



## 2023-2024 Student Handbook

### **2023-2024 School Verse**

**“Let us hold fast the confession of our hope without wavering, for he who promised is faithful.”**

**Hebrews 10:23**

**Committed to God...Committed to Excellence**

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Dear Parents and Students,

Welcome to the 2024 academic year at Village Christian Academy! We are thrilled to have each and every one of you as part of our vibrant and faith filled school community.

As the Head of School, it is my great pleasure to extend a warm and heartfelt welcome to both returning families and those who are joining us for the first time. We believe that every child has the potential to achieve greatness, and together, we are committed to nurturing their intellectual, social, spiritual and emotional growth.

Our dedicated team of educators is passionate about teaching and dedicated to creating a positive, engaging, and inclusive learning environment. They are committed to meeting the unique needs of each student and encouraging them to explore their interests and talents. We are also highly committed to strengthening their relationship with Christ.

This school handbook has been thoughtfully designed to provide you with essential information about VCA, including policies, procedures, extracurricular activities, and resources available to support your child's education. We encourage you to take the time to review it carefully as it will serve as a valuable guide throughout the academic year.

We believe that a strong partnership between parents, students, and educators is vital to the success of our students. Therefore, we welcome and value your active involvement in school life. Whether it's volunteering, participating in parent-teacher conferences, or attending school events, your contribution plays a significant role in creating a nurturing and supportive learning community.

As we embark on this new academic journey together, let us embrace the challenges and celebrate the achievements that lie ahead. We are excited to witness the growth and development of each student and look forward to creating lasting memories and experiences that will shape their futures.

Once again, welcome to Village Christian Academy. Wishing you all a successful and fulfilling year ahead!

In Him,  
Bob Barnes, Head of School



[www.vcanc.com](http://www.vcanc.com)

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## **CONTACT INFORMATION**

### ***MAILING ADDRESS***

**Village Christian Academy**  
908 South McPherson Church Road  
Fayetteville, NC 28303

### ***WEBSITE***

[www.vcanc.com](http://www.vcanc.com)

### ***TELEPHONE DIRECTORY***

- VCA (910) 483-5500
- Fax Number (910) 483-5335
- After School Care (910) 489-4893
- Village Baptist Church (910) 678-7178
- Village Baptist Pre-School (910) 486-5544
- Finance (910) 483-5500

### ***ADMINISTRATION LISTINGS***

- Mr. Bob Barnes, Head of School
- Mrs. Amy Gonzalez, Administrative Assistant to Mr. Barnes
- Mrs. Stephanie Purser, Admissions Director
- Mrs. Michelle Pait, Secondary Principal
- Ms. Wendy Danaher, Secondary Assistant Principal
- Ms. Deborah Bailey, School Counselor
- Mrs. Kelly Reitz, Administrative Assistant
- Mr. Harold Morrison, Jr., Athletic Director
- Mrs. Theresa Clark, Elementary Principal
- Mr. Allen Burnette, Elementary Assistant Principal
- Mrs. Jill Gunter, School Counselor
- Mrs. Gretchen Barnes Holzinger, Elementary Administrative Assistant
- Mrs. Tina Eddy, Accounts Receivable Lead
- Miss Kayla Hagan, Accounts Receivable Technician
- Mrs. Pearl Boettcher, School Nurse
- Mrs. Constantina Frangakis, Welcome Center

## **COMPLIANCE NOTICE**

By enrolling or accepting employment, all VCA students, parents, and employees agree to abide by and comply with the policies and protocols as outlined in this Handbook. Please comply to avoid loss of enrollment privileges and or employment.

## **INTRODUCTION**

VCA seeks to maintain high academic and spiritual standards at all levels (i.e., kindergarten, elementary, middle, and high school). At VCA, we are invested in our student's spiritual, physical, intellectual, social, and emotional growth. VCA is diligent in striving for excellence as a reflection of our worship of Jesus Christ. Committed to God... Committed to Excellence!

### ***ESSENTIALS OF FAITH***

Village Christian Academy is a non-denominational discipleship Christian school that operates as a mission of The Village Baptist Church (VBC). VBC holds to the Southern Baptist Convention Beliefs as articulated here: [Baptist Faith & Message 2000](#)

### ***FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT***

The essentials of faith do not exhaust the extent of our beliefs. As the inspired Word of God, the Bible speaks with final authority concerning truth, morality, and the proper conduct of humanity and is the sole and final source of all that we believe. For purposes of VCA's positions, practice, policy, and discipline, when and if disagreements of interpretation occur, the VBC Lead Pastor is the final interpretive authority on the meaning and application of Scripture.

### ***MISSION***

The mission of Village Christian Academy is to partner with parents to provide a Christ-centered environment and education that will nurture our students spiritually, academically, physically, and socially so they may walk in Biblical truth.

### ***VISION***

The vision of Village Christian Academy is for all students to experience excellence in Christ in every aspect of life and become equipped with the Christian values and skills that will prepare them to become successful and productive bearers of Christ in their community and to their generation. With this in mind, the primary emphasis of VCA is to provide a Christ-centered education for the Christian families of Fayetteville and the surrounding areas.

### ***PHILOSOPHY OF CHRISTIAN EDUCATION***

Village Christian Academy believes that Christian education is not merely the "plugging in" of Christian truths to an otherwise secular curriculum. Furthermore, there is no dichotomy between sacred and secular academics, extracurricular activities, and future careers. Rather, God is the divine creator, and nothing exists that He has not made (Col. 1:16). Everything has been created for and through Jesus Christ and must be for His glory alone. One can only understand creation and our role in it through the revelation of God. Thus, it has been said, "There can be no education apart from a Christian Education."

God has chosen to reveal His character, attributes, and will to mankind through Special/Scriptural and



General Revelation. General Revelation is seen in the way in which “his invisible attributes, namely, his eternal power and divine nature, have been perceived, ever since the creation of the world, in the things that have been made” (Romans 1:20). God has also chosen to reveal Himself through the Bible. The Bible is not just a collection of books; it is the very Words of God and is, therefore, a book of absolute truths as originally given and when correctly read. Even though God has revealed Himself to mankind, all have continually rejected Him and His truths since the fall of man through the sin of Adam and Eve in the Garden of Eden (John 1:10, Romans 3:23). As a result, “sin came into the world through one man, and death through sin, and so death spread to all men because all sinned” (Romans 5:12). Therefore, we are all sinners both by our nature and by our choice.

Throughout time, God has continually revealed Himself to be a loving, holy, just, and sovereign God. As a result of His holy and just nature, He must punish the sinfulness of mankind. However, as a loving and sovereign God, He had a plan from the very foundations of the earth for the reconciliation of His creation. That plan was fulfilled in Christ Jesus, His one and only begotten Son. (John 3:16, 1 Peter 1:20-21, 1 Peter 3:18, 1 Peter 2:6, Romans 10:11, Romans 5:5 - 21, Zephaniah 3:11, Joel 2:26-27, Isaiah 50:7, 49:23, 45:17). The purpose of Christian Education is to assist the family and church in the ministry of reconciliation through instruction centered upon Jesus Christ and founded upon His Word (II Corinthians 5:18).

The teacher plays an integral role in Christ-centered instruction. In his epistle, James teaches that the tongue is a powerful tool. He compares it to the bit in the mouth of the horse and the rudder on the ship. He demonstrates the power of the tongue to guide the body toward heaven or hell. It is important to note that this popular chapter on the tongue is opened with the challenge, “Let not many of you become teachers, my brethren, knowing that as such we will incur a stricter judgment” (James 3:1). Throughout the Scriptures, God uses teachers to instruct His people in following after His ways. Teachers are obligated to search the Scriptures to discover the truths that God desires to be taught to His children. They are challenged to learn and apply the truths and then instruct others through words and actions.

The teacher's primary goal is to lead others in following Jesus Christ. This can only be done if the teacher is himself following Christ and learning from Him. Effective teachers and staff members are born-again Christians who demonstrate a strong Christian testimony. They are active members of a Bible-believing church and are trained in the area God has called them to teach. Like Paul, they will live in such a way that they too can challenge their students to “Be imitators of me, just as I also am of Christ” (1 Corinthians 11:1).

Christian education aims to provide a learning environment consisting of Christ-centered instruction and activities that will provide conditions for young people to discover the Truth. In John 8:32, Jesus stated, “And ye shall know the Truth and the Truth shall make you free.” The Scriptures also state that Jesus is “the way the truth and the life” (John 14:6) and “He is before all things, and in Him, all things hold together” (Col 1:17). Christ-centered education acknowledges that Jesus is the center of all that is. He is the Truth, and only in Him can truth be found. Therefore, the curriculum must be developed with Jesus Christ as its center. He must hold the curriculum together, and all truth must come from Him and lead to Him.

Throughout the Scriptures, parents are commanded to raise their children in the “discipline and instruction that comes from the Lord” (Eph. 6:4). A Christ-centered school strives to assist the family and church in fulfilling this charge. The school cannot replace the parents or church in this calling and, therefore, cannot relieve them from their responsibilities. Rather, it serves as an extension of both in rearing future generations to be followers of Jesus, well-prepared to fulfill God's desire for their lives.

### ***CORE VALUES***

- **HOLINESS** - striving to be more and more like Jesus (1st Peter 1:16)
- **HUMILITY** - Jesus increases as we decrease (Philippians 2:3)
- **HONESTY** - live in truth, love in truth, and speak in truth (Ephesians 4:15)
- **HONOR** - live in a way that recognizes the image bearer in everyone (Romans 8:30; 12:10)
- **HOSPITALITY** - we believe everyone belongs here (Hebrews 3:12)
- **HUSTLE** - work hard not for our own glory, but for the glory of God (Colossians 3:17)
- **HUNGER** - hunger for knowledge and growth (Proverbs 1:5)
- **HEALTH** - have health in all aspects of life - spiritual, emotional, physical, mental (1st Timothy 4:8)
- **HELP** - strive to help our church/school, our community, and the world (Philippians 2:4)
- **HUMOR** - have fun and laugh often (Proverbs 17:22)

### ***EXPECTED STUDENT OUTCOMES***

A knight is a person granted an honorary title of knighthood by a head of state or representative for service to the King, the Church, or the country. At Village Christian Academy, we seek to produce students who represent our King Jesus, school, and community with honor and integrity. To do this, we believe there are essential qualities that we must instill in our students. These qualities will help our students honor our King by being key contributors to our world. Each of the following qualities is essential to helping our students walk out their unique gifts and aspirations.

A Village Christian Academy Knight will:

- Be Creative and Critical THINKERS
  - who search for and integrate God's truth in all aspects of life and learning
  - who analyze, interpret, evaluate and synthesize information to solve complex and everyday problems
- Be Self-directed LEARNERS
  - who value lifelong learning, including the pursuit of biblical truth
  - who set goals, plan, reflect, and adjust appropriately
  - who work with focus, persistence, and a growth mindset
- Be Proficient COLLABORATORS
  - who work and learn cooperatively with others
  - who show respect for commonalities and differences in areas such as cultures and points of view
- Be Skillful COMMUNICATORS
  - who interact with information and ideas through listening, speaking, reading, writing, using technology and symbolic representation (pictorial, graphic, musical, etc.)
  - who learn and convey Biblical concepts and truths with the skills to defend their faith
- Be Faithful STEWARDS:
  - who understand the need for discipline and balance in all areas of life
  - who contribute their time and talents to serve their families, communities, and all nations
  - who take care of the resources God has entrusted to them

### ***LIFESTYLE EXPECTATIONS***

Village Christian Academy expects all its students, employees, and volunteers to model Christian values and lifestyles. As a student, employee, or volunteer at this school, all recognize, understand, and agree to live by the school's Christian moral standards based on biblical principles and precepts.

Every student, employee, and volunteer at VCA is expected not to engage in sexual conduct which is identified in Scripture as inappropriate, including (but not limited to) such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material, media, or websites, or sexual abuse or improprieties toward minors as defined by Scripture, local, state, or federal law.

### ***MARRIAGE, GENDER, AND SEXUALITY STATEMENT***

- We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders reflect God's image and nature (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that "marriage" has only one meaning: uniting one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25).
- We believe that God intends sexual intimacy to occur only between a man and a woman married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4).
- We believe that God has commanded that no intimate sexual activity is engaged outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).
- We believe that to preserve the function and integrity of VCA as a Christian ministry and to provide a biblical role model to the VCA families, it is imperative that all persons enrolled and employed by VCA or who serve as volunteers agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11).
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31).
- We believe that hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

### **SCHOOL COMMITTEE**

- The VBC School Committee will have at least seven (7) members. The VCA Head of School, the VBC Lead Pastor, and the Chief Financial Officer will be ex-officio committee members.
- Vacancies on the School Committee will be filled by the VBC Nominating Committee as needed.
- The duties of this committee will be:
  - to establish school policies that reflect the beliefs and values of VBC;
  - to monitor the operations of VCA to ensure adherence to established policies;
  - to act as a resource body to assist the VCA Superintendent when called upon;
  - and to assist VCA in its intent to be a self-supporting mission of VBC.
- The establishment and implementation of programs and day-to-day operations are the responsibility of the VCA Head of School.
- The VCA Head of School is directly supervised by the Lead Pastor, not the School Committee.
- All other positions of VCA are filled by and under the oversight of the Head of School.
- No VCA employee or spouse of a VCA employee may serve on this committee.

- The 2023-2024 School Committee elects officers in the fall. The school website will be updated with a full list following elections.
  - Ana Hodges - Chair, [ahodges@vcanc.com](mailto:ahodges@vcanc.com)

## **VCA HEAD OF SCHOOL EMERGENCY SUCCESSION PLAN**

If the Head of School cannot fulfill their responsibilities or the Head of School position is vacant, the school will implement the following modifications to administer VCA.

- Division Principals will serve as the final authority in all matters pertaining to their respective divisions.
- Division Principals will co-lead as the final authority in all decisions that need to be made for the academy (i.e., K-12).
  - If principals cannot identify a mutually agreeable decision, the Principals will refer the matter to the VBC Lead Pastor.
- Division Principals will provide joint oversight to the following personnel:
  - Administrative Assistant to the Head of School
  - Welcome Center Administrative Assistant
  - Admissions Director
  - School Nurse
  - Athletic Director

## **ACCREDITATION**

VCA is fully accredited by the Association of Christian Schools International (ACSI) and Cognia. Accreditation ensures compliance with recognized educational and institutional standards such as certified personnel, academic and operational accountability, Christian values in a safe and positive learning environment, organizational stability, and student acceptance by colleges and universities.

## **ADMISSIONS**

We encourage applications from all Christian families. In keeping with the school's mission statement, we seek excellence in Christ and diversity in our student body. VCA admits students of any race, color, national origin, or ethnicity to all the rights, privileges, programs, and activities available at the school.

