Bible program involves a Scripture of the Month (NIV), which provides a theme for weekly Bible stories. Biblical principles will be integrated into our daily practices, as the children are encouraged to exemplify and develop Christ-like character. We believe in the power of prayer and will open our day in prayer and continue to lift up your child and family as we go throughout this year.

In the Pre-Kindergarten program, the grading system is:

S+ = Outstanding

S = Satisfactory

S- = Improvement Needed

## **3. General Guidelines**

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### **Absences**

An absence is considered excused for reasons of: illness, medical appointments, death in the family, or if the absence is pre-arranged. An absence is considered unexcused for any other reason. Unexcused absences result in the student not being able to make up the work missed.

If a child must miss school due to illness or any other reason, parents are asked to phone attendance and report the absence by 10:00 am. For health and safety purposes, a reason should be stated. If you will have a pre-planned absence, please communicate this with your child's teacher via a written request as soon as possible. Thank you.

If your child is enrolled in the intermediate program, your child may only attend on those days of the week. In the instance of an absence, you may not have your child attend another day of the week. This is necessary to assure that our student to teacher ratio is always correct and allows the teacher to be prepared for her class without constant changes. The only exceptions may be for party days or special events, such as picture day, when approved by the teacher.

### **Tardies**

Students who are not in their classroom by 8:30 am must sign in at the Main Office.

### **Early Dismissal**

If your child will need to be picked up before 12:00 pm, please call in/email/send a note for the transportation coordinator and let the teacher know. Parents must sign out their child at the Main Office.

### **School Cancellation**

Occasionally an emergency situation arises which requires the administration to close school for a period of time. For snow days or other emergency days, VCA will follow this procedure:

- The decision will be made as early as possible to facilitate proper planning and organization.
- If Aurora City Schools close, VCA will automatically close.
- A phone call will be placed to all employees and parents in the event that school is closed.
- Special attention should be given to WCRF (103.3 FM) and the FISH (95.5 FM). Closing information will also be communicated through the major TV stations and on the VCA website.
- Depending on the type of closing and number of days missed, VCA may have to make up missed days according to the State of Ohio regulations.
- VCA will not dismiss school early unless an emergency warrants such action. Usually safety and general student welfare can be best maintained by keeping children in school once they have arrived.
- If local school districts delay their start, VCA will not delay and will start at its regular time.

### **Drop Off/Pick Up/Parking Procedures**

For Pre-Kindergarten, your child must not be left unattended at any time. Please park in the main parking lot and walk your child to the classroom door where he/she will be received by the teacher (no earlier than 8 am). For pick-up, parents pull-up at 12 (noon) sharp at the end of the portico (where bus drop-off takes place) and form a line. Children are to stay behind the colored cones until dismissed by the teacher. As you pull up in your car, your child will be dismissed to you after you get out of your car. We will dismiss two cars at a time. Please keep pick-up safe, quick, and efficient, as this is a fire lane.

## **4. Admissions Procedures**

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A child is considered enrolled in our Pre-K only after the registration form and fee have been received, the director confirms the availability of space, the entrance interview has been conducted, and the required paperwork is received.

The following forms are needed by the time your child begins school:

- Child's Application Form
- Copy of Child's Birth Certificate
- Medical Record and Immunization Form (Signed by a physician. This form is required for admission and must be updated every 13 months).
- Transportation Form
- Picture Permission Form
- Release Form (a listing of people other than the parents who have permission to pick up the child from Pre-K).

Important: Anytime there is a change to this information, it must be communicated to the office immediately so that current information is always on file. This insures the security of your child.

### **VCA Biblical Morality Statement**

*Valley Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the students are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or*

condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school (See Leviticus 20:13 and Romans 1:17).

### **Admissions Policies**

1. *Valley Christian Academy, although non-denominational, is evangelical in nature. The school's guiding principle is to glorify God in all areas of the school program and the basis for instruction and teaching values is the Bible, the Word of God. Our school believes that in order to become a born-again Christian and inherit eternal life, we must realize we are sinners (Romans 3:10, 23), believe that Jesus died for our sins (John 3:16, Romans 10:9,10), and ask Jesus Christ to come into our lives and take away our sins (John 1:12).  
The admission principles at Valley Christian Academy are designed to admit students from homes which intend to support Christian principles and which recognize biblical teachings. Realizing that Christian education comes from a Christ-centered, biblically integrated curriculum and godly teachers, VCA does admit students who have not yet accepted Christ as Savior, but at least one parent must be a born-again Christian.*
2. *The following admission principles apply at VCA:*
  - a. *Valley Christian Academy does not discriminate on the basis of race, color, gender, or national origin in the administration of its admissions, policies, educational or other school-sponsored programs, or financial obligations or aid.*
  - b. *Prospective pre-kindergarten students must be four years old by September 30th of the school year. Prospective kindergarteners must be five years old by September 30th of the school year.*
  - c. *Families of prospective students must apply for admission and submit a registration fee in accordance with the procedures established by VCA. As a part of the application process, the parents of a prospective student must state in writing that they have read VCA's Statement of Faith and agree to have their children educated in accordance with it.*
  - d. *Each prospective student will be given an entrance interview to determine if Valley Christian Academy can meet the student's academic needs and/or to determine appropriate grade placement.*
  - e. *Each prospective family will be interviewed by Administration prior to consideration for admission.*
  - f. *The decision whether or not to accept a prospective student will be made by Administration.*
  - g. *In general, students who have been accepted will be admitted in the order VCA received the prospective students' applications and registration fees. In the event it is expected that a class may have a waiting list, accepted students of current school families, teachers and staff members will have priority over students of prospective school families on the waiting list. In addition, accepted students who have been on the waiting list for at least one year, will have the same priority as accepted students of current school families, teachers and staff members.*
  - h. *Acceptance or denial of applicants, including notification that an accepted student may be on a waiting list, generally will be by written notification.*
3. *Following admission, and at the time prescribed by Administration:*
  - a. *VCA requires that students comply with the immunization requirements set forth in Ohio Revised Code Section 3313.67 and .671.*
  - b. *VCA requires that parents must state in writing (i) that they have read and agree to have their children educated in accordance with the Parent-Student Handbook, and (ii) have read and agree to follow the Parent's Code of Conduct.*
4. *Students must reapply annually for admission.*

### **5. Tuition**

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Please refer to the current tuition schedule for rates.

Tuition payments are due in advance of services rendered.

- If paid annually, the payment is due August 1.
- If paid semi-annually, one payment is due in August; the other is due in January.
- If paid monthly, you can be set up on the 12-month plan (July through June) or the 10-month plan (September through June).
- Statements will be issued around the last Friday of each month and will be emailed to the person financially responsible for payment. Statements will include tuition for the subsequent month.
- Payments are made through the Direct Payment Plan (DPP) on the 16th of the month following the issuance of the statements.

## 6. Discipline Procedures

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### Positive Reinforcement

We encourage good behaviors in an effort to reinforce the children to make good choices. The teacher will verbally praise the child/children and have a system of both individual and group rewards.

### Classroom Rules

- We listen and obey the teachers.
- We are nice to one another.
- We play safely.
- We help keep our classroom clean.

At the beginning of the year, the teacher will clearly discuss these rules and help the children to understand the proper behavioral expectations of the school and classroom. When a school or classroom rule has been disobeyed, the teacher will follow the school's discipline procedures by discussing and encouraging the student to make a better choice. The teacher may also pray with and/or for the child about the situation to restore peaceful behaviors and interactions.

Our Pre-Kindergarten classroom is a nurturing environment, and we will try to resolve any conflicts and undesirable behaviors before anything escalates. However, we will uphold such standards to promote a classroom where learning can take place and all students feel safe and respected. The following school procedures for discipline are followed in the classroom but in a different fashion, using a name magnet. Each day, the child will start out in the green space. In the instance of misbehavior, the child's name magnet will be moved to a different color. Each color has the following meaning:

- Name Magnet to Yellow: Student is visually reminded to correct behavioral choices. This is a warning.
- Name Magnet to Orange: The student has continued undesirable behavior and will miss a few minutes of independent choice time by sitting at his/her seat.
- Name Magnet to Red: The parent will be notified via a behavior form and must sign and return to the teacher the next day.
- Name Magnet to Blue: The child will be removed from the classroom and meet with the Director or Principal. The parents will be notified.

We understand that sometimes what is going on at home can affect the emotions and behaviors of young ones. Please notify the director and/or teacher if there are any big changes going on that could possibly affect the child, such as: a new sibling, parent out of town, loss of a pet, death in the family, etc., so that we can be particularly sensitive to the situation.

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## 7. Health and Safety Practices

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### Practices and Policies

- Emergency telephone numbers are posted by the classroom telephone.
- A first aid kit will be stored in the Pre-K room as well as in the nurse's clinic.
- Fire extinguishers are located by main entrance doors, hallways, and cooking areas.
- The building is equipped with a fire alarm system with pull alarms located in the hallways and each classroom.
- There is a full-time school nurse in the building.
- There is always one or more staff members qualified in First Aid and/or CPR present whenever there are children present in the Pre-K.
- Should an emergency arise and the parent or emergency contacts cannot be reached, the child will be transported via an Emergency Squad to the physician or hospital. The child's records, including medical records, will be transported with the child.

### In case of a General Emergency:

- Valley Christian Academy has several procedures to follow in the event of an emergency due to environmental situations, threats of violence, and natural disasters.
- The students will participate in monthly fire drills and periodic tornado drills.
- Teachers will follow written procedures and evacuation routes posted in the classroom for fire or tornado drills.
- A safety drill, modeled by the National Incident Management System, is practiced twice a year. In the event of a threat of violence, the school will go into lockdown procedure to remain safe and secure.
- Although these scenarios are serious, the children are comforted and instructed calmly so that they feel safe and secure.

### In Case of Serious Incident, Injury, or Illness:

- In case of illness, the child will be taken to the nurse's office. The nurse will call the parents and stay with the student until the parents arrive for pickup.
- An incident report will be completed for an accident or injury. One copy will be given to the parent and placed in the child's file. An incident report would be required for:
  - Illness that requires first aid treatment
  - Accident involving first aid treatment
  - Bump or blow to the head
  - Emergency transporting
  - Unusual or unexpected event that would jeopardize the safety of a child or staff member

### Management of Communicable Disease

VCA works to provide an environment that is clean and healthy. We ask that if your child is ill, please do not send them to VCA. He/she will be sent home!

Children should remain at home (or will be sent home) with:

- Temperature- 100 degrees or higher or if he/she has not been fever free for 24 hours
- Conjunctivitis- "Pink eye"
- Diarrhea- More than two abnormally loose stools within a 24-hour period
- Severe Coughing
- Difficult or Rapid Breathing
- Yellowish Skin or Eyes
- Vomiting- within 24 hours
- Untreated Skin Rashes, Patches, or Unusual Spots
- Stiff Neck
- Elevated Temperature
- Head Lice- lice and nit free for 24 hours, scabies and parasitic infection free
- Sore Throat or Difficulty Swallowing
- Some Unknown Illness
- Any Contagious Disease: Measles, Chicken Pox, Mumps, Roseola, Strep Throat, etc. until the child is cleared by the physician
- Unusually Dark Urine and/or Grey/White Stool

**Children may return to school when:**

- There has been no recurrence of fever for 24 hours.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- The child who has been diagnosed with an infectious disease has received the recommended doses of an antibiotic for a 24-hour period.
- The child is eating, sleeping, and playing normally.

Any child who begins exhibiting signs of illness or does not feel well while at school will be taken to the nurse's office to be carefully observed. The parent will be notified to pick up their child if he/she is not well enough to resume the Pre-K activities. The child's exclusion or readmission will be subject to review by the teacher, school nurse, or elementary principal.

Children, parents, and teachers are expected to wash their hands upon arrival to school, after using the restroom, after nose blowing, and before eating. Tables are disinfected before and after eating lunch. The toys and materials within the classroom will be sanitized on a regular basis. Our classroom bathroom is cleaned and disinfected daily.

**Administration of Medication**

Our school nurse will administer medication when absolutely necessary. In order to comply with the law, Valley Christian Academy requires that the Physician and Parents Request form be completed by both the parent/guardian and the physician for all prescribed and over-the counter medications. The medication must be received in the original container. An affixed label must include the student's name, name of medication, dosage, route of administration and time to be administered. We give medication only when absolutely necessary. If you need additional forms, please notify the clinic.

**8. Parent Communication and Involvement**

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**School Folders**

Each day, your child will bring home his/her school folder which will contain all the communication from the teacher and the school (papers, notes, flyers, etc.). Parents should check the folder daily and utilize it for returning or sending information back to the school. It must return with the student each day. At the beginning of the year, each student will receive his/her first folder free. All replacement folders must be purchased in the Academic Office.

**Calendar**

You will be given a calendar of the school year. This will provide you with information concerning breaks, conference days, professional development days, etc. If there are any unforeseen changes, you will be notified.

**Weekly Web Updates**

The Pre-Kindergarten web page will have reminders and special news that will be updated every Friday on the VCA website. Please check this for important information and communication from the teacher and director that is particular to the Pre-Kindergarten classroom.

**Parent-Teacher Conferences**

Parent-Teacher Conferences happen twice a year. In the fall, in grades PK-5, teachers will schedule each family for a conference to discuss student progress. Both parents are encouraged to attend, if possible. In the spring, either the teacher or the parents may request conferences. Parents may request a written progress report or make other appointments with teachers to discuss progress throughout the year. Please do not expect teachers to hold unscheduled conferences before or after school.

**Parent Volunteers**

We will have many volunteer opportunities available to parents (ex. class parties, assisting with crafts, helping with centers, playing educational games with the students, reading to the class, etc.), and a sign-up sheet will be provided at the beginning of the year for those who would like to do so. ALL volunteers or visitors MUST sign-in at the main office and have a visible nametag on at all times in the building. We ask all parental volunteers bringing non-student siblings to please keep them in your supervision at all

times so that no interruption to the educational process occurs. When volunteering, please be cautious about any physical contact with students. As a general rule, volunteers should not inappropriately kiss or hug students, lift them, or hold them on their laps.

**Parent Access Statement**

Parents have unlimited access to their child at any point during classroom hours. The parent must sign in at the Main Office, and the teacher will be notified. If a parent wishes to assist or participate in the classroom, please communicate and prearrange this with the classroom teacher.

**To File a Complaint or Access Inspection Reports**

To file a complaint, the parent should first speak with the teacher. If the situation is not resolved between parent/teacher, the parent may contact the assistant director and/or principal.

If a parent is interested in seeing an inspection report, he/she may ask the teacher for such documentation.

**9. School Supplies**

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**Pre-K School Supplies**

Your child is expected to bring these items before or on the first day of school. Typically, children bring these items with them during the Ice Cream Social, where they can meet the teacher and unload all items in preparation for the first day of school. Please label your child's backpack and clothing.

# **ELEMENTARY & MIDDLE SCHOOL**

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The VCA Middle School Athletic Handbook

**Additions or changes to this 2017-2018 handbook are highlighted and bold.**

## SECTION 1.0

### School Description and Summary

#### 1.1 HISTORY

In the spring of 1979, a group of dedicated Christians, under the leadership of New Life Assembly in Aurora, began planning a Christ-centered Christian day school. In September of that year, Chagrin Valley Christian Academy opened with a faculty of five and a student enrollment of 48 in grades K-8.

