



# Elementary and Middle School Handbook

*The VCA Board and Administration reserves the right to change any policy or procedure at any time as is deemed necessary and to be in the best interest of Valley Christian Academy.*

**Valley Christian Academy**  
**301 W. Whyte Avenue, Roseville, CA 95678**  
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**[www.vcalions.org](http://www.vcalions.org)**

## **2.01 Guiding Principles – Mission Statement**

Valley Christian Academy (VCA) provides excellence in education in a nurturing, Christ-centered, and grace-oriented environment. Our mission is to challenge and to become equipped to be loving, responsible adults who will have a positive impact upon themselves, their families, their community, and our beloved Lord.

## **3.01 Guiding Principles – Statement of Belief**

The highest pattern for Christian conduct is found in conforming to the image of Jesus Christ (Romans 8:29). The purpose of Christian education is to teach all students with all possible wisdom, seeking to bring each one into God's presence and daily relationship as a mature individual, conformed to Christ's image, and in union with Him (Colossians 1:28).

Individual commitment to Jesus Christ is voluntary in nature; therefore, the school does not force students to subscribe to a particular belief. The student is confronted with the person of Jesus Christ and is invited to become acquainted with Biblical principals basic to the formulation of a Christian lifestyle. Students are encouraged to make a personal commitment to Jesus Christ, to learn the meaning of that commitment, and to demonstrate discipleship in serving God and man. The school is designed to assist the student to grow morally and academically.

Teachers and staff will actively promote a high standard of personal conduct in our students in areas of dress, grooming, and personal behavior. Virtues to be stressed include honesty, clean speech, a respect for God, for persons, and for property. Specific standards of behavior are stated in the Student/Parent Handbook. These standards will be instituted by classroom teachers to create the finest possible environment for learning and development.

Valley Christian Academy will hold each student responsible for these standards while attending any campus of the school and all school-sponsored activities. A family joining as a member of the school registers understanding of the school's standards and pledges support of these regulations even in areas where they may have no personal convictions. A student unwilling to abide by these regulations or who gives evidence of being out of harmony with the goals, beliefs, and objectives of the school may be subject to disciplinary action, and may be asked to withdraw.

## **3.02 Guiding Principles – History**

Valley Christian Academy was a vision and burden in my heart for many years before we actually started it. I knew beyond a shadow of a doubt that God was calling me to bring it about physically as He brought about those for whom He wanted us to minister.

Today it blesses my heart beyond words. I love the children and young people – I love watching each stage of physical, emotional, and spiritual growth. I love the day in and day out of it all. Yes... it's a great deal of work and emotional drain – but they're worth every second!

At present I am still administrator, but my beloved oldest son – Brad Gunter, Jr. – is the one who really runs the daily operation as Vice Principal. He holds the same vision that God gave me and, too, has a deep love for young people and a conviction for them to follow Christ. I must say that he is far better and wiser in handling young people's misbehaviors and advising and guiding them than I ever have done. Young people gravitate to him and respect him and his advice. When it comes to all students, he wisely disciplines them for correction. His discipline reminds me of the Lord's with us according to Romans 2:4 – "...or despises the riches of his goodness and forbearance and longsuffering; not knowing that the gentleness of the Lord leads me to repentance?"

Since we run VCA as a non-denominational school, we focus on Christian character building. Teaching young people to know the Lord, love the Lord, and want to obey the Lord and His word. Nothing comes overnight. It is step-upon-step – working with you as their parents in partnership.

One of the unique things about VCA is that all of our paid staff is required to be members of Tabernacle Baptist Church (TBC). It's not so much a doctrinal issue as it is for all of us having the feeling of being a family, having the same heart, the same ministry calling, and the same philosophy. You know that at your own church you have a doctrine but you also have a philosophy – a way of doing certain things – within that body. In all these years we've found how great this works. Staff turnover is extremely low – teachers have been here going on 20-some years and it cuts down on staff conflict because they're family to one another and your children.

VCA is not known for its multi-million dollar buildings... God has never provided that much – yet. He continually provides for our needs and our students see and hear it (a GREAT faith-builder).

### **3.03 Organization – Statement of Faith**

#### **WE ARE LED BY CHRIST**

We believe that each local church of the Lord Jesus Christ is led by the Holy Spirit and the written Word of God. The Lord meant for each member of the church to be equal in voice and responsibility. We also recognize that God has given God-called preachers to be the spiritual leaders of the churches and that God calls them and places them in spiritual position in His churches. "Remember them which have the rule over you, who have spoken unto you the Word of God: whose faith follow, considering the end of their conversation... obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you." Hebrews 13:7, 17

## WE BELIEVE THAT GOD'S WORD TEACHES...

### VERBAL INSPIRATION OF THE BIBLE

We believe the Bible, both the Old and New Testaments, to be verbally inspired of God in the original, infallible, and God-breathed, a perfect rule of faith and practice.

II Timothy 3:16, 17; II Peter 1:16-21; II Corinthians 2:13

### THE TRINITY

We believe in the Holy Trinity: but there are three distinct persons in one God-head. The Trinity of God is His tri-personal existence as God the Father, God the Son, and God the Holy Spirit.

Matthew 28:19; Matthew 3:13-17

### GOD THE FATHER

We believe that God is an eternal person, having no beginning and no ending, and that He is creator of all, infinite and infallible.

John 4:24; Luke 3:22b

### GOD THE SON

We believe that Jesus Christ is the Son of God and God the Son.

We believe that:

He is the only Savior of mankind; Acts 4:12

He is God incarnate in human flesh; Romans 8:3

He is the absolute God, for whom and by whom all things were created; Colossians 1:16

He is the one mediator between God and men; I Timothy 2:5

We believe in:

His virgin birth,

His holy sinless life,

His vicarious death and

His bodily resurrection.

We are looking forward to his return to this earth to reign as King of Kings and Lord of Lords upon the throne of David for 1,000 years.

John 3:16; John 1:13; Hebrews 1:8; Colossians 1:15-19; Isaiah 9:6, 7; Revelation 20:2-7

### GOD THE HOLY SPIRIT

We believe that the Holy Spirit is God, and He indwells and seals all believers, and that He fills the obedient and is the believer's guide to truth.

Acts 5:3, 4; Romans 8:9; Ephesians 4:30; John 16:7-15

#### MAN

We believe that man was created in the likeness and image of God, but through the sin of Adam fell from this sinless state and is no longer born in the likeness and image of God, but is born with a depraved nature (Psalms 51:5), and is alienated from God (Isaiah 53:6; Romans 3:23).

### 3.04 Guiding Principles – Statement of Agreement

Valley Christian Academy is committed to excellence in academic achievement and quality of instruction. It recognizes Christian education as the expression of an idea which can only be realized in the integration of the total person under the Lordship of Jesus Christ. This involves meeting the student's spiritual, moral, emotional, academic, physical, and social needs, and is best accomplished through the complimentary efforts of the school, home, and church.

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Teachers and staff will actively promote a high standard of personal conduct in our students in areas of dress, grooming, and personal behavior. Virtues to be stressed include honesty, clean speech, a respect for God, for persons, and for property. Specific standards of behavior are stated in the Student/Parent Handbook. These standards will be instituted by classroom teachers to create the finest possible environment for learning and development.

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Each family of Valley Christian Academy is asked to sign the above statement, which will then be placed on file.

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Parent's Signature	Date	Student's Signature	Date
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### 3.05 Guiding Principles – Role of the Teacher

The key element at Valley Christian Academy is the teachers. Being called by God to the ministry of Christian teaching is both a great joy and a tremendous responsibility. “Let not many of you become teacher, my brethren knowing that as such we shall incur a stricter judgment.” (James 3:1) We cannot conform to the world’s standard for teaching...God demands more from us.

II Peter 1:5-12

“And beside this, giving all diligence, add to your faith virtue; and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brotherly kindness; and to brotherly kindness charity.”

“For if these things be in you, and abound, they make *you that ye shall* neither *be* barren nor unfruitful in the knowledge of our Lord Jesus Christ. But he that lacketh these things is blind, and cannot see afar off, and hath forgotten that he was purged from his old sins.”

“Wherefore the rather, brethren, give diligence to make your calling and election sure: For if ye do these things, ye shall never fall: For so an entrance shall be ministered unto you abundantly into the everlasting kingdom of our Lord and Savior, Jesus Christ. Wherefore I will not be negligent to put you always in remembrance of these things, though ye know *them*, and be established in the present truth.”

The role of the teacher, the administrator, and staff member

- To be an example
- To provide and foster an atmosphere for learning
- To speak the truth in love

The Example: Teachers at VCA are open and transparent, allowing students to see them as real human beings with faults, problems, and frustrations, as well as people who love God and His people. Teachers are not perfect and students know that. They must be honest and real. Teachers show through their own example what students are to do in both positive and negative circumstances (John 13:15, Philippians 4:9).

The Atmosphere: Teachers are expected to make the classroom a place where God can dwell. Where God is, there will be righteousness, peace, and joy (Romans 14:17). The attitude and example of the teacher sets the tone. As teachers are faithful in this responsibility, they are offering Jesus an open invitation to be involved in every aspect of the learning process.

Speak the Truth in Love: In order to effectively disciple young people, teachers exercise spiritual authority (not status). This is derived from obedience to God and being filled with His Holy Spirit (John 6:49-50; Luke 7:1-10; Ephesians 5:18-21; Hebrews 13:17). Teachers then must be

willing to spiritually discipline students, but always in a “spirit of gentleness” (Galatians 6:1; Colossians 1:28; Ephesians 4:14-15).

Many of the Students attending Valley Christian are familiar with spiritual things. When students take time to be honest with themselves, their own sins and shortcomings become recognizable. Peer pressure can be very strong, not so much to go out and sin, but to neglect spiritual things.