### ***NC OPPORTUNITY SCHOLARSHIP VOUCHERS***

VCA accepts a limited number of North Carolina Opportunity Vouchers. Recipients of the vouchers must meet all admissions requirements of VCA for acceptance. Please visit the NCSEAA website ([www.ncseaa.edu](http://www.ncseaa.edu)) for more information.

### ***APPLICANTS***

- VCA accepts students based on information learned through the application and admissions process, prior academic records and evaluations, previous grades/GPA, standardized test scores, and a parent/student interview. Students must maintain a "C" or 2.0 average in all classes. Through a review of previous academic records, we seek to admit students that can maintain this standard and be successful in our program. Following these criteria, VCA admits students who demonstrate the following:
  - Acceptance of Jesus Christ as Lord by one parent and active in a local, Bible-believing church.

- A likelihood of academic success within VCA's Christian environment and challenging academic programs.
- A commitment to and history of high moral character.
- The ability to adapt to the standards that accompany a Christ-centered education.
- Personal testimony, if applicable.

*Incoming kindergartners are screened for developmental readiness for our kindergarten program.*

All applicants must submit the following:

- Completed online application
- Application fee (non-refundable) - see Fee Schedule
- Completed Pastor Recommendation/Essentials of Faith Form from the church of membership (or participation)
- Completed Teacher Evaluation Form
- Most recent report card (grades 1st-12th only)
- A copy of the student's transcript (high school only)
- Copy of most recent standardized test scores (grades 1st-12th only)
- A birth certificate or copy.
- Copy of student's social security card
- A current immunization record\*\*

Only kindergarten applicants that have reached their fifth birthday before August 31st will be considered for admission.

\*\*VCA students are required to have all immunizations mandated by the state of North Carolina. Please reference the Health/Safety section of this handbook.

\*\*Parents of **Kindergarten** students must submit a completed NC Health Assessment Transmittal Form and immunization records within the first 30 days of school. Any kindergarten student without this documentation can not continue at VCA.

### **Additional Requirements/Restrictions**

- A Family/Student Interview with the appropriate grade level principal.
- Applicants expelled from any school for academic or disciplinary reasons must wait one calendar year before being considered for admission.
- Reclassification of students is permitted at VCA when there is an agreement between the parents and the division principal.
- Any applicant who is married, pregnant, or has a child will not be admitted.

### **Admissions Priority**

- Priority consideration: current VCA students and Village Baptist Preschool students transitioning to the VCA kindergarten program and children of VCA/VBC faculty/staff.
- Second priority consideration: siblings of students currently enrolled at VCA.
- Third priority consideration: open enrollment to the general public.

## **Withdrawal Procedures**

For a family to receive a transcript and report card from Village Christian Academy upon withdrawal, the following steps must be followed and completed:

- Contact the Admissions Director to initiate the withdrawal process.
- The Admissions Director will provide the withdrawal checklist for all the required steps.
- Contact the Finance Office to satisfy any necessary payments, including the withdrawal fee.
- Complete all steps on the withdrawal checklist form.
- Submit the withdrawal checklist to the Division Principal for final verification before receiving the transcript or report card.

## **ADMISSIONS COMMITTEE**

The purpose of The VCA Admissions Committee is to assist the Director of Admissions in the execution of their responsibilities, serve as a quality control mechanism for the admissions process, and serve as an on-call review board should questions of applicants arise. The Admissions Committee consists of the Division Principals, Assistant Principals, an Elementary faculty member, a Secondary faculty member, Campus Pastor and School Counselors.

## **TUITION/FINANCE**

### ***TUITION***

Tuition can be paid yearly or broken down into 10 or 12 monthly payments. See Fee Schedule. More information concerning payment plans is available on the Admissions page of our website ([www.vcanc.com](http://www.vcanc.com)).

### ***APPLICATION FEE***

#### ***Per student for K - 12<sup>th</sup> Grade***

This non-refundable fee must accompany each student's application to VCA. This fee covers the costs associated with the application process.

### ***RE-ENROLLMENT FEE***

This non-refundable fee must accompany each student's re-application to VCA. This fee covers the costs associated with the application process to plan for the next school year and hire new staff.

### ***NEW STUDENT REGISTRATION FEE***

This non-refundable fee must accompany each new student's application. This fee covers processing a new student, including records, screening, testing, orientation, interview, and billing. The new student fee is waived for VBC Preschool graduates.

### ***RESOURCE FEE***

- This is a non-refundable fee required for re-enrollment.
- New families must remit payment within two weeks of acceptance following the principal's interview.
- This fee is used to subsidize the cost of curriculum materials (textbooks, workbooks, classroom teaching supplements, and novels except Honors/AP), teacher support through the parent volunteer program, standardized testing, technology support, and student insurance.
- The Resource Fee also contributes to the maintenance cost of buildings, buses, and vans.



### ***DELINQUENT ACCOUNTS***

Tuition payments are due on the 5th or the 20th of the month, or a late fee will be assessed.

- A fee will be charged for any returned checks.
- Report cards, transcripts, and diplomas are held in the office if tuition/fees are delinquent.
- All tuition and fees must be paid PRIOR to participation in any extracurricular activities (i.e., athletics, fine arts, field trips, etc.).
- If tuition/fee payments are behind by two months, the Finance Office or the Head of School will inform the family of a specific date on which the student(s) may not attend class until all accounts are paid in full. Failure to meet this deadline may result in the withdrawal of all students under that account.
- Students will NOT be permitted to re-enroll until delinquent accounts and fees are paid in full.

### ***HANDLING OF PAYMENTS***

Teachers and staff may not accept payments from parents/students in their classrooms. All monies to be collected are to be paid directly to the finance office. For example, VCA will bill all field trip and dress-down fees to the student FACTS account.

## **ACADEMICS**

### ***CURRICULUM***

The curriculum of Village Christian Academy is centered around Biblical integration and is sequenced from one grade to the next.

Participation in the VCA summer reading program is provided for every rising 1st – 12th-grade student. The reading list and the summer writing assignments are available in the school office and the FACTS Student Information System under Newsletters and Downloads.

The office will furnish a student supply list for K through 12th grade at the end of the previous school year. Supply lists will also be available on FACTS Student Information System under *Resource Documents*.

### ***HOMEWORK***

Homework is best defined as a practice that seeks the above goals and principles and supports the following instructional purposes:

- Homework is assigned as practice work or pre-learning
- Practicing and reinforcing what is presented in the classroom
- Checking for understanding
- Providing formative information to guide further instruction
- Processing new knowledge and pre-learning

### ***SCHEDULES***

- Rising 9th-grade and current high school students register for fall classes the previous Spring.
- Students and parents are welcome to schedule an appointment with the School Counselor to discuss course selection.
- Schedules will be mailed out over the summer.
- If changes are needed, students may make an appointment with the School Counselor **before** the 1st day of school.
- The VCA Course Selection Guide lists classes and course descriptions.
- Any schedule change should be made within eight days after the first day of school.

## **TEXTBOOKS**

VCA owns the textbooks that students are given for their use. Students must take care of the textbooks and will be responsible for any damage or loss. However, some workbooks are meant for individual use and are consumable.

## **REPORT CARDS / PROGRESS REPORTS**

- Report cards will be sent home electronically to students in grades 3rd-12th at the end of each nine-week grading period.
- Progress reports are sent home electronically for grades 3rd - 12th during all four quarters of the school year.
- Hard copies of progress reports and report cards are sent home with students K - 2nd.
- Final report cards are placed in cumulative folders.

## **GRADING SCALES**

**Rubric Scoring** *Rubric scoring is used in Grades K-2nd*

- **E = Excellent Progress:** The student demonstrates a mastery of the skill and works **independently** and accurately.
- **G = Good Progress:** The student demonstrates competency with the skill and requires **minimal** assistance.
- **S = Satisfactory Progress:** The student requires **some assistance** in working with the skill and is not yet able to work independently.
- **N = Needs Improvement:** The student is unable to work alone with the skill and requires **continual reinforcement**.
- **U = Unsatisfactory Progress:** The student fails to grasp the concept and **needs remedial instruction**.

3rd - 12th Grades: Academic

A 100-90  
B 89-80  
C 79-70  
D 69-60  
F 59-0

3rd - 12th Grade: Conduct

E=Excellent  
G=Good  
S=Satisfactory  
N=Needs Improvement  
U=Unsatisfactory

## **GRADE POINT AVERAGE (GPA)**

Students must develop a good work ethic early in their academic career. The first year in high school sets your grade point average (GPA) for the next three years.

**Honors classes and AP classes (9th - 12th Grade) are weighted as follows:**

- Standard Classes = 4 points "A"
- Honors Classes = 4.5 points "A"
- \*AP Classes = 5 points "A"
- Dual Enrollment Classes = 5 points "A" for most college transfer pathway classes
- Dual Enrollment Classes = 4 points "A" for most career and technical pathway classes

\*To receive AP credit, students enrolled in AP classes must take the AP exam and pay the AP exam fee. Students who do not take the AP exam will receive honors credit for the course.



### **EXAMS**

- Final Exams are taken by high school students for all academic courses (excluding AP courses) and count for 10% of the final grade.
- Seniors with a cumulative grade of 85% or higher at the end of the third quarter and an 85% average in the fourth quarter will be exempt from their final exam in that class.
- Students must take their final exams on designated days identified by the Secondary Office (see School Calendar).
- Non-approved absences on exam days will be subject to a \$25.00 make-up for each exam.
- All exams must be made up by the last day of the semester.
- Students who do not make up a missed exam may be subject to receiving an incomplete.
- Report card grades will be calculated as follows:

1st Quarter	22.5%
2nd Quarter	22.5%
3rd Quarter	22.5%
4th Quarter	22.5%
Final Exam	10%

### **AP EXAMS**

VCA must follow the Advanced Placement Exam schedule dictated by the College Board. Therefore, students who take AP courses will **only** take an AP exam issued by the College Board. No AP exams will be written or distributed by the VCA staff.

### **MARSHAL SELECTION**

- The Marshals are selected from the junior class at the end of the third quarter.
- The number of students selected is at the discretion of the Secondary Principal.
- Students selected are those with the highest cumulative GPA.
- A weighted GPA of courses is first analyzed, and if a tie occurs, a numeric average will then be utilized.
- To be considered, students must be enrolled in their entire sophomore and junior years at VCA.

### **VALEDICTORIAN/SALUTATORIAN SELECTION**

- The Valedictorian and Salutatorian will be selected based on GPA.
- A weighted GPA of courses is first analyzed, and if a tie occurs, a numeric average is utilized.
- To be considered for Valedictorian and Salutatorian, candidates must be enrolled as full-time students at Village Christian Academy during their sophomore, junior, and senior years.
- Speeches must be approved by Secondary Administration.

### **GRADUATION REQUIREMENTS**

- The minimum number of credits needed for a student to graduate from VCA is 28 credits, or 4 fewer credits than the maximum credits available during their high school career.
- If a student does not pass a class with 60%, the class must be retaken if needed for graduation.
- A credit course for which credit toward high school graduation is awarded and qualifies as part of the instructional day must consist of at least 150 hours of instruction in a traditional schedule or 135 in the block schedule.
- While a student at VCA, completing the courses outlined below are required for graduation.
- If the course is offered at VCA, students must take the course at VCA.
- Students transferring into VCA will not have course GPAs calculated for courses not also offered to VCA students to avoid unfair academic advantage.

- Seniors will not be eligible to graduate if financial accounts are not current (paid) to include the senior fee. See Fee Schedule
- Every student enrolled at VCA will take a Bible class each year.
- All other courses taken are considered electives and will count toward the student's GPA and the 28 credits needed to graduate.
- All FTCC college transfer Pathway courses, except the ACA course, will receive AP credit when calculating the student's GPA.
- Students must take all required courses for high school graduation at VCA unless prior administrative approval has been granted, including courses taken at FTCC, NCVPS, or any other online platform.
- Seniors must take a minimum of six (6) courses during their senior year.

<b>Content Area</b>	<b># of credits needed, course-specific</b>
English	<b>4 credits:</b> English I, II, III, IV
Math	<b>4 credits:</b> Alg. I, Alg. II, Geometry, and one Math higher than Alg.2. Note: Alg. 1 taken in the 8 <sup>th</sup> grade does not count towards the 4 math credits required.
Science	<b>3 credits:</b> Earth Science, Biology, Chemistry or Physical Science
Social Studies	<b>4 credits:</b> World History, PEL, American History I and II (through graduating class of 2025)
Social Studies	<b>4 credits:</b> World History, PEL, US History, Economics & Personal Finance (beginning with graduating class of 2026)
Foreign Language	<b>2 credits:</b> Both courses must be in the same language
Health/PE	<b>1 credit:</b> Health/PE
Bible	<b>1 credit:</b> for each year at VCA

\* For more information regarding classes and course selections, please see the VCA HS Course Catalog.

### ***TRANSFERRING OF CREDITS POLICY***

When a student transfers to VCA, the School Counselor will evaluate the transcript. Any credit the student has received in high school and is validated by an official transcript will be placed on the transcript. VCA recognizes numerical averages and has adopted the following grade equivalent scale when a numerical average is not provided:

A = 95    B = 85    C = 75    D = 65    F = 55

VCA reserves the right to receive credits from other academic institutions per its grading policies.

### ***TESTING***

Standardized tests are conducted each year. Testing is designed to guide and inform instruction and to measure student progress. Sophomores and Juniors are required to take the PSAT. Seniors are encouraged to take the SAT or ACT. VCA will provide parents with a copy of the test results.

### ***DISCOVERY PROGRAM: GRADES 1st - 2nd***

Discovery is a pull-out program for 1st and 2nd grade students who are accomplished in Math and Reading.

Students must have a teacher recommendation as well as be assessed by the program coordinator using the CogAt achievement test. Students can qualify regardless of age, race, gender, or socio-economic status. The Discover program utilizes the PETS program designed by Academically Gifted Education experts to develop higher-order thinking skills, problem solving, and critical thinking. Students practice reasoning in six different ways, including deductive, inductive, creative, analytical, spatial, and evaluative. The Discovery program does not guarantee placement in the Academically Gifted program in grades 3-8. Participation requires an additional fee as laid out in the fee schedule section of the handbook.

### ***ACADEMICALLY GIFTED PROGRAM: GRADES 3rd - 8th***

#### **Criteria for entrance into the program**

- CogAt/Iowa (IQ) score at or above the 90<sup>th</sup> percentile

#### **AND**

- Reading composite score at or above the 90<sup>th</sup> percentile on a Nationally normed test.
- Math composite score at or above the 90<sup>th</sup> percentile on a Nationally normed test.
- Students may qualify for Reading and Math or just one subject depending on scores in the composite areas.
- Due to the program's cost, parents must commit yearly to participation.
- Please see the fee schedule for each subject area (math or reading).

