



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
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HISTORY

History of the Academy

In 1978 -- when they saw a need for a positive Christian education in the area for their children and others -- Dr. Brad Gunter and his wife Kathy founded VCA, three years after starting Tabernacle Baptist Church, the overseer and governing body of VCA. Dr. Gunter was in college studying to become an educator and felt God leading him into the ministry. Being pastor of Tabernacle Baptist Church and administrator of Valley Christian Academy are two of his great loves. Dr. Gunter has continued to be the administrator since 1978 but was very excited when his oldest son -- Brad Gunter, Jr. -- returned from college to teach in high school and become athletic director. In 2000 Brad, Jr. was appointed vice principal by the Deacon Board when they were looking to the future for continuity.

Valley Christian Academy was a vision and burden of Dr. Brad N. Gunter for many years before he actually started it 1978. He knew beyond a shadow of a doubt that God was calling him to bring it about physically as He brought about those for whom He wanted us to minister.

Today it blesses Dr. Gunter's heart beyond words. He loves the children and young people -- He loves watching each stage of physical, emotional, and spiritual growth. He loves 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 Dr. Brad N. Gunter is the still administrator, but his 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 to him and, too, has a deep love for young people and a conviction for them to follow Christ. Dr. Gunter must say that he is far better and wiser in handling young people's misbehaviors and advising and guiding them than he could ever have done. Young people gravitate to him and respect him and his advice. When it comes to high school students, he wisely disciplines them for correction. His discipline reminds him 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?"

VCA is run 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).

This institution, the facilities it occupies, and the equipment it utilizes fully complies with and all state and local ordinances and regulations, including requirements for fire, building, and health safety.

NON-DISCRIMINATION POLICY

Valley Christian Academy admits students of any race, color, and notional ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national origin, and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic, and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations and academic or behavioral standards. Valley Christian Academy is committed to providing a strong Christ-centered instructional program. Students admitted to Valley Christian Academy shall be protected from influences negatively affecting their well-being and educational process to the best of our ability.

PHILOSOPHY AND OBJECTIVES

Mission Statement

Our mission is to challenge and equip students to become loving, responsible adults who will have a positive impact upon themselves, their families, their community, and our beloved Lord.

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 principles 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.

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).

Expected School Wide Learning Results (ESLRS)

Lions are:

Leaders who live to glorify God
 Investors in life-long learning
 Obligated to Community
 Noble listeners and speakers with
 Servant hearts.

Lions are:

Learners who live to glorify God
 by understanding and applying biblical principles
 by demonstrating how to use the Bible
 by living their Christian beliefs
 II Peter 3:18 "Grow in grace and the knowledge of our Lord"

Lions are:

Investors in life-long learning
 by following directions: simple and complex
 by recognizing problems and seeking help

- by taking responsibility for their own learning
- by displaying academic integrity and honesty
- by discerning God's truth in academic areas

II Timothy 2:15 "Study to show thyself approved unto God a workman who needeth not to be ashamed"

Lions are:

Obligated to Community

- by having a positive influence on others
- by applying God given talents and abilities
- by resolving conflict in a win/win way

Matthew 22:37-39 "Love the Lord God with all your heart . . . and love your neighbor as yourself."

Lions are:

Noble listeners and speakers

- by listening for understanding
- by communicating with people in a positive manner
- by reading, writing, and speaking analytically

James 1:19 "Beloved brethren, let every man be swift to hear, slow to speak, slow to wrath."

Lions are:

Servant hearts

- by leading others in teamwork
- by leading by example
- by valuing others more than self

Matthew 23:11 "But he who is greatest among you shall be your servant."

Final Authority of Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the power conduct of mankind, is the sole and final source of all that we believe. For the purpose of Valley Christian Academy's faith, doctrine, practice policy, and discipline, the Tabernacle Baptist Church Senior Pastor is Valley Christian Academy's final interpretive authority on the Bible's meaning and application.

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 twelve 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 –Bible classes set 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

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.

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

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.

Statement of Philosophy

Valley Christian Academy is a non-denominational coeducational, non-profit, full-time, college-preparatory day school founded in 1978 for grades Preschool thru twelfth.

The Academy aims to participate with parents in the development of Christ-centered children who are well informed in both liberal arts and modern sciences, and are equipped with the knowledge of the Christianity faith and ethics that will enable them to live as devout Christians.

The Academy does allow a percentage of non-Christian families to attend through an interview process of both family and student so that they may have the same opportunities both academically and spiritually.

VCA expects most of its pupils to be active in their home church; to develop their Christian consciousness; to practice prayer; to follow Christian traditions; to maintain healthy and obedient relations with their parents, relatives, and teachers; to strive for excellence in intellectual

pursuits; and to grow as useful members of society who practice obedience to God and love towards others.

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.

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 have 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.

Importance of the Teacher

The key element in our quest for academic excellence is the teacher. All teachers meet, exceed, or are completing the requirements for WASC (Western Association of Schools and Colleges).

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.

ORGANIZATION

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".

Memberships

VCA does not belong to any organization at this time in order to keep costs down. Memberships cost large annual fees.

Accreditation

VCA high school has full accreditation by the Western Association of Schools and Colleges (WASC).

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.

Athletic Affiliations

VCA is a member of the California Interscholastic Federation San Joaquin (CIF) and part of the SMAL for athletic competition.

Sponsoring Church

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

ADMISSIONS

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.

Admissions Policy

Valley Christian Academy (VCA) seeks students of good character who, along with their family, desire an education based on Christian values and teaching. All new students are required to complete the application process. General admission guidelines are as follows:

1. Stated desire for Christian Education
2. Positive character/academic references
3. Academic proficiency (G.P.A. of 2.0 or better for most recently complete academic period)

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). All ninth through twelfth grade students are also interviewed by an administrator regarding their educational history if deemed necessary and desire to attend a Christian school. Parents are required to provide, with their application, reference forms from the student’s former education setting, church, or other designated persons. Acceptance of an applicant is determined after information from the application, interviews if applicable, and an analysis of academic levels of a student described is reviewed.