Teachers at Valley Christian confront students in love and appeal to the student’s own consciousness of spiritual things. As teachers back this up with their own personal example, they are giving the Holy Spirit needed fuel to warm cooled hearts.

### **3.07 Guiding Principles – Educational Philosophy**

Valley Christian Academy is committed to excellence in academic achievement and quality of instruction. It recognizes that Christian education is the expression of an idea and can only be realized in the integration of the total person under the Lordship of Jesus Christ, involving the spiritual, moral, academic, physical, emotional, and psychosocial needs in conjunction with complementing factors of school, home, and church. We therefore acknowledge that the concepts of a Christian educational philosophy are these:

- God, by His spoken word, is the Creator and Sustainer of all things; the Source of all truth.
- God maintains control over His entire universe.
- Because of sin, man tends to omit God and thus fails to relate himself and his knowledge of God, the Source of all wisdom.
- Regeneration is by faith in Jesus Christ. True meanings and values can be ascertained only in the light of His person, purpose, and work.
- God has revealed Himself in the person of Jesus Christ as attested to in the Bible.
- The home, church, and school should complement each other in promoting the student’s spiritual, academic, moral, emotional, psychosocial, and physical growth.
- At school the teacher represents the extension of authority and discipline as an agent of the parent.
- God has given differing abilities to each student. It is the teacher’s responsibility to challenge each child according to this ability and seek to develop this potential to the maximum.
- The Christian is not to be conformed to this world’s standards but must recognize and submit to the authority of our nation.

- The student's home, church, and school experiences and training should be preparation for life, a life of fellowship with God and of service to man.
- Students should be encouraged to become spiritually mature and grow into Christ-likeness.
- Each Christian has a responsibility to the world around him/her in that he/she is to be the world's seasoning and light.
- VCA encourages learning that involves interaction between people and ideas and believes in individuality, personal worth, equality, and purpose.
- VCA seeks through individualization of instruction and interpersonal relationships to enable each student to learn to change and to make new and meaningful commitments.

### **3.08 Guiding Principles – Educational Goals**

First, the person should have a thirst for knowledge. He/she begins knowing that God is the source of all wisdom. He/she should be motivated to keep on learning throughout a lifetime. People must learn "how to learn" because new knowledge is being constantly created by the current of change. At the same time he/she must realize that the highest knowledge of all is to know Jesus Christ who never changes.

Second, a person should have the skill to find work to and to succeed in it. He/she begins knowing that God has given him/her gifts and that God's call must be first with respect to work choice.

Third, a Christian person's education should contribute to self-understanding and self-esteem. He/she begins knowing that God's interest in making him/her a child of God gives him/her the greatest dignity and worth. Such knowledge is more important than ever in an increasingly impersonal, mobile, and technological world. In a society that constantly forces people to adapt to change, the Christian educated adult can respond without losing a sense of personal worth and purpose.

Fourth, the person cares enough about the environment to work for its maintenance and improvement. He/she begins knowing that God made this world for man and placed that world in man's care and keeping. This person also holds a global perspective about the ways individual and national actions affect this shrinking and complex world.

Fifth, a person must try to understand and appreciate all peoples and cultures. He/she begins knowing that all people are objects of God's love, to be brought to personal knowledge of Jesus Christ.

Sixth, a person must be able to read well, speak and write clearly, and handle comfortably both logical concepts and basic mathematical skills. He/she begins knowing that the highest call is to communicate the message of Jesus Christ to others.

Seventh, the person understands the American system of government, including the citizen's rights and responsibilities. He/she begins knowing that he/she is a member of God's kingdom, which demands his/her ultimate allegiance.

Eighth, the person should understand how the economic system works and how to manage money as well as earn it. He/she begins knowing that all he/she has belongs to God, and seeks to regulate his/her needs so he/she may return much of what he/she earns to the work of God.

Ninth, the person should know and understand human biology and psychology in order to maintain his/her well-being. He/she begins knowing that he/she has been made in God's own image, and that his/her life was "God-breathed."

Tenth, a person is sensitive to artistic, literary, and other aesthetic experiences. He/she begins knowing that all beauty, symmetry and balance are creations of God given for man's highest pleasure. A full life calls for thoughts and feelings of quality and for an appreciation of the beauty around us.

#### **4.01 Organizations – Traditions**

The colors for Valley Christian Academy are maroon, black, and white. The Lion is the emblem of VCA. This emblem was chosen with Proverbs 30:30 in mind: "A lion which is strongest among beasts, and turneth not away for any".

#### **4.03 Organization – Corporate Status**

VCA was founded in 1978 under the umbrella of Tabernacle Baptist Church and formerly known as Tabernacle Baptist School. A factitious business name license is on file with the State of California and as under the umbrella of Tabernacle Baptist Church is a 501©(3) not for profit corporation.

#### **4.06 Organization – Athletic Affiliations**

VCA is a member of the Central Christian League for middle school sports, and Sunrise Parks & Recreation for elementary sports.

#### **4.07 Organization – Sponsoring Church**

VCA is sponsored by Church of the Valley Tabernacle Baptist Church, an independent Baptist church.

## **8.0 Spiritual Development**

Although much time and preparation, evaluation, and prayer is devoted to maintain academic excellence, the primary focus is to disciple students. This can only be accomplished by modeling Jesus Christ in the classroom on a daily basis, being able to speak the truth in love, and by providing an atmosphere in classrooms that fosters the fruits of the Spirit (Galatians 5:22).

It must be understood that at any time and in every place the church has attempted to legislate spiritually, she has failed to accomplish the desired goal. True spirituality is of the heart and must be born and nurtured by the Spirit. VCA provides an atmosphere in which the Holy Spirit can work in the lives of students.

The student body has two primary types of students (spiritually). Both are Christians. One group needs to be warmed spiritually and kept warm through prayer with the hope that the Holy Spirit will ignite a fire in their hearts. They believe but do not want to become too spiritual. The other group loves God and wants to please Him. As these students become learners, their example will be greatly used by God to influence their peers in a very positive way. (This is the situation faculty and staff looks forward to and for which they pray.)

In addition, VCA admits approximately seven percent who are not Christians. Accepting Christ for those students often happens naturally as a result of the love, care, and prayers by our faculty and staff. Parents have been introduced to Christ by the same process.

Bible instruction is an integral part of the instructional curriculum. The study of God's Word is designed to meet the varying needs, interests, and abilities of students. Instruction is based on Scripture, Biblical biography, personal experiences of contemporary, mature Christians, etc.

Bible Classes – First period is Bible class and sets the pace for the learning experience at VCA. Bible study, time for sharing and prayer, is an essential part of our Christian training program. Students are required to memorize meaningful scripture passages and encouraged to develop their own person Bible study program.

Chapel is held regularly on Friday mornings to provide spiritual enrichment as well as positive and meaningful experiences for students. All students must attend chapel and are required to maintain reverent and orderly conduct. Assemblies are held in addition to chapels. They provide useful information, enjoyment, and help build wholesome school spirit.

Prayer – Students learn and are encouraged to share their needs with others and to pray for such needs in a group setting. Times of prayer are observed in the morning and at times of special needs. VCA students learn that prayer is a natural communication with God that can be initiated at any time.

## 8.01 Spiritual Development – Goals of Spiritual Development

The following is a list of goals which represents the characteristics of a maturing Christian. Thanks to Dave Watson (*Called and Committed* – 1982) from whom these are borrowed:

The Spiritual goals of VCA are that having become a Christian each student:

- Is willing to serve. John 13; Matthew 16:24
- Is learning to listen. Luke 9:35, 10:38-42
- Is willing to learn and is teachable. Luke 9:35, 10:38-42, 18:25; Ephesians 4:23-24
- Is submissive to authority. Thessalonians 5:12-13; Hebrews 13:17
- Is willing and able to share the faith with others. I John 1:1-3
- Is learning humility and is glad when others are blessed. Philippians 2:3-4
- Examines his/her own life before criticizing others. Matthew 7:1-5
- Knows his/her own weaknesses and allows God's grace to work through them. II Corinthians 12:9
- Is not a perfectionist and is therefore not a prey to self-righteousness, self-condemnation, self-pity, or a judgmental spirit. James 3:2; I John 1:8-10
- Is forgiving. Matthew 18:21-35
- Is persistent, courageous, and not easily discouraged. Ephesians 6:10-18; II Corinthians 4:8-11
- Is trustworthy and responsible. I Corinthians 4:2
- Is not a busybody or a gossip. John 21:21-22; I Timothy 5:13
- Does things well, whether great or small. Colossians 3:17
- Uses time wisely as a gift from God. Ephesians 5:15-17
- Aims to please God most of all. Colossians 1:10; II Corinthians 5:9
- Is quick to obey when God speaks. Luke 5:4-9
- Has faith in God, though there may be nothing visible to encourage his/her faith. Mark 11:20-24
- Is willing to trust the love and faithfulness of God, even without temporal and material security. Matthew 6:25-35
- Is willing to follow the Spirits leading, to make adjustments and changes as the Lord requires. Acts 10

- Has a clear understanding of God's priorities for personal life. Acts 6:2-4

## **8.02 Spiritual Development**

Note: Objectives are ideally supposed to be measurable. True spirituality must be from the heart which is impossible to measure. We can only try to observe attitudes, actions, and speech that would be consistent with true spirituality. Discernment is necessary to more accurately analyze spiritual condition. God will have to be the final judge. The Biblical criteria for measuring spirituality are the fruits of the Spirit (Galatians 5:22). We are told to look for these fruits in a believer's life.

