



VALLEY CHRISTIAN ACADEMY

The 2011-2012
Parent / Student
HANDBOOK



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

This year's theme:

be a blessing

I Corinthians 10:24

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

Grades K-5 are considered Elementary, Grades 6-8 are considered Middle School

VALLEY CHRISTIAN ACADEMY

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Preface

What is "Christian Education?"

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

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

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

Everyone at VCA has accepted the challenge to work with parents to help train children in the ways outlined in the Bible, according to God's truth. Thank you for the privilege of working with your children.

Our Mission:

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

Our Vision:

Valley Christian Academy will:

- provide excellence in academic training rooted in biblical principles and values
- encourage students to reach their fullest potential by maintaining a healthy spiritual, mental, physical, social, and emotional life
- provide the needed facilities, equipment, and technology necessary for carrying out the academic and extra-curricular programs

Our Purpose Statement:

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

Our Statement of Faith

Valley Christian Academy adheres to the following statement of faith:

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



VCA CORE VALUES

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

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

EXCELLENCE

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

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

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

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

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

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

ACADEMIC QUALITY

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

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

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

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

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

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

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

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

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

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

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

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

LEADERSHIP

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

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

Matthew 28:19-20a

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

We will set standards for leaders and work to maintain accountability in order to support their successes and assist in their weaknesses. We will model Christ-like character to our peers as well as to students.

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

ENRICHING ENVIRONMENT

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

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

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

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

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

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

SERVING OTHERS

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

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

Matthew 20:28

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

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

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

VALLEY CHRISTIAN ACADEMY
Organizational Structure

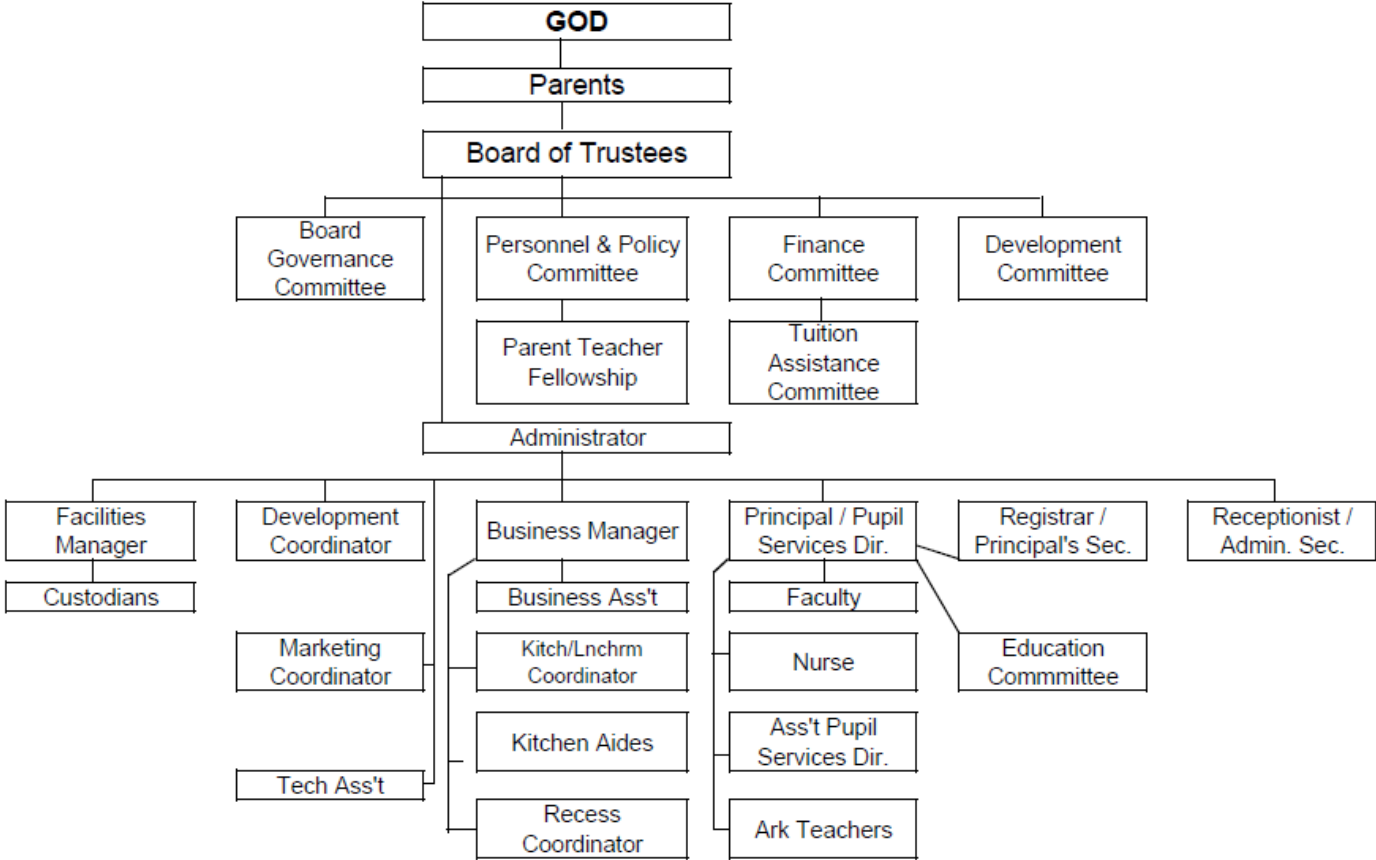


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Additions or changes to this 2011-2012 Handbook are shown in highlights.

SECTION 1.0

School Description and Summary

1.1 HISTORY

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

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

A group of concerned parents worked to insure the school's continuance by forming the Association of Concerned Parents (ACP). In the fall, the school opened with more students than there had been at the end of the school year. Valley Christian Academy emerged as a solid, parent-run, independent Christian day school with a 4K-10th grade program. In 1985, steps were taken to consolidate the school to grades K-6. VCA moved to the Lake Elementary School and in 1987, a 5000-square foot classroom addition (modular style) was built. In 1990, VCA purchased Lake School from Aurora.

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

In response to parent interest and investigation, the School Board approved the addition of a seventh grade class at VCA in January, 2006, for the 2006-2007 school year. In 2007-2008, an eighth grade was added to complete VCA's Middle School.

1.2 SCHOOL DISTINCTIVES

1.21 Our Mission

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

1.22 Our Vision

Valley Christian Academy will:

- provide excellence in academic training rooted in biblical principles and values

- encourage students to reach their fullest potential by maintaining a healthy spiritual, physical, social, and emotional life
- provide the needed facilities, equipment, and technology necessary for carrying out the academic and extra-curricular programs.