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

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.

Class Size

The goal of K5 thru 8th grades should be to maintain an average of 25 or fewer students per period classroom instruction.

COUNSELING

Students are encouraged to make appointments with their teachers to seek guidance to improve their class work or when assignments are not clearly understood. Administration will provide college counseling for students. Students are encouraged to make an appointment to discuss these matters at the VCA office. Counseling in regards to spiritual, academic, and social aspects of life is also available to students. Administrators, teachers, and the Tabernacle Baptist Church pastors are available to counsel with students.

Any students/family that freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a drug/alcohol problem will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered as disciplinary and will be referred to a counselor.

FINACIAL RESPONSIBILITY

Enrolling your child in a Christian School is an investment in education and character building. With the privilege comes the responsibility for making all payments on time and keeping your account up to date. It is important that your student's name appears on each check for proper credit. Checks for items such as field trips, PE clothes, etc. should be carefully labeled so proper credit can be given to the student.

Tuition Payment Information

The Board payment policy is as follows:

- VCA tuition is charged on an annual basis, but can be billed on a 10 month cycle from September thru June of each year.
- 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 60 days past due may be referred to an outside agency for collections and will be responsible for any additional charges the company may charge.
- If for any reason a check or bank card transaction doesn't clear an account, there will be a service charge of \$25 per transaction. Repayment of returned checks must be made by cash, cashier's check, or money order. If more than two occurrences happen on any account, all future transactions will need to be made by cash, money order, cashier's check, or credit card
- Valley Christian Academy accepts many forms of payment cash, checks, money orders, cashier's checks, and credit cards. If a family chooses to make

a payment to VCA by credit card, a 2% credit card processing charge will be added to the amount they are paid.

- Billing is done by the 15th of every month electronically through email. A copy of the family statement is sent to everyone marked as financially responsible in the VCA system.
- Accounts of graduating 8th and 12th graders need to be brought to a \$0 balance two weeks prior to graduation, or students will not be allowed to participate in graduation and their diploma will be held until the account is cleared.
- Any questions about family accounts or balances should be directed to the VCA office at 916-728-5500.

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.

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?

VCA using FACTS Management, which is a grant and aid assessment company - online. Once VCA receives the confidential information in the office, it is presented to the Board for 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 may qualify.

How is the amount of tuition assistance determined?

By a combination of both school and family financial need to the academic year.

Fundraising

Fundraising helps offset the full educational costs at VCA. Valley Christian Academy asks that all students and families participate in as many fundraising opportunities as possible throughout the year, however, the fall fundraising, candy sale, is mandated.

At the time of enrollment each family accepts that their family will be responsible in September for selling at least two boxes of candy (60 candy bars x \$2 = \$120) or they can pay the 50% profit (\$60) to VCA without having to sell the candy. The family will notify the office of the family's choice. The family will also pledge to help whenever possible (but realize it's not mandatory during the rest of the year) with other fund raisers throughout the school year.

Family Service Hours

Valley Christian Academy relies on your help to provide your children with the best education possible. Research shows that children whose parents are involved in their school do better academically. Fund raising projects provide us an opportunity for teamwork in helping the school reach our goals and objectives as well as an atmosphere for the development of family bonding and camaraderie.

In order to achieve the above purposes, and in an effort to keep tuition as low as possible, VCA has "Family Service Plan" wherein every family must assume the responsibility of contributing to Valley Christian Academy Family Service Plan according to both the Financial and Service Hour Commitments.

1. Financial Commitment

Agreement to contribute a minimum of \$120 through selling Candy Bars which is our only mandatory fund raiser. (\$60 buy-out alternative option.)

2. Service Hour Commitment

Annual agreement to volunteer a minimum of 30 hours (20 hours for single parent families). Each family should account for all service hours performed and submit the total number of hours served to the school office in order to be credited to the family service plan. Service hours may be recorded on the form provided in the VCA enrollment paperwork. The final date to submit service hours for each school year will be May 15.

Additional Information

The accumulation of service hours will be on a school year basis, from September of the current school year through May of the current school year. Any hours accumulated after May 15 will be applied to the service contract for the following year.

If a family does not meet the minimum fundraising requirement (\$120), the difference will be added to the November tuition bill.

If a family does not meet the minimum service hour requirements (20/30 hours), the difference will be added to the May tuition bill at a rate of \$10.00 per hour.

Additional hours, above the required hours, do not equate to a reduction in tuition.

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:

1. Increase teacher salaries.
2. Increase funding and improve facilities.
3. Continue to maintain our tradition of educational excellence.
4. 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.
5. 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.
6. Tuition costs are for the total school year. For your convenience, payments may be made on a 10-payment basis.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to leave during the school year, the following procedure must be completed:

1. A two (2) week notice is required. If less than two weeks' notice is given, tuition charges may be levied. Tuition will be calculated on a per diem basis for the days enrolled, taking the two (2) week notice into consideration.
2. An official notification of withdrawal must be made in writing and submitted to the VCA office.
3. All items subject to return must be turned in within two weeks of withdrawal notice.
4. Financial obligations must be paid and account balance cleared.
5. All academic work must be completed and submitted.
6. No academic work will be accepted for grading or grade evaluation after a withdrawal.

STANDARDS OF CONDUCT

Christian Lifestyle

Students are expected to live by a biblical standard of behavior. Students must at all times (at or away from school) while enrolled in Valley Christian Academy refrain from the following:

1. Fighting
2. Lying and stealing
3. The use of illegal drugs, marijuana, alcoholic beverages or any form of tobacco.
4. Swearing, coarse jesting or using unwholesome speech.
5. Possession, distribution, or habitual viewing of pornographic images.
6. Using the internet, cell phones, any electronic device or posting on social media in any manner contrary to Christian lifestyle standards.
7. Involvement in immoral activities, including physical act of sexuality (whether heterosexual, homosexual, or transsexual).
8. Gambling

Students who violate these Christian lifestyle standards may be expelled from school. Students should also make every effort to avoid compromising situations that might give the appearance of being involved in the above activities.

