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All students and parents are required to read and be familiar with the Handbook.



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INTRODUCTION

*"Train up a child in the way he should go: and when he is old,
he will not depart from it." Proverbs 22:6*

Valley Christian Academy was founded in 1967 as a ministry of First Baptist Church. Since that time, the school has maintained the goal of providing a quality Christian education, and the Lord has provided growth in facilities, staff, and enrollment as He has seen fit. We presently provide training at the transitional kindergarten, kindergarten, elementary, junior high, and senior high levels.

The academic program at Valley Christian Academy is exceptionally strong. We have been blessed with an excellent music program, including award-winning bands and choirs. Our athletic programs have won CIF state championships in football and basketball and several league championships in recent years.

DOCTRINAL STATEMENT OF FAITH

We believe

- the Bible to be the verbally-inspired Word of God.
- in the creation of man by the direct act of God.
- in the eternal existence of one God manifest in three Persons - Father, Son, and Holy Spirit.
- in the deity and virgin birth of our Lord and Savior, Jesus Christ, His sinless life, His miracles, His vicarious atonement for our sin by the shedding of His blood on the cross, His bodily resurrection, His ascension to the right hand of the Father where He is the only Mediator between God and man, His pre-tribulation rapture of the church, His return with the saints to the earth for His millennial reign upon the earth.
- that men are justified on the single ground of faith in the shed blood of Jesus Christ.
- that eternal conscious punishment awaits every person who has not placed his faith in Jesus Christ alone as the Son of God who died, was buried, and rose again for our sin; and eternal bliss awaits every person who has exercised such saving faith.

MISSION

The mission of Valley Christian Academy is to provide an educational environment that will encourage students to develop a heart for God and a biblical worldview, preparing them to positively impact their families, churches, communities, and country for Jesus Christ.

SCHOOL-WIDE LEARNER GOALS

C - Christ-like Character manifest by a love for God and all people, revealed through the fruit of the Spirit

H - High Academic Achievement evidenced in academic competence and work habits

R - Responsible Citizenship demonstrated through personal accountability and respectful behavior

I - Independent Learning manifest in the ability to discern biblically

S - Servant Leadership shown by living for others and actively representing Christ

T - Trust in the Scriptures evidenced in spiritual disciplines and biblical application

PHILOSOPHY

“And ye shall know the truth, and the truth shall make you free.” John 8:32

Valley Christian Academy seeks to embrace a philosophy of education which is firmly based upon the principles of God’s Word. We believe that:

- Valley Christian Academy derives its authority from the family. God gave parents the responsibility of educating their children (Prov. 22:6; Eph. 6:14). First Baptist Church has established VCA as an extension of the educational process of our church families, providing a supportive basis of encouragement as they seek to fulfill their God-given responsibilities (Prov. 19:27, Jer. 10:2).
- the education we provide is based on the authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of truth, faith, and practice (John 17:17; II Tim. 3:16-17; Jude 3). We desire that students learn to view everything through the eyes of God as revealed in the Scripture, so a truly Christian education must be Christ-centered rather than student- or teacher-centered. Jesus Christ is the center of all that is believed, said, and done at VCA and is the source of all wisdom and knowledge (John 14:6; Col. 2:3, 8-10).
- we must be evangelistic in our approach to Christian education (Matt. 28:19-20; Mark 16:15; Mark 10:14).
- we are to edify young people and build them up in the faith. Character training and understanding of doctrine are important aspects of a Christian education (Eph. 6:4; Col. 1:28-29; Eph. 4:11-16). It is our desire that our students know and apply the truth wisely in their own lives (John 8:32; John 16:13).
- we are responsible to provide the highest quality academic training. We must thoroughly educate young people, preparing them with the skills they need to serve the Lord in any vocation into which He may lead them (II Pet. 1:5).
- Christ-honoring programs in music, drama, and athletics are an important part of the education we provide (Luke 2:52; Ps. 96:1; I Chron. 15:16; II Chron. 5:13; Ps. 150:3-5).

Valley Christian Academy Emblem



A Deo Lux Nostra is Latin for "To God Our Light."

At the center of our crest is the Bible, with Christ's affirmation that it is truth. This premise is central to our goals, for we desire to order everything around the truth of God's Word. Behind the Bible is the cross, for the Scripture reveals Christ, Whom we seek to honor, emulate, and serve. The helmet and shield represent preparedness for spiritual, intellectual, and moral battle by which God proves individuals and enables them to win a crown to place at His feet. This crest represents our message to the world.

Valley Christian Academy Mascot



Lion

Valley Christian Academy Colors

Blue & Gold

Valley Christian Academy Verse

*"Let this mind be in you, which was also
in Christ Jesus."* Philippians 2:5

PARENTAL SUPPORT

“And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.” Ephesians 6:4

Parental support and participation are crucial for educational success. We know that ultimately parents are biblically responsible for their children's education (Deut. 6:6-9), so we are thankful for the trust and confidence parents place in us by giving us a part in the training of their children. The home, church, and school should work together in harmony for the most effective training to take place.

■ VISITING CAMPUS

When visiting the school, parents must first come to the school office. Lunches or books may be left for the child in the office. If parents would like to eat on campus with their students, they must sign in and receive a pass which they will return to the office upon leaving campus.

■ PARENT/TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences are scheduled after the first and third-quarter grading periods. Parents may call and schedule a conference with individual teachers at any time. If a problem arises, please discuss it first with the teacher before bringing it to the Principal.

■ ENROLLMENT INCENTIVE/REFERRAL CARD

Valley Christian Academy's best advertisements come from our school families. Recommending friends and acquaintances who have never had children enrolled in VCA will help you and us, too. If the new student you refer enrolls and remains enrolled for at least one complete semester with a current account, you will receive a \$500 tuition credit for your child. The referral card must be completed and must accompany the new student's application. Referral cards are available in the school office.

■ STANDARDS FOR VOLUNTEERS

Volunteers provide a valuable service to the students of Valley Christian Academy. The following standards are intended to provide a consistent example before our students which conforms to school policies on dress and deportment. **These standards are to be adhered to by all adults when working on campus or chaperoning on field trips.**

1. No smoking or alcoholic beverages are permitted.
2. Please adhere to the same dress code required of our students. Any exceptions to this dress code must be pre-approved by the administration.
3. Please use only language that would honor our Lord.

■ VOLUNTEER OPPORTUNITIES

- Sell concessions or tickets at games
- Help in the kitchen
- Help teachers
- Help put on the Teacher Appreciation Luncheon
- Help with fundraisers, including the Race 4 Education, Scrip gift card sales, etc.
- Serve as a chaperone on field trips
- Serve as a GSACS Competition coach or judge
- Recess monitor
- Campus security

ACADEMICS

“And beside this, giving all diligence, add to your faith virtue; and to virtue knowledge.” II Peter 1:5

Academic Programs

■ ELEMENTARY

The elementary program is designed to help students master skills in the following areas: Bible, Phonics, Reading, Mathematics, Language, Penmanship, Spelling, History, Science, Computers, Art, Music, and Physical Education.