#### **Criteria for Probation or Dismissal from the Academically Gifted Program**

A student's nationally normed test scores will be reviewed yearly. If a student shows a significant drop in scores and poor participation and motivation in the AG program, the student will be put on probation for one academic year. A student may be dismissed from the AG program if their achievement, participation, and motivation do not meet expectations during the probationary period. The following may result in probation or dismissal:

- CogAt/Iowa (IQ) score drops below the student's capabilities based on previous scores
- Reading composite score drops to below-expected levels
- Math composite score drops to below-expected levels
- Report card grades in Reading or Math drop below a 90% yearly average
- Poor participation or motivation in AG classes

### ***LONGLEAF ACADEMY***

Longleaf Academy was established in 2013 as a private, nonprofit resource program and is a fully accredited instructional program through the Academy of Orton-Gillingham. Through their partnership with VCA, children with dyslexia and other language-based learning differences can participate in individualized multi-sensory instruction that meets their reading, writing, and math needs.

#### **Criteria for entrance into the program**

- Average or above verbal IQ (100 or higher).
- Diagnosed with dyslexia or ADHD by a licensed psychologist.
- The diagnostic report must be within the last three years.

Families interested in applying to the LongLeaf Resource Program should contact the Elementary Principal, Mrs. Theresa Clark at [tclark@vcanc.com](mailto:tclark@vcanc.com).

### **ACADEMIC PROBATION**

- When Report Cards are issued, students who fail (i.e., F) or score an Unsatisfactory (i.e., U) in any two subjects will be placed on academic probation.
- Students who fail one subject **AND** an overall GPA of less than 2.0 will be placed on academic probation.
- Any student who has passed all subjects but has an overall GPA below 2.0 will be placed on academic probation.
- The evaluation will take place quarterly.
- Students on probation are not eligible for re-enrollment without the Principal's recommendation and the Head of School's approval.
- In addition, refer to athletic and other extracurricular eligibility requirements.

## **ATTENDANCE**

- Children in North Carolina may attend private church schools or schools of a religious charter under N.C. Gen. Stat. §115C-547 et seq., or nonpublic schools that qualify under N.C. Gen. Stat. §115C-555 et seq. *Delconte v. State*, 329 S.E.2d 636 (1985).
- Attendance at a private church school or school of religious charter satisfies the compulsory school attendance requirements provided the school operates on a regular schedule, excluding reasonable holidays and vacations, during at least nine calendar months of the year. N.C. Gen. Stat. §115C-548.
- To satisfy the compulsory attendance statute, attendance at an approved nonpublic school must be for a period equal to the time the local public school is in session. The state's private school attendance statute defines this as "a school term of at least nine calendar months on a regular schedule excluding reasonable holidays and vacations." North Carolina's Division of Non-Public Education, within the North Carolina Department of Administration, *advises* that the school term have at least 180 instructional days per year, with typical school days of at least five and one-half hours in length and typical class periods of 50 minutes for grades nine through twelve. N.C. Gen. Stat. §115C-378 and N.C. Gen. Stat. § 115C 548.
- VCA operates with a typical seven-hour school day. Thus, even though the number of days may or may not meet the recommended total school days, the school exceeds the "advised" instructional hours (including calculating in the Early Release days).

### **ABSENCES**

Regular and punctual attendance is vital for students' academic excellence. Excessive or unnecessary absences encourage poor work habits and make it difficult for students to keep up with their academic requirements. A student must regularly attend to succeed at VCA.

- VCA students must be present for 50% of the academic day to be counted as present for the day.
- Secondary school students must be present for 50% of the class period to be counted as present for that class.
- An absence from school may be excused for the following reasons:
  - Illness or injury prevents the student from being physically able to attend school.
  - The student has a communicable disease
  - The student is absent due to death of immediate family member
  - The student has a medical or dental appointment
  - The student must appear in court
  - The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C-379)
  - The student may receive prior approval from administration for some church or family-related activities.
  - School sponsored events

- Prior approved college visit will be considered a school activity as follows:

- Juniors - one day
- Seniors - two days

***An unexcused absence is anything not mentioned above.***

- In certain cases, absences with prior notice (minimum 3 school days) to the administration may be approved. Parents will need to submit a written explanation concerning the future absence. The academic and absentee record of the requesting student will be reviewed before approval.
- Students must bring a note stating the reason for absence(s) to the office (i.e. parent, doctor, etc.) when returning after any absence from school.
- Students must make up missed assignments.
- If a student is absent more than twenty days during the year, their promotion to the next grade or class is jeopardized.
- Secondary students that are absent more than 20 hours unexcused, or 13 class periods in a class may not receive credit for that course.
- For early dismissals or late arrivals the K-8th students must obtain a release slip or admittance form from the Welcome Center and High School students through the Secondary office. Parents who need to check out their child should go to the Welcome Center rather than going directly to the classroom.
- Students are not permitted to leave campus for lunch.
- Excessive absences due to special circumstances (i.e. hospitalization due to illness, death in immediate family) will be reviewed the the administration and handled on a case by case basis.

### ***TARDY/EARLY DEPARTURE***

Students must arrive on time and be ready for school in their classrooms. Being late can disrupt the teacher and other students and is only excusable in cases of illness or emergency.

Students who arrive late **MUST** sign in and provide a note explaining the reason for being tardy. In elementary and middle school, the parent or guardian must accompany the student to the Welcome Center to sign in.

Students are not permitted to be checked out 45 minutes before the scheduled release time unless in an emergency.

**All students: 3 unexcused tardies constitute a \$12.00 fine.** Tardies are cumulative but tabulated quarterly.

### ***AFTER SCHOOL CARE (ASC)***

- ASC is offered for students in K-5th and begins upon school dismissal and ends at 6:00 p.m.
- High School students who drive may check younger siblings out of ASC with parental permission only if they are leaving campus.
- High School students who drive may not check out siblings and remain on campus for athletic events or school functions.
- Students may not sign other students out of ASC.
- Our ASC program is provided to VCA students only.
- Charges are processed through the FACTS Student Information System.
- Late pick-up fees are assessed at 6:01 p.m.

### ***AFTER SCHOOL STUDY HALL***

- VCA offers students in grades 6th-12th after-school Study Hall.

- Study Hall is from 3:00 - 4:30. At 4:30 the remaining students report to ASC.
- Parents are charged per day, per student, and charges are processed through FACTS Student Information System.
- Late pick-up fees are assessed beginning at 6:01 p.m.

### ***ASC CODE OF CONDUCT***

Attending the After School Care (ASC) or Study Hall programs is a privilege. As such, the Administration reserves the right to deny participation as necessary. The VCA Student Code of Conduct applies to all ASC or Study Hall students.

**NOTE:** If your child requires an EpiPen or inhaler at school and goes to ASC, these medicines will be available for your child.

### ***HOLIDAYS***

VCA observes the following holidays: Labor Day, Thanksgiving Break, President's Day, Columbus Day, Christmas/New Year's Break, MLK Jr. Day, Easter/Spring Break, Veteran's Day, and Memorial Day

\*Please refer to the VCA school calendar for the specific holiday and vacation dates.

### ***INCLEMENT WEATHER***

VCA may close or delay opening in severe weather conditions to facilitate safe travel. In most cases, VCA will follow the closure practices of Cumberland County. The VCA Parent Alert System (texting service) helps obtain "up-to-the-moment" news regarding closings or delayed openings. Parents are strongly encouraged to ensure their FACTS account is set to receive notifications via the Parent Alert texting service.

## **STUDENT LIFE**

### ***HOURS OF OPERATION***

- Office hours (during the academic year): 7:30 a.m. - 3:30 p.m.
- Summer office hours: Monday through Thursday from 10:00 a.m. - 2:00 p.m.
- **\*All offices are closed the week of July 4th.**
- Doors open at 7:30 a.m.
- Students are not permitted on campus before 7:30 a.m. unless supervised by a staff member.
- The school day begins at 8:00 a.m.
- Teacher's hours: 7:30 am - 3:30 pm Monday through Friday.
- Kindergarten - 5th Grade Dismissal: 2:45 p.m.
- 6th - 12th Grade Dismissal: 3:00 p.m.
- After School Care (ASC): begins immediately after dismissal and ends at 6:00 p.m. Students are not permitted to remain on campus unless supervised by a staff member.
- ASC charges will be assessed starting at 3:15 p.m.

### ***DROP-OFF / PICK-UP PROCEDURE***

Due to the increased concerns regarding the security and safety of students, especially during the most vulnerable times of the day (i.e., arrival and dismissal), VCA utilizes the following procedures.

- Carefully review the VCA Traffic Flow Map in the appendix of the School Handbook.
- Note that Drop-off utilizes a single lane, while Pick-up facilitates a double lane for the Elementary.
- The campus Speed Limit is 10 mph.appendix



- The use of mobile phones is PROHIBITED while driving on campus.
- Drivers may not enter the Drop-off or Pick-up lanes from the South Parking Lot.
- Under no circumstance may a driver pull around and pass another car in front of them while in a Loading Zone.
- Drivers violating school drop-off/pick-up procedures will be fined \$25 per infraction.

#### **Drop-off Procedures:**

- Drivers *without* Preschool children enter the campus through Entry #1.
- Drivers with Preschool children enter the campus through Entry #2.
- Drivers with Secondary and Elementary or Preschool children should drop off Secondary students first, followed by Elementary, and then Preschool.
- Preschool children must be walked into the Preschool by a parent.
- Drivers of Preschool children may park in the North Lot or the Preschool drop-off lane if there is space.
- Only Preschool parents and children may enter the Preschool entrance (Elementary and Secondary siblings are NOT permitted to enter).
- Preschool drop-off ends at 9:00 am.
- Elementary / Secondary drop-off ends at 8:00 am.
- Drivers with Elementary/Secondary children that wish to park and walk their child to the Welcome Center entrance enter the campus through Entry #3 and park in the South Parking Lot.
- Drivers must ensure student seatbelts are unbuckled, and backpacks and other items are ready to go upon arrival at the drop-off zone.
- Elementary students must exit the DRIVER-SIDE of the vehicle (exception for two-door vehicles).
- Under no circumstances may drivers exit their vehicles in the unloading zone (except two-door vehicles).

#### **Pick-up Procedures:**

- Early “check out” of students ends 45 minutes before the scheduled dismissal time (e.g., 2:00 pm for a 2:45 pm dismissal). After that time, all students are released via the following Pick-up Procedures.
- For security measures, other than Village employees, no person can walk up to a school entrance during the Pick-up time.
- Drivers picking up Elementary students enter the campus through Entry #1, turn left into the North Lot, and then turn at the first right, creating two lanes (see map) proceeding through the parking area to either pick-up lane.
- Drivers of Elementary students, please ARRIVE on campus NO EARLIER than 15 minutes before the scheduled dismissal time (e.g., 2:30 pm for a 2:45 pm dismissal).
- Drivers of Elementary students who also have Secondary students, after picking up their Elementary student(s), will circle the campus in front of the church and enter the North Parking Lot until the Secondary Dismissal begins.
- If parents prefer, drivers of student siblings in both Elementary and Secondary divisions may:
  - Park in the South Lot using Entry #3.
  - Instruct their Secondary student to secure their Elementary sibling(s) from their holding area at 3:00.
  - Notify the Elementary and Secondary offices by email or phone at least 90-minutes before the scheduled dismissal time that their children will be exiting together to the South Lot.
  - Note: Secondary students who wish to immediately re-enter the campus after escorting their younger siblings to the driver’s vehicle must secure a Rentry Pass from the Welcome Desk before leaving the building.
- Drivers of students in Secondary enter the campus through Entry #1, turn left into the North Parking Lot and then turn at the second right, proceeding through the parking area to access the left pick-up lane when released once Elementary Pick-up is complete.

- Drivers of Secondary students will only be able to enter the Secondary loading zone after the Elementary Pick-up is complete.
- We highly recommend that drivers of Secondary Only students arrive on campus no earlier than 15 minutes before the scheduled dismissal time (e.g., 3:00 pm for a 3:15 pm dismissal).
- Drivers with Preschool children enter the campus through Entry #2, park in front of the Preschool building or the North Parking Lot, and enter the Preschool entrance.
- Elementary students must enter the DRIVER-SIDE of the vehicle (except for two-door vehicles).
- Under no circumstances may drivers exit their vehicles in a Loading Zone (exception two-door vehicles).

#### **Kingsford Neighborhood Secondary Walkers:**

- Secondary students who reside in the Kingsford neighborhood, which is adjacent to the VCA campus, may be designated as “walkers” for dismissal.
- Walkers must have a home address within the Kingsford neighborhood.
- Walkers must be pre-registered as such by a parent or guardian with the secondary office.
- Walkers must exit the campus via the High School entrance on the West side of the campus.

### **VISITORS**

Village Christian Academy maintains a secure campus. All parents, visitors, and guests **MUST REPORT** to the Welcome Center, **PRESENT IDENTIFICATION**, and **REGISTER** to receive a visitor’s badge and permission to visit the campus. Parents and guests **MAY NOT ENTER** the school through any other entrance than the Welcome Center.

Lunch, homework, books, etc., may be left at the Welcome Center to be delivered but not taken directly to the student. Note that all exterior entrances are secured during school hours.

### **CAMPUS ACCESS POLICY**

- Our campus operates with a “Healthy Only Access” framework. This framework means we trust that individuals will not enter our campus if they display flu-like symptoms.
- Parent/Teacher/Administrative meetings must be scheduled in advance and may occur on campus as long as they are “Healthy Only.”
- Kindergarten parents may escort children on the first day of school to the Fellowship Hall/Cafeteria but not the classroom and must be at school no later than 7:50.
- Parents are asked to drop off their children at the carline. NOTE: Students **MUST** exit from the **PASSENGER SIDE** of their vehicle.
- If walking students up from the parking lot, parents must say goodbyes at the door. Parents are not permitted in the Welcome Center during drop-off.
- Parents are not permitted to approach any school entrance during Pick-up times.
- Parent meetings (e.g., PTO, Booster Club, grade-level meetings) may resume on campus as long as they are “Healthy Only.”
- Parents may not enter the Preschool area from the Welcome Center or enter the Welcome Center from the Preschool.

### **COMMUNICATIONS**

We aim to provide VCA families with as much information on school policies, procedures, and daily activities as possible. To that end:

- All teachers and staff have an email address, their [firstinitiallastname@vcanc.com](mailto:firstinitiallastname@vcanc.com).
- Email is a reliable means of obtaining information but not addressing issues or concerns (see Problem Solving/Grievance Policy).



- VCA employees are expected to provide a response (or at least an acknowledgment) to any school-related email inquiry within twenty-four (24) hours of receipt (excluding weekends, school breaks, and holidays).
- A large message board with information, important dates, and reminders is posted outside.
- The Parent Alert system communicates quickly with parents via text message.