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.).

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. Please refer to the VCA dress code for a detailed list of dress code regulations.

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. Please refer to the VCA dress code for a detailed list of dress code regulations.

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.

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.

SEXUAL HARRASMENT POLICY

Valley Christian Academy (VCA) is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. VCA is prepared to take action to prevent, investigate, and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct in a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions. The possession and/ or distribution of pornographic images on school property, on school transportation, or at a school sponsored events are included in this definition of sexual harassment.

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

Examples of Sexual Harassment

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

1. Unwanted sexual advances or propositions.

2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters notes or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

Student to student, employee to student, and employee to employee sexual harassment is prohibited.

What to do If You Experience or Observe Sexual Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a school official or a teacher. Students who observe conduct that is of a sexually harassing nature are encouraged to report the matter to a Valley Christian Academy school official or teacher.

Confidentiality

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

Protections against Retaliation

It is against Valley Christian Academy policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure and Action

When one of the VCA officials designated in this policy receives a complaint, he/she shall immediately inform the administration. An administrative team and/or the school officials designated above will conduct an investigation of the complaint. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassment shall be informed of the corrective action that has been taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

THREATS, BULLYING, AND PHYSICAL ASSAULTS

Fighting

Fighting will result in an automatic suspension and possible expulsion for the initiator of the fight. If witnesses confirm that only one person started an unprovoked attack and the second person was only defending him/herself, it is possible that the second party will not be suspended.

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

- Bullying may be overt or direct, with physical behaviors, such as fighting, hitting, name calling, making threats, attacking someone physically or verbally.
- Bullying may also involve covert behaviors, with emotional-social interactions, such as gossiping, spreading rumors, or leaving someone out on purpose.
- Bullying may take place in-person, online, with smart phones and texts, and/or through social media.
- Students engaged in either overt or covert bullying may be suspended and if repeated offenses occur the student engaged in bullying may be expelled.

Threats

- Bringing dangerous items to campus (knives, unloaded guns, matches, etc.) may result in suspension or expulsion.
- Bringing a loaded gun or explosives to campus will result in expulsion. Verbal or written threat to bring a gun or explosives to campus to kill or maim someone or destroy school property will result in expulsion.

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.

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

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.

Discipline – Practices

1st 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

2nd Occurrence

Degree I 1 Consequence

Parent Call

Degree II 3 Consequences

Suspension (3 days)

3rd 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

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.

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.

Student Behavior Guidelines

The Student Behavior Guidelines are designed to assess incidents on an individual basis and provide student discipline that is age appropriate and based on a progressive discipline model. At Valley Christian Academy, we strive to suspend students only when other means of correction fail to bring about proper conduct. However, a student may be suspended for any of the reasons in the student behavior chart on a first offense if the principal, vice principal, or administration determines that the student’s presence causes a danger. Valley Christian Academy administrators may use discretion when warranted to provide other means of correction to suspension and/or expulsion. (EC § 48900, 48900.5(a), 48911.1 and USC § 1415).

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Law Enforcement
<i>Physical Injury</i>				
Threatened/caused physical injury EC § 48900(a)(1)	May Be Considered	Yes	Yes	Optional
Committed violence/serious injury upon another, except in self-defense EC § 48900(a)(1) and (2), 48915(a)(1)(A) and 48915(a)(1)(E)	May Be Considered	Yes	Yes	Required
Committed assault or battery upon any school employee EC § 48915(a)(1)(E), PC § 240 and 242	May Be Considered	Yes	Yes	Required
Aided/Abetted in the infliction/attempted infliction of physical injury EC § 48900(t) and PC § 31	May Be Considered	Yes	Yes	Optional
<i>Controlled Substances</i>				
Unlawfully possessed/used/sold/furnished/under the influence of controlled substance, intoxicant of any kind except over-the-counter medication for personal or medication prescribed for the student by a physician • Was under the influence • Possessed • Furnished • Sold/Attempted to Sell EC § 48900(c), 48900(p), 48915(a)(1)(C), 48915(c)(3) and HSC § 11053	May be considered May be considered May be considered Not considered	Yes Yes Yes Required	Yes Yes Yes Required	Optional Required Required Required

Unlawfully offered/arranged/negotiated to sell a controlled substance or intoxicant of any kind EC § 48900(d) and HSC § 11053	May be considered	Yes	Yes	Optional
Unlawfully sold/delivered/furnished a liquid/substance/material represented as a controlled substance or intoxicant of any kind EC § 48900(d) and HSC § 11053	May be considered	Yes	Yes	Optional
Possessed/used tobacco or nicotine products containing tobacco without prescription EC § 48900(h)	May be considered	Yes	No	No
Unlawfully possessed/offered/arranged/negotiated to sell drug paraphernalia EC § 48900(j) and HSC § 11014.5	May be considered	Yes	Yes	Optional
<i>Property</i>				
Committed/attempted to commit robbery or extortion EC § 48900(e) and 48915(a)(1)(D)	May be considered	Yes	Yes	Required
Caused or attempted to cause damage to school or private property • Minimal damage • Extensive damage EC § 48900(f)	May be considered	Yes	No	Optional
	May be considered	Yes	Yes	Required
Stole or attempted to steal school property or private property EC § 48900(g)	May be considered	Yes	Yes	Optional
Knowingly received stolen school property or private property EC § 48900(l)	May be considered	Yes	Yes	Optional
<i>Harassment and Bullying</i>				
Harassed/threatened/intimidated a student who is a witness in a school disciplinary proceeding EC § 48900(o)	May be considered	Yes	Yes	Optional
Engaged/attempted to engage in hazing/method of initiation which is likely to cause serious bodily injury/personal degradation/disgrace resulting in physical or mental harm EC § 48900(q)	May be considered	Yes	Yes	Optional
Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act EC § 48900(r)	May be considered	Yes	Yes	Optional
Committed sexual harassment creating an intimidating/hostile/offensive educational environment, does not apply kindergarten				