■ JUNIOR HIGH SCHOOL

- 7th Grade: Bible, English, Mathematics, Life Science, World Studies, Physical Education, with elective offerings
- 8th Grade: Bible, English, Algebra I, Earth Science, American Republic, Physical Education, with elective offerings

■ SENIOR HIGH SCHOOL

VCA graduates are well prepared and have attended many colleges and universities throughout the United States. VCA requires the successful completion of a four-year academic program. Students must attend four years of high school to be issued a diploma and to be allowed to participate in graduation. Four diploma strands are available for students.

Graduation Requirements:

University Prep Diploma

40 credits in Bible*
40 credits in English
30 credits in Math**
30 credits in Social Studies***
40 credits in Science
20 credits in Foreign Language
20 credits in Physical Education
10 credits in Fine Arts

Minimum of 250 credits; minimum of 3.2 GPA

Must have a total of 30 AP course credits

College Prep Diploma

40 credits in Bible*
40 credits in English
30 credits in Math**
30 credits in Social Studies ***
30 credits in Science (must include Chemistry or physics)
20 credits in Foreign Language
20 credits in Physical Education
10 credits in Fine Arts
Minimum of 250 credits; minimum of 2.0 GPA

General Diploma

40 credits in Bible*
40 credits in English
30 credits in Math
30 credits in Social Studies***
20 credits in Science
20 credits in Foreign Language*
20 credits in Physical Education
10 credits in Fine Arts
Minimum of 240 Credits

Talent Development Diploma †

40 credits in Bible*
40 credits in English
40 credits in Math (or the equivalent of a general diploma)
40 credits in Social Studies (or the equivalent of a general diploma)
40 credits in Science (or the equivalent of a general diploma)
20 credits in Physical Education
Minimum of 230 credits

* *May be waived if a transfer student has not had equivalent (10 credits required for a foreign language).*

** *Must include Algebra II, Geometry, Precalculus, or their equivalents.*

*** *Must include World History, U.S. History, and Government/Economics*

† *This program is designed for students with learning disabilities. Class levels are set individually based on extensive placement testing and are not generally at grade level. Students may transfer a maximum of 60 Talent Development credits toward the fulfillment of the requirements for a General Diploma.*

UC-approved courses can be found at the following website: <https://hsarticulation.ucop.edu/agcourselist/institution/3575>.

Students must attend four years of high school to be issued a diploma and to be allowed to participate in graduation.

All students must take a full load of seven classes every year they are enrolled, with the exception of their senior year when they may not need to take physical education. If not taking PE, seniors must have a 2.0 cumulative GPA in order to leave campus 7th hour.

The following elective classes are usually offered to complement the core program:

College Prep	Drama
AP Precalculus	Yearbook
Honors Physics	Computer Applications
Chemistry	Choir
Computer Applications	Band
AP Calculus	Culinary Arts
AP English Language	AP US History
CLEP English Literature	AP Government/Economics

The courses that have been approved for fine arts credit are (see advisor for credit value):

Choir	Drama
Band	Art

■ **ACADEMIC AWARDS—ELEMENTARY**

Awards are computed at the end of each quarter:

- Honor Roll: "A's" in every subject including conduct and work habits
- Merit Roll: "A's" and "B's" in every subject including conduct and work habits

■ **ACADEMIC AWARDS—SECONDARY**

Awards are computed at the end of each semester on the basis of all subjects except PE and Teacher's Aide:

1. Principal's List – "A's" in every subject attempted and an average of "2" or better in conduct and work habits
2. Honor Roll – Grade point average of 3.6 (no "D's" or "F's") and an average of "2" or better in conduct and work habits

3. Merit Roll – Grade point average of 3.0 (no “D’s” or “F’s”) and an average of “2” or better in conduct and work habits

■ **ACADEMIC PROBATION**

Any student with less than a 2.0 academic GPA will be placed on probation for the next quarter. At the end of the quarter, the administration and faculty will review the student’s progress. Students not making satisfactory progress may be asked to withdraw or forego taking elective classes in favor of participating in supervised study halls.

Any student earning less than a 2.0 academic GPA (the academic GPA includes all academic classes and Bible) on the second semester report card may not be allowed to re-enroll at VCA or may be required to forego taking elective classes in favor of participating in supervised study halls.

New students entering VCA with three “D’s,” “F’s,” or unsatisfactory marks in academic subjects will be required to repeat the grade or enter the Talent Development Class.

Students with a cumulative GPA below 2.0 and/or below a “C” in Bible will be placed on probation, which requires mandatory attendance at extra help classes, regular parent/teacher meetings, and satisfactory progress on their quarterly report cards. Students not making satisfactory progress will be required to obtain paid tutoring; and if improvement is still not forthcoming, they will be required to enter the Talent Development Class, return to the previous grade, or withdraw from VCA.

■ **ACCREDITATION**

Valley Christian Academy is fully accredited by the Western Association of Schools and Colleges (WASC). By virtue of our accredited status, credits from VCA are recognized by all public and private schools nationwide.

■ **ACHIEVEMENT TESTS**

As part of an ongoing effort to evaluate student progress, VCA participates in the American Association of Christian Schools testing program. The Iowa Test of Basic Skills, which is a nationally normed standardized test, is administered to all students each spring. Test results are made available to parents.

■ **AFFILIATIONS**

Valley Christian Academy is a member of two related organizations: the Golden State Association of Christian Schools and the American Association of Christian Schools. The American Association of Christian Schools is an organization of 1,200 Christian schools across the country with similar philosophy and direction.

It is through these associations that we are able to promote teacher development, remain abreast of current methods and materials, and have a political voice in educational affairs at the state and national level. Our students also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian schools at the GSACS State Competition and the AACS National Competition.

■ CONDUCT AND WORK HABITS MARKS

The descriptions for **K-6 conduct grades** are the following (7-12 grades use a scale of 1-5 with 1 being outstanding and 5 being unsatisfactory):

Description

A=Outstanding

Respects school rules, consistently demonstrates self-control, dependable when not under direct supervision, consistently willing to accept correction, gets along with others, consistently honest and trustworthy.

B=Good

Obeys school rules, usually demonstrates self-control, usually dependable when not under direct supervision, usually willing to accept correction, usually gets along well with others, usually honest and trustworthy.

C=Satisfactory

Learning to follow school rules, needs reminders for self-control, meets minimum behavior guidelines, learning to accept correction, learning to get along with others, learning to be honest and trustworthy.

D=Poor

Difficulty following school rules, lack of self-control, needs to be closely supervised, difficulty accepting correction, difficulty in getting along with others, needs to learn to be honest, to be trustworthy, and to tell the truth.

F=Unsatisfactory

Disobedient, frequently disrupts class, needs constant supervision, unwilling to accept correction, unable to get along with others, is not willing to be honest and trustworthy, is not willing to tell the truth.