### ***VCA PUBLICATIONS AND MEDIA COMMUNICATIONS***

Any written or oral communications intended for distribution to the entire school community, the general public, or media organizations must be approved by or come directly from the Head of School. All details must be coordinated and approved before any announcements are made. All media requests (newspaper, TV, radio, etc.) must be referred to the Head of School. The Head of School or the Head of School's designee is assigned as the only spokesperson for VCA in media inquiries.

### ***USE OF FACTS EMAIL AND TEXT ALERT ANNOUNCEMENTS***

- Email or text alert communication outside of the normal functions of a student's, volunteer's, or employee's role directed to an entire faculty or staff group, parent classification, division, etc., must be submitted to an administrative supervisor's office (e.g., principal), for approval before dissemination.
- All communication directed to the school community must be submitted to the Head of School before dissemination.

### ***FAMILY DIRECTORY USE POLICY***

Parents can access the VCA Family Directory through the FACTS parent portal or app. Information provided within the Family Directory is for personal use only. Under no circumstances is the directory to be used for telephone, electronic, or postal mail solicitations or communicating grievances of any kind. Contact information shown in the directory is chosen by the parents using FACTS and is considered strictly confidential. Reproduction of the directory of any kind and in any form is prohibited!

### ***CHAPEL***

- Corporate worship is a fundamental component of the Christian faith and can aid in developing students spiritually, emotionally, and socially.
- The Village Baptist Church provides the Chapel and Campus Ministries programs and services for VCA. Faculty and students are expected to attend, participate, be attentive, and be respectful in weekly chapels.
- Parental attendance at chapel is welcome..
- Cell phones are prohibited.
- Bibles are required - NASB/ESV

### ***PLEDGE OF ALLEGIANCE & NATIONAL ANTHEM***

Village Christian Academy seeks to instill the characteristics of loyalty and respect for the country in the hearts of all its students. In Romans 13:1-7, Christians are directed to respect government institutions as they "are ordained of God" and submit their will to "the powers" of the governing authority.

In addition, VCA adheres to the United States Codes 4 U.S. Code § 8 - Respect for the Flag and 36 U.S. Code § 301 - National Anthem. The flag symbolizes our country's values and ideals (e.g., freedom of worship, independence, and representative government). Therefore, we believe that respect is to be shown to the flag of the United States at all times, even during the playing of our National Anthem, "The Star-Spangled Banner."

Therefore, all students and staff are required to follow these guidelines at all school-sponsored events when the National Anthem is being performed or the Pledge of Allegiance is being recited:

- Individuals who are United States citizens will stand silent at attention with their right hand over their hearts.
- Non-citizen residents will stand silent at attention.
- As the flag and anthem also represent those who have served to protect and defend our country and to encourage good citizenship toward God and country, all VCA staff and students will demonstrate honor and respect for those who have served our country, past and present, by standing and removing their hats for the Pledge of Allegiance to the Flag and when the National Anthem is played.

In all classrooms/homerooms, the Pledge of Allegiance is required to be a part of each morning routine.

### ***DRESS CODE***

Village Christian Academy maintains a student dress code policy for various reasons.

- A student body dress code fosters a sense of unity.
- A dress code aims to reduce bullying and biases based on clothing choices and perceived economic status.
- Not only does a dress code eliminate a distraction for students, but it also allows teachers to focus on academics and avoid classroom disruptions to address inappropriate clothing and jewelry choices.
- School uniforms are often significantly cheaper than branded clothing and, thus, save parents money and frustration when purchasing clothing for school.
- An easily identifiable uniform provides an extra security measure to aid in maintaining a safe campus, as uniforms help our faculty and administration quickly identify students and those who are not.

**IMPORTANT:** Any purple, black, gray, or white VCA APPROVED top or outerwear purchased from the [BSN Spirit Shop](#) is acceptable for students and is on the VCA school website. Black or Khaki colored pants/shorts may be purchased at any store.

All uniform shirts (polo shirts, T-shirts, and sweatshirts) with the VCA logo must be purchased from the school store.

- No other shirts may be worn without administrative approval.
- Collared shirt days will be announced. Each student will need at least one collared shirt.
- All shirts, including layering, must be a solid color.
- Students must wear a VCA polo, t-shirt, sweatshirt, or jacket with the VCA logo daily.
  - VCA shirts will NOT be modified.
  - Outerwear (sweatshirt, jacket) may be embroidered with name.
- Girls may wear long pants, shorts, jumpers, capri pants, and skirts of solid khaki or black color with the following stipulations:
  - Shorts/Skorts/Skirts must be no shorter than 3 inches from the top of the knee
  - Pants must be traditional cut and not made of sweatpant or leggings material.
  - Tights or leggings worn under shorts/skorts/skirts must be solid in color.
  - For modesty's sake, no cleavage will be visible at any time.
  - Leggings are **not** permitted except if worn under skirts or jumpers.

- Off-the-shoulder tops, crop tops, strapless attire, spaghetti strap attire, tank tops, and pajama pants and sweatpants are NOT permitted.
- Boys may wear solid khaki or black shorts (no shorter than 3 inches from the top of the knee) or pants.
- Shorts must be neat, clean, and hemmed (no fringe or baggy apparel).
- Belts must be worn if pants or shorts have belt loops.
- Elementary through 5th-grade students must wear closed-toed/closed-heeled shoes.
- Students in 6th through 12th grades are permitted to wear sandals or Crocs.
- Hair will be neat, clean, and styled.
- Modest jewelry is appropriate for girls and boys.
- Body piercing (nose, lips, eyebrows, etc.) is NOT allowed.
- Boys are NOT to wear earrings on or off campus representing VCA.
- Gauges are NOT allowed for boys and girls.
- Tattoos are discouraged.
- Hats, sunglasses, doo-rags, bandanas, etc., may NOT be worn inside the school building/gym or classrooms.
- Scarves are NOT permitted to be worn on the head.
- Blankets are NOT permitted to be worn at any time.
- VCA shirts will NOT be modified.
- Facial hair is allowed for young men but must be clean and well-groomed.
- A PE uniform must be purchased from the school store (shorts and a T-shirt).
- Fridays are optional Dress Down Days (see below).

### ***DRESS DOWN DAY***

Students are permitted to wear non-uniform attire on dress-down days (see Fee Schedule). The administration reserves the right to decide on a case-by-case basis the appropriateness of Dress Down Day attire. For example, all pants/shorts must be neat, clean, and **without holes/tears. Leggings are not permitted.** Remember, neatness, appropriateness, modesty, and all school rules for appearance still apply. **Failure to comply with the dress code will result in disciplinary action.**

### ***SCHOOL FUNCTIONS - Homecoming, Prom, Middle/High School Dances***

All students who desire to attend school-sponsored activities such as homecoming dance, Junior/Senior Prom, and any other school-sponsored dances must read, sign, and agree to the rules and dress code identified on the permission forms. [See Addendum C.](#)

Attending VCA School Sponsored Dances is a privilege. Guidelines are established to ensure a special event that is God-honoring and to allow future events to exist. Any student who is not dressed according to guidelines will not be permitted entry to the dance. Refunds will NOT be given to students who are denied entry due to inappropriate dress. If a student leaves before the end of the dance, re-entry will NOT be allowed.

The use and/or possession of illegal drugs, tobacco, electronic cigarettes, alcohol, and weapons are strictly prohibited and may result in immediate expulsion.

### ***FOOD SERVICE***

[My Hot Lunchbox](#) is our primary food service provider. All student lunch orders and billing is processed through My Hot Lunchbox. For more information, visit [www.myhotlunchbox.com](http://www.myhotlunchbox.com). Parents/Students are only permitted to order food/lunch from the five pre-approved vendors servicing VCA through My Hot Lunch Box. Other vendors, such as Door Dash and UberEats, are not permitted to deliver food for students. But, of course, parents are always welcome to personally deliver food for their children, which can be retrieved at the Welcome Center.

### ***MEDIA CENTER***

The VCA Media Center is open from 7:40 a.m. to 3:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays from 7:40 a.m. to 3:15 p.m. The Media Center houses a current selection of over 18,000 volumes of books. Additional materials are added each year through our annual book fair.

### ***FINE ARTS***

VCA is committed to developing and furthering the Fine Arts in all areas. We offer a variety of opportunities for our students such as Chorus, Ballet/Jazz, Art, Taekwondo, and Piano.

### ***MISSIONS AND COMMUNITY SERVICE***

Mark 16:15

In keeping with our efforts to be “Committed to God...Committed to Excellence”, it is important that we imitate Christ in our community, as well as around the world. At VCA, we have always held service to others as important, not only as a reflection of Christ for others to see but as a tool to teach our youth the value of selfless service. Examples include but are not limited to:

Second Harvest Food Bank  
Fayetteville International Folk Festival  
Sleeping Bag Ministry  
Relay for Life

Breast Cancer Foundation  
His Outreach Worldwide  
Operation In-As-Much  
Operation Christmas Child

### ***Community Service Hours***

Students at VCA must complete a minimum of twenty-five (25) Community Service Hours each year in high school (Grades 9-12). Thus, when a student attends high school all four (4) years, a minimum of one hundred (100) community service hours are required by the completion of their Senior year. The Senior Mission Trip can not be added to a student's Community Service Hours recorded on their transcript.

### ***FIELD TRIP/ACTIVITY GUIDELINES***

To provide quality field trips and student activities, efforts and coordination of such events will require completion of the Field Trip/Activity Form.

#### **The following guidelines apply to field trips/student activities.**

- All student field trips/activities must be approved in advance by the Division Principal.
- Teacher/staff members must supervise the field trip/activity.
- All chaperones (including parents) must have a verified and clear background check that permits them to travel and interact with students on or off campus.
- Participation by students is voluntary.
- Neither students nor staff can miss instructional time to participate in the field trip/activity without the permission of the Division Principal.
- Students participating in field trips/activities are expected to conduct themselves per school rules and the student code of conduct on and off campus.
- The supervising teacher/advisor oversees the collection, turning in proceeds to the Finance Office and disbursing funds if necessary to facilitate the field trip/activity.
- Siblings are not allowed on field trips.
- Students must ride the field trip/activity bus to the designated location with school transportation but can ride home with an approved parent/guardian with the Principal's permission.

**ACSI Competitions:** As a member of ACSI, selected VCA students may enter the academic competitions offered, including spelling, math, music, and art. Parents of student competitors are responsible for ACSI competition fees. Students provide their lunch, and VCA provides transportation.

### ***STUDENT DRIVERS***

Driving on campus is a privilege that comes with great responsibility. If you're a student driver with a valid North Carolina driver's license, you must register your car and buy a parking permit (available in the high school office for a fee). The permit should always be visible and hanging from your rearview mirror. You must park in your assigned spot. Please note that any reports of excessive speed or careless driving reports from staff or parents may result in disciplinary action.

### ***STUDENT ORGANIZATIONS***

VCA encourages students to form special interest and service organizations to complement academic and physical programs. All organizations must have a faculty advisor and receive administrative approval. Involvement opportunities for next year include but are not limited to ACSI math, spelling, and art competitions, Science Olympiad, National Honor Society, National Junior Honor Society, Mock Trial Team, Key Club, Beta Club, Praise Team, and Student Government.

### ***SPIRIT ROCK SPONSORSHIP***

The spirit rock can be painted by individual students, sponsored student groups, or parents/families of Village Christian Academy students. Proceeds from this fundraiser go to the VCA Student Government Association. Suggested paintings on the Spirit Rock include words of support and congratulations, birthday messages, etc. Paintings must follow the ideals and values outlined in the school handbook.

- To reserve the rock, contact the secondary office and make the \$25.00 payment to the finance department.
- The design must be presented to and approved by the Secondary Principal.
- Sponsors must furnish the paint, labor, and supplies.
- The ground around the rock must be covered when painting.
- All supplies and litter from the area must be removed when the painting is complete.
- The group or individual painting the rock assumes liability for any individual or member of the group who may be injured or incurs clothing or other personal property damage.
- The rock will be used by the school for specific occasions.

### ***PET/ANIMAL ON CAMPUS POLICY***

To ensure our students and staff's safety and well-being, Village Christian Academy has a policy generally prohibiting pets on campus, with the exception of service animals. This is to prevent any possible allergic reactions to pet dander or hair and to avoid any unpredictable behavior from animals toward students and staff.

- Prior approval from the Division Principal must be obtained before any animals can be used for educational purposes in the classroom.
- When bringing pets on school grounds, they must be either kept on a leash or in a controlled container/space at all times. Pets may not interact with students, parents, or staff without permission. The pet owner is also responsible for immediately cleaning up after their pet.

## **PARENT ORGANIZATIONS/INVOLVEMENT**

### ***PARENT-TEACHER ORGANIZATION***

The PTO at Village Christian Academy exists to encourage and strengthen cooperation and fellowship

among the school administration, parents, and teachers. As a teacher, parent, or guardian of a student at Village Christian Academy, you are automatically a PTO member. There are no dues to join. The PTO's mission is to support the students, teachers, and staff of VCA. PTO fundraising activities generate monies for financial support to purchase items that will improve the educational and recreational facilities of VCA. All parents are encouraged to support the PTO.

### ***VCA FINE ARTS BOOSTER CLUB***

The mission of the VCA Fine Arts Booster Club is to serve faithfully, providing moral and financial support to all the Fine Arts programs and Fine Arts students of Village Christian Academy. This is achieved by raising funds from membership dues, sponsors, and events throughout the year. The funds are to supplement the budget of our Fine Arts Department when needed for items associated with the workings of a thriving fine arts program.

### ***VCA ATHLETIC BOOSTER CLUB***

The sole and primary MISSION of the Athletic Booster Club is to serve faithfully, providing moral and financial support to all athletic teams and student-athletes of Village Christian Academy. This is achieved by raising funds from membership dues, sponsors, and events throughout the year. These funds are to supplement the budget of our Athletic Department when needed for items including but not limited to additional training and safety equipment, transportation, signage and banners, apparel, pride, and spirit items, etc. In addition, the Booster Club provides two college scholarships for senior athletes.

### ***CHAPERONES/VOLUNTEERS***

At VCA, we believe that field trips provide a valuable educational experience for our students. Field trips increase knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, many field trips would not be possible.

To ensure that school-sponsored field trips are safe and rewarding experiences for all participants, we have prepared guidelines to provide information about volunteering as a field trip chaperone.

- All chaperones and volunteers must complete and pass a background check before volunteering with our students.
- The cost of the background check is the responsibility of the volunteer.
- Please see the Welcome Desk for information.
- Background checks are good for two years from the date verified.