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

1.24 Core Values

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

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

1.25 A Team of Three

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

A Christian school cannot work alone. Unfortunately, some children are sent to a Christian school in hopes that they will get things "straightened out" there. VCA is only one part of the character building process in the lives of our students. Our school must work in partnership with the child's home and church. That's why we work closely with parents and encourage weekly church

attendance. The well-balanced and successful student will have a strong and positive input from all three—home, church and school.

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

For security reasons, all volunteers during the school year are required to sign in at the office and wear a volunteer badge.

1.26 An Independent School

Valley Christian Academy is an independent Christian school, not linked to any particular church. In fact, over 50 different churches of various denominations are represented within the student population at VCA. We believe that our primary ministry is to the Christian community who attends various churches. We believe that only Jesus Christ is the way, the truth and the life and that all must come to the Father through him. We appreciate the variety within the body of Christ and the support of many churches and pastors in our area.

1.27 Leadership

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

The teaching faculty and staff are one of the most important parts of VCA. Each of them is a born-again Christian who understands not only the professional aspects of the job, but also the ministry position they fill. Each one loves children and education. Those are important and necessary

qualifications of everyone who works at VCA. All are dedicated to their students and to developing relationships with VCA parents.

1.28 Our Statement of Faith

Valley Christian Academy adheres to the following statement of faith:

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

1.29 School Verse and Mascot

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

1.3 ADMISSIONS PROCEDURE

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

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

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

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

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

The parents must agree in writing that:

- a. the school has full discretion in the discipline of their children within the bounds of the discipline policy.
- b. the school has full discretion for the grade placement of the child.
- c. they will meet all tuition and other financial obligations.
- d. they will willingly support the school in prayer and in lending practical help as requested by the school.
- e. they have read, agree with, and will perform as is required by the Parent's Code.

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

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

Acceptance or denial of applicants will be by written notification.

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

1.31 Our Parents' Code

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

I will pray earnestly for Valley Christian Academy.

1. I will cooperate fully in the educational functions of VCA, doing my best to make Christian education effective in the life of each of my children, so that he or she may love and serve the Lord Christ all of his or her life.
2. I will strive to make our home a Christian home.
3. I will cooperate to keep doctrinal controversy and denominationalism out of the school at all times.
4. I will support fully the Statement of Faith.
5. I will pay all of my financial obligations to VCA on or before the due date. If I am ever unable to pay on time, I will notify the business manager in advance, (a) giving a reasonable explanation of the delay, and (b) stating when the payment can be made.
6. I will undertake volunteer duties and responsibilities for VCA as opportunities arise and as God provides time and strength.
7. I will attend meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved, rather than begin to spread criticism, or hold a negative attitude in my heart.
9. Further, if for any reason, my child does not respond favorably to this school, or is deemed not to be responding favorably, I will not try to change the school (policies, codes, etc.) to fit his/her needs, but will withdraw him/her without delay.
10. I will seek the advancement of VCA in all areas: spiritually, mentally, physically, socially, and emotionally.

1.4 CHARTER AND ACCREDITATION

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

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

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

SECTION 2.0: General Guidelines for All Students

2.1 STUDENT ATTENDANCE

2.11 School Hours

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

2.12 Bells (General and Elementary)

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

- 8:00 am Faculty devotions begin
- 8:15 am Faculty devotions end
- 8:20 am Students who have arrived prior to 8:20 am who are in the cafeteria are taken to their classrooms
- 8:30 am School begins, students arriving in the classroom after 8:30 am are considered tardy
- 8:45 am Opening exercises close, instruction begins
- 2:40 pm Some students are dismissed for the first set of buses
- 3:00 pm School ends

2.13 Absences

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

An absence is considered **unexcused** for any other reason. Unexcused absences result in the student not being able to make up the work missed. If a child must miss school due to illness or any other reason, parents are asked to phone the office and report the absence by 10:00 am. For health and safety purposes, a reason should be stated.

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

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

2.14 Pre-arranged Absences

In order to receive maximum benefit of the educational program at VCA, each student should make his or her best effort to be in school every day. Written requests for excused absences for other reasons (vacations, surgery, etc.) should be arranged

with the teacher. Please allow one week for a teacher to prepare assignments for this purpose.

2.15 Vacations

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

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

2.16 Total Absences

Students who miss more than 15 days in a semester or 30 days for a school year are subject to the possibility of repeating the grade in which they are enrolled.

2.17 Make Up Work

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

When a student has an excused absence, the student needs to ask the teacher(s) for all missed work. It is the student's responsibility to complete this work on his/her own within the same number of days that he/she was absent. Work not turned in with the stated time frame will receive a zero grade.

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

2.18 Tardies

To gain full benefit of the classroom, students are expected to be in class on time. If they are not on time, they are considered "tardy" and must receive a tardy pass from office personnel. For every ten unexcused tardies accumulated by a student, a

detention will be served. After the detention is served, the cumulative count will start over. Middle School students will serve detentions separately from Elementary students.

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

2.2 BEFORE / AFTER SCHOOL PROCEDURES

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

2.21 Morning Arrival of Students

Students who arrive prior to 7:45 am will go to ESS and will be subject to the program fees. All carpooled students should be dropped off at the sidewalk next to the cafeteria doors. (Parents are asked to observe parking rules below.) Elementary students should report directly to the cafeteria when they enter the building. Middle School students should report to their wing. Students arriving between 8:00 am and 8:30 am need to enter through the canopy entrance. Students who are found in the hallways or in the restrooms without permission will be considered tardy and subject to disciplinary action.

2.22 Morning Tardiness

Students who are not in their classrooms by the 8:30 am bell will be considered tardy and must obtain a pass from office personnel. (Students who arrive on a bus that reaches VCA past 8:30 am are not considered tardy, but must obtain a pass.) The morning entrance door by the cafeteria will be closed at 8:30 am and all students arriving thereafter must enter at the main office. The parents of students who walk to VCA or ride a bicycle must notify the office in writing.

2.23 Early Departure

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

2.24 Extended Student Supervision (ESS)

ESS is available to parents before and after school according to the guidelines set forth in the ESS Program Description Sheet. A new registration form must be filled out each school year for a student to utilize the program. Please see the ESS Program Description Sheet for full details concerning times, costs, and procedures. ESS is available to all students K-8.

2.25 Student Oversight

If parents bring their children to evening events where VCA does not provide supervision and care (such as concerts, Market Day pick-up, Parent/Teacher Conferences), parents are fully responsible for their children in the building, on the playground, or anywhere on campus.

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

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

2.31 Drop-off

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

1. Drive in the main entrance, turn right into the small playground/parking lot area, swing around to the right and drive in a counterclockwise circle. Drop off students at the sidewalk next to the exterior cafeteria doors. Please do not drop them off elsewhere. Please do not hold up the line.
2. If you want to park and enter the building with your child, please park in the main lot and accompany them across the bus and traffic into the building.
3. No parent should stop in the bus line (shown by hash marks on the parking lot) to drop off students.

