Valiant Christian Academy

5627 New Cut Road
Louisville, KY 40214
(502)368-0080

Student Handbook

2019-2020

www.valiantca.com

ATTENTION

Students and their parents/guardians **must** sign the statement of cooperation at the back of this handbook and return it to the school with all other forms. This form is a necessary part of your child's registration process. **Please sign and return back page only**.

SCHOOL HOURS

- **PRE-KINDERGARTEN & KINDERGARTEN begins at 8:30 a.m.** - Students should not arrive at school earlier than 7:30 a.m. and must be dropped off at the back doors until 7:50 a.m. after which time, they would come to the front doors.

- **1st – 12th grade classes begin at 8:00 a.m.** – Students should not arrive earlier than 7:30 a.m. Students arriving between 7:30 a.m. and 7:50 a.m. will report to the cafeteria.

- **Students are dismissed at 2:50 p.m.** - All children must be picked up no later than 3:15 p.m. After school fees will be charged for all students in the building after 3:15 p.m., as detailed below in the section labeled "Pick Up."

BUILDING ENTRANCES AND EXITS

DROP OFF

When parents drive into the parking lot, they will follow the driveway around to the right and drop off their children on the back dock between 7:30 a.m. & 7:50 a.m. Students arriving after 7:50 a.m. will enter the school through the front doors.

All tardy students must come to the reception desk to sign in and receive a tardy note. Any student not in their classroom by the 8:00 a.m. bell is considered tardy. All students will take tardy notes to their homeroom teacher before going to their current class.

PICK UP

School dismisses at 2:50 p.m. Parents may pick up students at the back between 2:50 p.m. and 3:05 p.m. Students remaining in the building after 3:15 will incur a $8.00 per day charge from 3:15 until 4:00 p.m. The weekly rate for 3:15 until 4:30 p.m. after school care is $35.00. Child care ends at 4:30 p.m. and after 4:30 p.m. the charge is $1.00 per minute. Arrangement can be made for any needing to stay after 4:30. Please discuss this with the office staff.

VISITORS

All visitors must stop at the front reception desk to sign in. To minimize disruption to the classrooms, parents are not permitted in the school hallways after 8:00 a.m.

SCHOOL CLOSINGS

In the event that we deem it necessary to close school (due to inclement weather or other unforeseen circumstances), we will broadcast an announcement on the major television stations in the Kentuckiana area: WAVE 3, WHAS 11, WDRB 41, & WLKY 32. Every effort will be made to have the announcement aired no later than 6:00 a.m.

On rare occasions, it may be necessary for school to close prior to the normal dismissal time. In such cases, it is necessary for parents to pick up their children earlier than usual and all after-school activities and after-school care would be canceled. There are occasions when JCPS is closed due to other reasons, such as power outages. At those times we will make a decision based on the situations pertaining to Valiant Christian Academy. In the event that we feel it is necessary to close school early when JCPS does not, we will contact parents by phone or text message.

ADMISSIONS

POLICY

Valiant Christian Academy does not discriminate on the basis of race, gender, disability, color, ethnic origin or nationality in administration of its educational policies, admissions policies, athletics, and other school-administered programs. Selection of students is based on past achievement, interviews with the administration, and openings in their particular grade. Family life and general behavior are also carefully considered. At this time, we are not equipped to accept children with special educational needs.

REGISTRATION

The following forms are **NECESSARY** for enrollment:

- Birth Certificate (certified, full-sized copy)
- Medical Examination (most recent or current year for Kindergarten and 6th Grade students.)
- Immunization Certificate
- Registration Form and Fee
- Copy of final report card from last school attended or a transcript of grades if a student was homeschooled.

REGISTRATION FORMS

A current registration form must be on file at all times. This form must have current phone numbers where the parent or another adult can be reached in the event of an emergency. It is imperative that the office has current, up-to-date phone numbers, addresses and email addresses. Please notify the staff immediately if address, phone numbers or email addresses change.