The descriptions for **K-6 work habits grades** are the following (7-12 grades use a scale of 1-5 with 1 being outstanding and 5 being unsatisfactory):

	Initiative	Class Participation
A=Outstanding	Always a self-starter. Endeavors to exceed standards. Works to ability in neatness.	Contributes effectively in class
B=Good	Usually a self starter Willing to exceed minimum standards Attempts to work neatly	Contributes well in class
C=Satisfactory	Needs occasional reminders to work Does only what is required Neatness is satisfactory	Does not initiate class participation
D=Poor	Needs frequent reminders to work Shows little initiative Work is messy; not working up to ability	More class participation is needed
F=Unsatisfactory	Unwilling to work Shows no initiative Work is very messy; not working up to ability	Unwilling to participate

Assignment Completion	Attention	Study Habits
Homework always done well. Homework notebook always signed. Class work always done in class.	Always pays attention Books are out and ready Unpacks quickly Always follows along	Always has books and supplies at school Homework is written down correctly and neatly
Two late homework assignments in a quarter Homework notebook usually signed Class work usually done, stays in at recess on occasion	Usually pays attention Books are usually out on time Gets unpacked on time Usually follows along	Usually has books and supplies at school Homework is written down correctly
Three or four late homework assignments in a quarter Homework notebook occasionally not signed Often takes class work home or stays in to finish work	Needs reminders to pay attention Needs reminders to get out books Needs reminders to unpack Wastes time Needs reminders to follow along	Sometimes books and supplies are not at school Needs reminders to write down homework and write it down correctly
Four or five late homework assignments in a quarter Homework notebook frequently not signed Takes much class work home daily or stays in frequently to finish work	Frequently needs reminders to pay attention Frequently late getting unpacked Frequently wastes time Frequently needs reminders to follow along	Frequently missing books and supplies needed at school Homework is not written down correctly and needs help getting it written down or checked by the teacher before leaving school
Six or more late homework assignments in a quarter Homework notebook rarely signed Class work rarely finished in class, consistently stays in to finish work	Constantly needs reminders to pay attention Rarely unpacked on time Wastes much time Teacher consistently has to help child follow along	Rarely has books and supplies needed for school Homework is not written down correctly or has to have the teacher write it down for him

■ GPA

All courses which secondary students take are included in their GPA with the exception of physical education, teacher's aide, and study hall.

■ GRADING SCALE

A+	97 – 100	B-	80 – 82	D+	67 – 69
A	93 – 96	C+	77 – 79	D	63 – 66
A-	90 – 92	C	73 – 76	D-	60 – 62
B+	87 – 89	C-	70 – 72	F	Below 60
B	83 – 86				

The grading scale for **AP and Honor Classes** is 5 grade points for an "A," 4 grade points for a "B," 3 grade points for a "C," 2 grade points for a "D," and 0 points for an "F."

■ HOMEWORK

Homework is an integral part of the school program and is assigned to reinforce what is taught in the classroom. Homework assignments are to be completed according to the guidelines of the individual courses. Please provide a time and place conducive to good study habits. **Although parents should not do their child's work, they should provide encouragement and supervision so that the assignments are completed neatly, correctly, and on time.** The following guidelines are to be followed by each student in doing homework:

1. A child absent one day due to illness or family emergency has one day after returning to complete work. A child absent two days has two days to make up his work after returning, etc.
2. Homework will generally not be given on Wednesdays so that students are free to attend church. Tests will general not be given on Thursdays so that students are free to attend church.
3. Students who learn quickly and apply themselves during the school day may have comparatively little homework; whereas other students may find it necessary to spend more time doing homework to keep up to grade level. If the amount of time spent on homework becomes a burden to your family, please contact the teacher and set up a conference.
4. For pre-approved absences see page 20.

■ **HOMEWORK DETENTION FOR SECONDARY**

Students who do not complete their homework as assigned are required to go to Homework Detention that afternoon. Failure to attend Homework Detention results in a 30 minute disciplinary detention. The first time a student turns in a late assignment, he will be given a warning. The second time he turns in a late assignment, his score will be reduced by 10%. On the third occurrence, his score will be reduced by 20% followed by a 30% reduction the fourth time and a 40% reduction the fifth and all subsequent times. This procedure starts over each quarter.

■ **HONOR SOCIETY**

Students meeting CSF requirements will be eligible for both CSF and AACS Honor Society membership.

■ **PROMOTION—RETENTION**

1. Elementary students receiving three or more “D’s” or “F’s” on the last quarter and/or year-end average grade report card will either be retained, placed in the Talent Development Class, or prohibited from returning to VCA.
2. Elementary students receiving two “D’s” or “F’s” on the last quarter report card will be promoted on a probationary basis, requiring weekly parent/teacher meetings, a satisfactory progress report check at the end of the first five weeks, and paid tutoring. Students who fail to show satisfactory improvement on the first quarter report card will either be moved back into the previous grade level, placed in the Talent Development Class or be required to withdraw from VCA.
3. Junior high and high school students receiving a “D” or “F” in any subject which is a prerequisite for the next year’s class must receive remedial help in summer school. These classes include Bible, English, and selected math courses. Students must also make up the credits for failing any mandatory class.
4. Junior high students receiving three or more “F’s” on either semester report card will not be promoted.
5. The number of credits earned determines a high school student’s grade level.
6. Regardless of the number of total credits earned, each senior must have an annual 1.0 GPA in all academic subjects his senior year to graduate.

■ REFERRAL TO TALENT DEVELOPMENT CLASS

Any student who tests two or more years below grade level in a specific subject is eligible for the Talent Development Class.

■ REPORT CARDS—PROGRESS REPORTS

1. Report cards are issued approximately one week after the completion of each nine-week quarter.
2. Parents can access their student's grades through the VCA website at any time.
3. No report cards or portal access will be made available unless financial accounts are current or satisfactory arrangements are made with the Principal.

■ VALEDICTORIAN & SALUTATORIAN REQUIREMENTS

The graduating seniors with the highest and second highest cumulative high school grade point averages above a minimum 3.5 GPA will be eligible for valedictorian and salutatorian honors. They must have completed four consecutive semesters of classwork at VCA and must have completed the requirements for the University Prep Diploma. If no qualified candidates are found, seniors meeting all other requirements and earning a College Prep Diploma may be considered.

In order to determine class rank for the purpose of Valedictorian and Salutatorian, each student's unweighted GPA will be calculated. For each semester an "A" is earned in an AP or honors class, .02 will be added. For each semester a "B" is earned in an AP or honors class, .01 will be added. AP or honors classes transferred from other schools would need administrative approval. Any ties that still remain would be broken by counting the "A+'s," "A's," and "A-'s" in core subjects (Math, English, History, Science, Bible).

ATTENDANCE

*"Moreover it is required in stewards that a man be found faithful."
1 Corinthians 4:2*

Attendance and punctuality are essential in developing successful class work and good character. **Parents should not ask that their child be excused from school for excessive or extended dates due to recreation.**

■ CUTTING

Cutting is defined as being over five minutes late to class.

■ CUMULATIVE ABSENCE POLICY

Any student absent from a class more than **fifteen days per semester** will not receive credit for that class.

■ EXCUSED ABSENCES

1. Illness
2. Death or serious illness in the immediate family
3. Medical or dental appointments

Parents should always contact the school office when their child is or will be absent from school. It is extremely important that the office is informed of all Absences.

■ MISCELLANEOUS ABSENCE INFORMATION

1. When it becomes necessary for a parent to take a child out of class for a medical or dental appointment or other excused reason, the release of the student must first be made through the office. The student should bring a note from home to the office, and the office personnel will issue a pass to leave school. If the student returns later that day, he must report to the office again and sign in, and a pass will be issued to return to class.
2. All absences and tardies are recorded on the report card, whether excused or unexcused.