Each Christian student will be able to:

1. Demonstrate the developing qualities of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control in one's personal life.
2. Pray out loud with a group of peers.
3. Share personal needs with a group of peers.
4. Explain a passage of scripture for a devotion with a group of peers.
5. Explain the plan of salvation and quote relevant scriptures.
6. List Christian priorities for his/her own personal life.
7. Attend one's own church regularly and be active with one's youth group.
8. Read God's Word on a consistent basis for private devotions.
9. Volunteer to help others consistently.
10. Not resist authority in spirit or actions.
11. Complement others consistently/sincerely
12. List one's own personal character strengths and weaknesses.
13. Consistently do his/her best in any situation.
14. Ask for forgiveness when wrong.
15. Forgive others and not hold grudges when wronged.
16. Demonstrate trust and responsibility in practical situation.
17. Speak positively of self and others.
18. Demonstrate an attitude of faith, obedience, and submission to the Lord Jesus Christ on a daily basis.

## **9.0 Admission**

Admission to VCA is a privilege. The school's policy regarding admission is "Open Enrollment." VCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

### **9.01 Admission – Class Size**

The goal of Kindergarten – 5<sup>th</sup> grades is to average approximately 20 students per classroom instruction. The goal for 6<sup>th</sup>-8<sup>th</sup> grades is to average approximately 25 students per classroom instruction.

### **10.0 Admission – Pre-Enrollment Interview and Evaluation**

Pre-Enrollment Interview – Parents of all applicants complete a questionnaire about their reasons for wanting to send their child to VCA and their child's prior educational history (if applicable). Acceptance of an applicant is determined after information from the application and an analysis of academic levels of a student described are reviewed.

VCA does not review standardized test scores nor administers such a test as a basis for acceptance.

### **10.01 Admission – Priority System**

A priority system was established to give families currently attending VCA, TBC church members, and alumni first consideration as openings exist. The order of priority is as follows:

- A. Returning students who have paid the registration fee.
- B. Children of staff members, prospective students who have brothers or sisters now at VCA, and children of alumni.
- C. Prospective students whose parents are members of TBC.
- D. Prospective students not falling in A-C above, by date of receipt of application form, who have paid the non-refundable registration fee.

The Process:

The names of prospective students are received on a continuing basis.

January 15 – We notify existing school families regarding registration for the coming school year.

February 1 through March 15 – Re-enrollment for children of staff members and present students.

March 15 through April 1 – Prospective students who have brothers or sisters now at VCA and children of alumni.

April 1 on – Students are accepted by date of application only.

### **10.02 Discipline – Philosophy of Discipline**

The highest pattern for Christian conduct is found in conforming to the image of Jesus Christ (Roman 8:29). It is our goal at VCA to actively promote a high standard of personal conduct in our students. Virtues to be stressed include honesty, clean speech, respect for God, for person, and for property.

We will strive to create the finest possible environment for learning and development. We at VCA are working to build a very positive Christian atmosphere in which your child can best learn. We wish to provide for our students the excellent learning environment they deserve.

We believe that parents are responsible for training and disciplining their children. The school's main function is to educate students. Should a child misbehave, the school will inform the parents through a written notice called a "consequence" or by phone. It is up to parents to administer appropriate discipline at home. A progressive table of consequences is used to administer the discipline program at VCA.

Faculty/student counseling, sharing, and prayer have been and will continue to be the major components of our school discipline program. We will be searching at all times for the Lord's direction in training your students and we appreciate your trust.

### **10.03 Discipline – Positive Reinforcement**

Goals – To help young people live within the guidelines of Biblical truth.

Establish positive behavior.

- Teacher example
- Curriculum for spiritual development
- Prayer and spiritual guidance

Reward positive behavior.

- Encourage students
- Communicate progress to parents
- Formal recognition
- Service and leadership opportunities

Change negative to positive behavior.

- Counseling/communication with parents
- Positive reinforcement

### **10.03 Discipline – Consequence System**

Each time a student is involved in the below listed behavior, an administrator may issue a consequence notice. After five consequences a parent conference is required and a one-day suspension may be issued. After ten consequences a student is suspended for one week and a parent conference and student behavior contract is necessary before a student can return. Following a one week suspension, one additional consequence is allowed and then final expulsion may be issued. A student may also be suspended or expelled if he/she is charged by the District Attorney with specified offenses.

### **10.04 Discipline – Practices**

1<sup>st</sup> Occurrence

Degree I 1 Consequence and Parent letter

Degree II 3 Consequences and a one-day suspension

Parent Conference

Degree III Suspension (Indefinite)

Possible Expulsion

Initiate the process of reconciliation

2<sup>nd</sup> Occurrence

Degree I 1 Consequence

Parent Call

Degree II 3 Consequences

Suspension (3 days)

3<sup>rd</sup> Occurrence

Degree I 2 Consequences and Suspension (1 day)

Degree II Suspension (Indefinite)

Possible Expulsion

Note: Academic consequences are a part of suspension. The administration reserves the right to add or subtract consequences if extenuating circumstances exist.

Degree I

Cheating

Cursing

Defiance

Disobedience

Disrespect

Disruption

Ditching class

Dress code

Eating in the building/chapel

Excessive physical display of affection

Failure to attend behavioral lab

Failure to have school supplies

Graffiti

Gum chewing

In an off-limits area

Inappropriate use of the internet

Invasion of privacy

Lying

Matches (or other fire-hazardous materials)

Negative attitude

Physical violence – foolishness

Skateboards (possession or use)

Stereo/electronic games (possession or use)

Tardiness

Use of/sounding of cell phone or pager in building

Degree II

Alcohol (possession or use)

Fighting

Firecrackers (possession or use)

Forgery

Gambling

Hazing  
Indecent act  
Leaving campus  
Misuse of property  
Occult material  
Physical threat  
Physical violence – anger  
Pornography  
Stealing  
Tobacco  
Truancy  
Vandalism  
Vulgar language or writing

Degree III

Drugs (possession or use)  
Physical act against staff  
Physical violence – planned  
Pregnancy  
Sexual misconduct  
Possession and/or use of weapons

**10.05 Discipline – Possible Sanctions**

Sanctions which might be used in cases of extreme or continued misbehavior are:

- Probation – Puts the student on notice that change is needed in areas such as attitude or in academic progress. A student on probation may not continue to serve in an elected office or participate in school extracurricular activities.
- Community Service – A consequence involving working at a community/church organization for a specified period of time and returning a positive progress report.
- School Service – A consequence that involves working at an administrative assigned job at school for a specified period of time.
- Suspension – Suspension is considered a strong form of discipline. The student is not able to make up his/her missed work, and he/she is

expected to receive parental consequences at home. All classroom work missed as a result of the suspension must be made up by the student to keep up with the class, however, no credit will be given for the assignments. Length of suspension will be set by the school administration.

- Process of Reconciliation – Reconciliation is required following a conflict.
- Re-admission Denied – The student will not be allowed to re-enroll for the upcoming school year.
- Expulsion – The removal of student from school. A student who continuously refuses to follow school rules and regulations will be expelled. The final decision to expel will be made by the VCA Discipline Review Board. After one calendar school year, application for re-admission will be reviewed by VCA administration and Discipline Review Board.

VCA administration reserves the right to interpret and modify all rules to maintain a positive educational environment.

#### **10.06 Discipline – Cheating**

A student who appears to be cheating, as determined by the teacher, will be subject to the following action:

- Parents will be informed of the suspected behavior.
- A “zero” grade will be given for the assignment or test. There will be no opportunity for making up the grade.
- One or more consequences will be given.

“Appearance of cheating” means:

- A student’s eyes are often diverted to places other than his/her own test or assignment page.
- The content of the assignment handed in is uniquely identical to that of another student or plagiarized from a public text.
- The quality of the assignment is far superior to anything the student has produced before.

#### **10.07 Christian Lifestyle/Dress – Christian Lifestyle**

Goal Statement – All students are expected to maintain high standards of conduct, both on and off the school campus. They shall comply with all school regulations and submit to the authority of all teachers and staff.

All students, by virtue of enrollment, have accepted the Statement of Agreement in regards to matters of personal conduct and have agreed to comply with all rules of this handbook.

Christian Lifestyle – All students are expected to work toward a Biblical approach to life both on and off campus. Student conduct should reflect the Christian life at all times and at all places, not only during school hours or just at school. Failure to live up to this standard could result in school discipline.

Dress and Grooming – The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate. Each student is expected to demonstrate pride in his/her appearance for it reflects individually on the student and collectively on the school.

Daily attire need not be expensive to be attractive and acceptable. A neat and properly attired student will promote an atmosphere which is conducive to study and good work in a Christian school. God's Word emphasizes the importance of inner beauty rather than an individual's outward appearance. Any apparel which draws undue attention to the wearer tends to detract from the educative process and is inappropriate.

Students judged to be in violation of the dress code may be issued school clothing or be restricted to the office area until appropriate clothing is available. Classes missed will be considered unexcused absences. Consequences may also be given and parent conferences may be scheduled for violations of the dress code.

Students are expected to dress modestly at all school-related events (i.e., athletic events, graduation, Night of the Stars, field trips, retreats, etc.).