PERSONS AUTHORIZED TO PICK-UP YOUR CHILD

All K4 – 6th grade parents must fill out the Authorization Form to authorize persons other than the custodial parent or guardian to pick up a student. We can only dismiss K4 – 6th grade students to those persons authorized by the custodial parent or guardian. In the event someone other than one previously authorized is to pick up your child, we must have one-hour notice (phone call) or a hand-written note from the custodial parent or guardian. Also, the person picking up your child must come into the front office and present a valid picture ID to pick up your child. This is for your child's protection. K4 – 6th grade students must remain with the teacher following dismissal. If your child has restrictions on who may have contact with him/her, please fill out a form at the office and provide an explanation on the bottom or reverse side, and present it with your Registration Form. The child will need to remain with the teacher to await the arrival of authorized persons.

TUITION

Tuition rates and other required fees are detailed in the **Schedule of Tuition and Fees** form. Complete information concerning tuition payments can be found on the **Financial Agreement Statement**, which must be signed and dated by the parent and returned with the Student's Registration Form, Fees, and electronic debit entry form.

MEDICAL AND HEALTH INFORMATION

MEDICAL & IMMUNIZATION RECORDS

Kentucky law requires all children enrolled in school be immunized against various communicable diseases and tested for tuberculosis. The original certificates of immunization and TB test should be presented to the school (shot record cards are not acceptable). All Kindergarten and 6th grade students must have a current year Medical Examination Form, completed by a physician, on file. The school must maintain these records and will notify you if your child's records are incomplete or expired.

MEDICATIONS

Students are not to have any type of medication, including aspirin/non-aspirin or substitutes, in their possession at any time. All medication should be turned into the office, in its original container, and a medication authorization form (available in school office) completed by the parent or guardian. School personnel will dispense medication per doctor's instruction.

In the event a student becomes ill or injured during the school day, **the student is to report to the office**. The office personnel will administer basic first aid or determine if the student needs further medical attention. We have a full time nurse on staff to assist with any medical problems. If injured, an accident report will be completed by the teacher who witnessed the injury. Parents will be given a copy of this form. The parent/guardian will be contacted by phone if the situation warrants. **CURRENT PHONE NUMBERS ARE A MUST!**

CHILDHOOD DISEASES

The following information pertains to childhood and communicable diseases. More information may be obtained from the health department or a physician.

Disease Exclusion from School

- Common Cold/Flu – Must be fever free for 24 hours. Any student who has a temperature of 99.6 degrees or more will be sent home
- Chicken Pox - 7 days after rash appears – no open blisters
- Conjunctivitis (Pink Eye) – 48 hours after medication is first administered
- Diphtheria - 14 days after onset of symptoms
- German Measles - Until rash is not apparent
- Impetigo - Lesions must be covered
- Measles - 7 days after rash appears
- Mumps - Until swelling is gone or 9 days after onset
- Scarlet Fever/Strep Throat – 24 hours following first dose of antibiotics
- Whooping Cough - 21 days after cough begins, shorter period with physician's statement
- Ringworm - May return after using over-the-counter medication & lesions must be covered at all times
- Lice - Student must be nit free (generally three days after treatment)

TEXTBOOKS AND EQUIPMENT

Students are responsible for supplying their own pens, pencils, and other daily items. A supply list will be mailed over the summer. Please be sure your child has these items on the first day of school. If your child runs out of a basic necessity, such as pens, pencils, notebooks, etc, we have a supply of these items students may purchase from the office. On rare occasions, your child's teacher may require additional fees or supplies when necessary for in-depth instruction in a given area. Educational equipment is also available for student use. **Damage to or loss of textbooks, workbooks, or school equipment will result in parent having to pay replacement or repair costs.** Depending on usage, you may be asked to provide additional supplies during the year such as pens, pencils, etc. The fee for books is a book rental fee and a workbook purchase.