through third grade EC § 48900.2	May be considered	Yes	Yes	Optional
Caused/attempted/threatened/participated in an act of hate violence, does not apply kindergarten through third grade EC § 48900.2 and 48900.3	May be considered	Yes	Yes	Optional
Intentionally engaged in harassment/threats/intimidation against students or staff that disrupts classwork, creates substantial disorder or creates an intimidating/hostile educational environment, does not apply kindergarten through third grade EC § 48900.4	May be considered	Yes	Yes	Optional
Made terroristic threats against school officials or school property EC § 48900.7	May be considered	Yes	Yes	Required
<i>Weapons</i>				
Possessed a firearm/knife/other dangerous object Sold or furnished a firearm/knife/other dangerous object EC § 48900(b), 48915(a)(1)(B) and 48915(c)(1)	May be considered Not considered	Yes Required	Yes Required	Required Required
Brandished a knife at another person EC § 48915(c)(2)	Not considered	Required	Required	Required
Possessed an imitation/ replica firearm so close as to lead a reasonable person to conclude that the replica is a firearm EC § 900(m)	May be considered	Yes	Yes	Optional
Possessed an explosive EC § 48915(c)(5)	Not considered	Required	Required	Required
<i>Other</i>				
Committed/attempted to commit sexual assault or sexual battery EC § 48900(n), 48915(c)(4), PC § 243.4, 261, 266c, 286, 288, 289	Not considered	Required	Required	Required
Committed obscene act/engaged in habitual profanity or vulgarity • Obscene act • Habitual profanity EC § 48900(i)	May be considered May be considered	Yes Yes	Yes No	Optional No
Disrupted school activities/willfully defied school officials engaged in the performance of their duties EC § 48900(k)	Must be considered (K-3)	Yes (4 th – 12 th)	No	No

EMERGENCIES

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” sounds. Keep 100 feet from building. Do not block walkways or roadways.
- Stay with your group or class.

Emergency School Closure or Dismissal

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of telephone, text message, social media, or email. Students will only be released to Parents and/or adults listed on their emergency cards.

What to Expect During a School Emergency

The first priority for school staff during an emergency is to ensure the safety of students, other staff members and any guests who are on campus at the time. Emergency situations can cause disruptions to regular communication, schedules and plans. We've provided information on what families can expect during an emergency situation and how to best support the safety of students and staff.

Valley Christian Academy works with students to prepare them for situations by conducting drills each year. Some may be as simple as the traditional fire and evacuation drill, while others focus on lockdown situations and intruders on campus. The purpose is never to scare students, or parents, but to give them the skills and knowledge needed to remain safe during an emergency situation.

Students' Role in an Emergency

Students should understand and follow all plans applicable to the given crisis.

- Students should not panic. In the absence of adult direction, decide where it is safest to be and remain there.
- If a violent situation occurs, notify the nearest school staff member.
- Share all relevant information with law enforcement, teachers, and school staff.
- During and after the crisis, to the extent that is safe, keep your belongings with you, do not pick anything up, and do not go back for anything until receiving clearance.
- Calm and reassure fellow students.

- Do not perpetuate rumors to others. This includes via text message or social media. We want parents and students to have accurate information, not rumors.

Families' Role in an Emergency

- Stay calm during a school emergency.
- Your attitude/actions conveyed to students in person or by cell phone communication may be traumatic, especially to young children.
- Make sure your emergency contact numbers are updated and on file in the office.
- During a school emergency, listen carefully to emergency notification messages. Check the VCA Facebook, Instagram, Twitter, and school web page as phone communication may be interrupted due to excessive calls.
- Do not allow the media, against your will, to pressure you to be interviewed during a crisis.
- Rely on factual information from the school or law enforcement.
- Frequently rumors may surface.

Securing a Campus

During an emergency situation Valley Christian Academy may be placed in one of two modes: Lockdown or Shelter-in-Place. Often, the determination is made in coordination with law enforcement officials based on the threat level presented to the safety of those on campus.

To help protect the safety of students and staff, no one is allowed to enter or leave a school campus when placed in lockdown or shelter-in-place. This includes parents, visitors, and news media. Parents and guardians will be alerted to the situation by school staff using phones, text messages, or email as soon as it is safe to do so. Updates will be made as they are available and information will be posted to the schools social media sites. Parents and guardians who do attempt to come on campus may be putting themselves and others in danger. Anyone attempting to gain access to a campus will be refused entrance and asked to wait off-campus.

What is a Lockdown? (highest level of alert)

Used in eminent danger, situations such as when there is a potentially dangerous stranger with or without a weapon on campus, violent criminal activity or a dangerous incident on the immediate perimeter of the school, etc. Lockdown orders will be made in plain language so all persons on campus understand the lockdown is not a drill.

During a lockdown, students and adults are brought inside classrooms and other designated areas. Doors and windows are closed and locked immediately, curtains or other window coverings, if available, are pulled closed; all lights are turned off. Students, staff and visitors are to stay out of sight of windows and doors and shall remain silent (this includes no talking or cell phone use). They may take cover behind barriers such as bookcases, partitions or desks.

What is Shelter-in-Place? (raised alert level)

Used in potentially violent situations, such as a police helicopter in neighborhood, police activity in the neighborhood; reports of a potentially dangerous situation near the campus; severe weather, etc. Doors and windows are closed and locked immediately, curtains or other window coverings, if available, are pulled closed. Students and staff may not move about on campus, except with an authorized safety escort. Class instruction may continue. Shelter-in-place orders will be made in plain language so all persons on campus understand that the shelter-in-place is not a drill.