As the school grew, we moved to a larger more centrally located public school building known as Miller Elementary School. By the end of the 1983-84 school year, enrollment reached 272, but the sponsoring church decided to close the school's doors.

A group of concerned parents worked to insure the school's continuance by forming the Association of Concerned Parents (ACP). In the Fall, the school opened with more students than there had been at the end of the school year. Valley Christian Academy emerged as a solid, parent-run, independent Christian day school with a 4K-10th grade program.

In 1985, steps were taken to consolidate the school to grades K-6. VCA moved to the Lake Elementary School and in 1987, a 5000-square foot classroom addition (modular style) was built. In 1990, VCA purchased Lake School from Aurora.

Continued growth and program expansion brought about the 5th/6th grade wing addition in 1994. In 2005, we completed the next addition to the building, which added three classrooms, new offices and a new gym. A computer lab was also created on the campus.

In response to parent interest and investigation, the School Board approved the addition of a seventh grade class at VCA in January 2006, for the 2006-2007 school year. In 2007-2008, an eighth grade was added to complete VCA's Middle School. **For the 2016-2017 school year, the Board approved a Pre-Kindergarten Program; making VCA a Pre-K – grade eight.**

#### 1.2 SCHOOL DISTINCTIVES

##### 1.21 Key School Statements

###### 1.21.1 Our Mission

Valley Christian Academy builds a godly foundation in our students through Christ-centered education in cooperation with the Christian home and church so that our students know, love and obey Jesus Christ.

###### 1.21.2 Our Vision

**Trusting in God's strength and the Holy Spirit's direction, Valley Christian Academy will be the Christian school of choice where the impact of our caring staff and quality programming will equip and inspire students to live a lifestyle of passionate discipleship. Our students will be academically and spiritually prepared to engage the culture by articulating and defending a biblical worldview.**

###### 1.21.3 Statement of Purpose

Valley Christian Academy exists as an extension of the Christian home and the church to fulfill God's command to raise children "in the nurture and admonition of the Lord" (Ephesians 6:4), and to teach His words "diligently unto our children." (Deuteronomy 6:5-7).

Our foundation rests upon acknowledging Jesus Christ as Lord and Savior, and the Bible as the Word of God – the final authority in truth and practice. We strive to help each child grow spiritually, mentally, physically, emotionally and socially through the dedication of teachers, administrators, and staff who love the Lord and desire to serve Him through the educational process. We rely on parents to help us through their prayer, their cooperation, and their active involvement in the life of this school.

###### 1.21.4 Core Values

Core values are those convictions and principles which Valley Christian Academy has chosen to be the underlying foundation for all that we do. We use our mascot, the eagle, to help remember those values which guide our actions:

**Excellence,**  
**Academic Quality,**  
**God-honoring, Christ-centered, Spirit-driven,**  
**Leadership,**  
**Enriching Environment, and**  
**Serving Others.**

###### 1.21.5 Our Statement of Faith

Valley Christian Academy adheres to the following statement of faith:

1. The Bible is the inspired and only infallible and authoritative Word of God.
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the

right hand of the Father, and His personal bodily return to this earth in power and glory.

4. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
5. Regeneration by the Holy Spirit is absolutely essential for personal salvation.
6. We believe in the sanctifying power of the Holy Spirit, whose indwelling in the Christian enables him to live a holy life. We are not perfect at this time, but are set apart as children of God.
7. We believe in the resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation.

### **1.22 A Team of Three**

VCA is not just a group of students and teachers. We are a group of families, all working together for one purpose: the successful spiritual and academic development of our children. We believe that it takes the commitment of a good Christian home, active participation in a church, and a quality school to provide the very best opportunity for each child to reach his individual potential.

A Christian school cannot work alone. Unfortunately, some children are sent to a Christian school in hopes that they will get things "straightened out" there. VCA is only one part of the character building process in the lives of our students. Our school must work in partnership with the child's home and church. That's why we work closely with parents and encourage weekly church attendance. The well-balanced and successful student will have a strong and positive input from all three—home, church and school.

Parents are a very important part of our program. We encourage and value parents who voluntarily get involved! There are a variety of ways to support the school program: involvement in the Parent-Teacher Fellowship, being a room coordinator, a classroom helper, assisting in the office, helping with our fund-raisers, volunteering in the lunchroom, in the library, and on the playground, or getting involved in various school events and projects. It takes everyone making a commitment and working together to make Valley Christian Academy a total success.

For security reasons, all volunteers and visitors who enter the building during the school year are required to sign in at the office and wear a volunteer-visitor badge at all times.

### **1.23 An Independent School**

Valley Christian Academy is an independent Christian school, not linked to any particular church. In fact, over 40 different churches of various denominations are represented within the student population at VCA. We believe that our primary ministry is to the Christian community who attends various churches. We believe that only Jesus Christ is the way, the truth and the life and that all must come to the Father through him. We appreciate the variety within the body of Christ and the support of many churches and pastors in our area.

### **1.24 Leadership**

VCA is a board-operated school, with its board members being selected from the parent population and other members of the association. The Board of Trustees is the governing body for VCA, comprised of 11 elected members. The term of a board member is three years, and each serves on at least one subcommittee. Each year, in the annual meeting, new board members are voted in by the parent population. The board of trustees meets monthly and is fully charged with establishing policies and overseeing the financial, spiritual, and academic progress of the school. The administrator is responsible for overseeing and managing all aspects of the school, and answers directly to the board. All members of the board and administration are believers in Jesus Christ.

The teaching faculty and staff are one of the most important parts of VCA. Each of them is a born-again Christian who understands not only the professional aspects of the job, but also the ministry position they fill. Each one loves children and education. Those are important and necessary qualifications of everyone who works at VCA. All are dedicated to their students and to developing relationships with VCA parents.

### **1.25 School Verse and Mascot**

Our school verse is Isaiah 40:31, which says, "But those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint." (NIV) Based upon this verse, our school mascot is the eagle.

### **1.26 VCA Biblical Morality Statement**

Valley Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within

its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the students are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school (See Leviticus 20:13 and Romans 1:17.)

### **1.3 ADMISSIONS PROCEDURE**

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The Admissions policies at VCA are designed to admit students from homes that intend to support Christian principles and which recognize biblical teachings. Realizing that Christian education comes from a Christ-centered, biblically integrated curriculum and godly teachers, VCA does admit students who have not yet accepted Christ as Savior. Upon receipt, student applications are prioritized by initial contact date. Students of school families have priority over students of prospective school families on the waiting list. If a prospective student has been on the waiting list for one year, he will have the same priority as students of school families.

Valley Christian Academy, although non-denominational, is evangelical in nature. The school's guiding principle is to glorify God in all areas of the school program. The basis for instruction and values teaching is the Bible, The Word of God. Our school believes that in order to become a Christian and inherit eternal life, we must realize we are sinners (Romans 3:10, 23), believe that Jesus died for our sins (John 3:16, Romans 10:9-10), and ask Jesus Christ to come into our lives and take away our sins (John 1:12).

Valley Christian Academy admits students of any race, color, national and ethnic origin, or sex, to all the rights, privileges, programs, and activities offered to students at the school.

Generally, the administration will determine admission. In atypical cases, the administrator will present the candidate for consideration to the Board of Trustees for its decision.

The parents must state in writing that they have read the Statement of Faith of the school, and both parents must agree to have their children educated in accordance with it.

The parents must agree in writing that:

- a. the school has full discretion in the discipline of their children within the bounds of the discipline policy.
- b. the school has full discretion for the grade

- c. placement of the child.
- c. they will meet all tuition and other financial obligations.
- d. they will willingly support the school in prayer and in lending practical help as requested by the school.
- e. they have read, agree with, and will perform as is required by the Parents' Code.

Each prospective student will be given an entrance test to determine if Valley Christian Academy can meet the student's academic needs and/or to determine appropriate grade placement.

Valley Christian Academy recommends that each student express either a personal desire to attend VCA, or a willingness to accept his/her parents' wishes in the matter.

Acceptance or denial of applicants will be by written notification.

In order to comply with state regulations, VCA requires that all children entering school be immunized against diphtheria/tetanus/pertussis (DPT); polio, measles/mumps/rubella (MMR); and tested for tuberculosis.

#### **1.31 Our Parents' Code**

As part of VCA's admissions policy, parents are required to read and agree with the following guidelines:

1. I will pray earnestly for Valley Christian Academy.
2. I will cooperate fully in the educational functions of VCA, doing my best to make Christian education effective in the life of each of my children, that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will strive to make our home a Christian home. VCA believes that a Christian home is characterized by parents who have a personal relationship with Jesus Christ as Savior and Lord, who endeavor to teach the principles of the Bible to their children at home, who pray and read the Bible with their children, and who attend a Bible-believing church at least once a week.
4. I will support fully the Statement of Faith.
5. I will cooperate to keep doctrinal controversy and denominationalism out of the school at all times.
6. I will pay all of my financial obligations to VCA according to the guidelines presented in the Payment Policy and Tuition and Fees Schedule.
7. I will undertake volunteer duties and responsibilities for VCA as opportunities arise and as God provides time and strength.

8. I will attend meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
  9. I will support the discipline policies and procedures outlined in the Parent/Student Handbook, working with the teachers and administration to resolve any and all issues.
  10. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved, through proper communication channels and lines of authority, rather than begin to spread criticism, or hold a negative attitude in my heart.
  11. I will understand that tuition does not cover the full cost of operating the school and thus participation is needed in giving financially, lending practical help, allowing students to participate in school fund-raisers, and/or supporting VCA in prayer.
  12. I will seek the advancement of VCA in all areas: spiritually, academically, and physically.
  13. I believe God calls each believer to spread the gospel of Jesus Christ to those who do not know (Mark 16:15).
  14. I believe that God calls each believer to belong to a local church for the purpose of spiritual growth through teaching, prayer, service, and fellowship. (Hebrews 10:24-25)
  15. I believe God instituted marriage as a relationship between one man and one woman, united for the purpose of companionship, procreation, raising godly children, and to glorify God (Genesis 2:18, 22-24, 4:1, 25-26), that marriage should be honored by all.
- insurance programs and many Christian education resources

#### **1.4 CHARTER AND ACCREDITATION**

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In order to provide a quality education, benefits to families and students, and direction for staff members, Valley Christian Academy is chartered by the Ohio Department of Education. The Academy meets or exceeds all state standards.

Valley Christian Academy maintains accreditation by the Association of Christian Schools International. Involvement in this organization benefits VCA in several areas, notably:

- spiritual and professional growth for the staff through conventions and conferences
- ACSI accreditation for our teachers
- a voice for Christian education in Washington, D.C. and in our state capitol
- student activities (speech meets, etc.)

## SECTION 2.0: General Guidelines for All Students

### 2.1 STUDENT ATTENDANCE

#### 2.11 School Hours

The school day begins at 8:30 am and ends at 3:00 pm. As part of our effort to provide your student with the best opportunity for a good education, we expect that all students will be in the classroom and ready for the day to begin at 8:30 am. The Intermediate Kindergarten program has some half-days which end at 11:15 am on the designated days.

#### 2.12 Bells (General and Elementary)

Throughout the day, bells signal the day's schedule:

- 8:00 am Faculty devotions begin
- 8:15 am Faculty devotions end
- 8:20 am Elementary students who have arrived prior to 8:20 am who are in the cafeteria are taken to their classrooms
- 8:30 am School begins; students arriving in the classroom after 8:30 am are considered tardy
- 8:40 am Opening exercises close, instruction begins
- 3:00 pm School ends

Pre-K school hours are from 8:30am until noon.

#### 2.13 Absences

An absence is considered excused for reasons of: illness, medical appointments, death in the family, or if the absence is pre-arranged. An excused absence allows the student to make up the work missed.

An absence is considered unexcused for any other reason than those listed above. Unexcused absences result in the student not being able to make up the work missed.

If a child must miss school due to illness or any other reason, parents are asked to phone the office and report the absence by 10:00 am. For health and safety purposes, a reason should be stated.

If a child arrives or departs school between 10:30 am and 1:30 pm, our records will show he/she was absent for one-half day. Please be advised that an absence for any reason will be counted as an absence.

The number of absences in a year is recorded in the student's permanent file.

#### 2.14 Pre-arranged Absences

In order to receive maximum benefit of the educational program at VCA, each student should make his or her best effort to be in school every day. Written requests for excused absences for other reasons (vacations, surgery, etc.) should be arranged with the teacher. Please allow one week for a teacher to prepare assignments for this purpose.

#### 2.15 Vacations

While we encourage quality family time and outings, we have tried to develop the school calendar in such a way that there is ample provision for these experiences and we would urge you to plan accordingly. If you absolutely must miss school for a vacation, please understand that he/she will miss the in-class instruction and discussion during the absence. Please do the following:

1. A written note must be submitted to the teacher and the office a week prior to the vacation.
2. Upon return, the student needs to ask the teacher(s) for all missed work. It is the student's responsibility to complete this work on his/her own within the same number of days that he/she was absent. Work not turned in within the stated time frame will receive a zero grade.
3. Parents and students must be aware of the 15-day limit per semester discussed below.

#### 2.16 Total Absences

Students who miss more than 15 days in a semester or 30 days for a school year are subject to the possibility of repeating the grade in which they are enrolled. Parents will be notified if administration determines that truancy has occurred. In such cases, the truancy will be reported to law enforcement agencies.

#### 2.17.1 Make Up Work

Since VCA does not expect students to complete classwork when they are ill, the school will not send home assignments and books on the first two days of a child's absence due to illness. If the child must be out for an extended period and parents feel the student is well enough to complete classwork, parents should contact the teacher at school to make arrangements.

When a student has an excused absence, the student needs to ask the teacher(s) for all missed work. It is the student's responsibility to complete this work on his/her own within the same number of days that he/she was absent.

Work not turned in with the stated time frame will receive a zero grade.

If an assignment was given prior to an absence, the student should return to school with that assignment ready to be turned in or ready to take the quiz, test, etc. (For middle school, see 5.14)

### **2.17.2 Late Work**

In Elementary, because of the various developmental levels of each grade student, each teacher will determine the process of accepting late papers (not due to absence) and how it will affect the assignment grade.

### **2.18 Tardies**

To gain full benefit of the classroom, students are expected to be in class on time. If they are not on time, they are considered "tardy" and must receive a tardy pass from office personnel. For each 10 unexcused tardies accumulated by a student, a detention will be served. After the detention is served, the cumulative count will start over. Middle school students will serve detentions separately from elementary students.

The determination for an excused tardy will be made by administration. A doctor's note or inclement weather will automatically make the tardy excused.

### **2.19 PE Class Participation**

PE class is an integral part of your child's education program. VCA sets strong standards for the wellness of all students and participation in PE class sets a lifetime foundation for physical fitness. The following guidelines should be followed for the student's benefit:

- If a student has a minor injury, he/she is excused from PE class for up to 2 days with a parent's note giving the reason.
- Beyond the 2<sup>nd</sup> day, a doctor's written excuse is required to state the medical reason and length of days the student is not to participate in PE class.
- Without a note, not participating in PE class will result in a zero grade for the day.

## **2.2 BEFORE / AFTER SCHOOL PROCEDURES**

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VCA provides the Extended Student Supervision (ESS) program for families who need supervision for their student(s) from 7:00 am – 7:45 am and 3:00 pm – 6:00 pm.

### **2.21 Morning Arrival of Students**

- Students who arrive prior to 7:45 am will be subject to the ESS program fees.