2.32 Pick-up

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

1. Drive in the main entrance, turn right in the small playground/parking lot area, swing around to the right and form a line in a counterclockwise circle. Students will be directed to exit from the north wing. Do not park in the small playground/parking lot or leave your car unattended in the line.

2. If you cannot wait in the carpool line for dismissal at 2:40 pm and 3:00 pm, you may park in the main lot and walk to the Middle School wing doors to check your student out with the teacher on duty.
3. You may write a note to your child's classroom teacher for him/her to come to the main lobby and wait at the 3:00 pm dismissal.
4. If you want to park and enter the building for any reason, please park in the main lot.
5. Do not motion or instruct your children to walk to your car when it is parked in the main lot. You must accompany your child to your car.

2.4 TRANSPORTATION

2.41 Public School Bus Transportation

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

Prior to the first day of school, parents should contact the local school district to request bus service. Also, in order to receive reimbursement (in cases where bussing is not offered) parents must secure and submit a reimbursement form with the local school district by October 1 of each school year. Bus riders are subject to the rules of the individual bus driver as well as the following standard VCA rules:

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

2.42 Car Pools

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

2.5 STUDENT HEALTH AND SAFETY

2.51.1 Child Abuse and Neglect

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

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

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

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

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

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

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

1. Child Protection Policy

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

- a. If an employee has a question or is concerned about whether abuse or neglect has occurred, said employee shall immediately report the concerns to the Principal and/or Administrator and an investigation shall begin. Such investigation may include, at the discretion of the Principal and/or Administrator, speaking to the child, parent or other caregiver, or other individuals who may have relevant information. (See #2 below).
- b. Any time an employee chooses to directly contact the Child Protection Agency or other appropriate agency, that employee shall also concurrently advise the Principal and/or

Administrator of the situation, and the Principal and/or Administrator will then assist or advise the employee if requested to do so.

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

2. Investigation Procedure

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

- a. The Principal and/or Administrator meets with student and other appropriate personnel.
- b. If necessary, the school nurse examines student and documents findings.

- c. The Principal and/or Administrator meets with appropriate parties to discuss findings to determine course of action. Administrator is notified of findings.
- d. The following represents the possible course of action:
 - (1) If there is no reasonable indication of abuse or neglect, the parent will still be notified and no further action will be taken.
 - (2) If question remains as to reasonable indication of child abuse or neglect, parents will be called for an immediate conference. If the conference with parents indicates any reasonable indication of abuse or neglect, the school will make immediate contact with the appropriate agency.
- e. Upon completion of the appropriate course of action, all personnel referred to above, including the Administrator, are to be notified of the results.

3. When the appropriate agency notifies VCA and requests an audience at VCA with the suspected abused or neglected child, the following procedure is to be followed:

- a. The Parent, Principal and Administrator are contacted and made aware of the request.
- b. The Principal and/or Administrator will be present during any meeting between the student and agency worker, and prior to said meeting, parental consent must be obtained. If child abuse is determined and has been reported to the appropriate agency, the process of restoration and reconciliation of the abusive parent is as follows:
- c. The school recognizes the place of the family's church fellowship and must be careful not to usurp its role in this process. Every effort must be made to support the pastor's involvement with and ministry to the family.
- d. The school should offer help to the abusive parent to find Christian counsel.

2.51.2 Criminal Record Checks

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

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

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

2.52 Safety / Health Guidelines

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

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

2.53 VCA Clinic Services

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

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

2.54 Emergency Medical Form

If there is a change in your child's health status during the year, please inform us so that we can update the Emergency Form. If you move, a new Emergency Form will be sent to you to update your information. If during the year you should change or add phone numbers for home, work, cell, pager or doctor, please notify the clinic as soon as possible. Remember to include pager numbers.

2.55 Administration of Medication

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

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

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

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

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

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

If you need additional forms, please notify the clinic.

2.56 Treatments in the Clinic

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

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

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

If in any situation your child seems unusually uncomfortable, nauseated, vomiting, or running a fever, we will contact you. These problems will

require you or someone on your Emergency Medical Authorization Form to come and pick up your child.

2.57 Immunizations

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

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

2.58 Biohazardous Precautions

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

2.59 Change in Where Student is Staying

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

2.6 COMMUNICATION

2.61 Proper Communication Channels

There is nothing more important than good communication for maintaining high morale and respected public relations. A key to effective communication is knowing the proper individual to contact when a question arises. It is the policy of VCA that communication always begins with the individual who can directly answer the question (for example, if a parent has a question about the classroom, the parent should address the teacher first). If satisfactory communication is not achieved directly, the next line of communication should be to

the immediate supervisor of individual (for example, if a teacher does not respond to a parent's question, the parent should next address the Principal). If you do not know who the individual's direct supervisor is or there is no supervisory relationship (for example, if a teacher has a question for a parent), you may next contact the Principal or Administrator for guidance as to the next proper line of communication. The Administrator is the final line of communication at VCA in all matters.

2.62 Resolving Conflicts

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

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

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

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

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

- (i) the administrator has been communicated with directly;
- (ii) the issue is related to the action of the administrator (as opposed to challenging a final decision made by the administrator);
- (iii) the alleged action is illegal, immoral or in violation of VCA policy; and

(iv) the petition to the Board President is made in writing and describes in detail the issue and how each of the above requirements has been met.

If all four of the above requirements have been met, the Board President must present the issue to the Executive Committee or the Board.

The Scriptural basis for this policy is derived from: James 3; Psalms 37:30; 39:1; Matthew 12:34; 18:15-17; Proverbs 10, 11, 14, 18, 22, and specifically Proverbs 18:19; and Romans 10:10.

2.62.1 Christian Conciliation

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

2.63 School Folders

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

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

2.64 Weekly Teacher Updates

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

2.65 Weekly Office Communication

Every week, weekly office updates will be emailed and posted to the website (found at www.valleychristian.com, Parent News Page). It is the **major communication tool** from the office to inform parents of a variety of important activities,

needs, and information. In addition, the quarterly ViewPoint is another great source of current information concerning our school.

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

2.66 Parent-Teacher Conferences

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

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

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

1. The decision will be made as early as possible to facilitate proper planning and organization.
2. If Aurora City Schools close, VCA will automatically close.
3. A phone call will be placed to all employees and parents in the event that school is closed.
4. Special attention should be given to WCRF (103.3 FM) and the FISH (95.5 FM). Closing information will also be communicated through the major TV stations and on the VCA website.
5. The transportation coordinator will call all school districts to cancel bus service.
6. Depending on the type of closing and number of days missed, VCA may have to make up missed days according to the State of Ohio regulations.
7. VCA will not dismiss school early unless an emergency warrants such action. Usually safety and general student welfare can be best maintained by keeping children in school once they have arrived.
8. On a day that school is closed, all extra-curricular activities will be postponed or canceled.
9. If VCA is in session, but a school district has called off (like a snow day) and therefore

provides no busing, students are still encouraged to attend school, but will be given an excused absence if they cannot be present because of the transportation situation.