## **10.08 Christian Lifestyle/Dress – Dress Code**

### **GIRLS**

1. Modesty at all times – dresses, tops, and pants must be worn that cover undergarments. Clothing should draw attention to the face, not the body. Clothing should not expose bare shoulders, back, or midriffs. At no time should skin be visible on the front or back of the midriff. Clothing should be appropriate for working and studying in the classroom.
2. Dress and skirt length should be modest (to the knee, measured while kneeling).
3. Form fitting, see-through, and low-cut clothing, as defined by the administration, is inappropriate.
4. No more than three earrings in each ear are allowed. Tongue, lip, eyebrow, and other visible piercings and tattoos are not acceptable.
5. Earrings, tongue, lip, eyebrow, and other visible piercings and tattoos are not acceptable.
6. **SEE ATTACHED DRESS CODE FOR SPECIFICS.**

## BOYS

1. Modesty at all times – pants and shorts must cover undergarments.
2. Hair should be neat, clean, and well-groomed. Hair should not fall below the bottom of the collar of a standard dress shirt or below the top of the ear. Hair shall not obstruct vision. Boys shall be cleanly shaven. Sideburns are allowed to the bottom of the earlobe.
3. Shirts must be worn at all times during school hours. Tank-tops and sleeveless shirts and sweat clothes are not allowed. Undershirts must be tucked in. Shirts with even cut at the bottom don't have to be tucked in.
4. Earrings, tongue, lip, eyebrow, and other visible piercings and tattoos are not acceptable.
5. Socks are required with shoes (unless with sandals).
6. Excessively baggy pants and shorts are not allowed.
7. **SEE ATTACHED DRESS CODE FOR SPECIFICS.**

## BOTH BOYS AND GIRLS

1. Shoes must be appropriate for school wear. All shoes must be of the appropriate height and style to ensure safety of all students at school. The following are not acceptable for school wear: Inexpensive plastic or rubber flip-flops; slippers or slipper type footwear.
2. Hats, caps, and headbands are not allowed in the building.
3. Sunglasses are not to be worn in any building.
4. No clothing articles, belt-buckles, or pins advertising other schools, secular rock groups, gang related symbols, tobacco, alcohol, or that suggest lewd, violent, improper language, or lifestyles are allowed.
5. Students wishing to wear shorts must wear solid colored shorts that are not intended for athletic wear or beach wear such as gym shorts, board shorts, or swimsuits. No plaid, flowered, or prints of any kind. Shorts should be modest in length (no more than 2/3 above the knee, measured while kneeling).
6. Hair should be a uniform or blended, naturally occurring color (slight bleaching is acceptable). Outlandish haircuts, hair sculpting, writing/lines or designs in hair, or shaved heads with long hair over it, etc., are not acceptable.
7. Jewelry should be modest.
8. No extreme fads (i.e., gang-associated styles, grunge look, Goth, extra large clothing).

9. All clothing items including shoes which are unhemmed, tacky, frayed, badly faded, sagging, or which have holes or tears are not appropriate. Waist lines and/or belt loops must be worn at the waist.
10. Traditional sweatpants or warm-ups are not acceptable unless worn as team apparel on game days.
11. Visible tattoos of any kind temporary or permanent are not allowed.

Class work missed due to dress code violation must be made up. A dress code consequence will be recorded. Second offense results in a consequence and in-school clothing modification. Multiple offenses will result in a suspension.

### **10.09 Christian Lifestyle/Dress – Questions to ask about selecting clothing**

Please ask these questions when selecting clothing and hairstyles:

- Is it immodest? (I John 2:15-17)
- Might my appearance be disruptive to learning by calling attention to myself?
- Does my appearance identify with a counter-cultural group or a rebellious element of society?
- Does the clothing present a health or safety hazard?
- Is the clothing faded, worn, or improperly fitted?
- Is the design and purpose other than for school use?

If the answer is “yes” to any of the above, then the attire or appearance is not acceptable for school.

It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standards of appropriateness. Students should follow the school code during all school hours and school activities. Exceptions to the dress code will be made for special days or special events.

### **11.00 Policies and Procedures -- Attendance**

The following policies and procedures are written with your child’s safety and best interests in mind. There are only a few rules, but they need to be followed closely. It is important that this section be read carefully by students and parents.

A student who is ill is expected to remain at home. If a student is found to have a transmittable disease such as impetigo, pink eye, etc., he/she must be taken from school and not returned until seen by a doctor. Upon returning, the student must have a note from the doctor stating that he/she has been seen, treated, and is ready to return to class.

When it comes to the school's attention that a student may have head lice, someone on the staff will check the child's head. If the child has live lice or nits, the child is excluded from school until he/she is treated with an effective pediculicide and all the nits have been removed from the hair. Once a child has been treated, he/she must have another head check before being allowed to return to the classroom. The school recommends that:

- All family members are to be treated at the same time.
- All sheets, blankets, bedspreads, towels, and affected clothing be washed.
- Everything be vacuumed carefully.
- Car seats, pillows, etc., be treated with a medicated spray in a well-ventilated area.

If a child becomes ill during school hours it is imperative that the child be picked up as soon as possible. The school asks each family to have a backup plan, especially if both parents work. The school is not equipped to convalesce children who are ill. State health laws require that children be sent home when they have a temperature or symptoms of illness.

#### **11.00 Policies and Procedures -- Confidentiality**

The school office will not give out telephone numbers or addresses of school families over the telephone. We do ask permission to provide name and phone number (if your phone is listed) for families inquiring to set up carpooling with other families in their zip code.

#### **11.01 Policies and Procedures – Emergency Cards**

Emergency information for students is submitted and maintained by the office.

As information changes during the school year, parents need to update their school data. This “up-to-date” information is critical in case of an emergency.

#### **11.02 Policies and Procedures – After School**

Students are to leave with their parents or an adult designated by parents. A student leaving school on foot or on a bike is expected to travel directly to his/her home or a parent-designated place where he/she will be supervised.

#### **11.03 Policies and Procedures – Absence Policy**

A student may miss a total of only 3 days per class per semester, whether excused or unexcused. On the 4th absence the student will fail to receive

credit for the class. Absences will be counted for illness, appointments, school events, and any other situations when the student does not participate in class work and activities.

A student may exceed the 3-day limit if he/she has a long-term illness in which a medical doctor has stated in writing that the student may not be returned to school for an extended time. In this case, specific dates need to be indicated so that absences will not be counted against the student. Administration may also make exceptions for students with special circumstances (family emergencies, death in immediate family, funerals, special needs, etc.).

All students must report to the office after their absence from school before going to their first class. The office must receive a verbal or written note from a parent or guardian stating reason for absence.

#### **11.04 Policies and Procedures – Make-up Work for Excused Absences**

A student will have one school day for every day missed due to illness (to a maximum of five) to complete paperwork.

If a student is unable to participate in a course due to excessive absences, a conference will be required for teachers, parents, and administration to establish an educational plan for the successful completion of coursework.

Students are responsible to secure a list of assignments missed and to turn them in on time rather than have the teacher pursue the student to see that the work is done. The exception is extended hospitalization. Students who have been absent may need to take make-up tests after school to prevent further loss of instructional time.

#### **11.05 Policies and Procedures – Partial Day Absence**

If a student comes in late, he/she must present a note and sign in at the VCA office explaining the reason for the lateness to the school. The office will advise the teachers.

No student can participate in a sports event or any other extracurricular unless he/she is present for half of the day. The only exception is for the student who has an excused medical appointment or has administrative permission.

Students are to sign out prior to leaving campus for any reason. The office must have a parental note or phone call prior to giving an off-campus pass and are to be picked up only by responsible adults. Students that return to campus must report to the office and sign back in.

#### **11.06 Policies and Procedures – Tardiness at the Beginning of the Day**

Unless there are continuous totally unavoidable circumstances, students who are late to school more than two times per quarter will receive consequences. Students must report to the office first to sign in.

#### **11.07 Policies and Procedures – Tardiness During the School Day**

Students who are not in their seats when the class begins are considered tardy unless they possess a note from the office or teacher. Three tardies per quarter in any class will result in consequences – normally lowering of their grade in that class. Five tardies per quarter equals a suspension.

#### **11.08 Policies and Procedures – Bicycles and Skate Boards**

Bicycles and skateboards should not be ridden on campus. Those bringing bicycles or skateboards must provide their own means of securing them. The school cannot be held responsible for theft or vandalism.

#### **11.09 Policies and Procedures – Boy-Girl Relationships**

School is an excellent place to make new friends. Many of the friendships made will last a lifetime. Boy-girl relationships and friendships are important and can be enjoyed without display of physical affection. A public show of affection such as kissing, cuddling, and holding hands is not appropriate on our campus (six-inch rule).

#### **11.10 Policies and Procedures – Change of Address**

When a student changes his/her address or telephone number, it is imperative that such changes be reported to the main office as soon as possible.

#### **11.11 Policies and Procedures – Closed Campus**

All students must be in their assigned classes or on their lunch period in the designated lunch area during the school day. No student will be permitted to leave campus during the school day unless he/she is picked up by a parent, or he/she receives special advance administrative permission.

#### **11.12 Policies and Procedures – Concern for Property**

Students should consider it a privilege to attend VCA and therefore, do all in their power to keep the building attractive and make the utmost use of all the facilities. Any student known to deface or destroy school property

will be assessed the full cost of repairs and be subject to other severe disciplinary action.

### **11.13 Policies and Procedures – Death Within a Family**

A note from home explaining the absence must be brought to the office upon returning to school. The absence will be considered unexcused if a note is not received within one day after returning.

### **11.14 Policies and Procedures – Delinquent Accounts**

Board policy regarding delinquent accounts is as follows:

- Tuition fees are due by the first of the month.
- Fees not paid by the fifth of the month are overdue and may be charged a late fee of \$20.00 per family per month.
- The responsible party will be notified of any amounts 30 days overdue.
- Fees that are 60 days overdue subject the child(ren) to dismissal from school.

### **11.15 Policies and Procedures – Doctor Appointments**

Doctor appointments should be made after school hours, if possible. If an appointment is needed during the school day, a note must be turned in to the school, prior to the appointment.

### **11.16 Policies and Procedures – Emergency Evacuation Procedures**

Periodic fire drills are required by state law. Sheets are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill.