3. Any absence which corresponds with a previously announced assignment due date, project, test or quiz will necessitate the student turning in his assignment or taking the test his first day back to school.
4. Students must be in attendance at school a minimum of half of their academic class periods in order to participate in sports practices and games that day.

■ PRE-APPROVED ABSENCES

Parents may take students out of school for pre-approved absences using the following procedure:

1. Parents should write to the school office at least two days in advance, giving the reason for the absence and days that will be missed.
2. Students must have their teachers fill out an assignment form prior to their absence.
3. The administration reserves the right to reject or limit pre-approved absences.
4. Absences taken without prior approval will be treated as unexcused absences.
5. **Make-up assignments are due when students return to school. Students must be ready to take any missed quizzes or tests and must initiate the scheduling of those tests and quizzes the first day back in class.**

■ TARDINESS

Students arriving late cause an inconvenience and disturbance. Therefore, every three tardies (excused or unexcused) will be equivalent to one absence. These absences count toward the 15-day maximum number of absences per semester which students are allowed.

■ UNEXCUSED ABSENCES

1. Tests and quizzes may be made up if the student schedules a make-up day with the teacher on the first day back to class. Otherwise, the grade on the test or quiz will be zero.
2. All classwork and homework assignments must be completed and turned in even though a zero will be recorded.

CONDUCT

"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God." I Corinthians 10:31

Valley Christian Academy is dedicated to training boys and girls through a Christ-centered program. Attendance at VCA is a privilege and not a right, and applications for enrollment and re-enrollment will be approved at the sole discretion of the school. Any student who does not conform to the standards and regulations of the school may forfeit this privilege. The following guidelines have been established to provide for student safety and an orderly environment.

1. Prompt obedience, respect, and willingness to adhere to the rules of the school are expected at all times.
2. Polite and courteous speech is expected at all times, and students are encouraged to use "yes sir," "no sir," and "yes ma'am", "no ma'am," when answering adults.
3. Quiet, mannered voices should be used in classrooms, restrooms, and lunch areas.
4. There is to be no talking in the restrooms and no running in the hallways.
5. Lying, cheating, and stealing are not tolerated.
6. There is to be no pushing, shoving, taunting, ridiculing or other abuse of fellow students.
7. Students are to conduct themselves in an open, friendly manner with those of the opposite sex. There is to be no physical contact between boys and girls at Valley Christian Academy.
8. Students are not to be in rooms or areas of the campus which do not have teacher supervision.
9. Permission to go to the office or library must be obtained from a teacher.
10. Loitering in restrooms or elsewhere on campus is not permitted.
11. Chewing gum is prohibited at school.
12. Digital music players, headphones, video games, and playing cards may not be used at school or on field trips unless specifically designated by the administration.
13. Students who abuse or damage school property, whether willfully or accidentally, will be required to pay for the damage.

14. Students must refrain from swearing, using indecent language, using tobacco, drinking alcoholic beverages, the abuse of drugs, gambling, attending dances, and immorality of any kind.
15. No guns, knives or other weapons are allowed at school.
16. Phones, iPads, and other digital devices may not be used as video players, to listen to music, to take pictures, or to play video games without a teacher's permission.

■ RESPECT

Language, gestures, or any other activity which is disrespectful or which is derogatory concerning an individual's race, color, national origin, sex, disability, or age will not be tolerated.

DISCIPLINE

*"He that hath no rule over his own spirit is like a city that is broken down, and without walls."
Proverbs 25:28*

The purpose of the VCA disciplinary system is to aid young people in the development of Christian character through firm and consistent discipline maintained and tempered with love, kindness, and a genuine concern. Misbehavior is dealt with firmly and consistently.

■ ELEMENTARY DISCIPLINE POLICY

Each child will:

1. follow directions.
2. keep hands, feet, and objects to himself.
3. raise hand and get permission to talk unless directed to do otherwise.
4. work independently and silently unless assigned to do otherwise.

Consequences

1. Name on board - 5 to 15 minutes lunch detention per offense, depending on the severity of the infraction.
2. After accumulating 45 minutes of detention in a day, students will be sent to the office.
3. If sent to the office a second time in one day, parents will be called to come to school to correct the problem.
4. If sent to the office a third time in one day, the student will be suspended for the rest of the day and the next day.
5. For severe disruptions, students will skip the first two steps and go directly to step three. This includes behavior such as fighting, talking back to any adult, overtly refusing to do what he is told, destroying property, profanity, etc.

Late and Incomplete Assignments

Students receiving six notes within a quarter for late or incomplete work will be suspended for one day. A parent conference is required before readmission to school. Students receiving 12 notes within a quarter will be suspended for two days.

■ SECONDARY DISCIPLINE POLICY

Academic Honesty

Students are expected to promote an ethical academic atmosphere founded upon academic honesty.

Examples of Academic Dishonesty

1. Cheating

- A. Giving or using external assistance (including electronic devices and online sources) relating to an assessment or assignment without the expressed permission of the teacher.
- B. Copying any work or allowing another student to copy one's work. All work submitted must be that of the individual student.
- C. Falsifying any academic work.
- D. Having another student, parent, other adult, or artificial intelligence write or make major changes to student work without teacher permission.

2. Unauthorized Collaborating - Collaborative work will be at the direction of the teacher and be documented according to assignment guideline

3. Plagiarizing - Presenting another's (including artificial intelligence—AI) ideas, words, or work as one's own.

- A. Minimal plagiarism involves
 - i. Inserting verbatim phrases
 - ii. Substituting synonyms into a sentence instead of rewriting it
 - iii. Reordering the clauses
- B. Substantial plagiarism involves
 - i. Inserting verbatim sentences or longer passages
 - ii. Repeatedly and pervasively engaging in minimal plagiarism
- C. Complete plagiarism is submitting someone's complete work for an assignment.

Consequences for plagiarism:

- 1. Minimal plagiarism—assignment may be rewritten without a penalty. Repeated instances may be treated as substantial plagiarism.
- 2. Substantial plagiarism—assignment may be rewritten with a penalty. Repeated instances may be treated as complete plagiarism.
- 3. Complete plagiarism—a write up for cheating (see referral offenses)

Detention Offenses

30 minutes per offense to be served before school

1. Tardiness
2. Unprepared for class
3. Improper use of technology or cell phone
4. Talking/note passing
5. Chewing gum/eating in class
6. Hair/dress violation
7. Disturbance/disrespect
8. Inappropriate physical contact
9. Missing homework detention

Upon receiving five write-ups of any one kind (or ten write-ups total) within a quarter, a student will be suspended for one day and will not be allowed to return to class until he and his parents meet with the Principal.

Detention is held on Tuesday and Thursday mornings 7 am to 8 am. Students who fail to show up for detention or miss any part thereof, up to a maximum of 60 minutes, will receive the following penalties within a semester.

- | | |
|-------------------------------|-----------------------------|
| 1st time—warning | 5th time—referral |
| 2nd time—detention is doubled | 6th time—referral |
| 3rd time—detention is doubled | 7th time—referral/expulsion |
| 4th time—referral | |

Detention Policy

1. If a student has 30 minutes of detention, he may come at 7:30 instead of 7:00.
2. No more than one hour of detention per day may be served.
3. Students may not work on homework during detention.
4. All detention time up to 60 minutes must be served during one detention period.
5. If a student is in band, he must arrive at 7 to serve his detention prior to band class.