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

2.68 Prayer Chain

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

2.69 Movies

Any movie that will be shown on school property must be a "G" rating. If a movie is rated "PG" and has been screened by the teacher and approved by administration, a parent permission slip will be sent home to obtain written permission. Alternate activities will be offered to any students whose parents do not give permission to view the movie.

2.7 MISCELLANEOUS

2.71.1 Phone Usage

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

Students will not be permitted to call home for forgotten items such as homework, instruments, books, lunch, etc.

2.71.2 Cell Phones

All teachers are to have their cell phones turned off during instructional periods. All students who have cell phones must keep them off and out of sight at all times during school hours otherwise they may be confiscated. Parents should not call or text a student during the day unless they can wait until after school is over for the answer. If students need to make a phone call, they should make that request in the Office.

2.72 Lockers

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

2.73 Lost and Found

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

2.74 Patriotism

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

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

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

Bible: "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

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

2.75 Visitors

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

2.76 VCA Policy/Procedure Manual

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

2.77 Non-educational Items on Campus:

2.77.1 Animals and Pets

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

2.77.2 Electronic Games

There should be no electronic equipment (Walkman, Gameboy, radios, etc.) or games used on campus. On rare occasions, the administration may approve a special exception to this rule.

2.77.3 Inappropriate Items

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

2.77.4 Playing Cards

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

2.78 Volunteers

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

We ask all volunteers to sign-in at the school office and get a name tag so that you can be identified throughout the building. We ask all parental volunteers bringing non-student siblings to please keep them in your supervision at all times so that no interruption to the educational process occurs.

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

1. Because we take our students' safety very seriously, all VCA employees are required to undergo criminal background checks. In addition, we have reserved the right to require volunteers who have unsupervised access to students on a regular or prolonged basis to undergo criminal background checks.
2. We ask that all volunteers be cautious in their physical contact with students. As a general rule, volunteers should not inappropriately kiss or hug students, lift them, or hold them on their laps.
3. When bathroom accidents occur, or students have broken zippers, skirt, or similar problems, students should be instructed how to remedy their problems without direct assistance. In the case of younger students where direct assistance is required, two adults should be present.
4. In general, volunteers should avoid being alone with a student in any private room or office that is not visually accessible by others.
5. If a volunteer suspects that a student is being abused or mistreated, or if a volunteer becomes aware of a situation that is dangerous or problematic, that volunteer is asked to directly report his/her concerns to either the Administrator or the Principal.

SECTION 3: School Program

3.1 SPIRITUAL PROGRAM

3.11 Bible Program/ Bible Memorization

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

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

3.12 Chapel

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

3.13 Missions Projects

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

3.2 ACADEMIC PROGRAM

3.21 Homework

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

1. Homework may be assigned on any evening with minimal amounts assigned on Wednesdays, due to church involvement. (At times, tests will be given on Thursdays, when there has been ample time for students to prepare prior to Wednesday evening.) There will be no homework assigned on program nights for those students who are participating in the program.
2. By way of the weekly teacher communication, parents of students in grades 1-5 will be apprised of upcoming assignments and tests. In grades 3 through 8, students will be trained to maintain their own schedules of assignments due, projects due, and upcoming tests.
3. Assignments will be reasonable for the grade level, time restrictions, and materials involved. Long-term projects that will require independent student work will be clearly explained in writing to both students and parents.
4. Each student is responsible for his or her completion of homework assignments. When absent, the student must see the teacher for assignments missed. In the case of an absence for several days, the parents should contact the teacher to arrange for make-up work.
5. Students who fail to complete assignments may miss recess in order to complete the work.

3.22 Assignment Books

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

3.23 Make-up Work

See 2.17

3.24 Grading System

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

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

VCA also uses an on-line portal called ParentsWeb on our website to allow elementary parents to see mid-term and report card grades as they become available. Middle school parents may log in and see their student's cumulative grades by grading categories (homework, tests/quizzes/projects).

In the Kindergarten program, the grading system is:

- S = Satisfactory
- = Improvement Needed
- 0 = No interest shown
- +/- also used

For grades two through eight, the standard grading system is:

A+ = 99-100	C+ = 84-85
A = 96-98	C = 80-83
A- = 94-95	C- = 78-79
B+ = 92-93	D+ = 76-77
B = 88-91	D = 72-75
B- = 86-87	D- = 70-71
	F = 69 and below

VCA also maintains an alternate grading scale:

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

The alternate grading scale is used for first grade, specials, and may be used in the Pupil Services program or when a student has an adjusted curriculum plan.

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

3.25 Cheating

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

The Faculty and Administration of Valley Christian Academy agree that the following is considered cheating:

1. Sharing information during a test.
2. Copying information on a test from someone else.
3. Finding a test before it is given and using the test to prepare and learn the answers.
4. Using someone else's work and submitting it as your own.

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

B. Consequences

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

3.26 Standardized Testing

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

3.27 Promotion / Retention Guidelines

Kindergarten students will be promoted or retained on the basis of teacher recommendations, the decision of the parents, Principal and Administrator. Grades may or may not be critical in this decision.

Students in grades 1-8 must pass (with a 70% or better) in at least three major subjects (math, reading, language, science, social studies) to be promoted. Promotion status will be placed on the final report card of the academic year.

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

3.28 Academic Probation

Students who do not pass at least three major subjects (see above) will go on Academic Probation for the following nine-week grading period. A parent-teacher conference will occur and weekly progress reports will be sent home for that grading

period.

3.29 Year End Awards

The goal of Awards Assembly is to recognize the academic and behavioral achievements of students with awards.

Each elementary classroom teacher in grades 1-5 will give out the following awards in the year-end Awards Assembly; Middle school teachers will give awards out at Promotion Ceremony:

1. High Flying Eagle Award: Given to the one student with the highest total average. In Middle school, the award is given per period taught (ex: Sci 6, period 7).
2. Academic Eagle Award: Given to ALL students whose report cards shows ALL quarterly grades being equal to or higher than an A- IN ALL subjects (core subjects, handwriting, specials, etc.). In Middle School, homeroom teachers will assess the grades for their homeroom class.
3. Outstanding Improvement Award: Given to the ONE student who has shown the most overall Academic improvement over the course of the school year. In Middle school, the award is given per period taught (ex. History 8).
4. Outstanding Christian Character Awards: Given to the BOY and the GIRL who have exemplified outstanding Christian character over the course of school year. (Teachers may give the two, or only one if there are not two students who qualify.) In Middle School, this award is given per homeroom class.