- Lights out.
- Windows closed.
- Walk rapidly, single-file, do not run.
- Books should be left in the room.
- Do not wait for others to join you. Do not re-enter the building until the “all-clear” sound. Keep 100 feet from building. Do not block walkways or roadways.
- Stay with your group or class.

### **11.17 Policies and Procedures – Gum at School**

Students are not allowed to chew gum on school premises. It will result in a consequence.

### **11.18 Policies and Procedures – Campus Passes**

Students are not permitted outside the classrooms during class periods unless they are accompanied by a teacher or have a pass signed by a teacher or an authorized staff member. Students are responsible for obtaining the written pass. Verbal permission is not acceptable. Violators of this rule may receive detention and/or consequences.

### **11.19 Policies and Procedures – Injuries and Illnesses**

A student who is too ill to remain in class is to report to the main office. Office personnel will assist the student and contact the parents.

### **11.20 Policies and Procedures – Library**

The library is available to all students to supplement classroom information and textbooks. All students are issued a student body card (\$10 each) which is used to check out library materials. All books on reserve must be used only in the library. All other books can be checked out for a two-week period. Fines will be issued for overdue books.

### **11.21 Policies and Procedures – Lost and Found**

“Lost and Found” storage is provided. Parents may check this area for lost clothing or other articles. Valuables such as watches, jewelry, etc., will be held at the office and may be claimed by identification of the object. Items not claimed within 60 days may be donated to charitable organizations. Students should not bring valuable items to school unless absolutely necessary.

### **11.22 Policies and Procedures – Makeup for Unexcused Absences**

Class work and assignments due on the day(s) of unexcused absences will receive no credit for each day of class missed. Any work not made up within the normal time period allotted for excused absence makeup work will receive a zero grade.

### **11.23 Policies and Procedures – Medication**

Parents of students requiring medication during the school day must inform the office. The medication will be stored in the office and distributed by school personnel. A medication card should be on file for all prescription drugs. **Please see attached MEDICINE CONSENT FORM for VCA’s medicine procedure.**

### **11.24 Policies and Procedures – Office Procedures**

Students must conduct themselves in an orderly fashion in the office area. Patience, politeness, and a soft voice will help our receptionist take care of your business in the best way possible. Students must obtain a pass from their classroom teacher before coming to the office (except in emergencies).

### **11.25 Policies and Procedures – PE Participation**

For a student to be excused from PE, a note from the parent is necessary indicating the reason. A doctor’s note is required if the student is to be excused for any length of time. Students unable to participate in PE may not participate in other school athletic activities.

### **11.26 Policies and Procedures – Reporting Suspected Child Abuse**

Any employee of a school is required by law to report any suspicion of child abuse to Child Protective Services.

### **11.27 Policies and Procedures – Restrooms**

Students may use the restrooms before and after school, between class periods, and during the lunch periods. Students are expected to keep the restrooms clean. Students are not to loiter in or damage the facilities in any way. If a student is feeling ill, he/she should report to the office, not remain in the restroom.

### **11.30 Policies and Procedures – School Functions**

Students participating in any activity sponsored by the school shall be under the direct authority of the teacher/coach.

### **11.28 Policies and Procedures – Student Body Cards**

The school ID card, with the student’s name and picture, needs to be purchased by all students at the beginning of the school year. The card

admits students to most school games and gives them discounts to student council-sponsored activities. The funds from these cards are used for student activities. The ID card is required to check out materials from the library. Cost is \$10.00.

### **11.29 Policies and Procedures – Student Handbook Requirement**

All students and parents are issued a copy of the VCA Elementary and Middle School Handbook and are required to read it and sign it. Each student is responsible for the information in the entire Student Handbook.

### **11.30 Policies and Procedures – Teachers’ Conference Room**

Pupils are not permitted in the teachers’ preparation room or restroom without permission.

### **11.31 Policies and Procedures – Telephones**

Students will not be called to the telephone except in the case of an emergency. Students should tell their parents not to call in messages unless it is urgent or can wait until a normal break in the student’s schedule. The office phones are not to be used by students for personal calls. Cell phone usage is not allowed in the classroom. Cell phones can be confiscated for any length of time as seen fit by the administration.

If a student needs to be excused for an appointment, a note to the child’s teacher or a call to the VCA office, in the morning, will be needed.

### **11.32 Policies and Procedures – Textbooks**

All textbooks are the property of VCA and are assigned to students for their use. The student is responsible for the care of his/her books will be charged for any which are lost or willfully damaged. Students must use book covers for the texts.

### **11.33 Policies and Procedures – Transporting Students**

Field trips and other special events away from the campus may require transportation help from parents and friends if vans are not available. Out greatest concern is for the safety of students. Every possible precaution will be taken to insure safety. The following regulations will be helpful:

- Students will present a signed parental permission sheet for all extracurricular activities.
- Parents will need to give permission for their child to ride with a designated driver(s).

- Parents or others taking cars must be school-authorized drivers. This means they must have on file in the school office a signed statement indicating their willingness to extend transportation courtesy for school purposes, the name of their automobile insurance company, liability coverage of at least \$100,000, and the number of seatbelts in the car.

#### **11.34 Policies and Procedures – Unexcused Absences**

- Those absences not listed in excused section.
- Those absences requiring prior notice.
- Those absences due to a student being kept home for “family” convenience.”
- Students who leave campus without permission.
- Class cuts – School discipline will be administered in those cases where a student cuts class.

#### **11.35 Policies and Procedures – Use of Electronic Equipment, Rollerblades, and Skateboards**

No student is to bring stereo equipment, pagers, rollerblades, scooters or skateboards to school unless specifically requested by school authorities for authorized use. All such equipment can be confiscated for any length of time as seen fit by the administration. This is to prevent loss, theft, or misuse by students.

#### **11.36 Policies and Procedures – Use of Gym/Auditorium**

When going to PE classes, students should enter through the main doors of the gym.

- Noon Use – No student is to be in the gym or auditorium at noon unless supervised by a coach or teacher.
- After School Use – No student is to be in the gym or auditorium after school unless supervised by a coach or teacher.

Students will never be in the gymnasium or auditorium without a coach or a teacher.

#### **11.39 Policies and Procedures – Vacations and Special Activities**

Students may be excused for a family trip of special activity with two weeks prior notice given to the office. Makeup work will be handled as in any excused absences.

#### **11.40 Policies and Procedures – Visitation**

To protect the learning environment for students and teachers, visitors (including parents) are not allowed in the classroom while class is in session without permission. If you wish to visit your student's classroom, arrangements must be made in advance with the teacher or the principal.

Visitors to our campus should report directly to the office and receive a Visitor's Pass. This is for all visitors and does not exclude individuals who come on campus during the noon hour. Unauthorized visitors will be escorted off campus.

Authorized visitors to our campus are subject to the code of behavior for students. The host is responsible for the visitor's conduct.

#### **11.41 Policies and Procedures – Withdrawals**

Should it be necessary to withdraw during the school year, parents must submit a 30 day written notice. On the day of withdrawal, books must be returned and your account must be paid in full.

#### **12.00 Auxiliary Services and Information – School Photographs**

Individual pictures are taken by a school photography company early in the school year. Make up pictures will be taken about a month later. Parents are given the opportunity to purchase the pictures but are under no obligation to do so.

#### **12.01 Auxiliary Services and Information – Athletics**

Athletics play an important role in developing healthy bodies, growth in wholesome interpersonal relations, personal maturity in handling pressures, and how to live with success and failure. It is the purpose of the school not only to have competitive teams but to have teams that are a clear testimony for the Lord at the same time. Our athletes have an opportunity to participate in sports of their choice through competition with other schools. VCA provides the following athletic programs for its students:

Boys –Basketball (3<sup>rd</sup> thru 8<sup>th</sup>)

Girls – Volleyball, Basketball, and Cheer (Volleyball: 3<sup>rd</sup> thru 8<sup>th</sup>)  
(Basketball: 3<sup>rd</sup> thru 8<sup>th</sup>)(Cheer: 6<sup>th</sup> thru 8<sup>th</sup>)

A sports fee is charged per sport; \$50 to \$100 depending on the sport plus a uniform cost if needed.

Physicals are required annually to participate in any sports for 6<sup>th</sup> thru 8<sup>th</sup> grades.

### **12.02 Auxiliary Services and Information – Lunches**

The school does not provide a formal hot lunch program. Students eat lunch by bringing sack lunches from home. Snack items may be purchased on campus.

### **13.0 Tuition and Fees – Tuition**

Letter to Parents

Dear Parents,

Valley Christian Academy has provided an educational program based on excellence and the truth of God’s word for over twenty-five years. Tuition is the primary way this program has been funded, and continues to be today. Every effort has always been made to keep tuition as low as possible. But as the cost of providing a quality education has increased over the years, our teachers have increasingly shouldered a disproportionate share of that cost in the gradually declining values of their salaries. In contrast, the public education system has significantly improved the salaries of its teachers over the same time period.

Did you know that today:

VCA teachers earn approximately 65% of public school salaries (and it used to be 80%)?

It is becoming increasingly difficult to attract and retain faculty that meet our high standards?

Tuition inadequately helps to cover the cost of providing the facilities our students need?

At the heart is the concept that:

Everyone at Valley Christian pay their “fair share” of the cost of an excellent education.

Tuition assistance will be available to currently enrolled families who apply and qualify.

With everyone paying their “fair share”, VCA can:

Increase teacher salaries.

Increase funding and improve facilities.

Continue to maintain our tradition of educational excellence.

Our school board has always made an effort to understand the delicate balance that exists between providing the finest Christian education possible, providing adequate salaries for our faculty and staff, and remaining sensitive to the cost for families. By adopting the concept that everyone pays their “fair share”, and by increased tuition assistance available for families that qualify, we can reverse the fact that our teachers are now paying the full price between what an excellent education costs and what parents pay.