ATTENDANCE

Students are to attend school daily and arrive ON TIME. 1st – 12th grade students are to be in their assigned classroom by 8:00 a.m.; K4 – K5 students by 8:30 a.m. Students arriving after the 11:30 a.m. or leaving before 11:30 a.m. are considered absent for (1/2) day and this will count against perfect attendance.

Kentucky School Law KRS 159.150 states, "Any child who has been absent without valid excuse for more than three (3) days, or tardy without a valid excuse on more than three (3) days, is a truant…"

ABSENCES

Please note changes to our absence and tardy policy!

Any child that is absent excessively (30 days) could possibly be detained at the end of the year to their current grade. In the event your child must be absent from school, call the school office at (502)368-0080 every morning absent by 10 a.m. The day your child returns to school, he/she must provide a signed and dated note to the school office explaining the reason for the absence. All absences without a valid note will be considered unexcused. Any unexcused absence will result in a zero for the day. If the student's absence was due to a physician/dentist's office visit, a note from said office must be presented to the school office. We ask that if at all possible, such visits be scheduled after school hours.

A valid excused absence includes: student illness, visits to a physician or dentist, death in the family, or other extenuating circumstances approved by the school. Students are allowed three (3) individual days of hand-written notes for illness per nine week grading period before they must have a doctor's note.

Students who have nine (9) absences in a nine week grading period will receive a failing grade if the absences were for any reason other than doctor excused absences or for extenuating circumstances approved by Mrs. Salvo. Excessive absences will result in the student not being allowed to attend field trips and extracurricular activities, such as sports or school dances.

When a student is absent, the school administrative staff will:

- Notify the parent/guardian by telephone.
- Notify the parent/guardian after the 8th absence in a quarter, to let the parent know that their child is approaching their 9th absence.
- After the 9th absence we will notify the parents and also notify the Department of Pupil Personnel at Jefferson County Public Schools to report truant child.

It is necessary for the school to maintain accurate records of excused absences to avoid loss of driver's license for a student between the ages of 16 and 18. (For more information regarding student driver's licenses, please see the section entitled **Student Automobile Policy**.)

TARDINESS

Any student with excessive tardies could possibly be detained at the end of the year to their current grade. Students in K4 and Kindergarten arriving to their classroom or assembly after 8:30 a.m. are tardy. Students in 1st – 12th grade arriving to their classroom after the 8:00 a.m. bell are tardy. Please keep in mind the front door is not their classroom. They must be in homeroom by 8:00 a.m.

Please note that this year we are beginning a new policy. Students that have 3 tardies after 8:35 a.m. will add up to 1 absence. Important instruction time begins at 8:35 and students who came in after this time cause disruption to the class and miss important instruction. This is hard on the teachers and the other students, so be respectful and get to school on time. Every 3 tardies after 8:35 a.m. will equal an absence. Excessive tardies will result in the student not being allowed to attend field trips and extra curricular activities.

KRS 159.150 states any child who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any child who has been reported as a truant three (3) or more times is a habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.

If a student drives and is tardy more than nine (9) times in a 9-week grading period, they will lose their driving privileges on school property for the rest of the grading period. At the beginning of the next grading period, the driving privileges will be restored.

Students with excessive or extremely late tardies could have their driving privileges revoked for an extended period of time to be determined by the school principal.

Parents will be contacted when a student attains (3) tardies and again at six (6) tardies. Parents will also be notified when driving privileges are revoked after the ninth (9th) tardy.

MAKE-UP WORK

Any student returning to school after an absence must present an absent note and request their make-up work on the first day back to school. The work will include only written daily work, tests, and major projects. Students with unexcused absences are not allowed to do make-up work and will receive zeros. Students with an excused absence will have the number of days absent plus one (1) day; from the time he/she receives the make-up work to turn it in to the teacher. When counting days, weekend days will also be included as well as school days. Teacher discretion may be used to handle a special situation.