Disciplinary Probation

A student is placed on disciplinary probation when he repeatedly or flagrantly has a bad attitude or ignores, disobeys, or mocks school regulations or teacher instructions. If a student fails to respond to this action, expulsion will follow.

Personal Property Searches

VCA reserves the right to search students' lockers, backpacks, purses, pockets, electronic devices, and automobiles when there is reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the rules of the school. Such a search may be conducted without the students' or the parents' specific permission.

Referral Offenses

More serious offenses are dealt with under this discipline policy. Students receiving four discipline referrals in one semester will be asked to leave VCA for at least one semester. All referrals and write-ups clear at the end of each semester.

Referral offenses include (but are not limited to):

- | | |
|--|--|
| Cheating | Forgery |
| Fighting | Profanity/Abusive Language/Lying |
| Cutting school | Immorality |
| Lewd behavior | Bringing guns or other weapons to school |
| Vandalism/Theft | Possession or use of fireworks |
| Disobedience/Insubordination | |
| Speeding on campus | |
| Leaving campus without permission from the office | |
| Possession or use of alcohol, tobacco, or drugs on or off campus | |

In the following list, "A" refers to consequences for the first offense, "B" refers to consequences for the second offense, and "C" refers to consequences for the third offense.

1. Forgery

- A. Referral
- B. One-day suspension and referral
- C. Five-day suspension and referral

2. Cheating

- A. Zero grade on assignment and referral (for significant assignments)
- B. Zero grade on assignment, three-day suspension, and referral

- C. Zero grade on assignment, five-day suspension, and referral. Three cheating infractions within a class result in failing the class for the semester.
- 3. **Profanity/Abusive language/Lying**
 - A. Referral and up to three hours of detention
 - B. One-day suspension and referral
 - C. Three-day suspension and referral
- 4. **Fighting**
 - A. One-day suspension and referral
 - B. Three-day suspension and referral
 - C. Expulsion
- 5. **Vandalism/theft**
 - A. Up to a five-day suspension, referral, and restitution
 - B. Restitution and expulsion
- 6. **Possession or use of fireworks**
 - A. Three-day suspension and referral
 - B. Five-day suspension and referral
 - C. Expulsion
- 7. **Disobedience/insubordination**
 - A. One-hour detention
 - B. Two hours detention and referral
 - C. One-day suspension and referral
- 8. **Speeding on campus**
 - A. Loss of driving privilege on campus for one week and referral
 - B. Loss of driving privilege on campus for ten weeks and referral
 - C. Loss of driving privilege on campus for the school year and referral
- 9. **Leaving campus without permission from the office**
 - A. Three hours detention and referral
 - B. One-day suspension and referral
 - C. Expulsion
- 10. **Cutting school for two or fewer periods**
 - A. Three hours detention per period cut and referral
 - B. Three-day suspension and referral
 - C. Expulsion
- 11. **Cutting school for three or more periods**
 - A. One-day suspension and referral

- B. Three-day suspension and referral
- C. Expulsion
- 12. **Immorality**
 - A. Five-day suspension and referral or expulsion
 - B. Expulsion
- 13. **Lewd Behavior/Pornography**
 - A. Three hours detention and referral
 - B. One day suspension and referral
 - C. Three day suspension and referral
- 14. **Possession or use of alcohol, tobacco, vaporizers, electronic cigarettes, or drugs on or off campus**
 - A. Five-day suspension and referral
 - B. Expulsion
- 15. **Selling alcohol, tobacco, or drugs on or off campus**
Expulsion
- 16. **Bringing guns or other weapons to school**
Expulsion

VCA reserves the right to exceed the established discipline procedure if the offense warrants it. Any behavior that brings into question the reputation of Valley Christian Academy in the community may result in immediate expulsion regardless of the number of offenses.

Suspension

Suspension is defined as staying at home with a loss of credit on the day(s) suspended. Exams and quizzes may be made up if the student schedules a make-up day with the teacher on the first day back to class. Otherwise, the grade on the test or quiz will also be zero.

“Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.” Matthew 5:16

Valley Christian Academy believes that young people should act and dress in a wholesome manner. The underlying principles of the following dress code are **Modesty** (I Tim. 2:9; II Tim. 2:22), **Submission to Authority** (Heb. 13:17 and I Pet. 2:13-25), **Appropriateness**, **Identification** (Col 3:16-17; I Jn 2:15-16), and **Distinction of Genders** (Deut. 22:5; I Cor. 11:14-15), and the **Glorification of God** (Is. 43:7 and Rev. 4:11).

Students are asked to dress in a Christ-like manner that is modest, appropriate, and promotes an attitude of learning to bring glory to God, their Creator. Modesty is a heart attitude of humility that displays itself outwardly by dressing and behaving in a manner that brings glory to God and does not distract others in their Christian walk.

1. **Parents are responsible for checking their children’s attire before they leave for school.** Because children grow and develop, appropriate and modest clothing purchased at the beginning of the year might not remain so. Please observe your children and plan wardrobes accordingly. The way our students appear at school and at school events makes an impression on those within the community. The dress code requires consistent parental support to ensure that it is successfully enforced. If students come to school dressed inappropriately, parents will be called to bring a change of clothes.
2. Students should always be neat in their dress, clean in their daily grooming, and wholesome in appearance. Clothing should cover undergarments at all times (including while sitting and bending over), should be made of materials that are not form fitting, and should not draw undue attention to the wearer. All clothing should be in good repair (no rips or tears). Any see-through or form-fitting clothing is unacceptable.
3. Articles of clothing or accessories with worldly graphics or inappropriate wording that does not glorify God are not permitted. This includes advertisements for brands like Victoria’s Secret and Abercrombie & Fitch and graphics promoting musicians, bands, TV shows, movies, etc.).

4. The appropriate level of dress (school, recreational, etc.) is to be worn at all school functions on or off campus unless otherwise indicated by the administration. This includes away athletic events in which a student attends as a spectator.
5. Tattoos are not permitted. If a tattoo is present before enrollment, it must be concealed at all times.
6. Fridays are School Spirit days. Students and faculty are encouraged to wear VCA imprinted clothing (VCA T-shirts, polo shirts, sweatshirts, and jackets).
7. Boys are not permitted to wear typical girls clothing or vice versa.
8. Hats, caps, and hoods on sweatshirts are only to be worn for athletics, inclement weather, and appropriate break times. Hoods and hats must be removed indoors except for the gym.
9. When participating in school activities during the summer, all dress code rules apply.
10. Since opinions concerning appropriate attire may differ, the VCA administration will serve as the final authority on student appearance. Gracious enforcement of the dress code will be for the purpose of teaching the principles listed above and to create an atmosphere of growth and to develop an attitude of consideration to others (1 Pet. 3:3-4, 1 Cor. 10:13-32a, and Phil 2:3).
11. On school-announced "Hot Weather Days," at the administration's discretion, students may wear shorts and T-shirts. Shorts may not be excessively casual and must be modest, loose fitting, and **to the knee**.