It does not matter whether students are on the regular grading scale or alternate scale. Criteria for the awards are based upon their grades, when applicable.

Specials Teachers will give out their awards per classroom (one per classroom in most cases). Student Council Sponsors may give out awards to the Student Council.

3.3 FINE ARTS PROGRAM

3.31 Art Instruction

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

3.32 Music Instruction

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

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

Students in grades 4-8 may choose to participate in the Band or Orchestra programs. Our instrumental music teacher gives large group instruction as well as small group instruction. In Middle School, students who participate in Band or Orchestra will not participate in Middle School Choir.

3.33 Physical Education Instruction

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

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

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

3.34 Library Instruction

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

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

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

VCA Library lending policies and procedures

Students in grades K through 8 can borrow books and magazines from the VCA library for classroom and home use. Kindergarten students do not check out any materials except a birthday book selection.

1. Loan Period – Books and Magazines

Grades K and 1 may check out one book for one week after the first quarter. Grade 2 may check out two books for two weeks. Grades 3-8 may check out three items for two weeks.

2. **Borrowing and Return Procedure**
Students can borrow and return materials during their regularly scheduled weekly library class. They can also borrow and return materials before 8:30 am, after 2:30 pm, and at other times during school hours, with permission from their classroom teacher.
3. **Lost, And Damaged Items**
Any item not returned within 30 days of the due date will be treated as lost. Any time a lost item is found and returned within the school year, credit will be given. All lost, and damaged item charges will be billed to your account and appear on the statement. Please, **do not send money to the library.**
4. **Overdue Notices**
In most cases, notices will be sent on a **monthly** basis via the School Folder. Only one such reminder will be sent for any overdue item (multiple items due the same day will appear on one notice). Please watch for these slips. If you have questions or concerns, contact the Librarian.

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

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

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

3.35 **Technology Instruction**

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

Each class will have one scheduled time per week for computer lab. The classroom teachers will provide weekly instruction, following the established computer curriculum from School Technology

Programs. Parents may also take advantage of resources located at the School Technology Programs website (www.schooltechnologyprogram.com).

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

- Students will respect copyright laws.
- Students will respect the privacy of others, and will not reveal their own name, personal address or telephone number, or that of any other student.
- Using the Internet for non-school related activities is forbidden.
- Students will be polite, and use appropriate language when communicating with others on the Internet.
- Students will respect the computer equipment at all times.
- Students will not attempt to override security measure and enter controversial sites or chat rooms.
- Students will not download anything from the Internet without the express permission of the teacher in charge.

3.36 **Student use of computers on campus**

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

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

3.37 **Student use of computers off-campus**

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

We encourage parents to be aware and involved with their student's computer use in the areas of the Internet, personal e-mail, and social-networking sites such Facebook. Parents should be aware that Facebook does require a student to be 13 years old to have a personal page. VCA greatly cautions parents to allow their children to have a Facebook page and use it in an unsupervised manner.

Smartphone technology continues to expand putting Internet access as part of the phone. It is all-to-easy for students to access inappropriate material or utilize the cameras on the phone in the wrong manner.

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

3.4 ACTIVITIES

3.41 Field Trips

VCA regards well-planned field trips as positive learning opportunities outside the school setting. Teachers take advantage of the educational and cultural offerings of Northeastern Ohio as schedules, weather, finances, and transportation permit. VCA works with a local bus service to provide transportation to as many of our field trips as possible. When parents are utilized for field trip transportation, they must meet established school criteria and fill out the proper paperwork in advance for safety and insurance reasons. Those who will be driving on the field trip must provide a copy of their driver's license and a current copy of their proof of insurance one week prior to the field trip. Children must use safety belts for all trips, according to Ohio law.

Prior to field trips, teachers will offer parents details about the trip in writing. Parents are asked to provide a signed permission slip prior to each trip. Typically, the field trip fee will be charged to the monthly account.

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

When a parent is driving for a field trip, the field trip will return earlier than dismissal time; please do not ask that your other children be dismissed early unless you have prearranged it with their teachers. Students should dress in standard field trip uniform for all field trips unless administration approves another option.

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

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

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

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

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

3.42 Holiday Celebrations / Class Parties / Birthday Parties

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

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

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

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

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

The school schedules classroom parties for the following occasions: Thanksgiving, Christmas, Valentine's Day, and Easter. Parties will be held on the designated days, starting at 1:30 pm, and must be completed by 2:30 pm.

Parents are asked to coordinate their attendance at class parties with the Classroom Coordinator prior to the party. Any siblings which accompany parents must remain in their constant supervision and not become a distraction to the purpose of the class party.

Students may bring treats to school to celebrate birthdays. Parents are asked to make arrangements with the teacher in advance so proper planning can take place. Please check with teachers concerning possible allergies or medical conditions of students within the class.

Any student who has a food allergy must have snacks sent to school to be kept for that child when there are snacks or treats given to the class. The

teacher will not be responsible for reading labels, and determining safe administration for any child; it must be the parent's or legal guardian's responsibility.

3.43 Recess

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

1. Children will go outside for recess when the weather permits. When it is 20 degrees or below outside, children will remain indoors for recess.
2. It is the parent's responsibility to make sure that their child is adequately dressed for cold weather. All students participate in recess unless a medical note is sent from a physician.
3. Children will be kept inside during recess time only if the teacher receives a note from the doctor explaining the reason. (Generally, the school's position is that if the child is too ill to participate in recess, he/she is probably too ill to be attending school.)
4. Students may be required to miss a recess as a provision of our discipline policy.
5. If students do not observe classroom or playground rules, they will be required to stand along the wall as a consequence.

3.5 PROGRAMS

3.51 Lunch Program

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

A monthly menu, price list, and more details about the program are available on the school website.

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

3.52 Speech Therapy

Speech therapy is offered at VCA for students who are in need of it.

3.53 Pupil Services / Tutoring

Supported by the Ohio Department of Education's auxiliary services fund, VCA offers its students diagnostic testing and tutoring in mobile units called the "Ark."

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

recommendation of the classroom teacher along with testing results.

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

Parents are notified throughout the year as to the progress the students are making in this program. An Open House will be held for all parents of students receiving instructions through the Pupil Services program.

3.54 After School Programs

1. Clubs

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

2. Intramural Sports

Various sports are offered to students in grades 3-8 throughout the school year. Information will go home through the office to VCA families. There is a fee associated with each sport that will be billed to your account. The Athletic Director coordinates all sports and administration-approved personnel coach each sport.