REPORT CARDS

Report cards will be sent home every nine weeks for all grades. K4 – 6th grade report cards must be signed by parent or legal guardian and returned to their teachers.

PARENT/TEACHER CONFERENCES

One Parent/Teacher Conference Day is scheduled in October, to discuss student grades and conduct. The conference day is scheduled to occur near the end of the first nine-week grading period. If a parent wishes to have more than one conference, they may contact the school office to schedule a meeting with their child's teacher at any time during the school year. Teachers may request meetings at any time during the school year if they feel that a student is struggling in any area. Parents **must** follow the procedures listed under the **Visitors** section when attending conferences before, during and after school.

PROGRESS REPORTS

Parents of 1st – 12th grade students and the students will have online access to student's grades at jupitergrades.com. Parents will be automatically registered during student orientation. Text message grade alerts are also available through Jupiter Grades. Teachers will post grades weekly.

Pre-Kindergarten & Kindergarten students will get daily behavior reports from teachers with classroom information.

HIGH SCHOOL GRADE LEVEL PROMOTION REQUIREMENTS

Placement of students in 9th through 12th grade is typically determined by the number of credits earned.

Freshman	0–5.99 credits
Sophomore	6–11.99 credits
Junior	12–17.99 credits
Senior	18 + credits

DRESS AND APPEARANCE

Students must adhere to the following dress code:

- Shirts - Short or Long Sleeve Polo or Oxford Shirt – in any color. May have a stripe in one alternating color. **Shirts must be tucked in at all times. Students wearing tight or low cut tops will be required to call home to have appropriate clothing brought to the school.**
- Pants – Navy Blue, Black, Gray, Brown or Khaki pants with belt loops. Students in Pre-Kindergarten – 2nd grade may wear elastic or fitted waistband. Pants may also be plaid or have a small stripe of color, but must be in approved pants colors. During the warm months, August through October 31st, and April 1st through end of school year, boys may wear uniform shorts in school colors and girls may wear Capri pants in school colors. **Students wearing tight pants will be required to call home to have appropriate clothing brought to the school.**
- Belts must be worn at all times.
- Skirts – same colors as pants. Skirts must be no shorter than the bend in the back of the knee. **Girls wearing skirts that are shorter than the bend at the back of the knee will be required to call home to have appropriate clothing brought to the school.**
- Tennis shoes or casual shoes. No open-toed or open-heeled shoes. Heels or platforms must not be higher than 2 inches.
- **School Warriors wear, hoodies and sweatshirts, may be worn over uniform polo at any time.** Solid color jackets, sweaters or hoodies may be worn over the polo shirt. There should be no writing or pictures on the jackets, sweaters or hoodies. **Coats are not allowed to be worn in class.** We will have "Casual Dress" and "Spirit Wear" Days every other Friday. We ask that all students abide by the following guidelines

****The following clothing is UNACCEPTABLE**:**

(As clothing styles change, the staff may deem it necessary to change this list.)

Pants:

Stretch pants	Form-fitting	Yoga pants	Ripped jeans
Dirty or torn	Sagging pants	Shorts for girls	Leggings

Shirts:

Tight or form fitting	Revealing	Tank tops	See-through
Belly/half shirts	Dirty or torn	Spaghetti straps	No bra straps showing

****Shirts with writing related to alcohol, drugs, gangs, bands, or any questionable phrase or wording are not permitted.**

Low-cut front or back: The front must be no lower than 1½" below the hollow of the neck (where collarbones meet). The back must be no lower than four inches below the base of the neck (top of shoulders).

- ✓ All skirts & dresses must be no shorter than the bend in the back of the knee. May be 2 inches above the knee when wearing leggings underneath.
- ✓ Earrings may only be worn by girls.
- ✓ NO BODY OR FACIAL PIERCING WHATSOEVER, except for girl's ears.
- ✓ Only securely fastened shoes are allowed.
- ✓ Headwear is not to be worn inside the building at any time, unless it is on casual days.
- ✓ Winter coats must not be worn during school hours.