■ CLASS DRESS CODE POLICIES FOR GIRLS

1. Girls are to wear dresses or skirts, pants, jeans, or capris with coordinating tops to school except on school-announced "Hot Weather Days" (no athletic or sweat pants).
2. Skirts and dresses must be modest. They must come to the top of the knee. If skirts and dresses have slits, the slit must extend no higher than the top of the knee (sewn, not pinned to meet minimal requirements). They must be comfortably loose and not see through or form fitting. Girls should be able to easily and comfortably sit, lean over, or climb bleachers while maintaining modesty.
3. Low or plunging necklines and backs are prohibited. Necklines should cover up to 1½ inches below the lowest point of the collarbone. Blouses, shirts, and tops must be loose-fitting, and they may not be low-cut or

show any cleavage or bare midriffs. Undergarments should be covered at all times.

4. Pants, jeans, or capris must be neat, clean, modest, and worn at the waist with no undergarments or body parts exposed. Form-fitting pants, jeans, or capris, as well as any type of jeggings, exercise or pajama pants, sweats, leggings in lieu of pants, or yoga pants may not be worn. Leggings may be worn only under an appropriate length dress or skirt. Elementary girls must wear shorts or leggings under dresses and skirts if they are playing on the play equipment.
5. Narrow straps and/or tank tops are permitted only when worn with a blouse/shirt or with a jacket/sweater. Sleeveless blouses, shirts, and dresses must have straps that are at least 2 inches wide and should be close-fitting under the arm. Tank tops or excessively casual T-shirts are not permitted. Crop tops must have a tank top/t-shirt worn beneath to cover the midriff.
6. Girls' hair must be clean, neat, and a natural hair color only. No extreme styles or coloring are permitted. Hair accessories should be modest and not distracting. For Junior and Senior High girls, natural, moderate highlights in hair are acceptable.
7. A maximum of three earrings may be worn in each ear. No other body piercings are permitted.
8. Makeup should not be worn by elementary girls. Makeup must be natural in appearance for Junior and Senior High girls.
9. Shoes must be worn at all times and must be clean, neat, and well maintained. Casual, rubber flip-flops, slippers, athletic sandals, or Crocs are not appropriate for classroom wear. For elementary girls, closed-toe shoes are recommended in order to play on the playground and participate in PE.

■ CLASS DRESS CODE POLICIES FOR BOYS

1. Boys' hair must be cut off of the eyebrows and ears (regardless of the style or type of hair), above the collar, semi-tapered, and neatly trimmed. Hair must be tapered smoothly with no shelves, lines, grooves, etc. Shaved heads, mohawks, or styles that distract from the learning environment are not permitted. Sideburns may be no longer than the bottom of the ear opening. Boys may not color their hair.
2. Boys must be clean-shaven.
3. Shirts with collars are required. Shirts must be buttoned except for the

top button. Shirt collars must be clearly showing when worn under sweatshirts or sweaters.

4. Boys are to wear long khaki style pants or blue jeans except on school announced "Hot Weather Days." Casual or athletic styles including sweats, pajama, or lounge pants are not included in school dress. Also, styles that are excessively worn, extremely baggy or tight, oversized, frayed, or slit are not permitted.
5. Sport or dress shoes with socks should be worn at all times; sandals are not permitted.
6. Earrings and piercings are not allowed.
7. Boys are not to wear necklaces or more than two bracelets. Medical alert jewelry is permissible.

■ RECREATIONAL DRESS CODE POLICIES - FOR ATHLETIC GAMES AND SCHOOL-SPONSORED EVENTS

1. While athletic events allow for more casual attire, students should still present a neat, clean, and modest appearance with clothing in good repair.
2. Both girls and boys are allowed to wear school dress or appropriate T-shirts, athletic track pants, or knee-length shorts to participate in school events or watch athletic competitions.

■ ATHLETIC DRESS CODE POLICIES

1. PE Class: Students must wear a uniform which includes loose-fitting, knee length athletic shorts or sweatpants, a VCA t-shirt, and proper athletic closed-toe footwear.
2. Practice: Students may wear loose-fitting, knee length shorts or track pants and appropriate T-shirt and footwear. Tank tops, racer back tank tops, muscle shirts, modified or "cut off" T-shirts with sports bra showing are not allowed. Spandex may be worn under knee length shorts. Students must remain in athletic dress or change into school dress in designated locker rooms after games and practices.
3. Games: Team members must wear their uniforms as assigned by their coaches. Attire worn before games and during travel to and from games must be neat, clean, modest, in good repair, and follow the guidelines listed in the sections above.

Certain events throughout the year require a specific level of dress appropriate to the occasion. These include but are not limited to the following:

Christmas Program

Science Fair

Band and Choir Concerts

Graduations (6th, 8th, & 12th)

GSACS Competition

Special Chapels

■ SPECIAL EVENT DRESS CODE POLICIES

Unless otherwise instructed by the administration, the special events dress code is as follows:

1. GIRLS - dresses or non-denim skirts and coordinating tops with appropriate shoes or sandals that correspond with the general dress code. No casual or athletic shoes.
2. BOYS - dress slacks and belt with a collared dress shirt and a tie or bowtie with appropriate shoes. No casual or athletic shoes. Vests, sweaters, or suit coats are a nice addition if desired.

Those students not participating yet attending the events listed above must follow the "Special Event Dress Code Policies."

EXTRACURRICULAR

“...know ye not that your body is the temple of the Holy Ghost which is in you?....Ye are bought with a price: therefore glorify God in your body...” 1 Corinthians 6:19-20

■ ATHLETICS

As in all activities at Valley Christian Academy, our goal is to glorify the Lord. We believe that the discipline of athletic competition provides an opportunity to witness for Christ and to build Christian character.

Students who wish to participate in athletics must meet all eligibility requirements, have a signed parental permission slip, and have insurance which covers injuries resulting from athletic competition.

VCA is a member of the California Interscholastic Federation and participates in the Coast Valley League. We field girls' teams in volleyball, basketball, softball, and beach volleyball at the high school level. Senior high boys participate in eight-man football, basketball, baseball, and volleyball. At the junior high level, girls and boys can participate in volleyball and basketball.

■ ATHLETIC DRESS

Typically, sports teams wear team dress on game days and on the Fridays preceding Saturday games according to the coach's direction and handbook guidelines.

■ ATHLETIC ELIGIBILITY

Athletes must have a 2.0 GPA and at least a “C” in Bible on the previous semester's report card. Between report cards, eligibility checks will be taken every three weeks. At these eligibility checks, students must maintain at least a “C” in Bible, a 2.0 GPA, and no “F's”. Players who are deficient in their grades may not play in games, dress out for games, or travel with the team. Ineligible players may attend practice and athletic study hall for three weeks. Players who are still ineligible at the next eligibility check may no longer attend practice and must go to PE until their grades have been brought up.

Athletes who are ineligible at the end of a semester may not play in games until the next eligibility check. Ineligibility will start on the day following receipt of the eligibility notification.

Any student whose conduct is unsatisfactory in any area may be considered ineligible for participation in extracurricular activities. Any player suspended for smoking, drinking, using drugs, immorality, etc., will not be permitted to play during the remainder of that sport's season. If the offense occurs during the summer, the student will be ineligible to play fall sports.