### ***FUNDRAISING POLICY***

#### **Fundraising by Student Organizations/Clubs**

- The [VCA Fundraising Form](#) (available in the Division Offices) must be completed by:
  - First Semester Activities - Forms due by September 30
  - Second Semester Activities - Forms due by February 15
- All student fundraising activities must be approved in advance by the Division Principal and Head of School
- A VCA employee must be assigned to supervise student fundraising activities.
- Participation by students is voluntary.
- Any student activity related to the fundraiser must not excessively demand student or staff time.
- Neither students nor staff can miss instructional time to plan or implement fundraising activities without the permission of the Division Principal.
- Students may participate in fundraising activities during non-instructional time, such as lunch periods and before and after school.



- The supervising employee oversees the collection, turns in proceeds to the Finance Office, and disburses funds if necessary.
- VCA employees supervising a fundraiser must:
  - Deposit all funds collected to the Finance Office daily
  - Maintain a detailed record of all income and expenditures.

### **Fundraising by School-Affiliated Organizations**

The only school-affiliated organizations recognized by Village Christian Academy include the *VCA Parent Teacher Organization (PTO)*, the *VCA Athletic Booster Club*, and the *VCA Fine Arts Booster Club*.

- The Head of School must approve all fundraising via School-Affiliated Organizations.
- Participation by teachers, staff, and students is voluntary.
- All fundraising initiatives must have a specific and designated purpose (e.g., funding new playground equipment).
- All fundraising activities must identify a specific financial goal along with the designated use of the funds to be raised (e.g., \$10,000 to support teacher professional development).
- All designated funds must be utilized for the purposes for which the funds are raised.
- All fundraising print and media (e.g., flyers, emails, social media) must include the following statement:
  - “Contributions are solicited with the understanding that Village Christian Academy (VCA) has complete discretion and control over the use and designation of all donated funds that exceed established campaign goals. VCA is a non-profit ministry of the Village Baptist Church, Inc., Federal I.D. #56-0790811.”
  - Note that the above statement must be legible but may appear as small as a 7-point font.
- Once funds are secured through fundraising initiatives, the Superintendent must approve all disbursements (other than direct expenses related to operating the fundraising initiative).
- VCA students, parents, and employees may make distribution requests for non-designated funds.
- PTO / Booster Club officers can approve or disapprove requests made for disbursements of non-designated funds.

### **Solicitation of Funds for Humanitarian or Charitable Organizations**

Fundraising may be conducted to benefit humanitarian or charitable organizations or purposes only as follows:

- The fundraising activity or charity drive must be sponsored by a school club or student organization approved by the Division Principal and Head of School.
- A VCA employee must supervise the activity or drive.
- Participation in or donation to any fundraising activity will be optional.
- 100% of items or funds raised for external charitable or humanitarian organizations (food pantries, homeless shelters, etc.) must go to that charitable organization.

### **Fundraising via External Organizations**

Fundraising conducted through partnerships with other organizations and companies (e.g., local restaurants, retailers, etc.), where a portion of sales and purchases benefit VCA, must comply with the following:

- The Head of School must approve all fundraising via an external organization.
- Only the Head of School or the CFO may enter into a contract, sign agreements, or set up accounts on behalf of VCA with an External Organization.
- No agreements may be entered into with organizations that limit the activities and practices of VCA or are not in accordance with the beliefs and values of VCA (e.g., the *Amazon Smiles* program requires participating non-profits to sign a statement of beliefs that is not in alignment with VCA beliefs and practices).

### ***VCA BENEVOLENCE FUND POLICY***

Donations raised and designated for the VCA Benevolence Fund are to be distributed with the following conditions and limitations:

- Recipients of funds must be one of the following:
  - Current employees of VCA or VBC.
  - Currently enrolled students or their immediate family (i.e., parent or sibling).
- Recipients of funds must be experiencing a recognized hardship. Examples include but are not limited to:
  - Family member's loss of employment
  - Death in the immediate family of a wage earner
  - Costly medical condition
  - Severe hardship resulting from a natural disaster
  - Critical injury or loss of physical mobility
- The Head of School or Designee manages the Fund.
- VCA Administrators must genuinely inquire into the needs and means of a potential beneficiary before assisting.
- Benevolence funding may only be secured through designated financial gifts and is not funded through the school's budget.
- Assistance from the Fund is typically intended to be a one-time occurrence.
- Application for assistance may be made by the recipient or an advocate of the recipient.
- A letter requesting assistance must be submitted to the Head of School and include a rationale for the financial assistance.
- The limit of the level of assistance is determined by the Head of School in consultation with the division Principals and may not exceed available funds.
- Fund disbursements are limited to non-cash gifts (e.g., grocery certificates, electric bill payment).

### **ATHLETICS**

VCA is committed to the value of a well-rounded Christian education, as expressed in our school mission statement. The development of Christian character through competition is the focus of our athletic program. The athletic department strongly supports all students' spiritual, academic, physical, and social development. Athletics serve as a foundation for building school pride and school spirit. VCA coaches and student-athletes have an obligation to draw others to the Lord through their testimony on and off the field of competition.

### **HEALTH/SAFETY**

#### ***IMMUNIZATIONS***

VCA students are required to have all immunizations mandated by the state of North Carolina. There are no exemptions from vaccinations unless a licensed physician provides a signed medical exemption/waiver. If an applicant claims a religious exemption from immunizations, they must provide a written copy of the religious doctrine with the application on which they are basing their religious exemption. The Head of School then decides whether it is bona fide church doctrine.

A booster dose of Tdap and one dose of Meningococcal Conjugate Vaccine (MCV) are required for students entering the 7th grade. A second booster dose of MCV is also required for rising seniors.

All vaccinations are due 30 calendar days from the first day of school. Any student who does not comply will not be permitted to continue at VCA.



## **LIABILITY INSURANCE**

Insurance is required for all students and is included in VCA fees. Claim forms are processed through VCA.

## **ILLNESSES/STUDENT CARE**

In case of an injury or illness, the teacher will contact the school nurse, who will notify the parent. A student who becomes ill at school and is too ill to remain in class must report to the school nurse, who will assist the student and contact their parents. If you are called about a sick child, you must arrange for the child to be picked up promptly.

### ***Fever***

Students must be fever-free without medication for 24 hours before returning to school. A fever is 100 degrees Fahrenheit and above.

### ***Viral Gastroenteritis (Stomach Bug)***

Students with vomiting or diarrhea must remain home for 24 hours after their symptoms have subsided.

### ***Strep Throat***

Students with suspected strep throat must be medically evaluated. If a student has strep throat, they can return to school after antibiotic treatment for 24 hours from the first dose. If a student does not have strep throat, they may return to school with documentation of a negative throat culture. A doctor's note is required to return to school.

### ***Pink Eye***

Students with suspected conjunctivitis (pink eye) must be medically evaluated. A student with Pink Eye can return to school after antibiotic treatment for 24 hours. A doctor's note is required for the student to return to school.

### ***Head Lice***

VCA has a ***no-nit*** policy. Students with evidence of head lice or nits will be excluded from school. The following policy is used if students are suspected of having head lice or nits:

- The school nurse checks the student. If nits or lice are found, a parent is notified. The parent is then required to pick up the child.
- The student must remain home for 24 hours after removing the **last** nit/egg.
- A total class check is made in the infected student's class. Siblings of the infected student are also checked.
- The school nurse checks the students who have had treatment before returning to the classroom. These students are rechecked in seven to ten days as deemed necessary.
- An email is sent home when one or more students in the class have head lice or nits.

Parents are encouraged to screen their children for head lice or nits regularly. If evidence is found, contact the school nurse so the school can take appropriate action.

## **MEDICATION ADMINISTRATION POLICY**

Medications administered during school hours must be kept to a minimum. When medication is necessary to sustain a student's attendance in school, the school nurse will administer medications. The school nurse will administer prescribed medications for which a *Physician's School Medication Form* is completed by the prescribing Physician and signed by the Parent. The nurse will exercise caution and continuous control to ensure that the health care provider's instructions are followed, that the medications are securely stored, and

that the Administrative Regulations for administering prescribed medicines are followed.

**When a parent requests that prescription medication be administered to a student or that a student is allowed to take medicine at school, they must assume responsibility for:**

- Providing the school nurse with written physician authorization and specific administering instructions for the medicine.
- Delivering the medication directly to the school nurse in the current, original container labeled by the pharmacy or manufacturer.
- Ensuring the label on the medicine includes the student's name, the name of the medication, administering instructions, and expiration date.
- Removing unused medication from the school premises when treatment is complete, discontinued, or at the end of the school year.

The principal and school nurse may reject a request for medication administration that does not adhere to the administrative regulations.

The school nurse may administer over-the-counter medications for which there is a completed *Consent for Administration*. This parental consent must be updated yearly or with any change in the child's medical condition/history through FACTS. All over-the-counter medications will be securely stored in the health room.

**No other pain medications except Tylenol or Motrin will be administered at school.**

Parents who object to this medication administration policy at school may choose to come and administer the medication or ensure that all doses are given at home or outside school hours.

### ***SELF-ADMINISTRATION OF MEDICATION***

When students have significant health conditions that may require emergency medications (asthma, allergic reactions, diabetes), it is sometimes necessary for the student to be able to carry and self-administer the medication. When students can demonstrate the level of maturity required for self-administration of medicines in a safe, controlled manner, the physician and parent may consent to this. The student and parent must sign a student agreement for self-carried medication, which will be kept on file in the health room.

- The authorization must indicate that the student may self-medicate.
- All previously stated requirements must be met for a student to take medications at school.
- The student must act maturely and responsibly and safeguard the medication to prevent other students' use of the medication.
- The principal/school staff/school nurse has the right to intervene and discontinue self-medication when this policy is not followed.

**Students MAY NOT carry any medications without a self-administering medication form signed and on file in the health room.**

**VCA/VBC assumes no liability for students who self-medicate without physician and parent permission or those who fail to follow school policy in taking medications at school.**

### ***SCHOOL RESPONSIBILITIES***

### **The school nurse:**

- is responsible for the security and administering of medications.
- identifies secure, locked locations for storing medications to prevent tampering, misplacing, or damage.
- maintains all medication authorization and documentation forms as part of the student's health record.
- complies with parental instructions for administering over-the-counter medications.
- complies with the physician's instructions for medications on the dose, time, and route when administering medications.
- keeps written medication administration records, including omissions, errors, and other pertinent information.
- administers all medications or treatments following the five rights (right patient/student, right medication, right dose, right route, and right time).
  - Note: Any variation from the five rights requires the school nurse to complete a Medication Incident Report. A copy of this report is given to the Principal, Head of School and the child's parent. The original report is maintained in the student's medical record.
- informs each parent when their child receives treatment/medication in the health room and communicates this information by phone or email via FACTS.
- informs appropriate school personnel of the student's medication when needed for continuity and safety.
- keeps emergency medications secure but accessible to responsible staff members.
- maintains a log of over-the-counter medications, including the date opened and expiration date.
  - Note: The nurse will check the expiration date on all medications monthly and destroy expired medications in the presence of a second school employee, documented with signatures by both the nurse and the employee.
- ensures a designated staff member administers medication to students on field trips or school-sponsored activities. The medicine is transported in an individual container, ziploc bag, or envelope identified with the following information:
  - Student's name
  - Name of medication and dosage
  - Route of medication
  - Time to be administered
- will make two documented contacts with parents to remove discontinued medications. Two weeks after such contact, if the medicines are not retrieved, they will be destroyed with a second witness and documented.

### ***FIRE/TORNADO AND SECURITY DRILLS***

NC law requires monthly fire drills, periodic tornado, and lockdown drills. A Crisis Management Plan Handbook is issued to every teacher to follow in the case of an emergency.

### ***MIDDLE SCHOOL GATE USE POLICY***

- To maintain as high a level of security and restriction of access to the school campus, the black gate located just North of the Middle School building that leads to the Welcome Center Parking Lot may not be propped or left open at any time.
- The MS Gate may never be used as an entry point to the campus. It is a violation for any person to open the gate to permit entry of another person other than Village maintenance personnel.
- During regular school operating hours, the gate may only be used as an exit during an evacuation (e.g., drill).

- Outside school hours (7:30 am - 3:30 pm), employees may utilize the gate as an exit only for themselves and immediate family members and must ensure the gate is closed and locked after use.

### ***VIDEO SURVEILLANCE RELEASE***

Video cameras monitor the premises of VCA inside and outside the school. The purpose of video recording public areas is to protect the safety of students, staff, and the property of VCA. In addition, video recordings may be evidence for safety concerns, student discipline, and other school matters. Should a question arise requiring a review of video footage, the appropriate Administrative Staff Member and the Student Resource Officer will review the video to determine if further action is necessary.

VCA may grant parents or guardians permission to review video recordings. However, permission must first be secured by all identifiable persons in the video recording. If permission is granted, VCA will require that parents or guardians review the recording in the presence of the Head of School.

Video footage will not be released to parents/guardians unless required by North Carolina State Law.

## **STUDENT CODE OF CONDUCT**

### ***PHILOSOPHY OF DISCIPLINE***

VCA students must conduct themselves in a manner that is becoming to the school's Christian values. This expectation of conduct includes times when they may disagree with a decision or action taken by a teacher or administrator. Teachers and administrators are open to listening to the student's side if presented at the proper time (between classes or after school) and with the proper attitude.

### ***THE VCA WAY***

The VCA Way is a school-wide commitment to providing an effective and Christ Honoring classroom standard. It serves as a framework for handling student behavior Biblically.

VCA strives to be...

**Respectful:** Ephesians 6: 1-3

**Responsible:** Colossians 3:25

**Cooperative:** Galatians 6:10

**Christ-like:** Philippians 2:5

The environment VCA provides is nurturing and reflects our belief that Christianity is to be evident and paramount over the many negative influences and worldly philosophies that challenge our students.

We believe Christians must follow a code of conduct that elevates Christ over society and self. The responsibility and authority to discipline are God-given, and Christian love is at the heart of all discipline. (Ephesians 6:1-4)

We believe that our school environment must promote a love of God and respect for others. We know that disruptive conditions and unrestrained behavior can cause a lack of respect for Christ, others, and oneself. VCA endeavors to provide an atmosphere that promotes learning and establishes good habits for our students.

**Using or possessing illegal drugs, tobacco, electronic cigarettes, alcohol, and weapons is strictly prohibited and may result in immediate expulsion.**

### ***PROBLEM RESOLUTION - GRIEVANCE POLICY***

If any student, staff, teacher, administrator, or volunteer, either by words or actions, cause a grievance toward another during the school year, for the best interest of our school community, individuals with grievances must seek the restoration in a manner that honors and values relationships (see Matthew 18:15-17). We believe the following procedure will serve this end.