Picking Up Students After an Emergency

To ensure students remain safe, schools will implement restricted pick-up procedures after an emergency situation. Please keep in mind that no one except authorized Valley Christian Academy staff and first responders will be allowed to enter or leave a school campus during a lockdown or shelter-in-place. Also, only those listed on a student's emergency card will be allowed to pick a student up.

Is Picking Up a Student Required?

The vast majority of emergency situations are precautionary in nature. In most cases it will not require students be picked up before their normal dismissal time. If pick-up is mandatory we will notify families. If there is a safety concern requiring students leave campus immediately we will evacuate students via foot or via bus depending on the situation.

When Should Parents Go to a Campus?

To ensure the safety of students and staff, parents or family members who go to a campus while it is in lockdown or shelter-in-place will not be allowed on campus. If you do go to the campus before the lockdown is lifted you will be stopped and asked to wait in a specified area off campus. Parents and guardians who do attempt to come on campus may be putting themselves and others in danger. Anyone attempting to gain access to a campus will be refused entrance and asked to wait off-campus.

Families will be notified when the situation has been resolved via email, phone call, text message, or social media as soon as it is safe to do so. Updates will be made as they are available and information will be posted to the school social media accounts as soon as possible. Once families are allowed on campus, parents will be directed to a specific pick-up area.

What Should You Bring to the Pickup Area?

Again, restricted pick-up procedures will be in effect after an emergency situation. To help reduce confusion and avoid delays, families should come to the pickup area with:

1. Photo Identification - This requirement applies to all families. If you do not have a photo ID, your student may not be released or it may cause significant delays.

2. Your Mobile Phone - Emergency situations sometimes require changes to reunification plans. By having your phone with you, you will receive any updates sent via our automated notification system if you have provided us with your mobile phone number.
3. Patience - In most situations, there will be a large number of families who choose to pickup their student after an emergency situation. This may result in an extended wait time as we verify ID's and call students to the reunification area.

Communicating during an emergency

The first priority of school staff will be to ensure student safety during an emergency situation. They will secure the safety of those on campus first and then work to notify families of the situation as quickly as possible. If a lockdown or shelter-in-place is completely precautionary and caused by an issue off of the campus, Valley Christian Academy will typically make a notification only if the incident lasts more than 20 to 30 minutes. You should expect a notification regardless of how long an incident lasts if it occurs on campus.

In an emergency situation you should expect to hear from your school in multiple ways including:

Websites

During extended emergency situations, updates will typically be posted to the website of Valley Christian Academy or through our social media sites. You should check these pages frequently for the latest information.

News Media

Valley Christian Academy actively works with news media during emergency situations to help share accurate and helpful information. Please watch for OFFICIAL information from the VCA Administration or first-responders on news media.

Phone Calls

During and after an emergency, school phone lines may become overloaded. Please refrain from calling a school during or right after an emergency if at all possible. If it is urgent that you get a message to the school for the safety of your student during an emergency, please contact the office at (916) 728-5500.

POLICIES AND PROCEDURES

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.

Illness

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.

For health and safety reasons, parents are required to pick up their ill child from the school office within ONE HOUR from the time they are notified of such illness. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100 degrees or when the child is vomiting and/or is unable to function normally at school. The child cannot return to school until a 24-hour period has passed without recurrence of a fever, vomiting or diarrhea.

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.

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.

After School

If students aren't playing or participating in an after school activity, they are expected to leave campus at the end of the school day. 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.

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.

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.

Partial Day Absence

If a student comes in late, he/she must present a note and sign in at the high school 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.

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. Consequences may result in a lowering of the students grade or detention.

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.

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.

Bicycles

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

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).

Six-Inch Rule

A public show of affection such as kissing, cuddling, and holding hands is not appropriate on our campus (six-inch rule). The breaking of this rule will result in a consequence.

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.

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.

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.

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.

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.

Gum at School

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

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.

Homeroom

All students are assigned to a regular homeroom class. The purpose of this session is:

- To implement the curriculum for spiritual development.
- To bring to students' attention any class needs or problems and also a sharing time for the class and a time to discuss school issues.

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.

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.

Student Property

Valley Christian Academy does not provide insurance coverage for the loss or damage to personal property of students. Students' personal property is brought to school at their own risk. We assume no liability or responsibility for loss of or damage to personal property.

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.

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.

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.

School personnel will cooperate with parents whenever physicians prescribe medication to be administered during school hours. However, the major responsibility for the student taking medication at school rests entirely with the student and the student’s parents.

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).

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.

Students are required to dress down in a VCA PE uniform each day of scheduled PE. A failure to dress down in the appropriate PE uniform will result in a lower grade for the day.

Reporting Suspected Child Abuse

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

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.

Students are only authorized to use restrooms that are associated with their gender at birth.

School Functions

Students participating in any activity sponsored by the school shall be under the direct authority of the teacher. Guests from outside the school may be invited to attend school-sponsored or

social activities only with the signed “Guest Form” of the principal, and the inviting students are responsible for their guests’ actions.

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.

Student Handbook Requirement

All students and parents are issued a copy of the VCA Handbook and are required to read it and sign it. Each student/parent is responsible for the information in the entire Student Handbook. VCA updates the student handbook annually, and it is the responsibility of the student/parent to check the VCA handbook for any changes.

Teachers’ Conference Room

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

Parent/Teacher Conferences

Parent/Teacher conferences may be scheduled by parents or the teacher when deemed necessary. Appointments with teachers should be made in advance. It is usually most convenient for teachers to have conferences in the afternoon or Fridays after school. If at all possible, both parents are encouraged to attend all conferences. Student records are available for parents to view with the assistance of an administrator. If a problem develops, please follow the Matthew 18 principle and register necessary concerns with a teacher first, then with an administrator.