HAIR

Boys' and young men's hair:

- ✓ Must be clean and in good taste.
- ✓ Must not hang in the eyes and be at an acceptable length in back.
- ✓ Should not be shaggy in appearance.
- ✓ Facial hair must be kept short and neat in appearance.
- ✓ No unnatural colors (blue, green, purple, etc.)

Girls' and Young Ladies' Hair

- ✓ Must be clean and in good taste.
- ✓ Must not hang in the eyes.
- ✓ Should not be shaggy in appearance.
- ✓ No excessive unnatural colors (blue, green, purple, etc.) Any color should be in the underneath sections & not on top or in front bangs.

GYM Dress

The following items of clothing are acceptable for Gym class:

Pants: Sweatpants, warm-up pants, or shorts. Shorts with sewn hems only and in standing position, arms straight down, hem must come to the fingertips.

Shirts: Only plain T-shirts and sweatshirts or those with official VCA or Christian writing are allowed for Gym class.

Shoes: Only securely fastened tennis shoes.

Dress Code violations will be dealt with on an individual basis. However, the guideline for violations is as follows:

1st – Student is verbally warned unless article is deemed inappropriate to continue school day.
2nd – Child will be sent to office to call home for appropriate clothing.
3rd – Further action determined by Administrator.

**Severe or repeated violation of the Dress Code will be considered a violation of school rules and will result disciplinary consequences.

VISITORS TO THE SCHOOL AND CLASSROOM VISITATION POLICY

Visits by parents and others are welcome. However, there are both policies and procedures that must be followed to ensure the security and safety of our children and to ensure visits produce minimum disruption during the school day. All parents, guests, and other visitors to our school must adhere to the following procedures:

1. **All** parents, visitors, and guests **must** sign in at the front desk prior to going to the classroom. The faculty and staff cannot protect our children without this measure. This ensures that we know who is in our building at all times. We need to ensure that persons who are not to have contact with particular children (because of court orders, etc.) do not do so.

2. In the interest of common courtesy, classroom visits **MUST** be scheduled in advance with teachers. Visitors must conduct themselves in an appropriate manner to minimize disruption of the instructional process. Parents are welcome to celebrate their child's birthday with the class. However, the visit must be scheduled with the teacher in advance. Please keep classroom visits to a minimum as visitors to the classroom causes a distraction to students.

3. Clothing which is immodest, is not to be worn by an adult who comes into the building to drop off, pick up children, or visit the school. We do not expect the adults to abide by the school uniform dress code, but we do **insist** on modesty.
4. We must ask that adults refrain from inappropriate language, smoking & alcohol consumption while on school property.

STUDENT AUTOMOBILE POLICY

The Kentucky Department of Transportation requires that before a student who is under 18 years old can get a learner's permit, he/she must prove that he/she is attending school and passing. Students are required to have passed at least five (5) courses and have fewer than nine (9) unexcused absences in the previous semester (18 week grading period). This proof is provided by the school and can be picked up in the school office. However, one day notice must be given to the office for this form to be completed.

At the end of each semester, the school will report to the Kentucky Department of Transportation, the names of students who have dropped out of school, had more than nine (9) unexcused absences, or failed to pass at least five (5) courses.

If the Transportation Cabinet revokes a student's license, he/she may contest it by requesting a hearing in District Court.

Additionally, as stated earlier under the Attendance section, driving students who have nine (9) or more tardies will have their school driving privileges revoked until the beginning of the next 9 week quarter.

STUDENT/VISITOR PARKING

Parking spaces are available for students in the parking lot to the right of the building.

Visitors may park in the left parking lot.

Please do not park in the driveway surrounding the building, even if you only plan to be in the building a short period of time.

Only vehicles with a valid state handicap permit or those temporarily handicapped may park in designated handicap spaces.