- All carpoled students should be dropped off at the corner of the kitchen and then walk down the sidewalk to the entrance doors. Do not stop and get out in the carpool line when dropping off a student. (Parents are asked to observe parking rules below.) If you wish, you may park in the lot and walk your student to the door.
- Elementary students should report directly to the cafeteria when they enter the building. Middle School students should report to their wing.
- Students arriving between 8:00am and 8:30am need to enter through the canopy entrance. Students who are found in the hallways or in the restrooms without permission will be considered tardy and subject to disciplinary action.
- If students need to get things out of the trunk or carry large things into the building, parents should park in the main lot and help/walk your child to the door.

### **2.22 Morning Tardiness**

Students who are not in their classrooms by the 8:30 am bell are tardy and must obtain a pass from the Academic Office. (Students who arrive on a bus that reaches VCA past 8:30 am are not tardy, but must obtain a pass from the Academic Office.) The morning entrance door by the cafeteria will be closed at 8:30 am and all students arriving thereafter must enter at the Academic Office.

### **2.23 Early Departure (departing prior to 3:00pm)**

All students will be dismissed at 3:00pm. Students departing prior to 3:00pm must have a parent call in/email/or send in a note the morning of the early departure to the Transportation Coordinator. Parents must come to the office, and the office will call the student down from the classroom. Parents must sign out their students in the office. When a parent is driving for a field trip, the field trip may return earlier than dismissal time. Please send in a note the morning of the field trip if you wish to take your student home early after the field trip. (Please do not ask that your other children be dismissed early unless you have stated that in your note.)

### **2.24 Extended Student Supervision (ESS)**

ESS is available to parents before and after school according to the guidelines set forth in the ESS Program Description Sheet on the Resource page of the VCA Website. All students

are registered at the time of enrollment/re enrollment. Please see the ESS Program Description Sheet for full details concerning times, costs, and procedures. ESS is available to all students K-8.

### **2.25 Student Supervision**

If parents bring their children to evening events where VCA does not provide supervision and care (such as concerts, Parent/Teacher Conferences), parents are fully responsible for their children in the building, on the playground, or anywhere on campus. We encourage you to keep your children with you.

Anytime parents are in the building with young children, they are responsible for the supervision of those children.

### **2.3 DROP-OFF, PICK-UP, AND PARKING PROCEDURES**

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#### **2.31 Drop-off**

When dropping off students in the morning, parents should follow this procedure:

1. Drive in the main entrance, turn right into the small playground/parking lot area, swing around to the right and drive in a counterclockwise circle. Drop off students at the sidewalk at the corner by the kitchen. Please do not drop them off elsewhere. Please do not hold up the line by getting out of the car.
2. If you want to park and enter the building with your child, please park in the main lot and accompany them into the cafeteria.

#### **2.32 Pick-up**

When picking up students in the afternoon, parents should follow this procedure:

1. Drive in the main entrance, turn right in the small playground/parking lot area, swing around to the right and form a line in a counterclockwise circle. Students will exit from the Middle School wing doors. Do not park in the small playground/parking lot or leave your car unattended in the line.
2. For safety and security reasons, parents should not WALK UP to the doors to pick up their children. They will only be released to their cars in line.
3. Students cannot be picked up from the carpool line prior to 3:00pm. (See 2.23 above)
4. If you want to park and enter the building for any reason, please park in the main lot.
5. Do not motion or instruct your children to walk to your car when it is parked in the

main lot. You must accompany your child to your car.

6. Any student who is not picked up by 3:15pm will go directly to ESS.
7. In the case of after-school activities (clubs, intramurals, sports, etc.), at the end of the activity, the participants and their supervisor will go to the ESS hallway (by the Library) and remain for 10 minutes while students are picked up. After 10 minutes, any remaining students will go into ESS where charges will begin.
8. For athletic games in the gym, please enter from the back parking lot into those entry doors.

### **2.4 TRANSPORTATION**

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#### **2.41 Public School Bus Transportation**

If your home is within 30 minutes of the academy, your school district is required by state law to either provide bus service or provide financial reimbursement for parents who transport their children to school.

Prior to the first day of school, parents should contact the local school district to request bus service. Also, in order to receive reimbursement (in cases where bussing is not offered) parents must secure and submit a reimbursement form with the local school district by October 1 of each school year.

Bus riders are subject to the rules of the individual bus driver as well as the following standard VCA rules:

1. Students shall be at assigned stops on time.
2. Assigned seats and other specific bus rules are at the discretion of the driver.
3. Students are reminded that they represent VCA and the Lord Jesus Christ wherever they are -- including the bus -- so they should act accordingly.
4. While we understand that at times emergencies cannot be avoided, we will require that parents and students make bus and ride arrangements IN THE MORNING PRIOR TO SCHOOL, rather than at the last minute. A note should be submitted to the teacher, which will be forwarded to the transportation coordinator. Parents must understand that continued misbehavior on a bus could result in the loss of the privilege of riding the public school bus (temporarily or permanently).
5. If you do not wish for your child to ride the bus as usual, the Office must receive a call prior to 2:00 pm.



## 2.42 Carpools

Parents are responsible for forming carpools to transport children to and from VCA if they do not receive bus service from a local district. The registrar will try to link families with others from their area upon request. VCA cannot be responsible for the safety of children in any carpool. Please be sure that the driver is adequately covered by insurance.

## 2.5 STUDENT HEALTH AND SAFETY

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### 2.51.1 Child Abuse and Neglect

Valley Christian Academy uses the Word of God (the Bible) as its authority in establishing this policy. In accordance with the Scriptures, this policy intends to balance the principles of Matthew 18:15-17 and the role of State authority (Romans 13:1-7). Matthew 18 calls for the process of restoration of the believer. In response to Romans 13, we recognize the State's legitimate right of notification. Notification of proper authorities must not be construed as betrayal of the parents' trust. Restoration results in forgiveness but doesn't remove the consequences of a violation of a state statute. Neither parental rights nor religious freedom was ever intended to give refuge to abusive parents. It must never appear to either the parent or the state that the school will allow our freedoms to be used as a cloak of maliciousness (I Peter 2:16.)

As a guiding principle, Ephesians 6:4 seems to give the parameters for legitimate parental responsibility. It includes both the negative (do not exasperate...) and the positive (training and instruction...) aspects of the parent-child relationship. In other words, parents are commanded not only to refrain from abusing their children (by direct act or by neglect) but also to take an active role in teaching them the fear of the Lord.

A Biblical approach to the discipline of children must acknowledge the legitimacy of corporal punishment. The writer of the Proverbs observed that folly is bound up in the heart of the child, but the rod of correction will drive it far from him (22:14; cf. 13:24; 29:15). Attention does need to be given to distinguishing between legitimate corporal punishment and physical abuse. It would seem to be a matter of the frame of mind and motive of the parent while he disciplines. Corporal punishment should be a positive teaching tool. If done in anger, this value is lost, and physical abuse easily follows. (See policy manual for instructions for the

administering of corporal punishment by VCA personnel.)

Attention must be given to defining the difference between verbal/emotional abuse and explaining to children the plan of salvation, which includes the part about being a sinner and sinners suffering for their sins. Verbal or emotional abuse would include those words or actions that are intended to inflict pain and not healing. It must be conceded that an imbalanced presentation of the Christian gospel could be construed as a form of verbal/emotional abuse if a child is constantly reminded of his unworthiness and never told that he is the object of divine love.

Since the goal of this policy is restoration and reconciliation of the family, the school must be prepared to minister to the needs of not only the abused child but also the abusive parent, especially when and if the authorities have become involved.

These policies and procedures follow established biblical principles. All conferences and proceedings are to be thoroughly documented and in conjunction with Ohio Revised Code 2151.421.

"Ohio Revised Code Section 2151.421 requires any school employee, who is acting in his/her official capacity and who knows or suspects that a child has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of nature that reasonably indicates abuse or neglect of the child, to immediately report that knowledge to the department of human services of the county in which the child resides."

#### 1. Child Protection Policy

If any school employee becomes aware of or suspects abuse or neglect, physical or mental, of a child attending Valley Christian Academy, that person has a duty to report the knowledge or reasonable suspicion immediately to the appropriate county agency. This is the case whether the suspected abuse or neglect occurs on or off school premises. In order to assist employees in fulfilling this responsibility, the following should be observed:

- a. If an employee has a question or is concerned about whether abuse or neglect has occurred, said employee shall immediately report the concerns to a principal and/or administrator and an investigation shall begin. Such investigation may include, at the discretion of a principal and/or administrator, speaking to the child, parent or other caregiver, or other individuals who

may have relevant information. (See #2 below).

- b. Any time an employee chooses to directly contact the Child Protection Agency or other appropriate agency, that employee shall also concurrently advise a principal and/or administrator of the situation, and the principal and/or administrator will then assist or advise the employee if requested to do so.
- c. The principal and/or administrator in turn shall promptly notify the board president who may call a meeting of the executive committee and/or the board of trustees to report what has been learned.
- d. If the situation indicates that a child has suffered abuse or neglect, or that there is a reasonable suspicion of same pursuant to R.C. 2151.421, then a principal and/or administrator shall promptly thereafter report what is known to the Child Protection Agency or other appropriate agency if a call has not already been made by another VCA employee. In addition, once a report has been filed, it is the policy of Valley Christian Academy in such an instance to:
  - (1) Inform employees of VCA of the report on a need to know basis only, as determined by a principal and/or administrator.
  - (2) Cooperate, at a minimum, to the extent required by the county/state agency.
  - (3) Encourage all persons involved to write a report of all known or suspected abuse which led to the notification of the appropriate state agency.
  - (4) Encourage the teacher involved to maintain the strictest confidentiality by speaking only to a principal, administrator, member(s) of the board of trustees, and Child Protection Agency about the matter. Strict confidentiality is also to be maintained by omitting names whenever possible, even for prayer requests.
  - (5) Without interfering with the direction and guidance of the state agency, notify the parents of the victim, or apparent victim, as well as the parents of all other children involved, if any.
  - (6) Permit anyone involved to meet with the VCA board of trustees, but it is not recommended that more than one group of parents or others involved meet with the board at the same time.

## 2. Investigation Procedure

When there is a question of child abuse and it is reported to the administration, the following procedure will be used to the extent that there is no interference with the county/state agency or state law.

- a. A principal and/or administrator meets with student and other appropriate personnel.
  - b. If necessary, the school nurse examines student and documents findings.
  - c. A principal and/or administrator meets with appropriate parties to discuss findings to determine course of action. Administrator is notified of findings.
  - d. The following represents the possible course of action:
    - (1) If there is no reasonable indication of abuse or neglect, the parent will still be notified and no further action will be taken.
    - (2) If question remains as to reasonable indication of child abuse or neglect, parents will be called for an immediate conference. If the conference with parents indicates any reasonable indication of abuse or neglect, the school will make immediate contact with the appropriate agency.
  - e. Upon completion of the appropriate course of action, all personnel referred to above, including the administrator, are to be notified of the results.
- ## 3. When the appropriate agency notifies VCA and requests an audience at VCA with the suspected abused or neglected child, the following procedure is to be followed:
- a. The parent, a principal and administrator are contacted and made aware of the request.
  - b. A principal and/or administrator will be present during any meeting between the student and agency worker, and prior to said meeting, parental consent must be obtained. If child abuse is determined and has been reported to the appropriate agency, the process of restoration and reconciliation of the abusive parent is as follows:
    - c. The school recognizes the place of the family's church fellowship and must be careful not to usurp its role in this process. Every effort must be made to support the pastor's involvement with and ministry to the family.
    - d. The school should offer help to the abusive parent to find Christian counsel.

### 2.51.2 Criminal Record Checks

Current and prospective volunteers at VCA who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check.

Any and all information obtained by VCA under this policy is confidential and shall not be released or disseminated.

When parents volunteer, for the protection of the student and adults, there should always be two adults present when in a closed area with a student.

### 2.52 Safety / Health Guidelines

VCA desires to protect and insure the health and safety of every student. VCA is also obligated to adhere to state standards in this area.

1. Immunizations are required for all children upon entering school.
2. Records of medical information including immunizations must be on file for each student.
3. Administration of medicine to students shall be done in compliance with state law.
4. No child should be sent to school if parents know he is suffering from a communicable disease. Any such child will be removed from class and arrangements will be made to send him/her home.
5. Only emergency medical care may be administered to a child when at school (see emergency authorization form).
6. Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone. Possession or use of any kind of a weapon (such as a knife, gun or club) is forbidden and will result in immediate action (suspension or expulsion).
7. Possession, use, or sale of drugs, alcoholic beverages, or cigarettes on school property is forbidden and will result in suspension or expulsion.

### 2.53 VCA Clinic Services

Our school clinic is pleased to offer the following services to our students during the school year:

- Administration of medications
- First aid care
- Healthy hair checks for lice
- Hearing screening

- Notification of and information on communicable diseases in your child's class
- Scoliosis screening for 5th and 6th graders
- Vision screening
- Blood pressure checks and healthy hair checks are also offered to students' families

### 2.54 Emergency Medical Form

If there is a change in your child's health status during the year, please inform us so that we can update **our records**. If during the year you should change or add phone numbers for home, work, cell, or doctor, please notify the **office** as soon as possible.

### 2.55 Administration of Medication

The Ohio General Assembly has enacted legislation (O.R.C. 3313.713) requiring school boards to adopt policy regarding the administration of prescribed and over-the-counter medications. If at all possible, the parent at home should give medication. At times students can only attend school through the effective use of medication in the treatment of disabilities or illnesses.

Remember, we will only give medication at school when it is absolutely necessary. Ask your doctor to give your child medication times that DO NOT include school hours whenever possible. It is the parent's/guardian's responsibility to ASK the doctor for the specific times that do not include school hours.

Parents of all students taking medication must adhere to the following guidelines:

1. All school personnel must be informed that the administration of any drug without the order of the physician and permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. Written request must be obtained from the physician and the parent/guardian before school personnel may administer any prescription or over-the-counter medication. The request must include instructions as to the name of the medication, dosage, time and duration of medication, and possible side effects.
3. Medication must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Over-the-counter medication must also be in the original, unopened container. An affixed label must include the student's name, name of medication, dosage of administration and

time. Ask for two bottles if medication must be given at school.

4. New request forms must be submitted for changes in medication order or for the administration of new medications.
5. Whenever possible, the medication and signed permission forms must be brought to the school by the parent/guardian.

In order to comply with the above law, Valley Christian Academy requires that the Physician and Parents Request form be completed by both the parent/guardian and the physician for all prescribed and over-the-counter medications.

For over-the-counter medications, we must have the Parents Request form completed and signed by the parent/guardian. The medication must be received in the original container. An affixed label must include the student's name, name of medication, dosage, route of administration and time to be administered, as well as the Physicians Request Form. (Again, we give medication only when absolutely necessary.)

If you need additional forms, please notify the clinic.

### **2.56 Treatments in the Clinic**

When children are ill or injured and come to the clinic, we are limited in the treatment we can offer them. Cuts, scrapes, etc., are washed with soap and water followed by a bandage. We do not use antibiotic creams or hydrogen peroxide. Bumps, bruises, etc., are treated with gel packs. Splinters can only be removed with tweezers. Headaches are only treated with a pain reliever IF you have sent it in according to the Guidelines for Medication, otherwise a rest on the cot for 20 min. and an ice pack for their head is all that can be offered to a child for relief. If your child has a sore throat or a cold, a pain reliever, cold medication or cough drop can be given as long as you send it in accordance with the Guidelines for Medication. Cough drops that are sent to school are to come to the clinic. They are only to be sucked on in the clinic under supervision to help prevent choking or sharing with other children.