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 should be sent in the morning. Calls to the office to excuse a student should only be made in the event of an emergency.

If a student’s cell phone is taken away in class more than two times per year, the phone will be turned in to the VCA office and will need to be picked up by a Parent or Guardian.

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 damaged. Students must use book covers for the texts.

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. Our 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.

Use of Electronic Equipment, Rollerblades, and Skateboards

No student is to bring stereo equipment, ipods, tablets, 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.

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.

Vacations and Special Activities

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

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.

School Property – Lockers, Desks, etc.

Student lockers, desks, student vehicles, and other similar property are owned or controlled at all times by VCA. VCA exercises exclusive control over the school-related property and a student should not expect any privacy whatsoever regarding items placed or stored in or on school-related property, because school-related property is subject to search at any time by school officials.

Search and Seizure

To maintain discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student use areas, student lockers or student automobiles in the circumstance outlined below and seize any illegal, unauthorized, or contraband materials discovered in the search.

The VCA Administration or other staff person designated by the VCA Administration may request authorization for a search or conduct an emergency search when a threat to staff or students is deemed imminent.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

1. PERSONAL SEARCHES

A Student's person and/or personal effects (purse, backpack, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

A. Students will be escorted to the VCA office and a VCA Administrator and/or VCA staff member will conduct the search.

B. Standard searches consist of:

* The student removing all outer garments (coats, hats, gloves, vests, belts, shoes, etc.)

* Staff will inspect outer garment items and will lay out all items for viewing.

* Students will turn out all pockets and pull up pant legs and place contents of pockets on the table/desk for staff review.

* If asked, students will lift up each foot, so staff can view bottom of feet/socks.

C. Students wearing multiple layers of clothes, for example two pair of pants, may be asked to remove the outer layer or garment.

2. STUDENT USE AREAS

Instructional rooms and areas of student use are school property and remain at all times under the control of VCA; however students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspection of rooms and other areas of the school may be conducted by VCA staff for any reason at any time without notice, without student consent, and without a search warrant.

3. AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. VCA retains authority to routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The

interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

4. SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Parents will be called to meet with VCA administration, and proper VCA discipline will be issued at that time. Depending on such materials seized in a search it may be necessary for VCA to contact local authorities, and for local authorities to take further action.

5. RETURN / DISPOSAL OF CONFISCATED ITEMS

Materials confiscated by school personnel, not deemed illegal nor contraband, will be held for parent pick-up in a designated area within a VCA building. VCA Administration and staff reserve the right to dispose of confiscated items at the conclusion of the school year, if retrieval has not been made.

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. Seniors are asked to have their senior pictures taken by an outside photography company and submit a 3x5 picture for the yearbook before Christmas break. VCA dress code applies for school pictures.

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:

2nd & 3rd Grades: Basketball

4th & 5th Grades: Basketball

6th – 8th Grade Girls: Volleyball and Basketball

6th – 8th Grade Boys: Flag Football and Basketball

Athletic Forms

All students wishing to participate in athletics will need to complete the athletic emergency form prior to the first official practice in their first sport of participation each year. The athletic form

will cover all sports within one academic year. Students will need to complete a new form each year of athletic participation.

Athletic Eligibility

Students must maintain a 2.0 GPA in the quarter prior to participation in athletics. (The only exception is in the case of summer school classes taken to bring up failing grades, in which case the student may participate in fall sports once grades are improved in those classes.)

- Parent participation is an important part of the athletic program. All parents of VCA athletes are requested to participate in the school's Boosters Club.
- 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.

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.

School Computers

School Computers, files, and other similar educational technology including Internet access and/or records, including but not limited to data, are controlled VCA. VCA exercises exclusive control over the school property, and students should not expect any privacy whatsoever regarding the property, because school property is subject to search at any time by school officials.

Van Rules

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

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.

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.

Parent Orientation

Each September on the Tuesday 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.

Student Orientation

Students are welcomed on the very first day of school. All orientations will be held during the first week of school each year.

Insurance

Claims should be submitted to your primary carrier. All accidents must be immediately reported to the school office. An accident form will be filled out by the person in charge. Please note, the School does not provide student insurance as a secondary carrier to your primary family insurance.

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.

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. Permission slips are sent home prior to each field trip.

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 High School Handbook.

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

School Publications

Students are encouraged to purchase and make contributions to the student newspaper and yearbook when available. These publications are produced by the school yearbook and newspaper staff.

Service

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

Social Events

The 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.

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.

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 Student 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.

COMPUTER, INTERNET, AND CELL PHONE USE

Technology allows for another avenue in which Valley Christian Academy accomplishes academic goals consistent with our school mission statement and learning objectives, VCA offers computers with internet access in the computer lab. All internet activity is monitored and recorded. Supervision and adherence to the USE Policy safeguard but do not guarantee against the possibility that a student may view objectionable material. In addition, while every effort is made to keep the VCA computers and access to the internet in smooth working order, it is possible that computer difficulties or interruptions in service occur due to circumstances beyond our control will occur from time to time.

In order to insure safe and guided use of school computers, strict adherence to the following policies governing their use is required. Any violation may result in loss of computer and internet access privileges.

- Students may use the computers at Valley Christian Academy for homework, class projects, school research, and college/career development only. Students will not visit web sites which contain items not relate to school work, including personal email, Facebook, Instagram, or chat rooms. Students will not visit websites that contain illegal, defamatory, pornographic or offensive material.
- Students agree to keep their password confidential. Students agree to logoff of their account when they are finished using a computer and not allow others to use their account.
- Students will not damage the computer equipment at VCA physically or electronically. This includes the destruction of data, intentional infection with computer viruses, unplugging wires, cables or plugs and changing computer settings. Students will be respectful and responsible with technology resources.