In addition to the above, students must abide by the following regulations:

1. Cars are to remain parked until student leaves for the day.
2. Cars are not to be occupied during school hours. Students are not to sit in or on parked cars while waiting for school to begin, nor are they to approach vehicles that are dropping off students.
3. Student cannot have excessive tardiness or absences. Students with nine (9) or more tardies in a nine-week grading period will have their driving privileges revoked until the beginning of the next nine-week grading period.

Students failing to abide by Parking Guidelines will be subject to disciplinary procedures.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICY

Students are expected to display appropriate behavior at all times. This includes using quiet voices in the building, walking quietly in the hallways and showing respect for themselves and others. Students are expected to follow all school and classroom rules and regulations as well as any instruction given them by teachers and staff members. Any child that has poor behavior will not be allowed to attend field trips and extracurricular activities.

The punishment of students is reserved for those few students who willfully disregard orderly and prescribed conduct. Therefore, the discipline of students is progressive and becomes more severe in the face of recurring violations of the same rules of conduct. Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors on school premises.

In order to provide the safest possible learning environment, students are required to abide by the following guidelines. Students will:

1. Follow directions the first time they are given.
2. Stay in their assigned area.
3. Keep their hands, feet and objects to themselves.
4. Show respect by NOT calling each other names, teasing, nor using bad/inappropriate language.
5. Value the school's and others' property.
6. Conduct themselves in a manner fitting their age level and maturity.
7. Have respect and consideration for the rights of others while on school property and while engaged in school related activities whether on school grounds or not.
8. Have respect for others in all communication medias, including facebook, Instagram, vine, and other social networks.
9. No public displays of affection between "couples".
10. Sign in at the office if late to school.
11. Sign out at the office when leaving the building before the end of the school day.

The following behaviors are deemed **unacceptable** and will result in appropriate disciplinary action as outlined below.

THE FOLLOWING UNACCEPTABLE BEHAVIORS WILL RESULT IN DETENTION OR SUSPENSION:

1. Physical fighting. (This may also result in expulsion from VCA.)
2. Use of profanity/vulgarity in class or halls.
3. Theft.
4. Defiant behavior (repeated failure to follow directions).
5. Leaving assigned area without permission ("cutting" class or school).
6. Violent outburst (physical or verbal).
7. Gambling.
8. Cheating.
9. Sleeping during class, chapel or homeroom.
10. Plagiarism – to take the writings of another and use as one's own.
11. Littering or throwing objects.
12. Violations of parking/driving guidelines.
13. Running, pushing, shoving, kicking, or tripping.
14. Rude, discourteous, disrespectful, uncooperative behavior or poor attitude.
15. Yelling or screaming.
16. Other acts of unacceptable behavior as identified by school personnel, not previously listed in this policy, as they occur.

Offense	Disciplinary Action - (depending on the severity of the offense, student may start with detention or in-school suspension.)
1st	Writing Assignment
2nd	Writing Assignment doubled
3rd	1 hour detention after school
4th	1 day in school Suspension
5th	3 day in school suspension
6th	Student is sent to the office for further disciplinary action, including possible suspension or expulsion from school.

Continued misconduct of any kind may result in expulsion from V.C.A.
All offences are not equal and some may call for more severe discipline on the first offence.
Please note that all disciplinary notices sent home must be signed by the parent/guardian and returned the following school day. If notice is not returned, parent/guardian will be called. If parents refuse to sign or to allow their child to participate in disciplinary action, the child may be expelled from the school.

Every semester, students will begin with an "A" conduct grade. This means that students will be given a chance to start each nine (9) week grading period afresh. Students who exhibit good behavior for an entire grading period will be eligible for rewards.