In the event that your child develops a rash, please send in a note stating what the cause is. If you are unsure of the cause, school policy states that, until the child is seen by a physician and brings a note from him regarding the diagnosis and treatment, the child should be excluded from school. If your child is sent in with a rash and no note, we will contact you and you may have to come pick him/her up. Medication

for "itchy" rashes may be applied to your child's rash when sent in according to policy.

According to school policy, any child who has run a fever, has had diarrhea, or has vomited within 24 hours of the start of the school day should stay home from school that day to allow for recuperation and to prevent a relapse at school.

If in any situation your child seems unusually uncomfortable, nauseated, vomiting, or running a fever, we will contact you. These problems will require you or someone on your Emergency Contact List to come and pick up your child.

### **2.57 Immunizations**

Upon entering our school, your child must be up-to-date on his/her immunizations. The state of Ohio does give a grace period of 15 days after the first day of school to those whose immunizations are not current. If the necessary immunization is not obtained by this time, your child is to be excluded from school until documentation from a physician is obtained as proof that your child received the immunization.

If your child receives any immunizations during the school year, please send in the documentation from his/her physician to the clinic and the medical file will be updated so that this information will be forwarded along with their other records to the next school they will attend. **If you wish to have your child exempt from immunizations, please contact the nurse.**

### **2.58 Biohazardous Precautions**

VCA complies with OSHA's Universal Precautions policy regarding the handling of blood and body fluids. When your child loses a baby tooth, it will come home in a bag with his or her name on it, wrapped in tissue, and labeled with a Biohazard sticker. When they get a large spill of blood on their clothing, that article of clothing will be double-bagged with his or her name on it, and labeled with a Biohazard sticker. If your child comes in contact with another child's blood, you will be notified of the blood exposure so that you may notify your child's doctor.

### **2.59 Change Where Student is Staying**

When your student is staying with someone else, please inform the office of the following information: with whom they are staying, where they are staying, who should be contacted in case of emergency.

## 2.6 COMMUNICATION

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### 2.61 Proper Communication Channels

There is nothing more important than good communication for maintaining high morale and respected public relations. A key to effective communication is knowing the proper individual to contact when a question arises.

It is the policy of VCA that communication always begins with the individual who can directly answer the question (for example, if a parent has a question about the classroom, the parent should address the teacher first). If satisfactory communication is not achieved directly, the next line of communication should be to the immediate supervisor of individual (for example, if a teacher does not respond to a parent's question, the parent should next address a principal). If you do not know who the individual's direct supervisor is or there is no supervisory relationship (for example, if a teacher has a question for a parent), you may next contact the principal or administrator for guidance as to the next proper line of communication. The administrator is the final line of communication at VCA in all matters.

#### 2.61.1 Communication Principles

VCA follows Biblical principles in its communications within the school and with all its constituents. These Biblical principles include:

1. "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." (Matthew 7:12)
2. "Be kind and compassionate to one another, forgiving each other, just as Christ God forgave you." (Ephesians 4:32)
3. "My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires." (James 1:19-20)
4. "The words of the reckless pierce like swords, but the tongue of the wise brings healing." (Proverbs 12:18)
5. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." (Ephesians 4:29)
6. "Brothers and sisters, do not slander one another. Anyone who speaks against a brother or sister or judges them speaks against the law and judges it. When you judge the law, you are not keeping it, but sitting in judgment on it." (James 4:11)
7. "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if

they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church...' (Matthew 18:15-17)

### 2.62 Resolving Conflicts

When problems arise, Matthew 18 instructs us to seek out the involved person(s) and make every effort to resolve the situation face to face. This important principle is absolutely necessary for the effective function of every aspect of our school program.

Therefore, in obedience to the Word of God, we hereby commit ourselves to the goal of restoring relationships. We hereby purpose to approach the other person directly in a spirit of genuine love, having first examined and corrected our own attitudes and actions.

If resolution cannot be achieved directly, the next step toward resolution is to seek the assistance of the individual who is next in the line of communication (see 2.61). Resolution may be sought, step by step, up the proper lines of communication until a final decision of the administrator has been made. This conflict resolution policy must be adhered to by everyone from students to parents to employees to administration. Those who willfully disregard this important process could be subject to dismissal from VCA.

If resolution cannot be achieved at VCA as provided in this 2.62 and one of the parties wishes to further pursue the matter, the party's only option is to proceed to Christian Conciliation as set forth in 2.62.1.

Notwithstanding the above, in the event the conflict is related to the administrator, the board president may be petitioned as the second line of communication (that is, prior to proceeding to Christian Conciliation), but only if each of the following requirements has been met:

- (i) the administrator has been communicated with directly;
- (ii) the issue is related to the action of the administrator (as opposed to challenging a final decision made by the administrator);
- (iii) the alleged action is illegal, immoral or in violation of VCA policy; and
- (iv) the petition to the board president is made in writing and describes in detail the issue and how each of the above requirements has been met.

If all four of the above requirements have been met, the board president must present the issue to the executive committee or the board.

The Scriptural basis for this policy is derived from: James 3; Psalms 37:30; 39:1; Matthew 12:34;

18:15-17; Proverbs 10, 11, 14, 18, 22, and specifically Proverbs 18:19; and Romans 10:10.

In light of the above protocol, it is never appropriate to defame the school in social media.

### **2.62.1 Christian Conciliation**

If after following 2.62 and the principles set forth in Matthew 18:15-20, an unresolved claim or dispute remains, this shall be solved and settled by Christian mediation and, if necessary, legal binding arbitration in accordance with the rules of procedure for Christian Conciliation, a division of Peacemakers® Ministries, P.O. Box 81130, Billings, MT 59108 (406-256-1583). The complete text of the rules is available at [www.Peacemaker.net](http://www.Peacemaker.net). Judgment upon any arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except for enforcing an arbitration decision.

### **2.63 School Folders**

Each night, each student will bring home his/her school folder which will have in it all the communication from the teacher and the school (graded papers, tests, flyers, etc.). Parents should check the folder nightly and utilize it for returning or sending information back to the school. It must return with the student each day.

At the beginning of the year, each student will receive his/her first folder free. All replacement folders must be purchased in the office.

### **2.64 Weekly Teacher Web Updates**

**Periodically**, communication will go out from each teacher giving an overview of the activities for the upcoming week. This classroom information will be posted on the grade-level web pages by Friday at 4:00 pm for the upcoming week.

### **2.65 Weekly Office Communication**

Weekly updates will be emailed weekly to all families. These emails and the website are the major communication tool from the office to inform parents of a variety of important activities, needs, and information.

The office will also use email to inform parents of important announcements and remind them to check the website weekly. For special events, mass phone messages may be used as well. **Please make sure to provide the**

**office with any phone, address or email changes.**

### **2.66 Parent-Teacher Conferences**

Parent-Teacher Conferences happen twice a year. In the fall, in grades PreK-5, teachers will schedule one conference per family to discuss student progress. In grades 6-8, teachers will schedule a conference with parents of students who have a current grade of 70% or below. Parents of Middle School students may also request a conference. Both parents are encouraged to attend if possible. In the spring, only conferences requested by the teacher or by the parents will occur. Parents may request a written progress report or make other appointments with teachers to discuss progress throughout the year. Please do not expect teachers to hold unscheduled conferences before or after school.

### **2.67 Emergency School Closing (Snow Days, Facility Problems, etc.)**

Occasionally an emergency situation arises which requires the administration to close school for a period of time. For snow days or other emergency days, VCA will follow this procedure:

1. The decision will be made as early as possible to facilitate proper planning and organization.
2. If Aurora City Schools close **for weather**, VCA will automatically close.
3. A phone call will be placed to all employees and parents in the event that school is closed.
4. Special attention should be given to WCRF (103.3 FM) and the FISH (95.5 FM). Closing information will also be communicated through the major TV stations and on the VCA website.
5. The transportation coordinator will call all school districts to cancel bus service.
6. Depending on the type of closing and number of days missed, VCA may have to make up missed days according to the State of Ohio regulations.
7. VCA will only dismiss school early when an emergency warrants such action. Usually safety and general student welfare can be best maintained by keeping children in school once they have arrived.
8. On a day that school is closed, all extra-curricular activities will be postponed or canceled.
9. If VCA is in session, but a school district has called off (like a snow day) and therefore provides no busing, students are still encouraged to attend school, but will be

given an excused absence if they cannot be present because of the transportation situation.

10. If the local school district is scheduled to be closed, but VCA is open, the local district should provide their regular transportation to VCA.
11. If local school districts delay their start, VCA will always start at its regular time.

## 2.68 Prayer Chain

The Parent-Teacher Fellowship coordinates a VCA prayer chain every year. If you desire to be a participant in this ministry, or have a prayer request or praise, please email it to [prayer@valleychristian.com](mailto:prayer@valleychristian.com).

## 2.69 Movies

Any movie with a "G" rating may be shown on school property. If a movie is rated "PG" and has been screened by the teacher and approved by administration, parent permission must be obtained before a student may watch it. Alternate activities will be offered to any students whose parents do not give permission to view the movie.

## 2.7 MISCELLANEOUS

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### 2.71 Probation

VCA is committed to the success of each student. Probation is a status assigned to a student when he/she is lacking consistent performance in any of the areas listed below.

The goals of probation are to:

- (a) create awareness of said performance between the parents and the school
- (b) increase communication between and the oversight from the parents and the school
- (c) to assist and support the student so that performance will improve to at least acceptable levels.

The various types of probation assigned by administration include, but are not limited to:

(1) Academic Probation is assigned when:

- A student is failing half of their major content area subjects (**EL**: Math, Science, Social Studies, Reading, Language/Writing, Spelling, Phonics; **MS**: Math, Science, History, English) at the end of a quarter
- A student is showing little to no effort in any number of academic subjects
- A new student's entrance testing shows deficiencies of more than one grade level below the standard.

(2) Behavioral Probation is assigned when:

- The regular disciplinary procedures are not correcting the pattern of poor behavior.
- A serious behavioral offense occurs, including but not limited to bullying (both verbal and physical intimidation), threats of bodily harm, purposeful disobedience or rebellious behavior, etc.
- Any new student who begins after the first quarter, at the principal's discretion.

When probation is assigned, the following procedures will take place:

1. A parent-teacher conference will take place to discuss the probationary status (parent, teacher(s), principal present).
2. The details of the probation will be put in writing: the cause, the actions to be taken, and the duration of the probation.
3. Weekly update emails will go home from the teacher(s) determined by the administration.
4. Parents or teachers or administration may have additional conferences as needed.
5. When the probation is appropriately completed, parents will be informed in writing.
6. If probation has not effectively resolved the concerns,

- It may be extended
- More serious actions may be taken (see 4.25)
- Administration may make the decision that the enrollment of the student should be ended

### 2.72 Phone Usage

#### General guidelines

Please communicate with your children before the school day begins what your plans will be for the day. (Any notes regarding transportation changes must be submitted to the teacher in written form.) It is very important that VCA's telephone be used for emergencies only. If you do have an unexpected change in plans, please telephone the school office by 2:00 pm so that all last minute messages may be delivered by 2:30 pm.

#### Cell Phones and Communication Devices

All students who have cell phones, iPods, or iPads must keep them off and out of sight from 8:30am until 3:15pm otherwise they may be confiscated and kept until parents are contacted. Since smartwatches are extensions of cell phones, we ask that they not be worn to school. Parents should not call or text a student during the school day unless they cannot wait until after school is over for the answer.

If students need to make a phone call, they should do so in the Office.

### 2.73 Lockers

Lockers will be provided for students in grades four through eight. Teachers will assign lockers. Students are expected to keep lockers neat and free from debris on top or in front of them. Lockers should be closed when not in use. Please follow these decorating guidelines:

- Additional shelving is fine
- Nothing may be adhered to the inside or outside of the locker except with magnets.
- Only pictures of family and friends, no celebrities please.
- White boards or mirrors are fine.
- No excessive decorations. (carpet, chandeliers, beads, etc...)
- The locker needs to function as a helpful storage place for a student's things, not a fashion statement for student taste.

Administration will do periodic locker checks. This way we keep the damage, and mess to a minimum as well as the ants! Students are responsible for the removal of all decorations at the end of the year. Parents should consider that decorations should not become a distraction for students since they have limited time between classes.

Since the offices are closed at 4:00pm, we ask that students and parents **not** go to their lockers after that time.

### 2.74 Lost and Found

A lost and found area is located in the main hall near the foyer. Please have your child check it if an item is lost. Parents are encouraged to establish a system of accountability of their child's belongings by placing labels or writing names on all items, and by sharing frequently with your child about his/her responsibility to be a good manager of his/her possessions. On a regular basis, unclaimed items will be donated to the needy.

### 2.75 Patriotism

VCA seeks to play an important role in developing patriotism in each student. We encourage students to respect their government and feel proud to be an American.

At the beginning of every day, VCA students will recite the following pledges:

Christian Flag: "I pledge allegiance to the

Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty for all who believe."

Bible: "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words

in my heart that I might not sin against God."

American Flag: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### 2.76 VCA Policy/Procedure Manual

The board is continually reviewing and amending the official policy and procedure manual at VCA. If you desire to research the school's position in any area, you are welcome to stop at the school office and read this manual.

### 2.77 Non-educational Items on Campus:

#### 2.77.1 Animals and Pets

For the health of our students and employees, no animals or pets may be brought into the school building.

#### 2.77.2 Electronic Devices

For all elementary students, there should be no electronic devices (tablets, eReaders, iPods, personal gaming systems, etc.) or games used on campus. On rare occasions, the administration may approve a special exception to this rule.

#### 2.77.3 Inappropriate Items

Because of our commitment to a fully Christian environment, there should be no music, magazines, or books on the school campus that do not promote Christian values. If a faculty or staff member deems something inappropriate, they may give the student a warning or may confiscate the material to be returned at a later time.

#### 2.77.4 Playing Cards

Students may use playing cards before school, after school, or during recess. No gambling or gambling-type games (i.e. Pokémon, Yugio, Texas Hold'em, Poker, etc.) may be played on campus or at VCA activities.

#### 2.77.5

**Unless included in a student's Service Plan, "educational toys", including spinners, cubes, and other fidget manipulatives are not to be used during school hours.**



## 2.8 Safety and Security

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### 2.81 Volunteers and Visitors

VCA welcomes volunteers in so many different areas. To learn more about various opportunities, contact the school office or the Parent-Teacher Fellowship.

**Any and all volunteers or visitors** must sign-in at the school office and wear a lanyard at all times so that you can be identified throughout the building. We ask all parental volunteers bringing non-student siblings to please keep them in your supervision at all times so that no interruption to the educational process occurs.

**ALL volunteers or visitors MUST have a visible nametag on at all times in the building.**

Our school hours are from 8:30 am to 3:00 pm. Parents and/or visitors may request an appointment to visit a classroom during these hours. While we value parents assisting at school, to maintain effective education during the day, parents should have an appointment or registered volunteer duty to be in the classrooms or other non-office areas. If students from other schools (VCA alumni) wish to volunteer on their days off, they must call ahead to the office prior to the day so that preparations can be made for them.