- First, speak directly to the person closest to the problem. We expect the individual with the grievance first to approach the person who caused the grievance, explain the problem, and seek restoration through a face-to-face meeting. To ensure accountability and emotional safety, it may be appropriate for the individual bringing the concern to request the conversation take place in the presence of a school administrator. If the problem is unresolved, then...
- The individual with the grievance may request a conference with the principal, Athletic Director, or whoever is the direct supervisor. If the problem is unresolved, then...
- The individual with the grievance may request a conference with the Superintendent. All decisions made by the Superintendent are final and without appeal.

**Grievances must be resolved in person**, allowing all parties to speak face-to-face. Grievances may initially be reported via email; however, VCA Administrators will not engage in problem-solving via email or other electronic forms.

**NOTE: Students, parents, volunteers, and employees are prohibited from posting or sharing disparaging or negative comments about VCA (see Social Media Policy). Publishing a grievance with the school via social media or print is grounds for dismissal.**

### ***DISCIPLINARY GUIDELINES***

Safety is paramount for all of our students. They have the right to work, play, and learn in an environment that assures their safety. As a result, no intimidation or horseplay will be tolerated. The infractions listed below are not exhaustive but identify and categorize types of conduct that are undesirable and detrimental to our school's mission in a disciplinary system. In some instances, circumstances may lead the VCA administration to deal with an offense differently than indicated below. VCA administration also reserves the right to take disciplinary action in response to actions occurring off-campus or outside of school hours when such incidents hinder the school's ability to accomplish its mission or reflect negatively upon the school.

**Student and parental cooperation are both expected and essential.**

### ***STUDENT DISCIPLINE AND HEAD OF SCHOOL DISCRETION***

Our goal is for VCA students to develop self-discipline. When a student does not exercise self-discipline, violates school rules and policies, disrupts the education of others, or does not represent VCA well to the broader community, the Head of School may address the lack of self-discipline of the student with whatever level of disciplinary response the Head of School deems appropriate (e.g., long-term suspension or expulsion). **Students and their parents need to remember that enrollment at VCA is a privilege and that VCA has the discretion to remove that privilege at any time.**

### ***DRUG/ALCOHOL/TOBACCO POLICY***

The Bible is clear that Christians are to be filled and controlled by the Holy Spirit (Ephesians 5:18). We also believe that our bodies are the temple of the Holy Spirit (1 Corinthians 6:19). We are to take good care of our bodies. Use, possession or dealing drugs/medications, alcohol, or tobacco products (including CBD and vaping paraphernalia) is strictly forbidden and may result in suspension or expulsion from VCA. Students caught using illegal drugs, alcohol, or tobacco will typically be asked to withdraw or be expelled from VCA. Students must

abstain from using illegal drugs, alcohol, and tobacco products while they are students at The Village Christian Academy (on or off campus).

If a Principal reasonably suspects that a student may be using or under the influence of drugs, alcohol, or tobacco, they may ask the student to submit to drug testing. (See Drug Testing Procedures in Appendix A) and placed on suspension. Principals have the authority to inspect a student's locker, book bag, or jacket/clothing if there is any suspicion that the student may have drugs, alcohol, or tobacco products on the school campus or during school-sponsored activities. Students are encouraged to see the Campus Ministries Director if they use these substances. Typically, if a student desires to quit, they are put on probation as an accountability procedure so that the student can continue their enrollment at VCA. Otherwise, students caught using these substances, whether they have the substances in their possession, receive a positive result from drug testing, or other reasonable amounts of evidence (e.g., multiple eye-witnesses, photo or video documentation, etc.), will typically be asked to withdraw or be expelled from VCA.

### ***DRUG TESTING PROCEDURES***

Drug testing will be implemented by VCA to reveal the truth, to clear students of suspicion, to reveal those who may be using prohibited substances in violation of the rules of the school and laws of North Carolina, to support parents in helping their student, to encourage a change in the life of the student, to act as a deterrent to the use of these substances, and to keep our campus a drug-free environment. (See Appendix A)

### ***LEVEL I, LEVEL II & LEVEL III INFRACTIONS***

#### ***Level I Minor Infractions***

Behavior is normally related to student maturity and their cooperation with the teacher and classroom order. The following is a list of off-task/disruptive behaviors not intended to be all-inclusive:

- Chewing gum during the school day in a classroom in which it is prohibited
- Classroom disruption
- Repeated dress code violations (out of dress code compliance will result in an unexcused absence from class until corrected.)
- Unauthorized use of personal electronic devices (please see specific information under the Student Electronic Devices Section)
- Unprepared for class

**Consequences:** The teacher may choose to handle minor infractions by a variety of interventions: (i.e., warning, relocation of the student within the classroom, parental call, an informal conference with the principal, or the issuance of a demerit). See Fee Schedule. Repeated minor infractions may result in one or more detentions. A Behavioral Report will be sent home to document the behavior and the consequence.

#### ***Level II Major Infractions***

Behaviors and attitudes related to student character and trust. The following are examples of level II major infractions:

- Disrespect
- Cheating
- Lying
- Inappropriate language or gestures
- Inappropriate use of technology (including but not limited to repeated unauthorized use, accessing unauthorized websites, visiting chat rooms, social media, etc.)
- Inappropriate play or teasing
- Skipping class(es)



- Accumulated demerits – 3 unexcused tardies or 3 demerits per grading period result in a \$12.00 fine.

**Consequences:** The consequence for a level II major infraction will be determined by the Administration and may result in an **IN-SCHOOL SUSPENSION (ISS)**. A Behavioral Report will be sent home to document the behavior and the consequence.

### ***Level III Serious Infractions***

Behaviors and attitudes related to student character and trust. The following are examples of level III major infractions:

- Truancy/leaving school grounds without permission
- Inappropriate conduct (language, relationships, attitude, computer/social media violations, etc.)
- Disrespect to authority
- Destruction of property
- Stealing
- Direct disobedience
- Smoking, vaping (aka juuling), or illegal drugs
- Possession or use of weapons
- Causing injury or threat of injury to others
- Bullying (Please reference Addendum A - Bullying Policy)

**Consequences:** The consequence for a level III major infraction will be determined by the administration and may result in an **OUT OF SCHOOL SUSPENSION (OSS), PROBATION, OR EXPULSION**. A Behavioral Report will be sent home to document the behavior and the consequence. A parent conference may be required before the student returns to classes.

### ***ADDITIONAL NOTES***

- Any student present during the above offenses may be held accountable if they do not take appropriate actions.
- Appropriate actions include encouraging the offender to report the offense, leave immediately, or report it themselves.
- A student suspended or expelled is prohibited from entering campus without prior administrative approval.
- If a student or their parents do not demonstrate support for the school, its policies, or its values, the parents may be asked by the administration to withdraw the student.
- Consequences will be age appropriate as deemed by the Administration Principal.

### ***RECORDING***

A parent, student or faculty member may NOT record or transmit via audio or video stream any conversations, on campus, by phone, or via video conference, between students, parents, or employees of VCA without the written consent of a division Principal or the Head of School.

### ***SCHOOL PROPERTY/SEARCH & SEIZURE***

- VCA can conduct searches of students and their property (e.g., pockets, backpacks, lockers, vehicles) at any time and for any reason.
- VCA has the authority to seize unauthorized materials to maintain a safe, orderly environment and uphold the standards of conduct established by VCA.
- Student desks, lockers, and related properties remain the property of VCA.

### ***DISCIPLINARY PROBATION***

- Students whose behavior warrants multiple suspensions may be placed on probation at the Principal's discretion.
- A student on disciplinary probation may not hold office, receive honors, or participate in extracurricular events.
- Students on probation are not eligible for re-enrollment without the recommendation of the Principal and approval by the Head of School.
- The Principal will review the probation status quarterly.

### ***SPIRITUAL RESTORATION PROGRAM***

Some infractions of the VCA guidelines may result in expulsion. A major part of any readmission would be the successful fulfillment of a restoration process.

#### ***Guidelines for the Spiritual Restoration Program:***

- The student is repentant.
- The student initiates the process by presenting a written request to the Principal to be admitted to the restoration process. VCA administration and Campus Ministries will determine whether restoration is possible.
- The student must complete the new student admission application.
- If readmitted, the student will be on disciplinary probation for a year.

## **TECHNOLOGY GUIDELINES**

### ***PROHIBITED USE***

Hardware and software provided by VCA are for conducting official and authorized VCA business.

The following activities involving VCA provided, as well as personally provided, computer hardware or software are PROHIBITED:

- Activities for financial gain, including, but not limited to, chain letters, commercial solicitation, and sales of personal property.
- Storing, processing, displaying, sending, or otherwise transmitting offensive, violent, threatening, or obscene language or material. Offensive or violent material includes but is not limited to "hate literature," racist literature, materials or symbols, and sexually harassing materials, including but not limited to pornography and other sexually explicit materials.
- Storing or processing copyrighted material unless approval is obtained from the author or publisher.
- Participating in "chat lines" or open forum discussions unless for official purposes and after VCA administration/staff approval.
- Using another person's account or identity.
- Viewing, changing, damaging, deleting, or blocking access to another user's files or communications without appropriate permission.
- Any use of provided VCA computer hardware or software that violates another user's privacy.
- Transmitting user IDs and passwords over an unsecured network.
- Personal use that exceeds reasonable duration and frequency. NOTE: Whenever possible, authorized personal use must occur during personal time, such as after-hours or lunch periods.
- Using any device with recording capability in a restroom or locker room.
- Recording in a classroom, web conference, phone conversation, office, or any campus location without the express written permission of all persons who could potentially be recorded is prohibited.

NOTE: Any individual who violates the above policies may be subject to disciplinary action, up to and



including expulsion.

## **VCA SOCIAL MEDIA POLICY**

At VCA, our school community members use social media platforms to connect with prospective families, current families, students and alumni. This may include promotional materials, educational content, and school activities, amongst others. The tools we use to do this are Facebook, Instagram, Twitter, LinkedIn and the school website.

### ***EXPECTATIONS FOR VCA STUDENTS***

As a student of VCA, you are welcome to participate in interactions with the school online. You are expected to employ responsible behavior, and any disrespect to the school or to your peers — in addition to posting photos and videos of other students and staff without consent — will result in disciplinary action.

VCA students are not permitted to create, manage or own any sites or accounts representing the name, image and/or likeness of VCA. This includes use of the VCA name, VCA logos, VCA teams, VCA clubs and VCA classes.

### ***VIDEO/FILM POLICY***

Incorporating videos and films in the classroom can help teachers enhance course material and curriculum, but it is crucial for them to take the necessary precautions. Teachers will want pre-discussion to connect the movie to course content and prepare students for certain themes or plot points.

- Grades K - 5th: Only “G” rated videos/films may be shown in the classroom without written parent approval.
- Parents shall receive written notification of the proposed “PG” movie showing at least three (3) days before showing a movie or video.
- Grades 6 th - 12th: Only “G/PG” rated videos/films may be shown in the classroom without written parent approval.
- A film/video rating of R, NC-17, Mature, or X is inappropriate for school use.

### ***CELL PHONES; SMARTWATCHES, EARBUDS, HEADPHONES***

#### ***Elementary (K-5)***

- Cell phones/smartwatches, earbuds, or headphones are **NOT** permitted.

#### ***Middle/High School***

- Village Christian Academy is not liable for any damage or loss of cell phones when students bring their phones to school. Therefore, students bring their phones at their own risk.
- Cell phones, headphones, earbuds, etc., are to be turned off and out of sight during the academic day (i.e., 8:00 a.m. - 3:00 p.m.). Middle School teachers will collect students' cell phones and place them in a secure location daily. Teachers will return cell phones to the students at the end of the day.
- Any device that can record (e.g., phone, tablet) is strictly prohibited in bathrooms and locker rooms.
- Students are not permitted to order food/lunch delivery services from their phones during the school day.
- High School students may access their cell phones and earbuds during break and lunch.
- Students are not to use cell phones during chapel.
- Students who use cell phones, headphones, or earbuds at any time between 8:00 am and 3:00 pm, including chapel, will be subject to the following consequences:

- First offense: the student will be issued a demerit, the device will be confiscated and returned to the student at the end of the school day.
- Second offense: the device will be confiscated, and a parent must retrieve it from the office.
- Third offense: the device will be confiscated and will result in the loss of the privilege of having the device on campus at any time for the remainder of the school year, and the parent must pick up the device from the office.
- VCA is **NOT** responsible for misplaced equipment.

### ***USE OF COMPUTERS AND SUPPORTING HARDWARE***

- Each student will follow the responsibilities and consequences of inappropriate use of computers and internet use.
- Internet access is filtered and monitored.
- Computers are to be turned off and out of sight during the academic day unless a teacher permits students to use them for instructional purposes.
- Any student who violates computer policies will be held accountable for their actions and may forfeit computer use privilege during school hours.
- Information acquired over the Internet is at the user's risk and must be verified for accuracy.
- VCA does not control and cannot guarantee the quality of the information provided.
- VCA reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.
- For the safety and welfare of others, VCA maintains the right to examine lockers and any other property on school grounds (including but not limited to cars, laptops, book bags, etc.)
- VCA reserves the right to search a student's personal computer electronic files with reasonable suspicion of policy violation.
- Students will avoid tampering with hardware or software and intentionally introducing computer viruses.
- Posting anonymous messages, accessing personal email accounts, social networking, and visiting chat rooms are prohibited on school computers.
- Downloading any data or programs from the Internet is NOT permitted without teacher approval.
- Although VCA Internet access is filtered, potentially offensive material could pass through.
- Students must report potentially offensive material to a teacher (e.g., sites with sexually explicit implications, material or photographs, racial slurs, or questionable material contrary to Christian standards).
- Personal use of computers, including, but not limited to, the following, is not allowed: commercial activity (defined as buying, selling, bartering, or advertising), personal political purposes, trading, or betting.
- Computer files, documents, and software created or stored on VCA computers are subject to review and inspection at any time.
- Computers automatically maintain email records, and VCA may search such records on school-owned equipment anytime.
- VCA administrators may monitor email or internet use and retain access to student and employee passcodes.
- Distribution of confidential or private VCA information via the internet, email, voicemail, or other public or private venues is strictly prohibited.

Students may **NOT** do the following when using VCA computers:

- Delete, alter, or move any files on the computer other than directed by the instructor
- Alter any system settings, icons, or configuration
- Attempt to alter or bypass security
- Any activity that threatens the integrity of the school's internal systems, attacks or corrupts other systems
- Attempt to run any unapproved software

- Cause any physical damage to any equipment
- Use any system without supervision and specific authorization
- Type any inappropriate messages, notes, etc.
- Share their password or attempt to log on with any ID other than their own.

### ***COPIER & PRINTER USE***

Students may **NOT** use VCA copiers or printers for personal use.

### ***ELECTRONIC COMMUNICATION***

All electronic communications between students and teachers at VCA must be school-related and within the scope of their responsibilities.