THE FOLLOWING EXTREME BEHAVIORS WILL RESULT IN EXPULSION FROM SCHOOL AND MAY RESULT IN REFERRAL TO LOCAL POLICE DEPARTMENT:

1. Physical assault on any person
2. Profanity directed at any teacher or adult.
3. Possession of drugs or alcohol
4. Possession of weapons (guns, knives, explosives, etc.)
5. Vandalism – intentionally damaging or defacing property belonging to the school or another person.
6. Use or possession of drugs (including tobacco) or alcohol.
7. Illegal entry (breaking and entering)
8. Arson
9. Gang-related behavior.
10. Possession of dangerous substances or objects – chemicals, ammunition, fireworks, knives, guns, etc.
11. False fire alarms, bomb threats, or setting off fire extinguishers.
12. Harassment/Discrimination – persistent efforts to annoy or worry another person with repeated attacks or threats of physical violence or the expression of hatred, contempt or prejudice toward an individual for any reason.
13. Sexual advances in any way
14. Fighting – may result in suspension in some circumstances.

PHYSICAL RESTRAINT

Under KRS 161.180, school staff may use reasonable force to restrain a student whenever it is necessary for self-defense, to protect people or property, or to keep order in the school.

STUDENT SEARCHES

Students have protection against unreasonable search and seizure of their property. However, school personnel have the right to search students and their property if there is reason to suspect that the student may be in possession of something that violates school rules or endangers others.

PARENT CONDUCT

It is expected that parents use respectful, acceptable language & conduct when communicating to the teachers, office personnel, and staff. Excessive misconduct may affect the Principal's decision to allow your child to return the following year.

LUNCH

A lunch calendar will be sent home each month listing the various meals provided during that month. Students who bring a sack lunch to school must have the student's name clearly marked. Students should NOT bring items in glass containers. V.C.A. will provide milk and snacks for students for a nominal fee. Microwaves are available for student use in the cafeteria for grades 3^{rd} – 12^{th}. Since the health dept does not recommend for lunchroom staff to heat food for students, K4 – 2^{nd} grade will not be allowed to bring items needing to be microwaved.

CAFETERIA BEHAVIOR

All students are expected to conduct themselves properly and exhibit good table manners. Students will stand respectfully in line while waiting to be served. No shouting or yelling. After completing their meal, students will clean their eating area, placing trash in its proper place. On occasion, it will be possible for students to eat lunch outside on the back dock and playground area with a staff member to supervise the students.

SPECIAL AREAS

All students are regularly scheduled in some of the Special Areas listed below. Students are expected to follow all school and classroom rules while attending.

COMPUTER LAB

The Computer Lab is equipped with computers for student use. Students will learn to use various software and keyboarding techniques along with proper use and care of computers. All families must pay a computer lab fee. Please see Tuition & Fees Sheet for pricing. Any student that breaks a piece of equipment in the computer lab will be responsible for paying the replacement cost of said item. Also any student that purposely defaces any part of the computer equipment may have their computer privileges revoked. Computer lab fees will not be refunded.

ARTS AND HUMANITIES

Students will be introduced to various aspects of art, music, drama and the humanities as is appropriate for their age group. As part of their grade, all students will participate in scheduled drama presentations. Students in K4 – 6^{th} grades will take part in the Winter Presentation and students in 7^{th} – 12^{th} grades will participate in the Spring Presentation. The students will earn a grade for participating in these presentations.

PHYSICAL EDUCATION

Students will be taught physical skills, physical fitness and a healthy lifestyle. All students are expected to participate unless excused by a physician's note.

CHAPEL

All students will participate in Chapel services which are held every Friday. Students in 5th - 12th grades are required to have a Bible with them when they attend Chapel.

OTHER IMPORTANT INFORMATION

FIELD TRIPS

Field trips are an integral part of the instructional program and a privilege. All students going on field trips **must** have a permission slip signed by their parent. The dress code for casual dress days remains in effect for all field trips. Students must abide by the **Behavioral Expectations Policy** while on field trips. Students must stay in designated areas and follow all instructions given for the trip. Students are also expected to be courteous and use self-control. Students may be denied the privilege of attending a field trip for disciplinary reasons. If this happens, the parent will be notified prior to the trip and the student will be assigned to another teacher.