So much of what goes on at VCA requires dedicated volunteers. From chaperoning field trips to helping in the lunch room, volunteers play a vital role in creating the family type atmosphere we have all grown to love and appreciate at VCA. Below are some guidelines that we require our volunteers to follow:

1. Because we take our students' safety very seriously, all VCA employees are required to undergo criminal background checks. In addition, we have reserved the right to require volunteers who have unsupervised access to students on a regular or prolonged basis to undergo criminal background checks.
2. We ask that all volunteers be cautious in their physical contact with students. As a general rule, volunteers should not inappropriately kiss or hug students, lift them, or hold them on their laps.
3. When bathroom accidents occur, or students have clothing issues, students should go the clinic. In the case of younger students where direct assistance is required, two adults should be present.
4. In general, volunteers should avoid being alone with a student in any private room or office that is not visually accessible by others. If a volunteer suspects that a student is being abused or mistreated, or if a volunteer becomes

aware of a situation that is dangerous or problematic, that volunteer is asked to directly report his/her concerns to either the Administrator or the Principal.

### 2.82 External Doors

All external doors are to remain closed and locked at all times. Those entering the main doorways should buzz in and go directly to the main office to sign in.

ALL non-employees should enter through the main doors. Other external doors will not be opened except in the case of Extended Student Supervision (ESS).

### 2.83 Emergency Communication

If an all-school security issue occurs, the One Call Now system will be used to contact all parents as quickly as possible.

## SECTION 3: School Program

### 3.1 SPIRITUAL PROGRAM

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#### 3.11 Bible Program / Bible Memorization

Since the Bible is central to VCA's philosophy, there is age-graded instruction in Bible at every level. Bible stories, principles, and life applications are presented from a non-denominational, evangelical point of view.

All students in grades 1-8 should have a New International Version of the Bible of his/her own. (Please note: If parents desire for their students to use the King James Version for the Bible class and memory work, VCA faculty will cooperate. Kindly communicate your wishes in writing to your child's teacher.)

#### 3.12 Chapel

In addition to Bible classes, all students in grades K-8 will participate in a 30-minute chapel service once per week. Chapels will be split for K-5 students and 6-8 students. Area pastors, children's evangelists, VCA staff, and each classroom will be invited to lead chapel times. VCA students also participate by leading in prayer, giving testimonies, and sharing special music.

#### 3.13 Missions Projects

As part of our commitment to God's Word, and not only learning it but doing it, VCA has developed outreach service projects for every grade. Teachers will work with the Missions Committee in established activities in which all students in each grade will participate. Missions projects are a required part of the program and students must participate. A student's Bible grade may be affected if they do not.

### 3.2 ACADEMIC PROGRAM

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#### 3.21 Homework

One means of reinforcing the classroom activities is through assigned work. Such outside activity also maintains and encourages home involvement in the educational process. VCA will attempt to encourage time management and consider the fact that students and families have other church, athletic, and family responsibilities. The following guidelines are followed:

1. There will be no homework assigned on program nights for those students who are participating in the program.

2. By way of the weekly teacher communication, parents of students in grades 1-5 will be apprised of upcoming assignments and tests. In grades 3 through 8, students will be trained to maintain their own schedules of assignments due, projects due, and upcoming tests.
3. Assignments will be reasonable for the grade level, time restrictions, and materials involved. Long-term projects that will require independent student work will be clearly explained in writing to both students and parents.
4. Each student is responsible for his or her completion of homework assignments. When absent, the student must see the teacher for assignments missed. In the case of an absence for several days, the parents should contact the teacher to arrange for make-up work.
5. Students who fail to complete assignments may miss recess in order to complete the work.

#### 3.22 Assignment Books

Assignment books **are required** in grades 2-8 to help the students develop organizational skills, keep communication clear between teacher and parent, and keep schedules and expectations clear. VCA will provide one assignment book to students in grades 2-5 and charge the family account accordingly. Middle school students are required to use some kind of assignment book of their own choosing throughout the school year.

#### 3.23 Make-up Work See 2.17

#### 3.24 Grading System

At VCA, student performance is evaluated throughout the school year and report cards are prepared and distributed shortly after the end of every nine-week quarter. Progress is measured objectively and subjectively.

At the first half of a grading period, a mid-term progress report will be sent home to every student. The purpose of this communication is to inform parents of their child's academic and behavioral progress.

Kindergarten grading system:

√+ = Skill consistently demonstrated or exceeded

√ = Skill demonstrated frequently or with minimal support

√- = Improvement needed

0 = No interest shown

**For grades 1 through 8 the standard grading system is:**

A+ = 98-100	C+ = 77-79
A = 94-97	C = 73-76
A- = 90-93	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
	F = 59 and below

Students being tutored through Pupil Services will be given a grade by his/her tutor and it will be indicated on the report card.

Parents of students in grades 4-5 can login to Renweb/ParentsWeb to see their child's "category" grades at any time (categories include homework, tests, etc.). Parents of students in grades 6-8 can login to Renweb ParentsWeb to see all of their child's grades any time. All grades will be uploaded by Wednesday at noon each week.

### **3.25 Cheating**

A. Definition: "To defeat the purpose; to practice fraud; to violate rules dishonestly; to deprive of something valuable by the use of deceit or fraud." (Webster's New Collegiate Dictionary)

The faculty and administration of Valley Christian Academy agree that the following is considered cheating:

1. Sharing information during a test.
2. Copying information on a test from someone else.
3. Finding a test before it is given and using the test to prepare and learn the answers.
4. Using someone else's work and submitting it as your own.
5. Getting information from someone who has already taken the test.
6. Using someone else's ideas and submitting them as your own.
7. Copying homework, or submitting an identical paper without individualized work.
8. Displaying information (answers) during the test.
9. Looking up answers during the test.
10. Using parental involvement beyond the designated guidelines determined and conveyed by the classroom teacher to students and parents for student projects, research papers, etc.
11. Looking at a small slip of paper with the answers on it while taking a test; writing answers on the hands to look at while taking a test.

### **B. Consequences**

Teachers will determine the best action to be taken concerning both the "cheater" and the "cheatee." Actions could include a zero grade given, detention, being sent to the principal, and/or more.

### **3.26 Standardized Testing**

Standardized achievement tests will be given during the spring of the school year to all students in grades K-8. Test results will be made available to parents in report form with the final report card. Standardized test scores are used to assess student performance (in individual subjects as well as overall), to assess class performance, and assess school-wide performance.

### **3.27 Promotion / Retention Guidelines**

A kindergarten student's promotion will be based on achievement testing scores, the report card, and the teacher's recommendation to administration who will make the final decision.

Students in grades 1-8 with more than two failing final grades in (**EL**: Math, Science, Social Studies, Reading, Language/ Writing, Spelling, Phonics; **MS**: Math, Science, History, English) will not be promoted. Promotion status will be placed on the final report card of the academic year.

VCA reserves the right to make placement decisions for children enrolling in the academy.

### **3.28 Academic Probation**

See 2.71.1

### **3.29 Year End Awards**

The goal of the awards assembly is to recognize the academic and behavioral achievements of students with awards. A student must attend VCA for three complete quarters to receive any of the awards listed below. Each elementary classroom teacher in grades 1-5 will give out the following awards in the year-end awards assembly; middle school teachers will give awards out at promotion ceremony:

1. High Flying Eagle Award: Given to the one student with the highest total average. In middle school, the award is given per period taught (ex: Sci 6, period 7).
2. Academic Eagle Awards: Given to ALL students whose final grades for the year (the last column on the report card) IN ALL subjects (core subjects, handwriting, specials, etc.) equal all A's. In middle school, homeroom teachers will assess the grades for

their homeroom class and submit names for awards. \*

3. Academic Achievement Awards: (\*Awards to be given in the classroom ONLY) Given to ALL students whose final grades for the year (the last column on the report card) in ALL subjects (core subjects, handwriting, specials, etc.) equal ALL A's and B's. In middle school, homeroom teachers will assess the grades for their homeroom class and submit names for awards. No one should get both the Academic Eagle and Academic Achievement awards. \*
4. Outstanding Improvement Award: Given to the ONE student who has shown the most overall academic improvement over the course of the school year. In middle school, the award is given per period taught (ex. History 8).
5. Outstanding Christian Character Awards: Given to the BOY and the GIRL who have exemplified outstanding Christian character over the course of school year. (You may give the two, or only one if there are not two students who qualify.) In Middle School, this award is given per homeroom class.

**\* In Middle School, GPAs are used to determine awards.**

Criteria for the awards are based upon their grades, when applicable.

Specials teachers will give out their awards per classroom (one per classroom in most cases). Student council sponsors may give out awards to the student council.

### **3.3 FINE ARTS PROGRAM**

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#### **3.31 Art Instruction**

All K-8 students participate in the art program once a week at VCA. The creative expression of each student is encouraged. Students learn the language of art by studying line, shape, color, etc. Drawing, painting, printmaking, and sculpture techniques are explored using a variety of media (art supplies).

#### **3.32 Music Instruction**

Music is truly a gift from the Lord. We desire to cultivate, encourage, and utilize this gift for all students.

Students are involved in the vocal music program that includes classroom singing, music appreciation, and choral instruction every week from our vocal music teacher.

Students in grades 4-8 may choose to participate in the band or orchestra programs. Our instrumental music teacher gives large group instruction as well as small group

instruction. In middle school, students who participate in band or orchestra usually do not participate in middle school choir.

#### **3.33 Physical Education Instruction**

The Lord has given each student a body that is fearfully and wonderfully made. Proper stewardship of this priceless possession is a Christian's responsibility. (Romans 12:1,2)

While the VCA physical education program stresses the development of individual talent, the program also stresses the proper integration of the physical with the mental and spiritual. To achieve these goals, each grade level is instructed in games and activities that promote movement education, body awareness, gross motor skill development, and fitness.

Grades at all levels are based on participation, attendance, attitude, cooperation, athletic excellence, and improvement throughout the quarter.

#### **3.34 Library Instruction**

The VCA Library seeks to provide a wide variety of books and periodicals that will enhance the growth of all students. Students will visit the library on a regular basis to check out books. The library will also be available for research and study purposes.

When checking out a book, the student agrees to bring it back on time and in good condition. If a book is returned damaged or it has been lost, the student will be charged the replacement or repair cost.

The library will work closely with the classroom teachers to provide effective use of library time. Elementary students are introduced to various types of literature.

The library reserves the right to implement and administer fines for late return of books if approved by the administration.

#### VCA Library Lending Policies and Procedures

Students in grades K through 8 can borrow books and magazines from the VCA library for classroom and home use.

1. Loan Period – Books and Magazines  
Grades K and 1 may check out one book for one week after the first quarter. Grade 2 may check out two books for two weeks. Grades 3-8 may check out three items for two weeks.
2. Borrowing and Return Procedure  
Students can borrow and return materials during their regularly scheduled weekly library class. They can also borrow and return materials before 8:30 am, after 2:30 pm, and at other times during school hours,

with permission from their classroom teacher.

3. Lost and Damaged Items

Any item not returned within 30 days of the due date will be treated as lost. Any time a lost item is found and returned within the school year, credit will be given. All lost, and damaged item charges will be billed to your account and appear on the statement. Please, do not send money to the library.

4. Overdue Notices

In most cases, notices will be sent on a monthly basis via the school folder. Only one such reminder will be sent for any overdue item (multiple items due the same day will appear on one notice). Please watch for these slips. If you have questions or concerns, contact the librarian.

VCA utilizes a web-based version of the Accelerated Reader (AR) program. Quizzes may only be taken at school during school hours under the supervision of a member of the faculty or staff. Because the web-based version of AR provides many reading options, parents should be aware that the list of AR books has not been screened by VCA personnel.

The VCA Library contains a middle school section with books of interest to students in grades 6-8. Although these books are screened, in some cases, the content is not as restrictive as the books in the K-5 section. Some middle school books may contain more intense plot situations and teen themes.

Middle school books may be checked out by students in grades 6-8. If a parent of a younger student feels his child is ready to read middle school books, the student may check them out only with a signed permission slip.

### 3.35 Technology Instruction

Computers are available in each classroom and are under the direction of the classroom teacher.

Each class will have one scheduled time per week for computer lab. The classroom teachers will provide weekly instruction, following the established computer curriculum from Global Academics. Parents may also take advantage of resources located at their website [www.globalacademics.com](http://www.globalacademics.com).

All students are expected to follow the VCA Acceptable Use Policy when using VCA computers:

- Students will respect copyright laws.
- Students will respect the privacy of others, and will not reveal their own

name, personal address or telephone number, or that of any other student.

- Using the Internet for non-school related activities is forbidden.
- Students will be polite, and use appropriate language when communicating with others on the Internet.
- Students will respect the computer equipment at all times.
- Students will not attempt to override security measure and enter controversial sites or chat rooms.
- Students will not download anything from the Internet without the express permission of the teacher in charge.

### 3.36 Student Use of Computers on Campus

All computers at VCA are to be used for educational purposes only. In line with our desire to effectively use school time,

1. No student may receive, check, or send e-mail while on campus.
2. The Internet is only to be used for teacher-directed assignments. Students may not access the Internet while on campus for any other reason. The use of the Internet is a privilege, and unacceptable use will end this privilege.
3. No student may use a computer in any way if there is not a supervising adult in the room.
4. Students may not load or download ANY programs on a school computer without specific approval from a teacher or administrator.

### 3.37 Student use of Computers Off-Campus

While VCA cannot and will not endeavor to control a student's use of computers off campus. We will endeavor to provide instruction and guidance on the ethics and wisdom of computer use in light of God's design for proper communication.

We encourage parents to be aware and involved with their student's computer use in the areas of the Internet, personal e-mail, and social-networking sites such Facebook. Parents should be aware that Facebook does require a student to be 13 years old to have a personal page. VCA greatly cautions parents to allow their children to have a Facebook page and use it in an unsupervised manner. Please be aware that current employees will not friend with current students.

Smartphone technology continues to expand putting Internet access as part of the

phone. It is all-to-easy for students to access inappropriate material or utilize the cameras on the phone in the wrong manner.

VCA will only govern these issues as they happen on campus or at school sponsored activities in light of the guidelines set forth in this handbook.

### **3.38 Use of Personal Technology Devices**

While the use of Kindles, Nooks, iPads, and tablets are becoming increasingly popular, even for the reading of eBooks, these items are not to be utilized at all on campus at this time for the following reasons:

- (1) Irresponsibility and loss of the items can cause financial concerns.
- (2) Inappropriate or distracting use of the item can cause concern.

Policy for use of these items will be developed so that these tools can be appropriately and effectively used on campus.

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## **3.4 ACTIVITIES**

### **3.41 Field Trips**

VCA regards well-planned field trips as positive learning opportunities outside the school setting. Teachers take advantage of the educational and cultural offerings of Northeast Ohio as schedules, weather, finances, and transportation permit.

VCA works with a local bus service to provide transportation to as many of our field trips as possible. When parents are utilized for field trip transportation, they must meet established school criteria and fill out the proper paperwork in advance for safety and insurance reasons. Those who will be driving on the field trip must provide a copy of their driver's license and a current copy of their proof of insurance one week prior to the field trip. Children must use safety belts for all trips, according to Ohio law.

Prior to field trips, teachers will offer parents details about the trip in writing. Typically, the field trip fee will be charged to the monthly account.

Although VCA strongly encourages every child's involvement in all field trips due to the fact that each trip ties into a particular unit of study, students who do not participate must present a note of explanation from parents or guardians.

When a parent is driving for a field trip, the field trip will return earlier than dismissal time; please do not ask that your other children be dismissed early unless you have prearranged it with their teachers.