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

- A student will not be allowed to participate in practice on a day of an unexcused absence.
- A student must maintain an academic average of 2.0 (C average) to remain eligible.
- A student becomes ineligible if he/she receives an F in any subject on a mid-term or report card.
- Poor student behavior can lead to ineligibility for the rest of one particular sport (no refund will be given).

3. Extended Student Supervision (ESS)

Please see section 2.2 and the ESS Program Description Sheet.

3.55 Student Council

In order to provide leadership opportunities and experience to students, VCA offers Student Council to students in grades 4-8. Each class from 4-8 will have one Class Representative. Officer positions will be held by Middle School students. Vice President may be a seventh or eighth grader and President must be an eighth grader.

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

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

Representatives and Officers are elected in the fall and attend a once-a-month meeting. Student Council coordinates a number of activities throughout the school year.

SECTION 4: Discipline Guidelines

4.1 PHILOSOPHY OF DISCIPLINE

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

General attitudes we seek to cultivate include:

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

4.2 GENERAL DISCIPLINE GUIDELINES

4.21 School Rules

Specific school rules include the following:

1. Loud talking, disruptive noises and energetic play will be reserved for outdoors and gym activities.
2. The classroom is the student's home for the day and the center of learning. Therefore, all students must respect and be considerate of others by being quiet. Unacceptable behavior includes:
 - a. talking without permission
 - b. getting up from seat without permission
 - c. turning around to talk or disturb others
 - d. creating a disturbance in class
 - e. running, shoving, or talking in hallway lines
 - f. destruction of school property
 - g. throwing objects
 - h. littering
 - i. gum-chewing
 - j. writing, passing, or reading notes
 - k. lack of courtesy or respect for students or adults (name calling, sarcasm, insults, rudeness)
3. Punctuality is also part of the student's training. Students should arrive to school and classes on time.
4. Food is limited to designated times and area. No food will be permitted outside of the cafeteria unless authorized by the classroom teacher or

administration. All food must be kept in bags or lockers until lunch.

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

4.22 Discipline Guidelines and Procedures

A. Before the First Day of School:

1. Each teacher will establish a Classroom Management Plan which will consist of:
 - approximately five classroom rules that will be in effect in the classroom. Rules will be general in nature and stated positively. Example: Students will demonstrate respect for others.
 - the rewards system that will be used to encourage positive behavior
 - the consequences that will be used to discourage inappropriate behavior
2. Each teacher will submit his or her Classroom Management Plan to the Principal for approval.
3. Each teacher will post his or her Classroom Management Plan in the classroom.

B. On the First Day of School:

1. The teacher will discuss the Classroom Management Plan with their students.
2. The teacher will communicate their Classroom Management Plan to parents the first week of school.

C. Standardized Disciplinary Procedure (K-5)

When a student disobeys a classroom or school rule, this process will be followed:

1. Name on Board: Teacher writes the name of the student on the board without any verbal remarks or interrupting the lesson. This is a warning.
2. Name and one checkmark: The second infraction will result in a checkmark being placed beside the student's name on the board, which will result in the loss of an entire recess.
3. Name and two checkmarks: The third infraction will result in a second checkmark being placed beside the student's name on the board which will result in a Discipline Report being sent home. The sheet must be signed by the parent and returned to the teacher the next day.
4. Name and three checkmarks: The fourth infraction will result in a third checkmark being placed beside the student's name on the board and being immediately sent to the Principal's Office with the Discipline Report.

5. A detention may be assigned. If the loss of recess becomes ineffective, or in other cases as the teacher deems necessary, a before or after-school detention may be assigned. Notice will be given to parents concerning an assigned detention. The process will start over the next day.

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

4.23 Positive Reinforcement

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

The Principal's Award will be given each full week to one student in each class who has been selected by the teacher for outstanding behavior or academic performance.

4.24 Corporal Punishment

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

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

4.25 Serious Offenses

Those in authority may bypass the standard disciplinary procedure if the student is involved in a serious offense. These include aggressive physical behavior and malicious destruction of property, as well as bullying, profanity, and rebellion. The Principal or Administrator may utilize conferences, detention, probation, or suspension (in-school or out-of-school) at their discretion. VCA reserves the right

to expel students who do not satisfactorily respond to the listed disciplinary approaches.

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

4.25.1 Bullying

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

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

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

4. Action taken: The person in charge will investigate what happened with all necessary individuals and determine what is the best action

to be taken based on the grade level of the child and the circumstances surrounding the incident.

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

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

4.26 Detentions

1. Detentions may be issued to students for repeated behavior violations of classroom rules, ten tardies in one quarter, or repeated violations of teacher expectations, such as unfinished homework or the lack of parent signature on assignment notebooks.
2. Detention Hall will be held on Thursdays, and will be supervised by a member of the Faculty or Administration. Sessions will be from 3:00 pm until 3:45 pm. It is the parent's responsibility to pick-up the student at 3:45 pm.
3. During Detention Hall, students will select work from the detention box. Work must be completed, taken home, signed by the parent, and returned to the Office the next day.
4. The classroom teacher will notify a student if a detention is to be served. The teacher will send home a discipline form to notify the parents of the detention and the reason for it. The form must be signed by a parent and returned to the teacher. If a detention is given on a Thursday, the student will not be expected to serve that evening, but will serve the following week.

4.27 Behavioral Probation

The administration may place a student on behavioral probation when the regular disciplinary procedures have not been effective, poor behavior continues, or a serious offense occurs. When a student is placed on behavioral probation, a conference will occur and guidelines for the probation will be set.

4.28 Suspension

When a student is suspended, he/she is removed from the regular classroom for a designated amount of time. Suspensions may be in-school (which means that the student will be on campus) or out-of-school (which means that the student will not

be on campus). Suspensions will be considered excused absences and students must complete their work but will receive only partial credit on these assignments. A suspension will be recorded on the student's permanent academic record.

4.29 Expulsion

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

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

4.3 SPECIAL PROGRAM RULES

4.31 Lunchroom Rules

Students should follow these guidelines in the lunchroom:

1. Talk quietly.
2. Walk.
3. Practice good manners.
4. Be courteous to others and use "please" and "thank you."
5. Eat your own lunch; do not share food.
6. Extra snack(s) – one time only; choose wisely; parental rules apply.
7. Clean up your area.

4.32 Recess Procedures

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

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

- Students are discouraged from going back to their lockers or classroom for anything.
- Students must wait until they return inside with their teacher for a water break.