We trust that each of you will be able to make it work for your family and we look forward to having all of your children back at VCA again next year. I have dedicated my life to being God’s servant at VCA and am committed to being a vital part of what God is doing in the lives of our students, staff, and school family. If I can be of any help, please feel free to contact me.

Tuition costs are for the total school year. For your convenience, payments may be made on a 10-payment basis.

### **13.01 Tuition and Fees – Tuition Assistance**

What do you do if you are “on the edge” of being able to afford tuition at Valley Christian? Apply for tuition assistance. We provide an easy and confidential way to apply for assistance. Families receiving tuition assistance must reapply each year to determine if they continue to qualify.

How do you apply for tuition assistance?

Pick up a “Grant Application” from the office, complete it, and submit back to the office for Board review. You will be notified of the decision within the week.

Who will see my financial information?

VCA Board, Administrator, and Bookkeeper.

How do I qualify for tuition assistance?

If your ability to pay is less than your total tuition, you will qualify.

How is the amount of tuition assistance determined?

Faith.

Tuition and Fee Schedule

**PLEASE SEE THE TUITION AND FEE SCHEDULE LOCATED IN THE VCA ENROLLMENT PACKET.**

### **13.02 Tuition and Fees – Payment Policy**

The Board payment policy is as follows:

- Tuition fees are due by the first of the month,

- Fees not paid by the fifth of the month are overdue and may be charged a late fee of \$20.00 per family per month.
- The responsible party will be notified of overdue amounts.
- Fees that are 60 days overdue subject the child(ren) to dismissal from school.
- Students cannot be enrolled if there is an outstanding balance from the previous school year.
- Responsible parties who have not made a special arrangement or have not followed through on an agreed upon special arrangement for an account 90 days past due may be referred to an outside agency.

#### **14.00 Transportation – Van Rules**

Students must remain seated at all times (feet down and out of the aisle).

#### **14.01 Transportation – Carpools**

Parents organize carpools to assist in transporting students to and from school. The school office has address lists by zip code to assist parents.

#### **14.02 Transportation – Field Trips and Special Events**

Transportation help from parents and friends may be required for off campus trips if a van is not available. On these occasions every possible precaution is taken to insure the safety of children. The following regulations apply:

- A student participating in an off campus event must have a note on file signed by a parent, giving permission to ride with the drivers that the teacher has designated.
- Parents or others taking cars must be school authorized drivers. These drivers must have a card on file in the school office, a signed statement indicating:
  - Their willingness to extend courtesy transportation for school purposes.
  - Their understanding that by state law, the school's insurance is secondary to that of the owner of the vehicle.
  - The name of their automobile insurance company, including policy number.
  - Liability coverage of at least \$100,000.
  - Number of seatbelts in the car.
- For maximum alertness, avoid playing the car radio.

- Chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.

### **15.00 Special Events – Orientation**

Each September on the Friday of the first week of school, parents are invited to school to get acquainted with the school staff and administration. After a brief general meeting, parents are dismissed to classrooms and are given an orientation by their student's teachers.

### **16.00 Student Activities – Athletic Eligibility**

Students must maintain a 2.0 GPA to participate in Middle School athletics. (Exceptions may be made VCA Administration/Athletic Director)

Parent participation is an important part of the athletic program. Parents are encouraged to participate in supporting their student and their athletics.

- Early Dismissals – An athlete is responsible to have his/her academic work completed or prior arrangements made with the teacher before he/she is dismissed from class.

### **16.01 Student Activities – Clubs**

All clubs must have the approval of the administration and be led by an approved adult sponsor from the faculty, parents, or friends of the school. They are to be financially self-supporting.

### **16.02 Student Activities – Field Trips**

All students are required to have a signed permission card on file from parents or guardian before being permitted to attend field trips.

### **16.03 Student Activities – Elementary and Middle Cheerleading**

All students may try out for cheerleading. Cheerleaders serve under the direction of a coach and within guidelines approved by the Administration. Eligibility requirements are the same as for athletics.

### **16.05 Student Activities – Ineligibility for Extracurricular Activities**

Behavioral – Participation in extracurricular activities is a privilege that may be lost by a student who consistently defies authority and commits a serious act of disobedience as outlined in the Elementary and Middle School Handbook.

Academic – A student will be ineligible to participate in extracurricular activities if the student has a GPA lower than 2.0 and/or more than one failing grade at the end of each quarter.

#### **16.07 Student Activities – Service**

Students are encouraged to participate in community service activities. Similar opportunities are available as teacher aides, library aides, and office aides.

#### **16.08 Student Activities – Social Events**

The Middle School Student Council sponsor social events for the students. The school does not sponsor school dances. Events include class parties, school socials, an annual banquet, and Spirit Week activities.

#### **16.09 Student Activities – Student Activities Approval**

A student must have prior approval of the teacher(s) for each class the student will miss when participating in an extracurricular activity.

#### **16.10 Student Activities – Student Leadership**

The Student Council will aid the administration and faculty, provide a channel of communication between students and the administration, and help provide a well-balanced social program, encourage student participation and spirit in school activities, and uphold the spiritual principles upon which the school was founded.

Students interested in 8<sup>th</sup> grade Students Leadership must apply for particular position and complete the interview process with Student Leadership faculty advisors. Students must meet the eligibility requirements as listed in student athletics.

#### **17.00 Academics – Academic Probation**

The failure of a student to complete these requirements may lead to the following consequences:

Academic Probation

Continued failure to perform at expected levels will lead to academic probation. The consequences of academic probation are as follows:

- Reduced involvement in any school activities
- No part in any school elected offices or responsibility.
- Not eligible for participation in sports.

Probation will result from either falling below a certain level in overall academic performance or failing more than one class. Once a student is placed on probation, he/she will remain on probation until such time as he appears before the administration for review and removal or extension. This period will be for one quarter. A student on academic probation for more than two semesters and failing to show improvement may be asked to withdraw from school.

### **17.02 Academics – Grading Scale**

100 – A+	93-99 – A	90-92 – A-
89-87 – B+	83-86 – B	80-82 – B-
77-79 – C+	73-76 – C	70-72 – C-
67-69 – D+	63-66 – D	60-62 – D-
Below 60 - F		

I – Incomplete Work

P – Pass

MP – Medical Pass

NG – No Grade

#### Work Habits and Citizenship

E – Excellent

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

#### Computation of Grade Point Averages

To compute G.P.A, the following grade values will be used:

A – 4 Points

B – 3 Points

C – 3 Points

D – 1 Point

F – 0 Points

### **17.03 Academics – Homework**

Most academic classes will require work outside the classroom. Such homework will vary from class to class. Students are expected to complete all assignments within the allotted time, and few excuses will be accepted. Teachers will attempt to coordinate assignments so as not to overload students at a particular time. Special days and activities will be considered in giving assignments.

Classroom work and homework are the responsibility of the student. Failure to complete work as required will lead to academic difficulty.

### **17.04 Academics – Incomplete Grades**

Incomplete grades will not be recorded for a student due to his/her own negligence in completing his/her work. “INC’s” will be given for excused reasons only as determined by the teacher. All incomplete grades not complete within a reasonable time, set by the teacher, will be changed to a grade average of work that has been completed.

### **17.06 Academics – Report Cards**

Report Cards will be handed out at the end of each quarter. The first and third quarter grades are evaluations of progress to date. The second and fourth quarter grades are official full semester grades for the records. VCA uses the grading system listed above. A grade is given for achievement as well as an evaluation of work habits and citizenship.

### **17.07 Academics – Standardized Testing**

The Stanford Achievement Test is administered to all VCA students in grades K-12 at the end of each school year. Scores provide comparison with both national and Christian school test norms. The test data gives us a look at the overall effectiveness of our school’s curriculum as measured by national norms. By carefully tracking scores from year to year, we are able to pinpoint areas in our curriculum that may need enhancement as well as other areas where we are doing an exceptional job. The achievement test gives us data that allows us to evaluate our curriculum direction on an ongoing basis. We know we have an above average group of children due to their home environment and broad level of experiences. Excellent teachers and a solid curriculum also result in strong test scores.

### **17.08 Academics – Graduation 8<sup>th</sup> Grade**

Graduating 8<sup>th</sup> grade students must maintain a minimum GPA of 1.0 in order to graduate, and be promoted to High School.

In order for a student to be eligible for Valedictorian they must maintain a GPA of 4.0 throughout the entire graduating school year.

### **20.00 The Curriculum – Curriculum**

Valley Christian Academy has established curriculum based on the school's philosophy and educational goals using the State of California frameworks as guides. Textbooks and instructional materials are selected by the principals in consultation with teachers to implement the curriculum. The teacher is the important element in the interpretation of all materials being presented in the classroom teaching-learning process.

The curriculum at Valley Christian Academy emphasizes the preparation of students for life in a complex and rapidly changing world and concentrates on educating the students in the basics.

### **22.01 Academics – Academic Standards**

The pursuit of academic excellence is a vital part of the VCA program. The school has one of its major goals the attainment of high levels of academic achievement. Students are challenged in the pursuit of such goals. Students are expected to complete all required work, study for, and take all required tests, and hand in all homework assignments.

### **22.02 The Curriculum – Biblical Studies**

The goal of Biblical instruction is to teach students to know Jesus Christ as personal Savior and build their lives on the foundation of God's Word.

### **22.03 The Curriculum – Communication**

The goal of the communication skills curriculum is threefold: First, students will learn to read and understand God's Word and apply its instruction to their lives; second, they will develop into proficient readers able to acquire information and appreciate good literature; and third, they will become confident and skilled in the use of written and oral language. The communication curriculum integrates the following Language Arts area: (1) exposure to literary works (2) listening and questioning (3) oral language (4) reading strategies (5) composition (6) English language analysis, and (7) study, reference, and media skills.