- Students will get permission from the supervising teacher/staff before using any removable media (a disc, USB device, memory stick/thumb drive, CD/DVD) on any VCA school computer.
- Students will avoid plagiarism by observing copyright law and using proper citation for all research.
- Students will follow all computer and internet use guidelines when they are using personally owned computer equipment and cell phones on school premises, Students will keep their cell phone off and stored in their backpack or purse during school hours. Students will not use their cell phone for internet access while at school without specific permission from a classroom teacher or administrator.
- Students agree to follow all school policies; local, state and federal statutes governing lawful use of computers and the internet, Students understand misuse and violations will result in disciplinary action.

NAME, PHOTO, AND VIDEO RELEASE

During the school year, photographs or videos may occasionally be taken at school or during school sponsored activities that are held on or off campus. Parents have the option to choose whether or not photographs and/or videos of their child(ren) and their name(s) may be included in publications, presentations, or web pages produced by Valley Christian Academy and/or news releases sent to external media sources throughout the school year.

The VCA Student Name /Photo/Video Release must be on file in the VCA office for each student, and is valid for the duration of the student's enrollment at Valley Christian Academy. If the parents desire to change the students release status, a new form must be submitted to the VCA office. This form can be found in the VCA enrollment paperwork,

No payment will be made to a child photographed under terms of this release or to his/her family if and when the photographs are used in publications, presentations, video productions, or Web sites.

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.

Academic Integrity Policy

Valley Christian Academy adheres to the following policy regarding cheating and various forms of academic dishonesty. Forms of dishonesty include, but are not limited to the list below:

1. Collaborating with any other person on class work without prior approval from the teacher.
2. Looking at someone else's work product, or copying another student's homework, test, or quiz.
3. Using any kind of outside resources prohibited by instructor for homework, test, or quiz.
4. Copying any work assigned to be done independently or letting others copy one's work or homework. (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi).
5. Having unauthorized access to or using stolen exams, test, or quizzes.
6. Providing or selling exam, test, or quiz information to other students.
7. Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during or after an exam, test or quiz.

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.

Academic Lab

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

Academic Lab

The student may be required to attend academic lab. This is an extra study and learning lab designed to help a student complete his work. This lab will be held outside regular class time, generally after school.

Students will be informed when they are to attend the lab and are responsible to tell their parents. Generally, the lab will be served the next day so transportation can be arranged.

Grading Scale**Grade Scale****A+- 97 to 100****C – 73-76****A – 93-96****C- - 70-72****A – 90 – 92****D+ - 67-69****B+- 87-89****D – 63-66****B – 83-86****D- - 60-62****B- - 80-82****F – 0-59****C+- 77-79****Achievement**

A – Excellent

B – Above Average

C – Average

D – Below Average

F – Failing

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

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.

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.

Weekly Grade Check

A weekly progress report on each class is emailed to each family on Sunday through the school system which is called RenWeb.

RENWEB – VCA School Database

Renweb is the school management software that VCA uses to keep track of student performance, grades, and attendance. It is the responsibility of each student and parent to create or setup a Renweb account through the VCA office.

All homework assignments, grades, and attendance can be viewed on Renweb.

Report Cards

Report Cards will be sent home through the classroom on the Friday following the end of a quarter.

- A grade of 60% or above is required to pass each class.
- Beginning in grade K5, students will receive recognition for achieving Honor Roll and attendance each quarter.
 - Pastors Honor Roll students maintain an all A average.
 - Principal's Honor Roll students maintain an A/B average.
 - Perfect Attendance student's attendance has zero tardies or absences.

Disputed Grades

Students or parents who have a question regarding a grade should first resolve the issue with the teacher. The request for a grade review must be made within one month of the grade being issued. If the dispute is not resolved, the teacher and/or student/parent may appeal the principal or vice principal for further review. If necessary, the administration may call a meeting of all parties concerned for a final resolution of the disputed grade.

Replacement Grade

When a failed course is retaken and a passing grade is earned, the Grade Point Average (GPA) will be recalculated using only the passing grade; however, both the passing grade and the failing grade will continue to be reflected on the student transcript.

Plagiarism Policy

Plagiarism will not be tolerated at Valley Christina Academy. Plagiarism is defined as any of the following: 1) Not giving proper documentation to your source(s), 2) not quoting material that has been used word for word, 3) “copying and pasting” information into a document to use as your own work, or 4) blatantly using another’s work as yours (ie. Borrowed or purchased papers) Plagiarized work will be given a “zero” in the class and turned in to the Administration (with a written referral from stating plagiarism which remains in the student’s permanent record) which may result in a suspension or other discipline.

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.

ELEMENTARY PLAYGROUND/EQUIPMENT RULES

Our goal at Valley Christian Academy is for all students to be safe while at recess. The following rules are in effect at all times on the playground:

- General Playground Rules –
 - Stay in designated areas.
 - Speak kindly to one another.
 - Keep hands and feet to oneself.
 - Include all people who desire to participate in all games (inclusion, not exclusion).
- Bars –
 - Dismount from bars properly.
 - Do not shake bars.
 - Form one line, near the grass, to use the bars.
 - Standing, walking or sitting on the horizontal ladders is not allowed.

- Soccer –
 - Soccer is played on the grass area as weather permits.
 - High kicks are not allowed.
 - Any ball kicked out of bounds is a throw-in.
- Wall Ball –
 - Wall Ball may only be played in the gym.
 - The ball must be hit back and forth between players.
 - No one may stand or run in front of those hitting the ball.
 - No soccer balls are to be used for Wall Ball.
- Balls –
 - Rubber balls are for bouncing or throwing, not kicking.
 - No “Dodge Ball” is allowed.
 - Footballs may be used for playing football, catch, “Keep Away” or “Three Flies Up”.
 - One hand touch football only. Football must be in hand with no shoving.
 - Tackle football is not allowed.
- Swings –
 - Swing straight seated on bottom.
 - One student per swing.
 - Enter and exit the swing while it is not moving.
 - Count to 100 if there are other students waiting to swing.
 - Students must be seated on the tire swing. Keep both hands on the chains to ensure safety.