4.33 Recess Behavior

The playground is a place for students to enjoy themselves through group activities and physical exertion. Though it is a less structured environment, students are still expected to behave appropriately. Please be informed of the following types of playground behavior that are not appropriate:

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

4.34 Recess Discipline Procedure

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

4.35 Playground Rules

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

1. Only Touch – tag football may be played, and only on grassy areas.
2. Do not pick up other students.
3. Do not lean or climb on the railing near the boiler room.
4. Do not throw mulch, eat snow, or throw snowballs.
5. Do not slide on icy blacktop.
6. Jump ropes are to be used only for jumping.
7. Students should sit on the swings (and swing straight)-- no bellies or standing or any other position.
8. Hands must be attached to the dome climber when climbing on it.

9. Bottoms only going down slides; no climbing up the slides.
10. Line up quickly and quietly, putting toys on the cart.

4.36 Indoor Recess Rules

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

4.37 Bus Conduct on Public School Buses

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

4.4 DRESS CODE

4.41 Philosophy

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

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

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

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

4.42 Purpose

The purpose of the VCA Dress Code is:

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

4.43 Dress Code Guidelines and Sources

Each year, a VCA Dress Code Guideline sheet will be given out to all families. It is THE standard by which ALL dress code selections should be made. Even though it is a separate document, parents are expected to see it as an extension of this handbook.

ALL ITEMS except those so indicated on the VCA Dress Code Guideline sheet MUST be purchased from Schoolbelles and Lands' End. If you have ANY questions about Dress Code, please contact Mrs. Horak (330-562-8191 x303) or KHorak@valleychristian.com.

4.44 Dress Code Enforcement

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

When a student comes to school out of dress code, the teacher will inform the student and send a Dress Code Reminder note home to the parents. It must be signed and returned the next day. When a student reaches their limit of reminders, he or she will be sent to the office where they will be provided with appropriate clothing. If violations continue, it may be deemed a behavioral issue and dealt with by the Principal. If a student comes to school in clothing that is deemed immodest by administration, the office may attempt to provide appropriate clothing. If clothing cannot be provided, a call will be made to the parents to bring appropriate clothing. In K-5,

- 1st Violation : Reminder sent home
- 2nd Violation : Reminder sent home
- 3rd Violation : Reminder sent home
- 4th Violation : Reminder sent home and the student will be sent to the office.

4.51 VCA Parent-Teacher Fellowship

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

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

PTF is organized for service to the students, teachers, and administration. Please visit the PTF Page on the VCA website for current information.

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

4.5 OTHER PROGRAMS

SECTION 5: Middle School Guidelines

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

5.1 Academics

5.11 Exams

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

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

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

Exams will be administered during regular school days with adjusted schedules. Exams will remain the property of VCA after students have had the opportunity to review them. The semester exam grades and the quarter grades will be reflected on the 7th and 8th grade report cards.

5.12 Community Service Hours

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

Therefore, all students in grades 6-8 will have a set number of hours that they must give in service to others. These hours may be done for neighbors, at church, or for family members outside of the immediate family (babysitting, lawn mowing, etc.). The hours should be documented, signed by the recipient, and turned in to the teacher. Community Service Hours can only be done during the school year.

The required number of hours each quarter will count for 10% of the quarterly Bible grade. Hours must be done during the quarter for which they will count.

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

5.13 Eligibility for Sports

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

5.2 Programs and Activities

5.21 Participation

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

5.22 Annual Special Events

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

5.23 Lunch and Recreation (Rec) Time

Middle school students will have 35 minutes given for lunch and recreation time each day.

5.24 Middle School Missions Outreach Projects

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

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

5.25 Bell Schedule

The Middle School hallway has its own bell schedule. There is a three minute pass time between instructional periods.

8:30 am School begins, students arriving in the classroom after 8:30 am are considered tardy
8:40 am Opening exercises close, Period 1 instruction begins

9:25am	Period 2 instruction begins
10:10am	Period 3 instruction begins
10:55am	Period 4 instruction begins
11:37am	Accelerated Reader time
12:00pm	Lunch and Rec
12:40pm	Period 5 instruction begins
1:23pm	Period 6 instruction begins
2:06pm	Period 7 instruction begins
2:40 pm	Some students are dismissed for the first set of buses
3:00 pm	School ends

5.3 Student Behavior/Discipline

5.31.1 Middle School Discipline System

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

Students can receive marks in the following categories:

- Positive – For anything a student does above and beyond, or is a positive example to their classmates
- Talking – For talking when talking is not appropriate.
- HW – For not completing homework.
- Behavior – For any behavior that is inappropriate for the circumstances.
- Responsibility – For not coming to class prepared, or not being responsible for home/school communication, or any other lack or responsibility that could occur.

Disciplinary marks accumulate for each week. The first mark is a warning. On the second mark, the student will be assigned to copy a disciplinary paragraph. A copy of the classroom discipline plans will be sent home at the beginning of the school year. Detentions given by a teacher will be served with that teacher, normally during the lunch period. Students will be sent to the office where the Administration will determine if additional discipline is needed.

On the third mark, the student will be sent to the Principal's office for further discipline.

5.32 Displays of affection

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

5.33 Class Parties

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

5.34 Use of Make-up

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

5.35 Use of Passes

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

5.36 Clothing

Shirts of boys and girls are to be tucked in at all times.

On the day of an interscholastic sports game, players may wear the designated team shirt, otherwise they must be within dress code.

5.37 Dress Code Enforcement

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

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

On the **third** cumulative violation, the student will be given a written/copying assignment relating to dress code. If the student does not return it the next day, they should be immediately sent to the Principal's office.

On the **sixth** cumulative violation, the student will be assigned a lunch time detention with the teacher.

On the **ninth** cumulative violation, the student will be sent to the Principal's office for additional consequences.

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

provided, a call will be made to the parents to bring appropriate clothing.

5.4 Other

5.41 Middle School Promotion Ceremony

Each year, all Middle School students and parents are invited to an end-of-the-year Promotion Ceremony to affirm the successful completion of another year of Middle School. Students will receive awards and Eighth graders will receive promotion certificates.

SECTION 6: Financial Information

6.1 FINANCES AND TUITION

Details are on the Financial Agreement

6.11 Tuition Payment

Since tuition is the basic component of Valley Christian Academy's operating income, the following policies and standards are set forth:

1. Tuition payments are due in advance of services rendered.
 - a. If paid annually, the payment is due August 1.
 - b. If paid semi-annually, one payment is due in August, the other is due in January.
 - c. If paid monthly, payments are due on the first day of the month (July through June).
 - d. Statements will be issued around the last Friday of each month and will be emailed to the person financially responsible for payment. Statements will include tuition for the subsequent month, and meals and other charges to the family account for the previous month.
 - e. Payments are made through the Direct Payment Plan (DPP) on the 16th of the month following the issuance of the statements.
2. Should financial difficulties preclude payment, parents must contact the Business Manager and make arrangements for payment.
3. When an account becomes delinquent, Administration may, at its discretion, take steps to insure payment including, but not limited to, the following:
 - a. The Business Manager or his/her designee will contact each family to determine the nature of the arrears and plan for payment.
 - b. Ramifications of delinquency may include forfeiture of cafeteria purchases and extra-curricular services such as instrumental music and intramural sports. A letter will be sent from the Business Manager advising families of measures to be taken if payment in full is not received.
 - c. When an account becomes 90 days delinquent, the family will no longer have access to cafeteria purchases and extra-curricular services, including but not limited to, instrumental music and intramural sports. Children of parents owing overdue tuition (90 days or more) may not be readmitted to

VCA the following academic quarter unless the parents make arrangements with the Administration for payment.