Any athlete who behaves in an inappropriate manner will immediately be removed from a game. Fighting, profanity, and loss of temper will not be tolerated.

■ FINE ARTS

1. Students learn to read music and play the recorder in 3rd grade.
2. Elementary band is available to students in grades 4 through 6.
3. Concert band is available to students in grades 7 through 12.
4. Choir is available to students in grades 4 through 12.
5. Art is taught in each elementary classroom and as an elective in junior and senior high school.
6. The drama class performs a major dramatic production each year.
7. Students in 7th-12th grades compete in the GSACS Academic and Fine Arts Competition.

■ STUDENT COUNCIL

Student Council is a leadership and service opportunity available to students by way of an elective class when offered. To be eligible for a leadership position, students must maintain a minimum 2.0 GPA with at least a "C" in Bible.

GENERAL INFORMATION

"Let all things be done decently and in order." 1 Corinthians 14:40

■ ADDRESS CHANGES

Please notify the school office immediately if your address, telephone number, or email address changes during the school year.

■ BICYCLES AND SKATEBOARDS

Students may ride bicycles to school. During school hours all bicycles must be left in one of the bike racks and are not to be ridden on the school grounds. Skateboards and rollerblades are not allowed on campus except on specially announced days.

■ CALENDARS

A calendar for the school year is available in the school office as well as on the school website. Check the website for the most up-to-date information. To have calendar updates emailed to you, contact the school office.

■ CELL PHONES

Cell phones may be used before and after school, but they must be turned off and out of sight between 8 am and 4 pm. Before and after school, phone usage is intended for communicating with parents and for arranging rides. Students may not use their phone for any other purpose unless in the presence of and with the permission of a teacher. Any phone that rings or is visible will be confiscated and returned only to the student's parent by office personnel. Students are responsible for how they use their phones (see the Electronic Devices Policy).

Cell phones and similar electronics (i.e. iPads, laptops, etc.) may not be used on athletic trips. Exceptions are made for academic use and communication with parents regarding transportation.

■ CHILD CARE

After school, childcare is provided for students who are not picked up by 3:15 pm. An extra fee is charged for this service. All students, regardless of age, must be supervised. Secondary students waiting for athletic practice to begin are required to be supervised after school but will not be charged. Secondary students must be checked into day care by 3:15 (for a fee) or be in a supervised help class.

■ CYBER BULLYING

Cyber bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, posts, or videos. Examples of this behavior include but are not limited to

- sending/posting false, cruel, hurtful or vicious messages/comments.
- creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- breaking into an email account and sending vicious or embarrassing materials to others.
- engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- posting a student's picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students' and staff members' rights to be safe and secure. Actions which deliberately threaten, harass, intimidate, place an individual in reasonable fear of harm, damage an individual's property, or disrupt the orderly operation of the school will not be tolerated.

Any student who believes they have been subjected to bullying or harassment should take one or more of the following steps to rectify the situation:

- Inform a school official immediately.
- Save the evidence. Save screenshots or print the online harassing message if possible.
- Identify the bully.
- Take action by leaving the online environment and/or blocking communication.
- Contact the bully's parents.
- If personal safety is a concern, contact the police.

■ **DISTRIBUTION OF OUTSIDE LITERATURE AND/OR SOLICITATION**

No literature is to be distributed or posted without first being cleared through the office. Solicitation is not permitted at VCA without the permission of the administration. This includes advertising, the selling of tickets or candy, the distribution of political or religious materials or any other recruitment material.

■ **ELECTRONIC DEVICES**

Valley Christian Academy is committed to helping students learn the responsible use of technology in a safe and appropriate manner. This policy serves as a reminder to parents and students that cell phones, tablets, computers, audio/visual devices, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful with respect to students, staff, and the overall school environment. The following information has been developed with the safety of all students and staff in mind. Parents are required to explain these policies to their children.

Students who bring electronic devices to school do so at their own risk. VCA shall not be responsible for the loss of or damage to any electronic devices brought onto campus.

Electronic devices may only be used for teacher-authorized instructional use. At all other times they are to be in the “off” mode and are not to be used, heard, or visible while on campus without express teacher permission.

A student who tampers with, gains unauthorized access to, or otherwise uses the school’s network in a manner that is inconsistent with the Biblical tenets or guidelines of VCA is subject to disciplinary action, up to and including expulsion. Students will also be held liable for all content on their personal electronic communication devices. Students who have inappropriate content on their devices will be subject to disciplinary action.

All use of technology is a privilege and not a right. VCA reserves the right to restrict any individual from technology use. The school, however, will not be responsible for continuous supervision of all communication or internet sessions for every student.

- All technology systems used on campus, the information stored on them, and the work performed on them is governed by school policies and is subject to school supervision and inspection. The school reserves the right to monitor, access, retrieve, read and disclose all messages, information and files created, sent, received, or stored on its systems and on any personal electronic devices brought on campus without prior notice. This includes connections made and sites visited.
- Students may not damage, alter, disrupt, or gain unauthorized access to school computers or school networks. They may not download or install anything without teacher consent. Students may not copy any school software.
- Students and parents should promptly inform the school of any messages or materials received that violate VCA policies. Students and parents should contact the school and administration to communicate problems or issues with the school.
- Parents grant consent for their child's images to be used in school promotions such as websites and literature at the time of enrollment/reenrollment. Opt out forms may be physically submitted to the school office.

Parents are expected to take equal responsibility in the implementation of computer and technology system policies by monitoring their child's internet access and electronic use in a manner supportive of the school's policies. Inappropriate electronic communications between students using personal electronic devices, whether occurring in or out of school, may subject the student to disciplinary action.

Students using personal computers, personal electronic communication devices, and/or related technology systems may not:

- post personal contact information about themselves or others (such as name, screen name, address, telephone, school address, parents' names, etc.). Students should never agree to meet with someone they have met online without their parents' approval.
- post anything of a suggestive, immoral, or profane nature on social networking sites such as *Facebook*, *Instagram*, *X*, *Tik Tok*, etc.

- send comments, texts, or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, political or religious beliefs, or physical handicap.

Students should never do anything that harms another student or prevents him from learning. Any use of technological media that interferes with a student's right to learn will not be tolerated.

Consequences for violating any of the above guidelines include the following:

- Disciplinary action, including but not limited to suspension or expulsion, depending on the gravity of the offense and at the Administration's discretion.
- Reimbursement for any damages caused by inappropriate actions.
- Involvement of law enforcement agencies.

■ FUNDRAISING

School-wide fundraisers are held each year. All families are encouraged to participate as this is an important way to keep tuition as low as possible and still provide a quality education program. Examples of VCA fundraisers are the Race 4 Education, Scrip gift card sales, etc.

■ HARASSMENT

Verbal or Written Conduct: Students may not make derogatory, suggestive, or obscene comments, including epithets, slurs, jokes, sexual propositions or flirtations, graphic commentary about an individual's body, nor spread sexual rumors.

Visual Conduct: Students may not leer, make sexual gestures, or display sexually suggestive objects, pictures, books, magazines, computer graphics, etc.

Physical Conduct: Students may not inappropriately touch or impede another's movement.