Students should dress in standard field trip uniform for all field trips unless administration approves another option.

Because the goal and purpose of field trips is to provide additional educational experiences in conjunction with the classroom, the following guidelines have been set concerning the number of chaperones needed on field trips:

- Grades K and 1: 1 adult for every 3 children
- Grades 2 and 3: 1 adult for every 4 children
- Grades 4-8: 1 adult for every 5 children

A teacher may submit a request of the administration to adjust these numbers based on the nature of the field trip.

We ask that no siblings accompany parents on field trips so that parents may give their full attention and constant supervision to the students in their role as chaperone.

Teachers will evaluate every field trip as to its success and effectiveness for future reference.

### **3.42 Holiday Celebrations / Class Parties / Birthday Parties**

The celebration of holidays, both secular and Christian, is something that varies from family to family. It is our desire at VCA to take a firm biblical stand where there is an obvious right or wrong and to handle those "gray" areas in a sensitive way so as not to offend or disrupt individual convictions or beliefs.

We believe that Halloween is totally non-Christian and that it glorifies the realms of darkness. Therefore, it is not celebrated or acknowledged in any way.

Thanksgiving is taught as an historical event with great emphasis on our American Christian heritage. It will be tied in with the whole autumn harvest season. The children will be encouraged to give thanksgiving to God at all times throughout the year, not just on this special day.

The celebration of Christmas will emphasize the birth and life of Jesus Christ.

Easter will focus on the death and resurrection of our Lord and Savior. Personal application of this new life in Christ will be encouraged throughout the school year. In light of this, we do not encourage Santa hats or bunny ears.

The school schedules classroom parties for the following occasions: Thanksgiving, Christmas, Valentine's Day (Elementary only), and Easter. Parties will be held on the designated days, starting at 1:45 pm, and must be completed by 2:45 pm.

Parents are asked to sign-up their attendance at class parties with the Classroom Coordinator prior to the party. Since the presence of siblings can be a distraction to the party and the supervision thereof, we ask that any siblings which accompany parents must remain in their constant supervision of his/her parent. If problems/distractions arise, the teacher and Classroom Coordinator will confer as to the best action to be taken. If the situation cannot be corrected, then the parent may be asked to no longer be present at the party for the welfare of the students.

Students may bring treats to school to celebrate birthdays. Parents are asked to make arrangements with the teacher **in advance** so proper planning can take place. Please check with teachers concerning possible allergies or medical conditions of students within the class. To protect the health and safety of students with food allergies, classroom refreshments should be handled in the following manner:

All refreshments in the classroom for birthdays, class parties, and any other celebration day must be **free from nuts** of all kinds.

If a student has any food allergies, parents must supply their student with his/her own individual snack. That student may only partake of the snack provided from their parent. The teacher will not be responsible for reading labels, and determining safe administration for any child; it must be the parent's or legal guardian's responsibility.

All surfaces that come in contact with food must be cleaned according to established cleaning procedures.

### **3.43 Recess**

All VCA students (K-5) will participate in daily recess. The following provisions will apply:

1. Children will go outside for recess when the weather permits. When it is 20 degrees or below outside, children will remain indoors for recess.
2. It is the parent's responsibility to make sure that their child is adequately dressed for cold weather. All students participate in recess unless a medical note is sent from a physician.
3. Children will be kept inside during recess time only if the teacher receives a note from the doctor explaining the reason. (Generally, the school's position is that if the child is too ill to participate in recess, he/she is probably too ill to be attending school.)
4. Students may be required to miss a recess as a provision of our discipline policy.

5. If students do not observe classroom or playground rules, they will be required to stand along the wall as a consequence.

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## **3.5 PROGRAMS**

### **3.51 Lunch Program**

VCA offers a hot lunch program that is charged to each family's financial account on a monthly basis. Each child may order beverages or food items of his/her choice every morning.

A monthly menu and more details about the program are available on the Resource page of the school website.

Parents are welcome to join their students for lunch. Parents may bring in food if they so desire. Please sign in at the office to obtain a name tag.

### **3.52 Speech and Language Therapy**

Speech therapy is offered at VCA in all grades. As part of our protocol, all new students are screened, and those who do not pass the screening are then given a speech and language diagnostic test.

### **3.53 Pupil Services / Tutoring**

Supported by the Ohio Department of Education's auxiliary services fund, VCA offers its students diagnostic testing and tutoring.

In the elementary grades, areas of tutoring can include math, reading, language, and spelling. Small groups of students leave their classroom during the particular subject to meet with a tutor in a small group setting. Tutoring is set up through the recommendation of the classroom teacher along with testing results.

In middle school, the pupil service program provides a resource teacher to facilitate homework and test preparation as well as subject comprehension. Students recommended for the program must have parental permission. Students will report to the Resource Room at their scheduled times.

Parents are notified throughout the year as to the progress the students are making in this program.

### **3.54 After School Programs**

#### **1. Clubs**

At various times of the year, different clubs are offered in a variety of interest areas. Information will be made available through the office to school families. Administration-approved personnel lead all clubs.

## 2. Intramural Sports

Various sports are offered to students in grades 3-6 throughout the school year. Information will go home via email to VCA families and can be found on the website. There is a fee associated with each sport that will be billed to your account. The athletic director coordinates all sports and approved personnel to coach each sport.

Students must maintain eligibility in order to participate in the sport.

## 3. Extended Student Supervision (ESS)

Please see section 2.2 and the ESS Program Description Sheet.

### **3.55 Student Council**

In order to provide leadership opportunities and experience to students, VCA Student Council is offered to students in grades 4-8. Each class from 4-8 will have one class representative. Officer positions will be held by middle school students. The vice president may be a seventh or eighth grader and president must be an eighth grader.

All members must have a personal relationship with Jesus Christ and a commitment to serving Him on the VCA Student Council.

All members must maintain a "B" average and a satisfactory discipline record.

Representatives and officers are elected in the Fall and attend a once-a-month meeting. Student council coordinates a number of activities throughout the school year.



## SECTION 4: Discipline Guidelines

### 4.1 PHILOSOPHY OF DISCIPLINE

VCA views discipline as training that shapes, strengthens, corrects a student and leads to the development of self-control. We desire to establish a positive atmosphere and program that encourages good behavior and appropriately deals with misconduct. (Psalm 119:9-11, Romans 13:1, and Proverbs 22:15) General attitudes we seek to cultivate include:

1. Reverence toward God
2. Respect for authority and each other
3. Kindness for all of God's creatures
4. Obedience
5. Honesty in word and deed
6. Ability to accept correction
7. A quiet and gentle spirit
8. Cooperation

### 4.2 GENERAL DISCIPLINE GUIDELINES

#### 4.21 School Rules

Specific school rules include the following:

1. Loud talking, disruptive noises and energetic play will be reserved for outdoors and gym activities.
2. The classroom is the student's home for the day and the center of learning. Therefore, all students must respect and be considerate of others by being quiet. Unacceptable behavior includes, but are not limited to:
  - a. talking without permission
  - b. getting up from seat without permission
  - c. turning around to talk or disturb others
  - d. creating a disturbance in class
  - e. running, shoving, or talking in hallway lines
  - f. destruction of school property
  - g. throwing objects
  - h. littering
  - i. gum-chewing on campus
  - j. writing, passing, or reading notes
  - k. lack of courtesy or respect for students or adults (name calling, sarcasm, insults, rudeness)
3. Punctuality is also part of the student's training. Students should arrive to school and classes on time.
4. Food is limited to designated times and area. No food will be permitted outside of the cafeteria unless authorized by the classroom teacher or administration. All food must be kept in bags or lockers until lunch.

5. Special lunchroom rules will be posted and explained on the first day of school. These rules must be followed carefully.

#### 4.22 Discipline Guidelines and Procedures

- A. Before the First Day of School:
  1. Each teacher will establish a classroom management plan which will consist of:
    - approximately five classroom rules that will be in effect in the classroom. Rules will be general in nature and stated positively. Example: Students will demonstrate respect for others.
    - the rewards system that will be used to encourage positive behavior
    - the consequences that will be used to discourage inappropriate behavior
  2. Each teacher will submit his or her classroom management plan to the principal for approval.
  3. Each teacher will post his or her classroom management plan in the classroom.
- B. On the First Day of School:
  1. The teacher will discuss the classroom management plan with their students.
  2. The teacher will communicate their Classroom Management Plan to parents the first week of school.
- C. Standardized Disciplinary Procedure (K-5)  
We utilize a clip movement system in the classrooms. All clips begin on "Ready to Learn."
  1. 1st Move: Warning- a simple verbal warning has been given.
  2. 2nd Move: Lose Recess – the student will not participate in recess, but will be on the sidelines watching ("on the wall")
  3. 3rd Move: Call Home – "On the wall" and a call or note home to the parents.
  4. 4th move: Talk with the Principal – all of the above plus the student visits the Principal.
  5. A student may be sent directly to the Principal, skipping the above process, for: (a) any act of physical violence, (b) any use of profanity, (c) any act of willful or blatant disobedience.
  5. A detention may be assigned. If the loss of recess becomes ineffective, or in other cases as the teacher deems necessary, a before or after-school, or a lunch detention may be assigned. Notice will be given to parents

concerning an assigned detention. The process will start over the next day.

- D. Standardized Disciplinary Procedure (6-8)  
See Section 5.

#### **4.23 Positive Reinforcement**

In an effort to reinforce good behavior, each classroom will have a system of both individual and group rewards as determined by the teacher.

The Elementary Principal's Award is given weekly to a student(s) that have shown positive Biblical character traits as recommended by his/her teacher.

#### **4.24 Corporal Punishment**

Although VCA reserves the right to paddle students, corporal punishment is rarely used. If deemed necessary by the administration, discussion will occur with the parents prior to any incident and these guidelines will be followed:

1. A swat will not be given until the possibility of giving one has been discussed with the parents prior to the incident.
2. If and when the next incident does occur, administration will contact a parent before paddling is given to obtain parental permission. If parental permission is given,
  - (a) Only a principal or the administrator may paddle a student.
  - (b) A wooden paddle will be used.
  - (c) The paddling will occur in either a principal's or administrator's office. There will be another adult present to witness it.
3. If permission is not given by the parent, they will be instructed to pick up their child immediately and administration will inform them of the amount of time the student will need to be out of school (based upon the incident).

#### **4.25 Serious Offenses**

Those in authority may bypass the standard disciplinary procedure if the student is involved in a serious offense. These include aggressive physical behavior and malicious destruction of property, as well as bullying, profanity, and rebellion. The principal or administrator may utilize conferences, detention, probation, or suspension (in-school or out-of-school) at their discretion. VCA reserves the right to expel students who do not satisfactorily respond to the listed disciplinary approaches.

Fighting may result in a student being sent immediately to a principal's office. While some families encourage their children to "defend themselves" if other children initiate a fight, VCA

is committed to the Scriptural principle of returning kindness for a wrong suffered (Romans 12:17-19). It is extremely important that the school and the home communicate a consistent message regarding this issue. Therefore, both or all children involved in fighting -- not just the person who "started it" -- will be punished equally. The best course of action is for the student to report the incident to the person in charge rather than retaliating. Students will also be sent immediately to a principal's office for the use of profanity or direct disrespect to an adult.

#### **4.25.1 Bullying**

At VCA, we believe that each child is created in the image of God and has great value. We also believe in and support a caring and safe environment for children. Realizing that sometimes one student will use bullying behavior to control another student, bullying behavior will be dealt with directly by those in charge. We consider bullying a serious offense.

1. Definition: Bullying is an intentional verbal, written, or physical action that a student (or group of students) exhibits toward another student repeatedly over time with the intent to cause physical, emotional, or social harm.
2. Dealing with a bully: We want students to learn to stick up for themselves by firmly telling a bully to STOP and if they don't, they should report it to an adult. If it happens again, they should immediately tell the adult in charge.
3. Reporting: Both teachers and parents need to help young children understand the difference between "tattling" and "telling." Tattling happens to get someone else in trouble, telling should happen anytime a student is being hurt (verbally, mentally, physically, or socially) by another person.

Each situation should be dealt with by the adult in direct supervision (teacher, recess supervisor, etc.) If students do not report a bully, but make parents aware of it, parents should immediately contact the person in charge. Oftentimes, this kind of behavior happens where there is less immediate supervision (hallways, bathrooms, playground, etc.).

4. Action taken: The person in charge will investigate what happened with all necessary individuals and determine what is the best action to be taken based on the grade level of the child and the circumstances surrounding the incident.

5. Further Action taken: If necessary, the person in charge will involve the administration to help resolve the incident.

It is our goal to help each student understand what bullying is, how to stop it, and how to get it stopped. In an elementary setting, we realize that there is a difference between bullying behavior (reoccurring over time) and bad behavior. Each situation will be dealt with in the appropriate manner.

#### **4.26 Detentions**

1. Detentions are issued to students for repeated behavior violations of classroom rules or for accumulating 10 tardies.
2. Detentions will be held on Fridays, and will be supervised by the administration. Sessions will be from 3:00 pm until 3:45 pm. It is the parent's responsibility to pick-up the student at 3:45 pm.
3. During detention, students will complete work that has been supplied from their teacher. Work must be completed, taken home, signed by the parent, and returned to the office the next day.
4. The classroom teacher will notify a student if a detention is to be served. The teacher will send home a discipline form to notify the parents of the detention and the reason for it. The form must be signed by a parent and returned to the teacher.

#### **4.27 Behavioral Probation**

Please see 2.71.

#### **4.28 Suspension**

When a student is suspended, he/she is removed from the regular classroom for a designated amount of time. Suspensions may be in-school (which means that the student will be on campus) or out-of-school (which means that the student will not be on campus). Suspensions will be considered excused absences and students must complete their work but will receive only partial credit on these assignments. A suspension will be recorded on the student's permanent academic record.

#### **4.29 Expulsion**

A student may be expelled or asked to be withdrawn when:

1. behavior has not improved as a result of all disciplinary efforts
2. behavioral probation has been broken
3. a very serious offense occurs
4. the poor behavior impacts others in a consistently negative way

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### **4.3 SPECIAL PROGRAM RULES**

#### **4.31 Lunchroom Rules**

Students should follow these guidelines in the lunchroom:

1. Talk quietly.
2. Walk.
3. Practice good manners.
4. Be courteous to others and use "please" and "thank you."
5. Eat your own lunch; do not share food.
6. Extra snack(s)—one time only; choose wisely; parental rules apply.
7. Clean up your area.
8. A special table for each grade will be provided for students with food-related allergies. For the health and safety of those students, we ask that all students with food-related allergies sit at those tables. Friends may sit with them as long as they are checked by lunchroom monitors to have no problem foods in their lunch.

#### **4.32 Recess Procedures**

As a method of communicating information about recess, VCA utilizes a three-color traffic light.

1. Red Light Recess means that outdoor recess has been canceled. Students will have a supervised indoor recess in the gym or in their room.
2. Yellow Light Recess means that outdoor recess will occur only in designated areas on the north side of the building. During Yellow Light Recess:
  - Students use the middle school wing restrooms.
  - Students are discouraged from going back to their lockers or classroom for anything.
  - Students must wait until they return inside with their teacher for a water break.
3. Green Light Recess means that recess will occur on the west side of the building in the grassy area. During Green light recess:
  - Students use the restrooms in the middle school wing.
  - Students are discouraged from going back to their lockers or classroom for anything.
  - Students must wait until they return inside with their teacher for a water break.