#### **22.04 The Curriculum –All Subjects**

Valley Christian Academy uses A Beka Book curriculum for grades K5-8th grades, with the exceptions of Standard Publishing for Bible.

#### **22.07 The Curriculum – Physical Education and Health**

The goal of the physical education and health curriculum is to have students realize that their bodies are the marvelous creation of God. Appreciation of this will hopefully lead them to accept instruction and seek recreational experiences that will foster their physical, social, mental, and spiritual development.

#### **23.01 Parent – Teacher Conferences**

Parent-teacher conferences are welcomed throughout the year when deemed necessary by either party.

#### **23.02 Parent – Orientation**

Parent orientation is scheduled at the beginning of each school year. This important evening of orientation is for parents and **not an evening for the children.** This orientation will inform the parents of class goals, learning expectations, and parent/student responsibility. **All parents are expected to attend this orientation.**

#### **24.00 Supplies**

Preschool – 8th grade school supply lists may be picked up at the school during the summer months or viewed on the web.

#### **25.00 Office Hours**

The school office is open:

Monday – Friday 7:30 a.m. – 3:15 p.m.

Friday 7:30 a.m. – 1:15 p.m.

## 26.00 School Hours

Before School Care:	7:30 a.m. – 8:15 a.m.
K5 – Monday – Friday:	8:30 a.m. – 12: 00 p.m.
K5 After School Care:	12:00 p.m. – 5:30 p.m.
1st - 8th grades Monday-Thursday:	8:30 a.m. – 3 p.m.
1st – 8th grades Friday:	8:30 – 12:00 p.m.
1st – 6th grades After School Care:	
Monday - Thursday	3:00 p.m. – 5:30 p.m.
1 <sup>st</sup> – 6 <sup>th</sup> grades After School Care	
Friday	12:00 – 5:30 p.m.

## 27.00 School Day Breakdown by Class

### Kindergarten

8:30-8:45 a.m.	Roll Call & Homework Check In
8:45- 9 a.m.	Pledges & Bible
9 – 9:15 a.m.	Phonics
9:15 – 9:45 a.m.	Seatwork & Reading
10 – 10:15 a.m.	History / Music / Poetry / Science - Depending on Quarter
10:15 – 10:45 a.m.	Restroom / Snack / Recess
10:45 – 11 a.m.	Number Drills
11 – 11:15 a.m.	Writing
11:15 – 11:30 a.m.	Number Pages
11:30 – 11:45 a.m.	Art
11:50 – 12 p.m.	Cleanup & Dismissal

### 1<sup>st</sup> & 2<sup>nd</sup> Grades

8:30 – 9 a.m.	Song & Bible Time
9 – 10 a.m.	Reading Circle & Seat Work
10 – 10:30 a.m.	Recess
10:30 – 11:30 a.m.	Math
11:30-11:45 a.m.	Bible Verse Practice
12:30 – 1 p.m.	Lunch & Recess
12:30-1 p.m.	Phonics
1 – 1:30 p.m.	Spelling
1:30 – 2 p.m.	Language & Penmanship
2-2:15 p.m.	Recess
2:15 – 2:45 p.m.	Activity Time
2:45 – 3 p.m.	Cleanup & Dismissal

Other subjects integrated throughout the school year are History, Health, and Science.

### 3<sup>rd</sup> & 4<sup>th</sup> Grade

8:30 – 9 a.m.	Pledges & Bible
9-10 a.m.	Math
10-10:30 a.m.	Reading
10:30 – 11 a.m.	Recess
11-11:30 a.m.	Spelling
11:30 -12 p.m.	Language
12-12:30 p.m.	Lunch
12:30- 1 p.m.	Lunch Recess
1-1:30 p.m.	3 <sup>rd</sup> – Reading / 4 <sup>th</sup> – History
1:30 – 2 p.m.	Penmanship, Seatwork, and Music
2 – 2:30 p.m.	3 <sup>rd</sup> – History / 4 <sup>th</sup> – Science
2:30 – 2:45 p.m.	Help Class – Study Hall
2:45 – 3 p.m.	Cleanup & Dismissal

## 5<sup>th</sup> Grade

8:30 – 9 a.m.	Bible
9-10 a.m.	Math
10-10:30 a.m.	Spelling
10:30-11 a.m.	Break
11-11:40 a.m.	Language
11:40-12 p.m.	Reading
12-1 p.m.	Lunch / Break
1-1:15 p.m.	Devotion
1:15 – 1:30 p.m.	Penmanship
1:30-2 p.m.	Science
2-2:30 p.m.	History
2:30-2:55 p.m.	Study Hall / Clean up

Thursdays – 1-1:45 a.m. - Music

## 6<sup>th</sup> Grade

8:30 – 9:10 a.m.	Bible
9:10 – 10 a.m.	Math
10 – 10:30 a.m.	Break
10:30 – 11:45 a.m.	Spelling & Literature
11:45 – 12:30 p.m.	Lunch
12:30 – 1 p.m.	Language
1- 1:30 p.m.	History
1:30 – 2 p.m.	Science
2- 3 p.m.	PE

## **7<sup>th</sup> & 8<sup>th</sup> Grades**

8:30 – 9:10 a.m.	Bible
9:10 – 10 a.m.	Math
10 – 10:20 a.m.	Break
10:20 – 11:30 a.m.	Spelling/Poetry/Grammar/Journalism/ Literature
11:30 – 12:30 p.m.	Lunch
12:30 – 1 p.m.	Science
1- 2 p.m.	PE
2- 3 p.m.	History/Spanish/Art/Study Hall

All daily class schedules are subject to change depending on the Teacher, curriculum, or the needs of the students each day. These class schedules have been provided as an example of what each school day will consist of.

## **28.00 Before and After School Care**

### **A sample day of After School Care**

12:15	Lunch
12:40	Restroom and cleanup
12:50	Lay down on mats to watch a video
1:30	Nap time
2:45	Restroom
3:00	2 thru 5 yr. olds - Snack
3:15	1 <sup>st</sup> thru 6 <sup>th</sup> arrive - Restroom - Snack
3:30	1 <sup>st</sup> thru 6 <sup>th</sup> : Outdoor play
3:30	2 thru 5 yr. olds - Arts & crafts
4:00	Outside play - 2 thru 5 yr. olds
4:00	1 <sup>st</sup> thru 6 <sup>th</sup> : Inside to work on homework
4:45	2 thru 5 yr. olds - Free indoor center choices
4:45	1 <sup>st</sup> thru 6 <sup>th</sup> - Board games, cards, etc.
5:30	Closing

## **Before and After School Staff**

Children are actively involved in learning at their own pace in a classroom designed for age-appropriateness. They follow a daily routine guided by a knowledgeable, loving staff. Our Teachers are dedicated, caring, and trained in Early Childhood Development. The Director is also experienced in meeting the needs of your child, communicating with parents, and staff management. At all times, there will be a person trained in CPR and First Aid in the Preschool and Before/After School Care. All staff participates in in-service training and education in order to remain alert to the ever-changing needs of families and early childhood education. Substitutes may be used from time-to-time due to staff illness. Also, Student Aids (freshman through seniors) from Valley Christian Academy High School may be assigned a one-semester, daily 45-minute schedule on how to learn to work with preschool children as part of Valley Christian Academy's High School curriculum. They will be under the direct supervision of our Preschool and/or Before/After School Care Teachers.

## **ARRIVAL & PICK UP FOR BEFORE/AFTER SCHOOL CARE**

**Children must be signed in and out daily by an authorized adult.** It is **MANDATORY** that you escort your child into the room, have the teacher note that you've arrived and sign your *FIRST NAME & LAST NAME* - **clearly**. If someone comes to pick up your child and they are not on the authorized list and you have not called us to make the arrangements, we will not dismiss your child until we have reached you for authorization - no exceptions. Upon departure, always check your child's cubby for artwork, correspondence, dirty clothes, etc.

## **PAYMENT PROVISIONS**

Before/After School Care - Hourly Rate for use part-time:

Hourly: \$ 4.50

Tuition for Preschool through 6<sup>th</sup> grades **with** Before/After School Care full-time:

K5 – 6th: \$6,000 (Monthly payments are from September through June; if you choose VCA's Summer Camp program, June's tuition payment includes June's Summer Camp program)

All monthly fees are based on the calendar year and take into account holidays, vacations, and illness. Thus, there will not be a refund in tuition for holidays, vacations, illness, or any other day your child does not attend. If a check does not clear your account the first time, you will be charged \$25.00; the check will then be redeposited and if it doesn't clear the second time, there will be a service charge of \$25 per check. All returned checks must be picked up within one week and paid for with a money order or cash. There is a charge for extra hours or days in excess of your monthly tuition agreement.

In addition, if you become behind in your tuition by two months your child may be released from school and your account turned over to Legal Recovery for collection assistance with an addition of a \$20.00 service fee added to your account.

Before/After School Care: If you do not pick up your child by closing time - 5:30 p.m., you will be charged \$5.00 for every 15 minutes that you are late. Late daycare charges will be billed on the following month after the late daycare charges have occurred. Once payment is received for the late daycare charges, payment will be distributed to the VCA staff member that was on duty, on their next pay period once payment has cleared

## **HOLIDAYS AND IN-SERVICE DAYS**

### **Before/After School Care (Holidays annually subject to change)**

We will be closed on the following holidays: Veteran's Day, the day before Thanksgiving, Thanksgiving, and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Day, President's Day, and Memorial Day. In addition, the Preschool and Before/After School Care will be closed on *pre-announced (we will try and provide you with a month's notice; however, subject to change)* Teacher In-Service Days for training, etc. The only week we are closed annually during summer camp/care is the last week in August.