4. If a student is withdrawn or expelled once the school year has begun, a per diem (per day) rate will be charged based on 178 school days.
5. A \$25 charge will be assessed for each payment returned for non-sufficient funds.
6. Accounts that remain unpaid:
 - a. If an unpaid balance remains at the end of a school year or at a time of transfer, VCA will not forward records or report cards.
 - b. A student may not be re-registered if an account is not paid in full.
 - c. VCA considers all unpaid accounts from past years still due and payable. The Board of Trustees may pursue collection of these accounts using whatever methods it deems appropriate, including but not limited to, using binding arbitration or placing an account for collection with an agency.
 - d. VCA will not knowingly accept a new student who has an unpaid tuition bill at another non-public school.
 - e. VCA complies with all federal, state, and local laws with regard to unpaid accounts.

6.12 Fees

1. A Testing Fee is due at the time of new student testing.
2. The Enrollment Fee is payable upon acceptance and the securing of each student's placement in the class for the upcoming year. During the month of March, only re-enrolling students and siblings of presently-enrolled students will be registered. As of April 1, registration opens to the general public. Enrollment fees are refundable through May 1. If plans change and parents desire a refund prior to May, written notification must be sent to the office stating this. Registration fees help VCA defray the cost of processing the application, maintaining files, photocopying and transferring records, ACSI registration, student accident insurance, and God's World weekly newspapers.
3. The Building Assessment Fee is charged to the account October 1. This fee is charged as a flat rate per family. The building assessment fee helps to fund the ongoing maintenance and upkeep costs of VCA's physical plant.
4. The Tuition Deposit Fee is \$100 and due when a student is enrolled. It will be credited to the student's account after the school year has started (end of September).
5. The Technology Fee is \$75.00 per student.

6. Instrumental music fees are monthly payments made from October through June.
7. Intramural fees are paid per sport.

6.13 Tuition Assistance

VCA offers tuition assistance to families in need of it. Awards are based on an objective assessment of family need. VCA requires families who desire assistance to complete an application form, which requests pertinent data on the parents' income, assets, liabilities, and expenses. Applications are available in the Business Office. April 15 is the application deadline.

Application Process

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

During the school year, there may be families who experience an unanticipated need for tuition assistance in order to continue to remain at the school. When such a situation arises, please contact the Business Manager.

6.2 FUND-RAISING POLICY

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

6.21 Biblical Principles

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

1. General Principles About Giving

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

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

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

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

2. Principles for the Giver

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

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

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

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

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

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

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

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

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

Giving provides a spiritual blessing to the giver. (Malachi 3:10, II Corinthians 9:9-13)

3. Biblical Guidelines for the Fund-raiser

Pray without ceasing. (I Thessalonians 5:17)

Communicate the need. (II Corinthians 8-9)

Take pains to do what is right. (II Corinthians 8:20-21)

Do things decently and in good order. (I Corinthians 14:40)

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

principles may vary in different places. The following policy guidelines are Valley Christian Academy's attempt to apply these principles.

6.22 Fund-Raising Efforts

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

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

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

1. Promote fellowship among the constituency
2. Make available products and services of strong quality at fair prices to people who would purchase such items elsewhere if the academy did not market them
3. Promote school spirit

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

6.23 Fund-Raising Guidelines

1. All fund-raising activities -- including both the Eagles' Fund promotion and the product sale/event program -- will be approved by the Board of Trustees annually as part of the budget preparation.

2. The school year calendar of all product sales and events will be announced to the constituency during the month of September every year.
3. Parent-Teacher Fellowship will be authorized to organize and implement the various events as service project/fund-raisers. Profits realized from these events will be utilized by the PTF to:
 - a. support their parent education programming
 - b. support classroom/school needs identified by the PTF board
 - c. underwrite hospitality efforts to PTF
 - d. underwrite other expenses authorized by the PTF board
4. Organizations within the school may conduct various minor fund-raising projects to raise funds for their organization for some specific purpose (band, student council, choral groups, athletic teams, library, etc.) Each organization will be responsible for organization, promotion, etc.
 - a. Promotion for these efforts should be such that these projects do not interfere with the regular giving to the school. They should primarily be directed to the VCA community of school families and friends, not the outside community.
 - b. Fund-raising projects must be coordinated and approved by the fund-raising coordinator and administrator. Determination will be based on the following criteria.
 - that it does not interfere with the regular giving to the school for current annual fund needs and/or other scheduled fund-raising events and projects.
 - that the project has a particular purpose which will be of benefit to the educational program of the school
 - that funds will be used for areas not covered by the operating budget
 - that the project will be of benefit to and assist in the unity and cohesiveness of the school community and the student body
 - c. Projects of this type will be spaced out on the calendar so organizations are not in competition with one another.

6.24 Fund-Raising Standards

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

1. Truthfulness in Communication. Every effort will be made to represent facts, descriptions of VCA's financial condition, and narratives about events completely, and accurately. References to past activities or events will be appropriately dated. There

will be no material omissions or exaggerations of fact or use of misleading photographs or any other communication that would tend to create a false impression or misunderstanding.

2. Communication and Donor Expectations. Fund-raising appeals will not create unrealistic donor expectations of what donor's gift will actually accomplish within the limits of an organization's ministry.

3. Communication and Donor Intent. All statements made by an organization in its fund-raising appeals about the use of a gift will be honored by the organization. The donor's intent is related to both what was communicated in the appeal and to any donor instructions accompanying a gift. The organization will be aware that communications made in fund-raising appeals may create a legally binding restriction. If a donor specifies an intent that is outside of established goals, the Academy reserves the right to contact the donor and seek permission to redirect the funds.

4. Reporting. On request, Valley Christian Academy will provide a report, including financial information, on the project for which it is soliciting gifts.

5. Tax deductible gifts for a named recipient's personal benefit. Tax deductible gifts will not be used to pass money or benefits to any named individual for personal use.

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

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

Funds realized from these efforts underwrite the general operating budget.

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

6.3 OTHER FINANCIAL INFORMATION

6.31 Student Accident Insurance

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

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

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