### ***VCA ISSUED DEVICES***

- The assignment of VCA electronic devices is explicitly intended to assist students in fulfilling school-related tasks.
- VCA devices are for the sole use of the assigned individual.
- It is the expectation that all students will exercise extreme care when using and transporting VCA devices.
- Any damage that is a result of negligence on the part of the student will be the responsibility of the student/parent.
- Students are required to report any instance of theft or vandalism to the administration immediately.

### ***PROPERTY DAMAGE***

Damages to school technology or any other VCA property due to student negligence will result in financial restitution and possible disciplinary action.

### ***CONSENT TO MONITORING***

- The school may monitor all use of VCA technology systems and hardware.
- All students who use VCA technology systems and hardware do so with the understanding that such use serves as consent to monitoring any type of use, including incidental and personal uses, whether authorized or unauthorized.
- The student understands there is no reasonable expectation of privacy in using VCA technology systems and hardware.

### ***PRIVACY***

- No right to privacy exists with the use of technological resources.
- Users must not assume that files or communications created or transmitted using school system technological resources or stored on servers or hard drives of individual computers will be private.
- School system administrators or individuals designated by the Superintendent may review files, monitor all communication, and intercept email messages to maintain system integrity and to ensure compliance with VCA policy and applicable laws and regulations.
- School system personnel shall monitor the online activities of individuals who access the Internet via a school-owned device.
- VCA will report any communications relating to or supporting illegal activities to appropriate authorities.
- Information in electronic messages is not anonymous and is subject to disclosure to third parties.

### ***PERSONAL TECHNOLOGY GUIDELINES***

- The owner of personal technology will assume responsibility for repairing and replacing damaged or stolen devices and for any data or other charges.
- Students are encouraged to use the technology that will make them the most effective in the classroom.
- Students must grant access to their devices if the Administration deems it necessary.
- All personal technology equipment is subject to the previously stated privacy and data privacy agreements.
- If students wish to bring their device, it must be registered with the Technology Department before accessing the network. Failure to do so will result in being blocked from the network.
- Due to grades 5-12 using a one-to-one device approach, the student will need to bring one of the following devices to support daily learning activities:
  - MacBooks
  - Windows PCs or tablets
  - Google Chromebooks

### ***CONSEQUENCES***

School personnel shall monitor the online activities of students who access the internet using the VCA network. Additionally, the Head of School or designee may periodically conduct public Internet searches to determine if a student has engaged in conduct that violates this policy. Any student who violates this policy may be subject to disciplinary action, including expulsion.

### ***POLICY WAIVERS***

Waivers to current VCA policies can be made based on extenuating circumstances at the discretion and approval of the Head of School. However, policy waivers related to students must first secure the endorsement of the student's Division Principal before submission to the Head of School.

## **APPENDIX A**

## ***Drug Testing Procedures***

### **Section I - Scenarios and responses regarding drug usage and testing include:**

- When a student admits to using drugs and asks for help from a staff member.
  - The staff member informs the Principal, and a probationary contract is generated.
  - If the student tests positive in the future for drug use, the Principal will recommend to the Head of School that the student officially withdraw immediately or face expulsion.
- When a student admits to using drugs only after realizing he/she has been chosen to be tested.
  - The Principal suspends the student, and other privileges may be taken away.
  - A probationary contract is given for a specified length of time.
  - The student's family will pay for periodic drug testing.
  - If the student tests positive in the future for drug use, the Principal will recommend to the Superintendent that the student officially withdraw immediately or face expulsion.
- When a student does not admit to using drugs, but the drug test is positive, the Principal will recommend to the Head of school that the student withdraw or be expelled from the school.
- When a student is required to be tested, and he or she does *not* admit to using drugs, and the drug test proves negative, no academic penalty will be applied to the suspension, and the student is expected to complete their work while on suspension.
- When a student refuses to take a voluntary drug test, the student is suspended, and the Principal recommends to the Head of School that the student officially withdraw immediately or face expulsion.
- When a student's parent or guardian refuses to permit the student to take a voluntary drug test, the student is suspended. The Principal recommends to the Head of School that the student officially withdraw immediately or face expulsion.

### **Section II. Drug testing procedures may begin when...**

- The Principal suspects or receives a report from other staff or students of VCA that the student may be using drugs.
- The student is on campus and appears, by physiological characteristics, to be under the influence of drugs. Possession of such illegal substances shall also be reasonable cause to perform urine drug testing.

### **Section III. The Principal meets with the student before testing**

- The Principal asks the student if he/she is taking prescription/non-prescription medications. The response is noted in writing.
- The Principal calls and asks the parents if the student is taking medication. The response is noted in writing.
- The Principal informs the parents that the student will be asked to take a drug test voluntarily. If there is suspicion of drug use, the Principal indicates the basis for suspicion.
- The Principal informs the parents that the student must take a drug test immediately or be suspended. If the parent refuses to allow the student to be tested, the Principal then recommends to the Head of School that the student officially be withdrawn from VCA or face expulsion.

### **Section IV. The collection and submission of drug testing**

- Drug testing must be collected and submitted through one of the following lab facilities:
  - LabCorp: 105 Roxie Ave. Fayetteville, NC 28304
  - LabCorp: 705 Keystone Ct. Fayetteville, NC 28304
  - Labcorp: 2149 Valleygate Dr. STE 101 Fayetteville, NC 28304

- The parent will need to pick up their student and be required to set up an appointment with LabCorp immediately.
- A parent must provide proof of the drug test to the Principal within 24 hours and the test results upon the earliest availability.

#### **Section V. The Principal meets with the parents and the student as soon as possible to discuss the results**

- If the test results are positive, indicating the presence of drugs, the parents and student will meet with the Principal.
  - The parents and the student are verbally informed that the student is suspended until further notice.
  - During the suspension time, the student is not allowed on campus.
  - The Principal will recommend that the Head of School expel the student.
  - The Head of School informs parents and the student verbally and in writing of the decision.
- If the test results are negative, indicating no drugs present, the Principal will contact the student and family to discuss continuing the student's enrollment as soon as possible.
- A verbal report of the test results is given to the Head of School.
- All initial drug testing is at the cost of the student's family.
- If the initial drug test results return negative, the school will refund the drug test cost.
- All drug testing that results from a probationary contract that allows the student to continue his/her enrollment at VCA will be at the expense of the family.

#### **Section VI. Definition of Reasonable Suspicion**

- The Principal is authorized to begin drug testing procedures when one of the following occurs:
- An administrator or faculty member indicates that a student has informed them that they are using drugs;
- At least two sources inform the Principal or other administrator that a student is using drugs or providing drugs to other students;
- A student appears to be under the influence of drugs as determined by school officials who observe physiological characteristics that indicate being under the influence;
- If it is discovered that a student possesses drugs on the school campus for personal use or distribution.

NOTE: Information regarding the results of drug tests will not be disclosed by VCA to criminal or juvenile authorities.

## **APPENDIX B**



# Traffic Flow Map



## TRAFFIC FLOW MAP

### Drop-off & Pick-up





## **ADDENDUM A**

### ***Bullying Prevention Policy***

#### **VCA Bullying Policy**

VCA ensures that all students, faculty, staff, and volunteers are provided with a safe environment to learn and work. Therefore, VCA maintains a zero-tolerance policy on bullying in our community, and any harassment, intimidation, or bullying will not be tolerated.

#### **School Expectations**

VCA believes that all students are entitled to work and study in school-related environments that are safe, supportive, and respectful. Our mission is based on a philosophy of deep respect for each individual's inherent worth, regard for the environment, and belief in personal growth capacity. We commit to forming relationships with people so that each person may experience a sense of belonging, dignity, and hope. Through relationships, students and staff grow in understanding of their value as creations of God. Therefore, the school's safe and civil environment is necessary for our students to fulfill this mission, learn and achieve high academic and behavioral standards.

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, affect not only the victim but also the entire school community, disrupting students' ability to learn and our ability to educate students in a safe environment.

Meeting this expectation requires the involvement of students, teachers, administrators, and parents. We expect all community members to participate in stopping inappropriate behavior. Clear structure and open communication are essential to this process to ensure that students receive regular and consistent feedback regarding expectations and their behavior. While administrators may sometimes take a primary role in addressing bullying, all teachers and staff work to promote a school environment that is free of bullying.

#### **Definition of Bullying**

Bullying is when one or more persons repeatedly and intentionally intimidate, harass, belittle or physically harm another person on school property, at a school-sponsored function, on a school bus, or OFF SCHOOL GROUNDS (including cyber-space).

Bullying is constituted by a pattern of behaviors that include but is not limited to:

- Physical aggression (hitting, kicking, punching)
- Verbal aggression (name-calling, spreading rumors)
- Intimidation (threats of any kind)
- Exclusion (deliberately isolating from a peer group or activities)
- Deliberate damage to property or theft
- Electronic communication that does any of the above (e.g., via social media or text)

These behaviors often occur when one or more people exercise power and control over another person and the actions:

- Are deliberate and hurtful
- Are repeated over a period of time
- Make it difficult for those being bullied to defend themselves

### People Involved in Bullying Incidents:

- Victim: the student who the action hurt
- Bully: the student or students who are the aggressors
- Bystanders: other students who witness or are aware of bullying

### Indications That a Student is Being Bullied:

- Unexplained reluctance to go to school
- Fearfulness or unusual anxiety
- A drop in academic performance (grades)
- Trouble sleeping and nightmares
- Vague physical complaints (headaches, stomachaches), especially on school days
- Belongings that come home ruined or that go missing altogether

### What Bullying is Not

Bullying is not an isolated incident of aggression between children. While harmful and unacceptable in our community, this type of incident will occur periodically and be dealt with according to the procedures outlined in our Student Handbook and Code of Conduct.

### What to Do in a Bullying Situation if You Are:

#### A Student:

- Tell the bully to stop (specifying the behavior to be stopped)
- Walk away and find a place where you will be safe
- If it continues, report the incident to an adult you trust (Teacher, Parent, Principal, etc.) and keep telling someone until you know something has been done. If a student is being bullied, time is of the essence. Therefore, the student must report the bullying immediately to a VCA Staff Member.

#### A Parent:

- Provide support to your child
- Ask questions and gather information (successful intervention requires specific names and details of the incident)
- Break the silence: Report the incident to school authorities (Principal, Teacher, etc.)

#### A Teacher or Staff Member:

- Intervene immediately: stop the bullying behavior as soon as you see it or become aware of it
- Talk to the bully and talk to the victim separately
- If more than one child is involved in perpetrating the bullying, talk to each of the perpetrators individually, in quick succession
- Expect that the perpetrator(s) will minimize and deny his/her/their actions and responsibility
- Refer to school and class codes of conduct in telling the bully why their behavior was unacceptable
- Tell them what behavior you do expect of them
- Inform the bully(ies) of the possible disciplinary consequences of their behavior
- Record incidents of bullying (including time, date, who is involved, what happened) to demonstrate a behavior pattern
- Report situations of bullying to the corresponding division principal or the Head of School.
- Continue monitoring the situation and maintain communication with administrators about the problem until it is resolved.

### **Administrators:**

The principal will help students in bullying situations stop the behavior and provide emotional support and disciplinary consequences as necessary.

The principal will meet with each student involved (victim, bully, and bystander) to gather information regarding the situation. They may consult with and request the involvement of the Campus Ministries Director in this process.

The Principal will inform the parents of the bully and the victim as soon as possible.

The Principal will consult with the Superintendent if they haven't already, and the Principal will create a plan of action. Parents will participate in the action planning whenever possible and appropriate. **Action Plans will specify:**

#### **Disciplinary Consequences**

Since bullying behavior can occur in many different ways and with varying severity levels, it is imperative to treat each case individually. When a student exhibits bullying behavior, documentation of the incident will be placed in the student's permanent file, and he/she will receive one or more of the following consequences:

- Demerits
- Removal from the classroom or other activities for a period of time
- Initiation of a behavior contract
- In-school or out-of-school suspension
- Permanent expulsion

"Bystanders" to a bullying incident, as passive participants, may also receive disciplinary consequences as described above.

Furthermore, VCA will remove the bully or bullies if the bullying continues despite school personnel's concerted efforts.

**IMPORTANT NOTE:** For administrators to implement disciplinary consequences, bullying incidents must be verified and validated either by employee testimony or the independent testimony of multiple student eyewitnesses.

### **Reprisal or Retaliation Against Reporters**

Reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying will be strictly prohibited. The administrator shall determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation.

## **ADDENDUM B**

## ***Sexual Harassment Policy***

### **VCA Sexual Harassment Policy**

VCA is committed to ensuring that the working and learning environment for students, teachers, staff, and volunteers of VCA is free of all forms of harassment, including sexual harassment. Sexual harassment is unbiblical and unlawful and will not be tolerated by VCA.

Any form of sexual harassment, regardless of age and gender, is strictly forbidden at VCA and will be investigated and resolved. The school will take action against students, teachers, staff, and volunteers of VCA who are found guilty of breaching the VCA Policy on Sexual Harassment while on campus or during a school-sponsored off-campus activity (e.g., field trip or athletic event).

### **Application**

The policy applies to all students, teachers (full-time and part-time), staff, volunteers of VCA, and any individual or group of persons with a rental or another service contract with VCA.

### **Objectives**

- To create a working and learning environment that is free from sexual harassment and where all persons are treated with courtesy, dignity, and respect;
- To promote respectful standards of conduct at all times;
- To ensure that all members of the VCA school community know their rights and responsibilities with regards to sexual harassment;
- To adopt a comprehensive framework that sets out definitions of sexual harassment and steps to be taken to create a sexual harassment-free environment;
- To encourage the reporting of sexual harassment;
- To implement appropriate disciplinary measures and sanctions;
- To provide an effective and trusted complaints mechanism;
- To treat all complaints in a serious, sensitive, fair, timely, and confidential manner;
- To create a safe space, free of discrimination and reprisals for all, including those who disclose sexual harassment.

### **Definition**

Sexual harassment includes such unwelcome behavior as physical contact and advances, sexually colored remarks, pornography, and sexual demands, whether by words or actions. Such conduct can be humiliating and may constitute a health and safety problem.

### **Sexual harassment includes but is not limited to:**

- Actual or attempted rape or sexual assault;
- Unwanted pressure for sexual favors;
- Unwanted deliberate touching, leaning over, cornering, or pinching;
- Unwanted sexual looks or gestures;
- Unwanted letters, texting, email, social media messaging, telephone calls, or materials of a sexual nature;
- Unwanted pressure to go out for dates;
- Unwanted sexual teasing, jokes, remarks, or questions;
- Calling someone with names that have a sexual connotation;
- Whistling at someone or cat calls;
- Sexual comments;
- Turning discussions to sexual topics;
- Sexual innuendos or stories;

- Asking about sexual fantasies, preferences, or history;
- Personal questions about sexual life;
- Sexual comments about a person's clothing, anatomy, or looks;
- Kissing sounds, howling, and smacking lips;
- Talking or electronically communicating about a person's personal sex life;
- Giving personal gifts of a sexual nature or with a sexual connotation;
- Unwanted hugging, kissing, patting, or stroking;
- Touching or rubbing oneself sexually around another person;
- Standing too close or brushing up against a person in a deliberate manner;
- Looking a person up and down with sexually suggestive signal;
- Making sexual gestures with hands or through facial expressions and body movements;
- Rude and discriminatory comments with a sexual connotation against a male or female because of his or her gender.