■ HEALTH REQUIREMENTS

1. As a general rule, when a student is well enough to attend school, he is well enough to participate in physical education classes.
2. All prescription and nonprescription medications must be left with the school office with a completed “authorization to administer medicine” form. Parents should send only enough medication for school hours.
3. Please notify the office in case of hepatitis, meningitis, rubella, measles, lice, pink eye, or other communicable diseases. Students will not be allowed to attend classes while they are contagious.

■ INSURANCE

Valley Christian Academy carries property damage and liability insurance. We do not provide student accident insurance. This means, if a student is injured at recess or in PE, it is his parents’ responsibility to cover the resulting medical expense. If parents do not have accident insurance coverage for their children, they may receive information from the school office about student insurance which parents may purchase for a reasonable price.

Students who participate in athletics must be covered by insurance. This information must be on file in the athletic office prior to participation.

Due to the high cost of premiums, we are not able to provide accident insurance for parent volunteers who work at school-sponsored activities.

■ LOST AND FOUND

VCA is not responsible for personal property left on the premises. All personal items should be well marked with the student’s name. Parents and students may check the lost and found barrel outside the school office at any time. Items left in the lost and found will be periodically donated to a charitable organization. Please do not delay in checking for any items which your child has lost.

■ LUNCH

A hot lunch program is available to students. A menu will be published the first week of school. Lunch cards are available in the school office for \$25.

■ MOTOR VEHICLE REGULATIONS

1. Vehicles are not to be used during school hours unless authorization is given by the office.
2. Students are not to be in or around vehicles during school hours.
3. Cars must be properly parked in designated areas.
4. Students must receive permission from the school office to visit their vehicle during school hours.
5. Parents may not drive down to the high school buildings.
6. High school students may park only in the west parking lots and may not drive down toward the bus garage before 4:30 pm.
7. The 10-mph speed limit must be observed at all times while on the school property.
8. Students not normally driven to school on motorcycles may not be given rides while on school grounds.

■ MUSIC

VCA desires that all students learn to appreciate good music. The music we present and use at VCA is intentionally conservative in style. We avoid the use of rock/pop, jazz, country, and rap/hip-hop styles of music.

■ PARTIES

Elementary classes have three parties each year: Valentine's Day, Christmas, and the end of school. Birthday parties may be held during recess or lunch breaks, but not during class time.

Invitations to private parties may only be distributed at school if every child in the class is invited.

Graduation parties are not sponsored by VCA, but must be consistent with school standards.

■ PROGRAMS AND PERFORMANCES

Students involved in the following programs are required to be in attendance in “Special Occasion Dress”:

1. Christmas Program—all elementary students
2. Band and Choir Concerts—all band and choir members
3. Science Fair—all students who are required to do science projects
4. Academic and Fine Arts Competition—all students participating, volunteering, and attending the event.

■ READING MATERIALS

Teen magazines and other literature which fail to uphold VCA’s moral standard are prohibited on campus.

■ SCHOOL BOUNDS

Valley Christian Academy is a closed campus. Students are to stay on the school grounds and within the areas being supervised. **Parents must come to the office and sign their child out if picking him up during the day.** A student may not leave the campus on his own during the day unless one of his parents requests it in writing or by phone. No school personnel have authority to allow a student to leave school during the day except the Administration.

■ SCHOOL FACILITIES

All school facilities, including the weight room, athletic fields, and gym are to be used by students only with the appropriate adult supervision of a VCA coach or staff member.

■ SCHOOL SUPPLIES

A list of necessary school supplies for each grade level is available in the office.

■ SCHOOL HOURS

TK–12 School Hours	8:30 am – 3:00 pm
Office Hours.....	8:00 am – 4:00 pm
Before School Child Care	6:30 am – 7:45 am
Playground Supervision.....	7:45 am – 8:30 am
After School Child Care	3:15 pm – 5:15 pm

■ SENIOR LUNCH AND PRIVILEGES

Seniors who have received no disciplinary write-ups and no more than one homework detention during the prior month, with no tardies or early dismissals are allowed to go off campus three times per month for lunch with parental permission. They must be back in class by 12:40 pm. See handout given by the 12th grade homeroom teacher for specific details.

■ SPIRITUAL EMPHASIS WEEK

Several days of school at the beginning of each semester are devoted to Spiritual Emphasis in order to help develop a sense of unity within the junior and senior high student body. Toward this end, special activities, outings, and chapels are planned.

■ STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

In a day when societal mores regarding marriage, gender, and sexuality are changing, it is important for parents and students to know that Valley Christian Academy continues to hold to a traditional, biblical view of these matters. Valley Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which we are to live. Therefore, in accordance with the teachings of Scripture, VCA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to, or in opposition to the biblical beliefs and lifestyle that VCA teaches, the school reserves the right in its sole discretion to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender

identity; or otherwise demonstrating an inability to support the moral principles of the school as stated throughout this handbook.

While not necessarily being in complete agreement, parents and students are expected and required to support the school in its distinct mission and biblical beliefs.

■ TELEPHONES

School phones are for business use only. In case of illness, emergency, or forgotten items, one of the school secretaries will call or allow the student to use a school phone to call.

■ TEXTBOOKS

A textbook fee is charged for rentals as well as consumable books, which become the student's property. All textbooks should be handled with care. Students will be charged for any unusual wear to books belonging to VCA.

■ TUITION

Tuition payments are made using Blackbaud. Tuition is due on the 5th of each month. A late fee of \$40 will be assessed on any account not paid by the 10th of the month.

Valley Christian Academy relies on the timely payment of tuition and related fees to maintain the quality of education and services offered. Failure to meet financial obligations may result in disenrollment if efforts to resolve the delinquency are unsuccessful.

Delinquent Accounts: Accounts that are more than 30 days past due will be considered delinquent. The Finance Office will notify the parent(s)/guardian(s) via written notice once the account reaches 30 days past due.

If the account remains unpaid after 60 days, a second notice will be issued, including: the outstanding balance, a deadline for payment, and notification of potential disenrollment if the balance remains unpaid.

If the account remains unpaid after 90 days, legal and outside collections may become involved. If no payment or arrangement is made by the specified deadline, the student will be unenrolled from the school effective immediately or at the end of the current grading period. Written confirmation of disenrollment will be sent to the family.

Reenrollment will only be considered if all outstanding balances are paid in full (or a payment plan is in place and current) and space is available in the appropriate grade level.

Families experiencing financial hardship are encouraged to contact the Business Office or Administration to discuss alternative payment arrangements before reaching delinquency status.

■ **VCA DISCLAIMER**

VCA reserves the right to modify and deviate from the policies delineated in this manual with consensus of the School Board when the need arises.

■ **VISITORS**

1. All visitors must check in at the school office.
2. Visitors desiring to see individual students must be family members.
3. Students who desire to bring friends interested in attending VCA must make prior arrangements with the administration.
4. We request that all students visiting the campus abide by school dress standards.
5. Students who have been dismissed or who have withdrawn because of differences of philosophy or rules may not return to campus before, during, or after school without the administration's approval.

■ **WITHDRAWAL FROM SCHOOL**

Parents must notify the school office stating their intent to withdraw their child at least one day prior to withdrawal. School records will be sent to the new school when a request is received from that school and when all financial obligations to VCA have been met.

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