SPORTING EVENTS

Students must abide by the **Behavioral Expectations Policy** while attending school sporting events. Good sportsmanship is expected of our athletes as well as our spectators. Therefore, offensive or abusive language or rudeness of any kind to the officials, coaches, athletes or visiting spectators is strictly prohibited and will result in disciplinary action. Students are expected to be courteous and use self-control. Students may be denied the privilege of attending a sporting event for disciplinary reasons

ACHIEVEMENT TESTS

We will annually administer a nationally recognized achievement test in the spring to evaluate our students' progress. A copy of each student's results will be sent home with the student's final report card.

HOMEWORK

Homework – assignments and projects to be completed outside the regular classroom time, designed to reinforce classroom instruction and provide enrichment. Our goal is to accomplish as much of the assigned work during class time. However, children who do not use their time wisely during class will be required to complete their schoolwork at home. As with all instructional programs, homework is necessary to enhance and reinforce lessons learned during the school day.

STUDENT TELEPHONE USE

Students must have permission from the office prior to calling home. Students are almost always allowed to call home. Cell phone rules are stated in the Cell Phone Guidelines form that must be signed and returned. If students misuse cell phones they may lose their privileges to bring it into the school or may have to check it into the office at the beginning of the day. We have the right to hold cell phones until the end of the day or not allow a student to have a cell phone.

LOST AND FOUND

Lost articles that are turned in may be found in the lost and found located in the cafeteria. All items not claimed after a reasonable amount of time will be donated to charity.

AWARDS

GRADUATION EXERCISES/AWARDS CEREMONY

There will be combined graduation exercises for Kindergarten, 6th, 8th and 12th grade students. At that time, students in K4 – 12th grade with outstanding achievements will celebrate the year's accomplishments in an awards ceremony. The following are some of the awards students will be working for:

- ✓ Perfect Attendance
- ✓ Most Improved
- ✓ "A" & "A/B" Honor Roll
- ✓ Principal's Award
- ✓ Outstanding Achievement
- ✓ Christian Character
- ✓ U.S. President's Award

JUNIOR/SENIOR BANQUET

Juniors and Seniors will have a Ring Ceremony/Prom Banquet at the end of the year. Students and their families are encouraged to attend. This is a special event for our students and formal dress is required. Girls' dresses must be moderate in appearance. However, some classes choose to do alternate activities that will be decided by the Seniors with Mrs. Salvo in class meetings.

TORNADO AND FIRE DRILLS

TORNADO DRILL

Directions as to where the students should go are posted in each room and will be explained by the teacher. Students should face the assigned center wall and shield their heads with their arms. In case of extreme emergency, the students should lie on the floor next to the center wall.

FIRE DRILL

Directions as to where the students should go are posted in each room and will be explained by the teacher. People closest to the windows should close them and the last person out of the room should turn off the lights and shut the door. After leaving the building, students should line up at the assigned place at least 50 feet from the building. Drills will be held several times throughout the school year. They will be held during various times of the day so students will learn the proper procedures.

ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK

Please sign and date this sheet and return it to the school office prior to the first day of school. This document is a required form in your student's file.

STATEMENT OF COOPERATION

I have read the current V.C.A. Student Handbook. I agree that I will comply with the policies regarding attendance, disciplinary regulations, academic and sports programs, extracurricular activities, and all other requirements instituted by the Administration.

I understand that regular attendance in Bible classes and Chapel services is mandatory.

STUDENT'S NAME (please print)

_____

_____

Student Signature Date

As the parent/guardian of above named child, I have read and discussed the following policies with my child.

I shall try to make myself available for conferences with the principal, counselors, or teachers when needed.

I further understand that if my child or I fail to comply with the policies as set forth by V.C.A. that the Administration reserves the right to expel my child.

_____

Parent/Guardian Signature Date

_____

Parent/Guardian Signature Date