Using a position of power or authority granted by VCA to attempt or commit any of the behaviors above on or off VCA's grounds represents an aggravated form of sexual harassment.

### **Complaint Procedures**

- As much as possible, the student, teacher, staff, or volunteer of VCA who believes they are the subject of sexual harassment from a teacher, staff, or another student should make the perceived harasser(s) aware that they find their behavior offensive, unwelcome, unacceptable, and that it needs to stop immediately.
- If the behavior continues, the student, teacher, staff, or volunteer of VCA is strongly encouraged to make a complaint, orally or in writing, to a teacher, staff member, or Principal immediately.
- Employees will immediately communicate the nature of the complaint and the complainant's wishes to the Principal, and the Principal will immediately inform the Head of School.
- In the spirit of looking out for each other, the responsibility to report, orally or in writing, also falls on anyone, including a parent who witnesses or knows of a situation where sexual harassment has occurred.
- An informal intervention may be undertaken through a process of mediation or conciliation led by a member of the VCA Investigation and Response Team (hereafter, the Team).
- During the informal intervention, the alleged harasser will be made aware of the allegations against them and given the right to respond.
- The student, teacher, staff, or volunteer of VCA who believes they are the subject of sexual harassment may wish to request a formal procedure.

### **Formal Investigation Procedure**

- The Team will conduct the formal procedure if the complainant requests an investigation.
- The Team comprises the relevant Principal (or his or her designee) and at least one additional employee appointed by the Principal (or his or her designee), who will proceed to undertake an internal investigation.
- The complaint will be documented in writing and investigated promptly.
- An investigation involves collecting information about the complaint and then finding whether or not the alleged behavior occurred based on the available information.
- The Team may need to interview the parties involved (including the complainant, the alleged harasser, and any witnesses) to obtain information regarding the complaint.
- The Team will comprehensively and accurately document all information obtained during the interviews, including the parties involved, timing, location, and nature of conduct complained against.
- If the alleged harasser is a teacher, staff, or volunteer of VCA, and if the Team considers it appropriate for the safe and efficient conduct of the investigation, the teacher, staff, or volunteer may be placed on administrative leave, or the volunteer activity and provided with alternative duties.
- All parties involved are entitled to be informed throughout the investigation process

### **Possible Outcomes**

- Based on the findings of the investigation, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:
  - Counseling;
  - Disciplinary action against the harasser (suspension, probation, or dismissal);
  - Official warnings that are noted in the perpetrator's file;
  - Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
  - Formal apologies and undertaking that the behavior will cease;
  - Conciliation/mediation conducted by the Team and where the parties to the complaint agree to a mutually acceptable resolution;
- After the investigation, the Team must forward a summary of the complaint to the Superintendent, with the recommended action(s), upon which the Head of School will determine the outcome(s).
- Upon completion of the investigation, VCA will inform all parties about the investigation findings and the outcome(s).
- The outcomes of the investigation will depend upon factors such as...
  - The severity and frequency of the harassment;
  - The weight of the evidence;
  - The wishes of the person harassed;
  - Whether the harasser could have been expected to know that such behavior was a breach of policy;
  - The level of remorse;
  - Whether there have been any prior incidents or warnings.
- Following an investigation (irrespective of the findings), the Team will:
  - Consult with the parties involved to monitor their well-being and that the offensive behavior has ceased;
  - Ensure that all parties, and especially the victim, are protected from reprisals; and
  - Educate and remind students, teachers, staff, and volunteers of VCA of their obligations and responsibilities concerning a working and learning environment free from sexual harassment.

### **Sanctions and Protection against Reprisals**

- The disciplinary action taken by VCA against a student, teacher, staff, or volunteer of VCA who has been found guilty of sexual harassment is separate from any legal action that the victim may want to pursue against the perpetrator for behavior that may also be considered to be an offense under criminal law.
- VCA will attempt to protect anyone who reports sexual harassment against reprisals from others.
- VCA may take disciplinary action against anyone who victimizes or retaliates against a person who has complained of sexual harassment or against anyone alleged to be a harasser.

### **Confidentiality**

- VCA will take appropriate steps to protect confidentiality in the complaint stage as needed.
- Records of an investigation must be kept and filed in a confidential and secure place or electronic platform managed by the VCA Administration.
- Under no circumstances will records be placed on the complainant's file.
- Confidentiality will not include non-disclosure agreements in the case of VCA teachers, staff, or volunteers who have been dismissed for being found guilty of sexual harassment.

## **ADDENDUM C**

## ***Rules/Dress Codes for VCA School-Sponsored Dances***

Attending VCA School Sponsored Dances is a privilege. Guidelines are established to ensure a special event that is God-honoring and to allow future events to exist. Any student who is not dressed according to guidelines will not be permitted entry to the dance. Refunds will NOT be given to students who are denied entry due to inappropriate dress. If a student leaves before the end of the dance, re-entry will NOT be allowed.

The use and/or possession of illegal drugs, tobacco, electronic cigarettes, alcohol, and weapons are strictly prohibited and may result in immediate expulsion.

### **Homecoming**

The High School Homecoming Dance is considered a VCA school function regardless of whether on or off campus.

#### **DRESS CODE:**

- The dress code for the dance is semi-formal.
- The dress code for young men is khaki pants, dress pants, or a suit and tie, with appropriate socks and shoes.
- No hats or canes will be allowed. No jeans or shorts of any kind.
- Modest jewelry is appropriate for girls and boys. Body piercing (nose, lips, eyebrows, etc.) is NOT allowed. Boys are NOT to wear earrings while on or off campus representing VCA. Gauges are NOT allowed for boys and girls.
- Formal dress length for young ladies should be no shorter than 3 inches above the knee. All dresses must be worn with a bra, a sewn-in bra, or bra cups. Strapless dresses are allowed but must be modest from the front to avoid exposed cleavage. Slits in dresses may be no higher than 3 inches above the kneecap. No jeans or shorts are allowed. No sheer fabric in the bodice of the dresses. If the dress has a sheer overlay, the length will be measured based on the solid material underneath. No cut-outs will be allowed.
- Dresses must be tried on at school for approval.

### **Middle School Dance**

Middle School Parents will accompany students to dance entrance to sign students in for dress code check and to pick up students at door for safety reasons.

#### **DRESS CODE:**

- The dress for this dance is semi-formal.
- Young men may wear khaki pants, dress pants, or a suit with a tie or bowtie and appropriate socks and shoes.
- NO hats, canes, jeans, or shorts will be allowed.
- Modest for young ladies and men is appropriate. Body piercings (nose, lips, eyebrows, etc.) are NOT allowed. Young men may not wear earrings on or off campus representing VCA. Gauges are NOT allowed for young ladies or young men.
- Young ladies should wear a dressy dress or pants outfit.
- Dresses must be worn with a bra, sewn-in bra, or bra cups. The dress may NOT be backless, strapless, off one shoulder, and may not have spaghetti straps. Length may NOT be shorter than three inches above the knee. Slits may also not be higher than three inches above the knee. Bodices may not be made of sheer fabric. No cutouts are allowed. Midriffs must be covered.
- Jeans and shorts are not allowed.



- Ladies' dresses must be approved at school. School administration must see the young lady in the dress for approval. This can be done before school, during the break, or after school. The administration will not accept pictures of dresses for approval. (Dresses must be tried on at school for approval.)

## Jr./Sr. Prom

### GENERAL:

- Transportation is the responsibility of those attending the Formal.
- Selected high school staff members will be in attendance for chaperoning. We welcome all parents to the early gathering of students and guests for informal pictures from 6 - 6:30 pm. Parents will need to leave by 6:30 pm. Thank you for your support in this matter.
- Anyone found using and or bringing alcohol or drugs will be immediately expelled.
- Guests of VCA students at the Spring Formal may be high school sophomores or higher and may not exceed the age of 19 years old. Because this is a Junior/Senior event, only a sophomore invited by an upperclassman may attend the Formal.
- Students who have been dismissed from VCA may not attend the Spring Formal.
- Guests of VCA students are expected to follow VCA guidelines regarding behavior and dress. VCA students will be held responsible not only for their own actions but also for their guests. Therefore parents should involve themselves in the planning, preparation, and partnering with guests for this special event.
- If you plan on bringing a guest from another school to the Spring Formal, you must pick up a guest authorization form.
- Much of the dance music will be secular and played by a DJ hired by VCA. All music will be screened in cooperation with the VCA administration.

### DRESS CODE

- The dress code for the formal is semi-formal to formal.
- The dress code for young men is either a tuxedo or a dress suit and tie, with appropriate socks and shoes.
- Formal dress length for all young ladies should be no shorter than three inches above the knee, including any slits in the dress. All dresses must be worn with a bra, a sewn-in bra, or bra cups. Backless dresses are permitted but must be ABOVE the waistline. Strapless dresses are allowed but must be modest from the front to avoid overexposed cleavage. If the dress has a sheer overlay, the length or cleavage area will be measured based on the solid material underneath. All two-piece dresses must be connected, and midriffs may not be exposed.
- **All dresses of young ladies (including non-VCA students) must be modeled for high school administration.**
- Modest for young ladies and men is appropriate. Body piercings (nose, lips, eyebrows, etc.) are NOT allowed. Young men may not wear earrings on or off campus representing VCA. Gauges are NOT allowed for young ladies or young men.

## **ADDENDUM D**

### ***Video Recording of Classroom Instruction***

Any class may be video and audio recorded by VCA (i.e., teachers and administration). Recording of instruction, whether on campus or via video conference, is strictly forbidden by all others (e.g., students or parents).

The primary focus of the video and audio recording captured by VCA is on the instruction and the teacher, not on the students in the class. However, questions and comments asked and spoken by students may be part of the recording.

Teachers may provide access to a class video recording of the instruction to their students. Recordings shall not be made public by VCA in any capacity.

Parent Acknowledgement: I understand that in-class instruction will be subject to video and audio recording, and as such, video images and audio recordings of my child might be captured. I also understand that neither my student nor I may capture, save, or distribute classroom recordings.

## **ADDENDUM E**

### ***2023/2024 Tuition and Fees***

Elementary (K-5th)	Middle (6-8th)	High School (9-12th)
\$8,325	\$8,563	\$8,786

### New Student Applicable Fees

Student Application Fee: \$150 per applicant

Student Registration Fee: \$250 One-time fee per new student; not to exceed \$500 per family

Resource Fee: \$390 per student

### Returning Student Applicable Fees

Re-enrollment Fee: \$150 per student (\$250 after February 13, 2023)

Resource Fee: \$390 per student (\$425 after June 22, 2023)

**\*\*All fees are non-negotiable and non-refundable\*\***

### Tuition Discounts

Multi-Child Discount: 11% discount for the 2nd child, and 23% for each additional child enrolled.

Paid-In-Full Discount: 1% of base tuition will be discounted if tuition is paid (cash or check only) in full by June 22, 2023.

**\*\*All discounts apply to base tuition only\*\***

### Tuition Policy Agreement

Once enrolled, the current contractual year's tuition will be due regardless of continued attendance or enrollment at VCA. Exceptions will be made ONLY for families relocating outside of the Fayetteville area, or loss of employment/income.

### FACTS Accounts/Payment Plans

10-month and 12-month billing plans through FACTS are available.

- 10-month billing plans must be established on or before July 24, 2023.
- 12-month billing (includes \$390.00 resource fee) must be established on or before May 22, 2023.

All families must create a FACTS account regardless of payment method. FACTS will not require bank information or a set-up fee if tuition is paid in full. FACTS assesses an annual fee of \$50.00 for all monthly payment plans.

### Special Programs

Discovery Program (grades 1-2nd): \$350 annually per student

Academically Gifted Program (grades 3-6th): \$500 annually per subject (language arts, math) per student

Academic Enrichment: \$500 annually per subject (language arts, math) per student

### After School Care

After School Care (3:15pm-6:00pm) \$8.50 per day

\$10 per minute late fee after 6:00pm

### Athletic Participation Fees

Middle School: \$225 per sport per student

Junior Varsity: \$260 per sport per student

Varsity: \$275 per sport per student

Additional fees may apply beyond this list.

## ADDENDUM F 2023-2024 VCA Academic Calendar

03-07 VCA Offices Closed

JULY 2023						
S	M	T	W	Th	F	S
						1

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6

01 No School

02 No School - Optional Teacher Work Day

03 Students Return - Full Day

05 Report Cards

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**10** 2nd Semester Early Release Begins  
**15** No School - MLK Day  
**16-18** Spiritual Emphasis

**03** New Teacher Work Day  
**07** New Teacher Work Day  
**08** All Staff Returns  
**16** First Day of School - Full Day  
**23** 1st Semester Early Release Begins

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**01** Re-enrollment Begins  
**02** Progress Reports  
**19** No School - Presidents Day  
**20** No School - Optional Teacher Work Day  
**26-3/02** - Senior Mission Trip

**04** No School - Labor Day  
**08** Grandparent's Day (K-5)  
 Early Release 11:30 (K-12)  
**15** Progress Reports  
**27** See You At the Pole

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**08** End of 3rd Quarter  
**11** No School - Required Teacher Work Day  
**11-17** Freshman Mission Trip  
**15** Report Cards  
**29- 4/05** - Easter Break

**06** Homecoming  
**09** No School - Columbus Day  
**11** PSAT Testing  
**13** End of 1st Quarter  
**16** No School - Required Teacher Work Day  
**20** Report Cards  
**27** No School - Parent/Teacher Conferences

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**01-05** Easter Break  
**19** Progress Reports  
**15-19** Iowa/CogAt Testing

**09** Progress Reports  
**10** No School - Veterans Day  
**20-24** Thanksgiving Break

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**03** No School  
**06-10** Teacher Appreciation Week  
**17** Last Day for K-8  
 Early Release - 11:30  
**24** Last Day for High School  
 Early Release - 11:30 am  
 HS Graduation - 4:00 pm  
**29** Last Day for Teachers

**15** Early Release - 11:30  
 End of 2nd Quarter  
**18 - Jan 2** Christmas Break

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

VCA Summer Office Hours  
 Monday - Thursday  
 10:00 am - 2:00 pm

Green	First Day of Semester
Yellow	Early Release Wed.
Red	No School - Students
Blue	Teacher Workday
Orange	Half Day 11:30 Early Release