#### **4.33 Recess Behavior**

The playground is a place for students to enjoy themselves through group activities and physical exertion. Though it is a less structured environment, students are still expected to

behave appropriately. Please be informed of the following types of playground behavior that are not appropriate:

1. Fighting is defined as any physically aggressive behavior (punching, kicking, pushing, spitting, etc.).
2. Aggressive Play/Wrestling: Even if children claim they are only playing, we do not allow wrestling, since it can easily change into full-scale fighting. We do not allow "stunt maneuvers" or "karate chops" for the same reason.
3. Unsportsmanlike Conduct are actions that result from an attitude of non-cooperation.
4. Exclusive "Clubs": Children may not form exclusive groups and clubs in which other children may not participate.
5. Disrespectful Behavior: If a student is disrespectful (either with words or actions) to an adult or will not comply with directives, he/she should be removed from play and placed along the wall.

#### **4.34 Recess Discipline Procedure**

1. First infraction: verbal warning
2. Second infraction: student will be placed in a silent 'time-out' under supervision.
3. Third infraction: student will lose a full recess

#### **4.35 Playground Rules**

To insure the safety of all students on the playground, these guidelines should be followed:

1. Only touch – tag football may be played, and only on grassy areas.
2. Do not pick up other students.
3. Do not lean or climb on the railing near the boiler room.
4. Do not throw mulch, eat snow, or throw snowballs.
5. Do not slide on icy blacktop.
6. Jump ropes are to be used only for jumping.
7. Students should sit on the swings (and swing straight)— no bellies or standing or any other position.
8. Bottoms only going down slides; no climbing up the slides.
9. Line up quickly and quietly, putting toys on the cart.

#### **4.36 Indoor Recess Rules**

1. No jumping off of the stage.
2. Stay in your designated grade area.
3. When the whistle is blown in three short blasts, stop and listen immediately for instruction.

#### **4.37 Bus Conduct on Public School Buses**

Students are expected to follow all bus rules and guidelines for their own safety and that of the other passengers as well. If a student receives a bus conduct report from the bus driver, the student will be called to a principal's office where the situation will be investigated. Follow-up actions could include an apology letter to the bus driver, parent involvement, and the possible loss of bus riding **privileges** for a designated amount of time. Parents will be notified in advance of any loss of bus privileges so that alternate transportation can be arranged.

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### **4.4 DRESS CODE**

#### **4.41 Philosophy**

Valley Christian Academy's primary aim is to train children to please the Lord Jesus Christ in all areas – spiritually, mentally, physically, emotionally, and socially. Clearly, a child's clothing choices are linked to his/her development in these areas; standards for appearance are a means of building character and distinction in the lives of students.

Through the implementation of this dress code, VCA seeks to instruct students in the purpose of their clothing selections, the priority that clothing should have in their lives, and the principles of modesty that should guide them.

Teachers and administrative staff may approach any student concerning guidance in the area of personal appearance if any part of the dress code has been violated, or any portion of their dress or appearance is questionable.

The dress code is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education.

#### **4.42 Purpose**

The purpose of the VCA Dress Code is:

1. To minimize clothing competition and focus attention on character and education, not appearance,
2. To provide quality clothing which is consistent throughout the student population, and
3. To provide for a consistent look and testimony in the community for our school and students.

#### **4.43 Dress Code Guidelines and Sources**

The VCA Dress Code Guideline sheets and Style Sheet are THE standard by which ALL dress code selections should be made. Even though it

is a separate document, parents are expected to see it as an extension of this handbook. Any questions about the dress code should be directed to Mrs. Horak (330-562-8191 x303) or KHorak@valleychristian.com.

#### **4.44 Dress Code Enforcement**

Students are expected to follow the dress code by being in proper VCA uniform every school day except those special days designated by the administration (dress down days, Indians day, picture day, etc.). On days designated as "Spirit Day" (the first Friday of the month), students must be in dress code from the waist down, but may wear any VCA shirt from current or past years.

The VCA Dress Code is clearly described and available to parents. These are the school's standards for student dress.

When a student comes to school out of dress code, the teacher will inform the student and send a Dress Code Reminder note home to the parents. It must be signed and returned the next day. When a student reaches their limit of reminders, he or she will be sent to the office where they will be provided with appropriate clothing. If violations continue, it may be deemed a behavioral issue and dealt with by a principal. If a student comes to school in clothing that is deemed immodest by administration, the office may attempt to provide appropriate clothing. If clothing cannot be provided, a call will be made to the parents to bring appropriate clothing.

For all students in K-5, every **fourth** Dress Code Reminder sheet (#4, #8, #12, etc.) sent home will require an after-school detention to be served by the student from 3:15pm – 4:00pm. If the student does not return the Dress Code Reminder sheet the next day, they will receive a mark for not being prepared for class.

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#### **4.5 OTHER PROGRAMS**

##### **4.51 VCA Parent-Teacher Fellowship**

The PTF at VCA exists to promote unity and involvement in our school family through coordination of parent programs, communication, fellowship, and encouragement of one another, our administration, and our teachers.

It is PTF's desire to bring the home and the school into closer relationship with the goal of helping parents and teachers work together successfully in the educational process.

PTF is organized for service to the students, teachers, and administration. Please visit the PTF

Page on the VCA website for current information.

The PTF Board meets once a month for planning and welcomes all ideas and involvement from the parent population, as well as attendance at the monthly meeting.

## SECTION 5: Middle School Guidelines

These guidelines for Middle School are in addition to those described in Section 2 (Guidelines for All Students).

### 5.1 Academics

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#### 5.11 Exams

Because exams are utilized in high school, VCA will transition students from chapter tests to quarter cumulative tests and finally to semester cumulative tests. Exams will be mostly objective in nature, with at least one essay present, and will be based upon the tests given during the stated period of time (quarter or semester).

For each classroom subject, quarter exams will count as two test grades for that quarter. Semester exams will count for 20% of the semester grade, with each of the two quarter grades counting as 40% each.

- Sixth graders will have cumulative quarter exams for third and fourth quarters.
- Seventh graders will have cumulative quarter exams for first and second quarters, and a semester exam for the second semester.
- Eighth graders will have a semester exam for the first and second semesters.

Exams will be administered during regular school days with adjusted schedules. Exams will remain the property of VCA after students have had the opportunity to review them.

#### 5.12 Community Service Hours

Because we believe that God calls us to service, our desire is to provide opportunities to students in Middle School. To best facilitate this, service hour requirements will be set for each quarter and will be counted as part of the Bible grade.

Therefore, all students in grades 6-8 will have a set number of hours that they must give in service to others. These hours may be done for neighbors, at church, or for family members outside of the immediate family without pay (babysitting, lawn mowing, etc.). The hours should be documented, signed by the recipient, and turned in to the teacher. Community Service Hours can only be done during the school year.

The required number of hours each quarter will count for 10% of the quarterly Bible grade. Hours must be done during the quarter for which they will count, except in the case of **first** quarter where hours done during the summer can be applied.

Sixth Grade: 5 hours per quarter  
Seventh Grade: 7.5 hours per quarter  
Eighth Grade: 10 hours per quarter

#### 5.13 Sports Eligibility

Guidelines for eligibility in the sports program will be made available to all athletes and anyone interested in them through the Athletic Director's Office.

#### 5.14 Late Work

Sixth graders and seventh graders may turn in late work up to two days late, but each assignment will receive a 10% reduction in grade for each day.

Eighth graders may turn in late work one day late, but each assignment will receive a 10% reduction in grade for each day.

This does not apply when sickness or an excused absence is involved. (see 2.17)

### 5.2 Programs and Activities

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#### 5.21 Participation

Students who have signed up and are participating in any club, sport, or similar activity must be in attendance at school the day of any competition or game in order to participate.

#### 5.22 Annual Special Events

Because much can be learned outside of the classroom as well as inside, annual events are planned for the various grades. Currently, sixth graders will develop team skills and enhance relationships by going to Miracle Mountain Ranch in the fall. Seventh graders will take an overnight educational field trip in the Spring. Eighth graders will be involved in an out-of-state missions trip in the Spring.

#### 5.23 Lunch and Recreation (Rec) Time

Middle school students will have 40 minutes given for lunch and recreation time each day.

#### 5.24 Middle School Missions Outreach Projects

In Middle School, the goal of the Missions Outreach projects is to help students get outside of our building to gain valuable ministry experience.

Teachers work with the Missions Committee to establish activities in which all students will grow in their experiences. Missions projects are a required part of the program and students must participate unless given express permission from administration. The student's participation will count for 10% of the Bible grade during the quarter in which it is accomplished.

## 5.25 Bell Schedule

The middle school hallway has its own bell schedule. There is a three-minute pass time between instructional periods.

8:30 am	School begins, students arriving in the classroom after 8:30 am are considered tardy
8:40 am	Opening exercises close, Period 1 instruction begins
9:22am	Period 2
10:04am	Period 3
10:46am	Period 4
11:30am	Lunch then Rec
12:12pm	Period 5
12:54pm	Period 6
1:36pm	Period 7
2:18pm	Period 8
3:00 pm	School ends

## 5.3 Student Behavior/Discipline

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### 5.31 Middle School Discipline System

Each teacher of Middle School students is responsible for overseeing the behavior of the students in his/her class.

Students can receive marks in the following categories:

- Talking – For talking when talking is not appropriate.
- HW (homework) – For not completing homework.
- Behavior – For any behavior that is inappropriate for the circumstances.
- Responsibility – For not coming to class prepared, or not being responsible for home/school communication, or any other lack of responsibility that could occur.

A copy of the classroom discipline plans will be sent home at the beginning of the school year. Disciplinary marks accumulate for each week in each classroom. The first mark is a warning. On the second mark, the student will be assigned to copy a disciplinary paragraph which must be completed, signed by a parent and returned the next day. If it is not, the student will immediately be sent to a principal. The third mark in a week will bring a detention given by a teacher that will be served with that teacher, normally during the lunch period. On the fourth mark, the student will be sent to the office where the administration will determine if additional discipline is needed.

VCA utilizes a Covenant agreement that each Middle School student and parent will sign to better help guide what VCA defines as appropriate, Christ-like behaviors in and out of

school. When a student breaks the Covenant, it will be handled through the established discipline system at the discretion of the teacher and administration.

### 5.32 Displays of Affection

There is to be no relational touching or public displays of affection on campus or at any school sponsored activities.

### 5.33 Class Parties

There will be four on-campus classroom parties per year: Thanksgiving, Christmas, Easter, and end of the year.

### 5.34 Use of Make-up

Girls in middle school may wear lip-gloss, **mascara**, eyeliner, blush, and nail polish in pastel colors if worn tastefully and appropriately. No eye shadow should be worn. Administration and teachers have the right to discuss issues that are overdone or inappropriate. For safety reasons, no dangling earrings or long necklaces may be worn.

### 5.35 Use of Passes

When students are outside the classroom during their class periods, they must have a pass from the teacher.

### 5.36 Clothing

Shirts of boys and girls are to be tucked in at all times. On the day of an interscholastic sports game, players may wear the designated team shirt, otherwise they must be within dress code.

### 5.37 Dress Code Enforcement

Students are expected to follow the dress code by being in proper VCA uniform every school day except those special days designated by the administration (dress down days, Indians day, Picture day, etc.). On the designated "Spirit Day" (the first Friday of the month), students must be in dress code except that they may wear any shirt with a VCA theme for the current or past years.

When a student comes to school out of dress code, the teacher will inform the student and send a Dress Code Reminder note home to the parents. It must be signed and returned the next day. When it is not returned the next day, the student will be sent to the office.

For all students in Middle School, every fourth Dress Code Reminder sheet (#4, #8, #12, etc.) sent home will require an after-school detention to be served by the student from 3:15pm – 4:00pm.

If violations continue, it may be deemed a behavioral issue and dealt with by a principal. If a student comes to school in clothing that is deemed immodest by administration, the office may attempt to provide appropriate clothing. If clothing cannot be provided, a call will be made to the parents to bring appropriate clothing.

## **5.4 Other**

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### **5.41 Middle School Promotion Ceremony**

Each year, all middle school students and parents are invited to an end-of-the-year promotion ceremony to affirm the successful completion of another year of middle school. Students will receive awards and eighth graders will receive promotion certificates. All members of family and friends are invited to attend.



**SECTION 6:  
Financial Information**

**6.1 FINANCES AND TUITION**

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*Details are on the Financial Agreement*

**6.11 Tuition Payment**

Since tuition is the basic component of Valley Christian Academy's operating income, the policies and standards set forth in the Financial Agreement will be binding on both VCA and the parents. A copy of the Financial Agreement is always available on the school website.

**6.12 Fees**

All costs and fees associated with education at VCA, and their descriptions, can be found on the Tuition and Fees Schedule, which always available on the school website.

**6.13 Financial Aid**

VCA offers Financial Aid to families in need of it. Awards are based on an objective assessment of family need. VCA requires families who desire assistance to complete an application form, which requests pertinent data on the parents' income, assets, liabilities, and expenses. Applications are available on the website. The application deadline will be communicated by the Business Manager.

1. Step One: Fill out an application. Since Financial Aid at VCA requires an evaluation of each family's need, a Financial Aid Application must be completed and mailed with the required payment to the Confidential Financial Analysis processing center. In addition to this, VCA requires that you send in the following in a sealed envelope marked "Business Office," a copy of the prior year's IRS form 1040 and the VCA Financial Aid Request Form, which will include a letter of explanation, and answers to three specific questions. Families who believe they have unusual or extenuating circumstances will likely desire to detail them here.
2. Step Two: Review by the Financial Aid Committee. This sub-committee of the VCA Board of Trustees will review each application in the context of the amount available for distribution. The personal information required on the application is kept confidential within this committee.
3. Step Three: Decision. The Financial Aid Committee will inform applicants of the decision by mail during the month of May.

During the school year, there may be families who experience an unanticipated need for Financial Aid in order to continue to remain at the school. When such a situation arises, please contact the business manager.

**6.2 FUNDRAISING POLICY**

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Since Valley Christian Academy, Inc. was established in 1984, it has been the policy and practice of the school to trust God to provide the necessary funds to operate. Since the school has made a commitment to set tuition and fee rates at affordable levels, the academy has depended on gift income and fundraising projects to close the gap between actual expenses and operating cash needs.