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 with advanced preparatory courses as options for college and university bound students.

Valley Christian Academy primarily uses ABEKA Book curriculum for grades K5 thru 8th grades. In addition to ABEKA, VCA uses BJU press for English and composition for 3rd thru 8th grades, Summit bible curriculum for 3rd thru 7th grades, and BJU Press science for 1st thru 8th grades.

Personal Devices:

Students in grades K-5 are not allowed to use personal, portable, electronic devices during school hours, as stated in the Elementary Parent/Student Handbook with the exception of a teacher directed in-class activity. Students in grades 6-8 are not allowed to use personal, portable, electronic devices during school hours unless prior approval has been given by faculty or administration; but students are allowed use before and after school, as stated in the Middle School Student Handbook.

STUDENT PICKUP PROCEDURES

Students may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students.

- VCA does not accept the responsibility of deciding which parent has legal custody where there is no court document.
- Accept the information given by the enrolling parent unless we are presented with a court document from the custodial parent that shows otherwise.
- Not subvert the law.

The following criteria is to be followed:

- Any person picking up a child must be listed on the emergency card for pickup, this includes parents. Those listed on the emergency card must be 18 years of age and be able to show picture identification.
- Only the parents or guardians can pick up a student from school early (before school dismissal) unless a note or phone call giving verbal authorization is received from the parent/guardian authorizing the early pickup.
- If a student becomes ill at school, parents/guardians will be contacted. If the parent/guardian cannot be reached, the student can be released to other authorized adults listed on the emergency card.

Verbal Authorization Guidelines:

- Only authorized *school employees* can verify verbal authorization.
- Unless the caller can be identified by the employee without question, the employee must verify the phone call by asking the caller to give their social security number.

GRADUATION ACTIVITIES**Eighth Grade**

Standards of dress and conduct will be in effect for all graduation activities. Students will be informed of dress expectations during the school year. Students will not participate in the 8th Grade Graduation Ceremony if they have received three or more semester F's during the 8th grade year. Diplomas will be mailed home with the second semester grades.

Supplies

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

Office Hours

The school office is open:

Monday – Friday	7:00 a.m. – 3:15 p.m.
Friday	7:00 a.m. – 12:30 p.m.

School Hours

Before School Care:	7:00 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. – 6:00 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. – 6:00 p.m.
1 st – 6 th grades After School Care	
Friday	12:00 – 6:00 p.m.

School Day Breakdown by Class – These schedules are an estimation of what the following school day will look like for each grade and may change from year to year.

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

1st Grade

8:30 – 9 a.m.	Song & Bible Time
9 – 10 a.m.	Math
10 – 10:30 a.m.	Recess
10:30 – 11:30 a.m.	Math
11:30-11:15 a.m.	Penmanship & Phonics
11:15-11:45 a.m.	Reading Circles and Seatwork
11:45 – 12:30 p.m.	Lunch & Recess
12:30-1 p.m.	Language
1 – 1:30 p.m.	Spelling/Poetry
1:30 – 2 p.m.	Seatwork
2-2:15 p.m.	Recess
2:15 – 2:45 p.m.	History/Health/Science/Art 1 day a week
2:45 – 3 p.m.	Cleanup & Dismissal

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

2nd Grade

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.

3rd Grade

8:30 – 9 a.m.	Pledges & Bible
9-10 a.m.	Math
10-10:30 a.m.	Spelling
10:30 – 11 a.m.	Recess
11-11:30 a.m.	Language
11:30 -12 p.m.	Reading
12-12:30 p.m.	Lunch
12:30- 1 p.m.	Lunch Recess
1-2 p.m.	Penmanship, Seatwork, Music, Helps Class
2 – 2:30 p.m.	History/Science/Health
2:30 – 2:45 p.m.	Study Hall
2:45 – 3 p.m.	Cleanup & Dismissal

4th Grade

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

5th 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

Tuesdays & Thursdays – 1:30 -2 p.m. - Music

12:00 -1 p.m. – Basketball During the season

6th 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.	Language
11:45 – 12:30 p.m.	Lunch
12:30 – 1 p.m.	Spelling & Literature
1- 2:00 p.m.	PE
2-2:30 p.m.	History
2:30- 3 p.m.	Science

7th 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

8th 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.

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 st thru 6 th arrive - Restroom - Snack
3:30	1 st thru 6 th : Outdoor play
3:30	2 thru 5 yr. olds - Arts & crafts
4:00	Outside play - 2 thru 5 yr. olds
4:00	1 st thru 6 th : Inside to work on homework
4:45	2 thru 5 yr. olds - Free indoor center choices
4:45	1 st thru 6 th - Board games, cards, etc.
6:00	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: \$7.50

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 -

6:00 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 at 3:30 p.m. (and after school for 1st thru 6th 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 6:00 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 7:00 a.m. to 8:15 a.m., Monday through Friday. Any student 3rd 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 6:00 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 3rd 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 6:00 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.

PEANUT FREE ZONE

Valley Christian Academy preschool thru 5th grades only is a peanut free zone.

Rules for food in Classrooms

Valley Christian Academy has a peanut-free policy to create a safe environment for all of our students in preschool thru 5th grades. Please, refrain from bringing any food items that include peanuts. Look closely at all nutritional labels to see if the product shared equipment at a facility where nuts/peanuts have been processed. Thank you for your understanding and concern for all VCA Lions!



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.

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 principles 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.

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

By signing the above statement, I indicate that I have also read the VCA handbook. I also understand 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.

 Parent's Signature

Date

 Student's Signature

Date