## **HEALTH**

Your child's health is critically important to all of us. Please do not bring your child to school if he/she has:

- 1) Temperature - must be fever free for at least 24 hours or doctor's note stating that treatment is being given or is not required (to return)

- 2) Upper Respiratory Infection - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required
- 3) Diarrhea - no diarrhea for 24 hours or doctor's note stating that treatment is being given or is not required
- 4) Vomiting - no vomiting for 24 hours or doctor's note stating that treatment is being given or is not required
- 5) Inflamed Eye - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required
- 6) Skin Infection (of unknown origin) - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

If your child becomes ill at school, we will contact the parents, or, if the parents are not available, the emergency contact person. We know you will make arrangements to have your child picked up. While your child is waiting for you to pick them up, they will be sent to the office to be taken care of by the Director and/or Teacher.

### **MEDICATION**

We will never provide your child with aspirin or any other non-prescription medication. If under exceptional circumstances a student is required to take a medication during the school hours and the parent cannot be at school to administer the medication and a student's health may be jeopardized without it, then and only by the Director, Assistant Director, or designated person shall the medication be administered in compliance with the regulations that follow:

**Please see attached MEDICINE CONSENT FORM for VCA's medicine procedure.**

### **SUMMARY OF ITEMS NEEDED FOR BEFORE/AFTER SCHOOL CARE FOR KINDERARTEN**

- 1) Change of clothing (marked with names)
- 2) Sheet, blanket, pillow, and comfort toy (marked with names)

## **LUNCHES AND SNACKS IN PRESCHOOL AND AFTER SCHOOL CARE**

Anyone using the After School Care coming out of Preschool or morning Kindergarten must bring a sack lunch for lunch time. VCA does not have a cafeteria and is therefore unable to provide hot lunches. A microwave is available though for the Teacher and/or Aide to warm food up.

Snacks will be provided by VCA mid-morning each day and at 3:30 p.m. (and after school for 1<sup>st</sup> thru 6<sup>th</sup> grades) in the afternoons. Each snack shall include one serving from each of two or more of the four food groups. (Dairy products, Grains, Meats, Fruits, and Vegetables) plus a drink (from the food groups). Each week a new weekly snack schedule will be posted on the Parents Board. If your child is either allergic to something or doesn't like something listed, please send a replacement for that day

## **ACCIDENTS**

In case of minor injuries, First Aid will be given at school by trained staff. In more serious injuries or illness, parents, or if needed, the emergency contact, will be immediately notified. If they are unavailable, the director or designated teacher will make the decision for treatment based on her evaluation of your child, and may call the paramedics. Teachers will write up and provide the parent with a copy of the Accident Report required on all injuries.

## **TERMINATIONS**

Termination is rare but can occur for any reason listed below:

1. Failure to pay tuition or consistently late with tuition.
2. Late three or more times to pick up your child from Before/After School; After-School care closes daily at 5:30 p.m.
3. Refusal to cooperate with VCA policy by parent or child.
4. Child disruptive to the point of being a detriment to other children.
5. Child's behavior a danger to himself or other children.
6. Parent and/or parents who become destructive in criticism about VCA, staff, other children, or administration after many attempts through the line of authority to resolve the issue(s). If there's a problem, we ask parents to go in a Christian manner directly to the Teacher first, Assistant Director second, Director third, and Assistant Administrator last for a win-win outcome. Constructive recommendations and solutions are most welcome, but destruction and vicious attacks on VCA, staff, other children, or administration will not be tolerated.
7. Any problem that has been discussed with the director and continues to work against the good of Valley Christian Academy Preschool or School, the child, and other children.

## **BEFORE SCHOOL CARE**

Before School Care hours are 7:30 a.m. to 8:15 a.m., Monday through Friday. Any student 3<sup>rd</sup> grade and under who arrives on school/church property before 8 a.m. must report to Before School Care.

## **AFTER SCHOOL CARE**

After School Care hours are from classroom dismissal time to 5:30 p.m. Anyone using the After School Care coming out of Preschool or morning Kindergarten must bring a sack lunch for lunchtime. VCA does not have a cafeteria and is therefore not able to provide hot lunches. However, a microwave is available for the Teacher and/or Aide to warm food up.

Any student 3<sup>rd</sup> grade and under who is left on school/church property after 3:15 p.m. must report to After School Care.

- Students who are not picked up at dismissal time must have a letter from their parent/guardian on file in the school office that states what the student has been given permission to do after school.
- Possible reasons for termination in the Before/After School Care program are the same as the one's listed in this handbook under "Termination" as outlined for the Preschool.
- Study time provided in the After School Care program is not a guarantee that all homework will be completed, but only that time is provided for the student to start their homework. Parent must check the student's work nightly.
- The parent/guardian who picks up a student from After School Care must sign the student out. Students may not sign themselves out.
- After 5:30 p.m. we will begin calling all the phone numbers you have listed on your emergency cards - all regular and emergency contact numbers we have on file. If by 6:30 p.m. we have not been able to get a hold of anyone, we will call the Citrus Heights Police Department. Your child at this moment is considered "abandoned." The Police will come and pick up. They will take your child to the Sacramento Receiving Home. You will be contacted from there. These provisions are necessary for the safety of your child, and it is our prayer that this procedure never has to be used.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student signature only required for students in 6<sup>th</sup>-8<sup>th</sup> Grades)

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this signature page to the VCA office once completed.

Last update: 7/8/2011

## PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART

NOTE: Regulation Section 101221 requires the following information to be on file.

SCHOOL NAME Valley Christian Academy	DATE
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**PARENT'S INSTRUCTIONS:**

1. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting the school personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

**I authorize Valley Christian Academy personnel to assist in the administration of medications described above to the child names above for the following medical condition/s:**

From \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ daily while in attendance.

PARENT'S SIGNATURE	DATE
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### MEDICATION CHART Staff Documentation of Medicine administration

DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE
DATE	TIME GIVEN	STAFF SIGNATURE

**Upon Completion, return medicine to parent or destroy, and place form in child's record.**

STAFF	DATE
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## **DRESS CODE**

Valley Christian Academy does not have uniforms; instead, we have a dress code allowing students to still make individual choices in dress in a modest way.

### **GIRLS**

#### **GIRLS: Monday – Thursday:**

##### Acceptable:

##### **MODEST:**

1. Loose-fitting, plain-colored, Docker-type (cotton/twill) or corduroy-type pants **ONLY**, Capri-length, and/or walking shorts permitted all year (sweat suits are not acceptable).
2. Top of pants must be at waist level; no below-waist pants allowed
4. Loose-fitting skirts (must be at or below the knee)
5. Loose-fitting blouse and tops **WITH SLEEVES**
6. Blouses and tops must be at least 3 inches below the top of the pants, **AND WHEN RAISING** arm to a 90-degree angle; must not be able to see skin
7. Shorts should be no more than one-inch above the knee
8. White tops must be double-layered so that you cannot see through
9. Tights or leggings may be worn under shirts or dresses, but don't count as length from the skirt to the knee.

##### Hair:

1. Hair must be a natural color.
2. Highlights need to be a natural color.
3. No bright or unnatural hair colors allowed.

##### Not acceptable:

1. **NO jeans or denim pants and/or denim-looking material of any brand or any color**
2. No sweats
3. No skin-tight pants
4. No low-cut or tight-fitting tops
5. No sleeveless blouses or tops
6. No bare midriff tops
7. No high slits in skirts (slit must be at or below knee)
8. No see-through white tops (bra must not be able to be seen through tops)
9. No Tattoos
10. No Body piercings other than ear
11. Athletic shorts or pants
12. No Pajamas
13. **No white pants, capris, walking shorts, dresses or skirts**

#### **Fridays:**

1. Dress or skirt/blouse (at or below the knee). Above rules apply

**WHEN IT COMES TO SKIRT OR DRESS LENGTH, IF YOU HAVE TO QUESTION IT IT'S TOO SHORT.**

Please note: No satanic, skulls, or occult jewelry is permitted at any time.

**IN ALL MATTERS OF DRESS THE JUDGEMENT OF THE PASTOR AND STAFF WILL BE FINAL.**

**PARENTS & STUDENTS:** IF THE ABOVE AND BELOW DRESS CODE IS NOT ADHERED TO, PARENTS WILL BE CALLED TO COME PICK THEIR STUDENT UP AND WILL NOT BE ALLOWED TO RETURN UNTIL IN PROPER DRESS.

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## **BOYS**

### **BOYS: Monday – Thursday:**

#### **Acceptable:**

1. Plain-colored (except no white), Docker-type (cotton/twill) or corduroy-type pants ONLY and walking shorts are permitted all year (no sweats)
2. Collared shirts only (i.e., Polo or dress shirts (no Hawaiian print))
3. Belts are required

#### **Hair**

1. Hair cuts must be modest.
2. Hair must be off the collar.
3. Hair needs to be out of the eyes.
4. Hair needs to be off the ears.
5. Boys must be clean shaven.

#### **Not acceptable:**

1. **NO jeans or denim pants and/or denim-looking material of any brand or any color**
2. No white pants
2. No sagging pants
3. No underwear or boxers showing
4. No wide leg
5. No t-shirts
6. No earrings (Band-Aids may not cover earrings)
7. No facial hair
8. No long hair
9. No Tattoos
11. No Athletic shorts or pants
12. No Pajamas

#### **Fridays:**

1. Long pants only (above rules apply)
2. White button-down dress shirt (long or short sleeves)
3. Tie (may have cartoons or sports on it) and belt

Please note: No satanic, skulls, or occult jewelry is permitted at any time.

IN ALL MATTERS OF DRESS THE JUDGEMENT OF THE PASTOR AND STAFF WILL BE FINAL.