**6.21 Biblical Principles**

The following biblical principles will form the foundation of Valley Christian Academy's stewardship program:

1. General Principles About Giving

All that we have belongs to the Lord, not just 10%. (Psalms 24:1, 50:10-12, I Chronicles 29:11) The heart (emotions) and the mind (intelligence) of the giver are both involved in giving. (Exodus 25:2, II Corinthians 8:10)

Gifts can be made of money, materials, or time. (Exodus 25)

The ultimate purpose of any fund raising for the Lord's work is to give glory to God. (I Chronicles 29:1, Exodus 35:2, Colossians 3:17)

Giving is God's way of meeting needs. (II Corinthians 8:13, 9:12; Ephesians 4:28, Hebrews 13:16)

2. Principles for the Giver

Give with a willing heart. (Exodus 25:2, 35:5; II Corinthians 8:7, 9:7)

Give generously as you are able to. (II Corinthians 8:2-7, 12)

Give in proportion to income. (I Corinthians 8:2-7, 12)

Generous giving guarantees God's supply of our needs. (Philippians 4:14-19, Matthew 6:33)

Giving results in God's blessings. (I Timothy 6:18-19)

Giving is for all believers. (I Corinthians 16:2)

Giving is a reflection of our love for God and for others. (II Corinthians 8:8-9, 9:7; I John 3:11-18)

Giving should be sacrificial. (Mark 12:41-44, II Corinthians 8:2-3, Philippians 4:18)

Integrity should be exercised; donors should give what has been promised. (II Cor. 8:11, 9:5)

Giving provides a spiritual blessing to the

- giver. (Malachi 3:10, II Corinthians 9:9-13)
3. **Biblical Guidelines for the Fund-raiser**  
 Pray without ceasing. (I Thessalonians 5:17)  
 Communicate the need. (II Corinthians 8-9)  
 Take pains to do what is right. (II Corinthians 8:20-21)  
 Do things decently and in good order.  
 (I Corinthians 14:40)

These biblical principles provide a clear picture of God's instructions about giving. However, they do not specifically resolve every issue. As in other areas of Christian living, we must apply these principles in our present situation and culture. Biblical principles do not change; they are timeless, culture-less, and non-negotiable. However, the application of these principles may vary in different places. The following policy guidelines are Valley Christian Academy's attempt to apply these principles.

### 6.22 Fundraising Efforts

The Annual Fund was established in 1992 as part of a stewardship project designed to address various facility needs, employee compensation improvements, and debt reduction. During the summer of 1995, a five-year "Fundraising Transition Plan" was adopted by the Board of Trustees. This plan established guidelines for VCA's increasing reliance on annual fund proceeds between the 1995-1996 and 1999-2000 school years. The Annual Fund, now called the "Eagles' Fund," was set apart to meet the following needs:

1. Establish a channel by which donors who are able and interested may direct gifts for specific goals established annually by the Board of Trustees.
2. Maintain reasonable tuition levels by relying on the Eagles' Fund rather than the general operating budget for operational needs, primarily the compensation improvement plan.
3. In addition to supporting the compensation improvement plan, provide for certain "extra" projects not otherwise financially feasible from general operating funds.

Product Sale and Event Fundraising are utilized by Valley Christian Academy as part of its overall development plan. Profits realized as a result of these efforts are used in the Academy's operating budget. Product sale and event fundraising will be used for the following reasons:

1. Promote fellowship among the constituency
2. Make available products and services of strong quality at fair prices to people who would purchase such items elsewhere if the

- academy did not market them
3. Promote school spirit

Capital Campaigns will be utilized from time-to-time to raise funding for capital needs of VCA. The details and goals of these will be established and approved by the board of trustees. Implementation and leadership of these efforts will be through the board of trustees in conjunction with the administration.

### 6.23 Fundraising Guidelines

1. All fundraising activities -- including both the Eagles' Fund promotion and the product sale/event program -- will be approved by the board of trustees annually as part of the budget preparation.
2. The school year calendar of all product sales and events will be announced to the constituency during the month of September every year.
3. Parent-Teacher Fellowship will be authorized to organize and implement the various events as service project/fund-raisers. Profits realized from these events will be utilized by the PTF to:
  - a. support their parent education programming
  - b. support classroom/school needs identified by the PTF board
  - c. underwrite hospitality efforts to PTF
  - d. underwrite other expenses authorized by the PTF board
4. Organizations within the school may conduct various minor fundraising projects to raise funds for their organization for some specific purpose (band, student council, choral groups, athletic teams, library, etc.) Each organization will be responsible for organization, promotion, etc.
  - a. Promotion for these efforts should be such that these projects do not interfere with the regular giving to the school. They should primarily be directed to the VCA community of school families and friends, not the outside community.
  - b. Fundraising projects must be coordinated and approved by the fundraising coordinator and administrator. Determination will be based on the following criteria.
    - that it does not interfere with the regular giving to the school for current annual fund needs and/or other scheduled fundraising events and projects.

- that the project has a particular purpose which will be of benefit to the educational program of the school
  - that funds will be used for areas not covered by the operating budget
  - that the project will be of benefit to and assist in the unity and cohesiveness of the school community and the student body
- c. Projects of this type will be spaced out on the calendar so organizations are not in competition with one another.

#### **6.24 Fundraising Standards**

These standards established by the Evangelical Council for Financial Accountability (ECFA) will be followed at Valley Christian Academy:

1. Truthfulness in Communication. Every effort will be made to represent facts, descriptions of VCA's financial condition, and narratives about events completely, and accurately. References to past activities or events will be appropriately dated. There will be no material omissions or exaggerations of fact or use of misleading photographs or any other communication that would tend to create a false impression or misunderstanding.
2. Communication and Donor Expectations. Fundraising appeals will not create unrealistic donor expectations of what donor's gift will actually accomplish within the limits of an organization's ministry.
3. Communication and Donor Intent. All statements made by an organization in its fundraising appeals about the use of a gift will be honored by the organization. The donor's intent is related to both what was communicated in the appeal and to any donor instructions accompanying a gift. The organization will be aware that communications made in fundraising appeals may create a legally binding restriction. If a donor specifies an intent that is outside of established goals, VCA reserves the right to contact the donor and seek permission to redirect the funds.
4. Reporting. On request, Valley Christian Academy will provide a report, including financial information, on the project for which it is soliciting gifts.
5. Tax deductible gifts for a named recipient's personal benefit. Tax deductible gifts will not be used to pass money or benefits to any named individual for personal use.
6. Acknowledgment of gifts in kind. Property or gifts in kind received by Valley Christian Academy will be acknowledged describing

the property or gift accurately without a statement of the gift's market value. It is the responsibility of the donor to determine the fair market value of the property for tax purposes. Valley Christian Academy may inform the donor of IRS reporting requirements for all large gifts. Valley Christian Academy will comply with all current IRS regulations regarding reporting and issuing of receipts to donors.

7. Acting in the interest of the donor. Valley Christian Academy will make every effort to avoid accepting a gift from or entering into a contract with a prospective donor which would knowingly place a hardship on the donor, or place the donor's future well-being in jeopardy.

Funds realized from these efforts underwrite the general operating budget.

While parents are encouraged to participate in VCA's fundraising, there are no minimum requirements or expectations. Families are urged to prayerfully consider their own level of involvement.

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### **6.3 OTHER FINANCIAL INFORMATION**

#### **6.31 Student Accident Insurance**

VCA carries accident insurance for all students. This covers all expenses incurred from injuries at school or at school events. However, this policy covers only the remaining balance after a family submits a claim and collects from its own insurance company. Please contact the business office for a claim form or to learn more about the program.

#### **6.32 T.R.I.P. (Tuition Reduction Incentive Program)**

VCA offers voluntary participation in the Tuition Reduction Incentive Program (TRIP). By purchasing gift certificates and gift cards through the school, parents can reduce the amount of their tuition. Parents must register for the program and may enlist the support of other family and friends as well. Please contact the business office for additional information.

Tuition credits created by the use of T.R.I.P. will show up on the family financial statement on January and June of each school year.

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### **6.4 MISCELLANEOUS**

We ask that parents NOT USE the names, phone numbers, and addresses of the parent population at VCA to solicit or advertise personal business.

# The VCA Middle School Athletic Handbook

Keep Your Eyes on Jesus, the author and perfecter of faith!

"Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us. Let us fix our eyes on Jesus, the author and perfecter of our faith, who for the joy set before him endured the cross, scorning its shame, and sat down at the right hand of the throne of God." Hebrews 12:1-2(NIV)

## Welcome

Welcome to the Valley Christian Academy Middle School Athletic program! It is our desire to instruct your student athlete in the fundamentals of sports and to have them represent our Savior in an area that often puts winning above integrity. The Bible commands us to "Go into all the world . . ." Jesus said in Matthew 28:19. Ultimately, it is "our goal is to win **souls** one game at a time", while using athletics as our outreach.

The following information will tell you a little about VCA athletics. By allowing your student athlete to represent VCA in this role, you are agreeing to support and honor the Athletic Department's procedures. Welcome to the team!

In HIM, Maren Morgan, Athletic Director

## Participation:

Participating on a sports team is making a commitment to attend every practice and game regardless of your eligibility status. Learning can still take place during practice and games.

## Player Expectations:

Being a member of a team teaches many valuable life lessons. Commitment to a team is essential for the growth and development of the "**team**" as a whole. The decision to make this commitment needs to be evaluated by each player as well as the family. Prayer needs to go into this decision as you are making a commitment not only to yourself, but to the individuals on the team as well as the school.

## Attendance:

All scheduled games and practices are required. This is to maintain continuity on the team and to teach commitment and responsibility. Practices scheduled over vacation periods, although important, are not mandatory.

## Excused Absences:

Athletes are required to be in attendance for 50% of the regularly scheduled classes that day to be eligible to participate at an athletic event. The following reasons will be accepted as a valid excused absence:

- A valid medical or dental appointment
- A school sponsored field trip or academic related experience
- A family related emergency

Even with an excused absence, playing time may be affected especially if you are absent on a day that new skills are taught. This is not to penalize you, but rather to prepare the team for competition. This will be determined by each coach. Disciplinary action for violation of this rule will be determined by the coach, which could include missing game time.

## Unexcused Absences:

Any other absences from practice that are not communicated with the coach **prior** to the occurrence will result in the loss of playing time, and possibly starting.

## Transportation:

Ultimately, transportation to and from games is the responsibility of the student's family. We will make every attempt to make arrangements to provide transportation to away games. It is the parents' responsibility to make arrangements for your son/daughter to be picked up after the athletic event.

## Volunteering:

In order for athletic events to run efficiently, we need YOU!

Volunteers are needed at each game in the following areas:

- Admissions (volleyball, girls' and boys' basketball games)
- Concessions (volleyball, girls' and boys' basketball games)
- Scoreboard (volleyball, girls' and boys' basketball games)
- Line judges (volleyball)

Please keep in mind that your son/daughter is not permitted to be a substitute for your service. If, for some reason you are not able to volunteer, you acknowledge and are giving authorization to allow your account to be billed



\$50 for each sport.

### **Player Commitment:**

Each student athlete is expected to:

- ❑ accept your role - Be willing to sacrifice personal goals for the good of the team; give your best to the role your coach assigns to you; trust that the coaches have your best interest in mind, as well as the team's. Please be coachable!
- ❑ be a competitor and have a winning attitude - Always strive to improve; seek excellence in all facets of life.
- ❑ be honest - Speak the truth in love; avoid gossip or listening to gossip.
- ❑ be loyal - Believe the best about your teammates and coaches; keep team issues within the team.
- ❑ work hard - Be diligent to take advantage of every opportunity to improve; push and encourage your teammates.
- ❑ be respectful - Speak to teammates, coaches, parents, and officials with kind words and respect.
- ❑ be responsible - Be at practice; try to limit appointments, vacations or other family events that may cause you to miss valuable time; be on time; keep your grades up; turn in your homework; be an example in the classroom, hallways, and outside VCA.
- ❑ be smart - Know your plays and role on the team; take care of your body by eating right, staying hydrated and getting plenty of rest.
- ❑ care for equipment and uniforms – All that belongs to VCA is from God. Appropriate care of equipment and uniforms is important. Athletes will be held financially responsible for any damages to equipment or facilities and for damaged or lost uniforms. Athletes who do not return uniforms in a timely manner at the conclusion of a season may be subject to a late fee charge.
- ❑ handle success and failure - Always keep your head up; be humble in your accomplishments, and be strong and gracious in your defeats.
- ❑ put the team before yourself - Always consider others more important than yourself; encourage your teammates faithfully.

### **Eligibility Requirements:**

To maintain full practice and playing privileges in any sport, students must maintain an appropriate grade point average (GPA). Eligibility will be based on the following requirements.

To be eligible, a student-athlete must maintain a grade point average (GPA) of 2.0 in the subjects enrolled in the preceding grading period.

### **GPA Point Scale**

<b>A+</b>	<b>=</b>	<b>4.3</b>	<b>C+</b>	<b>=</b>	<b>2.3</b>
<b>A</b>	<b>=</b>	<b>4.0</b>	<b>C</b>	<b>=</b>	<b>2.0</b>
<b>A-</b>	<b>=</b>	<b>3.7</b>	<b>C-</b>	<b>=</b>	<b>1.7</b>
<b>B+</b>	<b>=</b>	<b>3.3</b>	<b>D+</b>	<b>=</b>	<b>1.3</b>
<b>B</b>	<b>=</b>	<b>3.0</b>	<b>D</b>	<b>=</b>	<b>1.0</b>
<b>B-</b>	<b>=</b>	<b>2.7</b>	<b>D-</b>	<b>=</b>	<b>.7</b>

Bible, English, History, Math, Science are the core courses based on above point scale.

If, at the midterm or quarter grades, the student does not maintain the necessary GPA, the student will be on probation for a minimum of two weeks. The student will regain eligibility when he/she reaches the appropriate GPA after two weeks have passed, or at the next midterm grades, or at quarter grades.

Probation means the student will not be permitted to play in any games or scrimmages, but is expected to participate in practices and attend any functions related to their sport to support and encourage their teammates.

Students may also be put on sports probation in a similar manner as above for reasons of behavioral issues deemed serious in nature by the Principal.

All appropriate forms and permissions must be on file at school in order for a student to participate in any sport.

If for some reason during that season the student is unable to regain the privilege of playing for that season, sports fees will not be refunded.

### **Care of Uniforms:**

Please use the following guidelines to care for your student athletes issued uniform:

- Please wash inside-out (volleyball uniforms)
- Please wash in cold water
- Please DO NOT bleach!
- Please do not use anything that would alter the color of the uniform
- Please let hang dry only!

Please be advised that each uniform is inspected before being issued to your student athlete. Uniforms will be inspected upon the completion of the season. Your account will be billed for any damaged uniforms.

This would include and not limited to:

- Loss
- Stains
- Rips
- Markings
- Discoloration
- Missing lettering
- Missing numbers
- Etc.

If, for some reason the uniform is not returned in the condition it was issued, your account will be billed the cost to replace the uniform.

### **Concussions:**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, he/she is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

If at any point a student hits his/her head, the coach should be told immediately!

**Parent Athletic Agreement:**

**Please sign and return:**

I am in agreement and willing to support the terms regarding the athletic department and programs at Valley Christian Academy (VCA).

- I understand this form gives my students' permission to participate in athletic programs at VCA.
- I understand I am responsible for all information on the Intramurals and/or Middle School Athletics web page.
- I understand sports are competitive and injuries may occur. I understand I am required to return a signed copy of the Parent/Athlete Concussion Information Sheet. I agree not to pursue legal action against VCA, or any of the coaches should my son/daughter become injured as a result of participation.
- I agree to pay the amount designated on the website for each sport. I further agree to pay for any damages made to uniforms and/or equipment.
- I recognize that students' have a 5-minute window after each activity to be picked up. After 10 minutes, students are required to wait in Extended Student Supervision (ESS) to be picked up. \*There is an additional charge for ESS.
- I understand the participation in athletic programs is a privilege. I further understand if my son/daughter chooses not to following instruction from the coaches, he/she will not be permitted to continue and the fee will not be refunded.
- I am aware that my son/daughter may be photographed and/or name published in the media. Media includes newspaper, newsletters, programs, brochures, VCA's website or any other type of format by any organization.
- I am in agreement and willing to support the terms regarding the athletic department and programs at Valley Christian Academy (VCA).

**Students' Name:** \_\_\_\_\_

**Parent Signature:**

\_\_\_\_\_ **Date** \_\_\_\_\_