



## **Parent/Student Handbook**

TK-12th Grades

4585 Badger Road, Santa Rosa, CA 95409 • (707)539-1486

[www.victoryca.org](http://www.victoryca.org)

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## Welcome to Victory Christian Academy!

We are so grateful to have the opportunity to partner with parents and students alike in the common goal of Christian education. As you will read in the coming pages, we believe that God has afforded us the humbling privilege of educating students with excellence in a way that equips them to be grounded in Christ, and ready for the world. Thank you for joining us in this partnership!

We believe that God has created every one of our TK-12th grade students with unique gifts, abilities and purposes. Our desire is to offer a program that equips these students for the great plans God has for them.

VCA is a WASC (Western Association of Schools and Colleges) and ACSI (Association of Christian Schools International) accredited school, with A-G (UC system) approval because we want students who graduate from VCA to be equipped to follow God's direction for their life, whether college or vocation-bound. In addition to academics, we believe that there are incredible life-long learning opportunities in athletics, music, art, drama, leadership and other extracurricular activities, and we work to make these available to our students.

Most importantly, all of these disciplines are taught from a biblical worldview with a Gospel-minded perspective. God does not just grow and equip us to serve ourselves, but to launch us in the wider community to be his hands and feet, representing the Gospel with excellence and compassion. At the core of every decision we make as a school - which classes to offer, who we hire, how we spend finances - is the principle that we are **first** a Christian school, here to serve God's kingdom. It is our prayer that you find that to be foundational in everything that we do at VCA.

This parent and student handbook is designed to create transparency and clarity about how we function as a school. While we know it is a lot of information, we also hope it is a helpful tool as questions arise, and we encourage you to come to the VCA administration or board with any questions or concerns that you have. This handbook is ultimately an agreement between us about how we will function as a school community, and we ask that students and parents familiarize themselves with the policies.

## Thank you for choosing VCA!



## Contact Information and Hours

### VCA Office

4585 Badger Road, Santa Rosa, CA 95409

Office: (707) 539-1486

Website: [www.victoryca.org](http://www.victoryca.org)

### Administration

Wendy Cunningham, Principal- [wcunningham@victoryca.org](mailto:wcunningham@victoryca.org)

Kim Bratton, Vice Principal, advising- [kbratton@victoryca.org](mailto:kbratton@victoryca.org)

### School Board

David DiSanto, Brent Mitten, Kevin O'Malley,

Brent Thomas, Marlin Viss, [board@victoryca.org](mailto:board@victoryca.org)

### Office Staff

Abbey Eddy- [aeddy@victoryca.org](mailto:aeddy@victoryca.org)

Lisa Bellavia- [lbellavia@victoryca.org](mailto:lbellavia@victoryca.org)

Kerri Petersen, marketing/admissions- [kpetersen@victoryca.org](mailto:kpetersen@victoryca.org)

### Bookkeeper, Financial Aid

Karen Russell- [krussell@victoryca.org](mailto:krussell@victoryca.org)

### \*Office Hours\*

Monday-Friday 8:15 a.m.-3:45 p.m.

### *Summer Hours*

Tuesdays & Thursdays 9:30 a.m.- 2:30 p.m.

*\*Closed the week of July 4<sup>th</sup>*

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### HOW WE BEGAN...

On January 31<sup>st</sup>, 2019 it was announced that Rincon Valley Christian School, a K-12 accredited school that had existed in Sonoma County for nearly 50 years, was closing. On that same evening there was discussion amongst parents to see if God might be opening the door for a new Christian school. A group of parents met a few days later to grieve, pray and discuss options. The next step seemed to be the establishment of a new entity with a parent and community-based board. An invitation went out to a group of people who had proven dedication to the school and approximately 20 people gathered to solidify initial plans. A follow-up meeting occurred and an executive board was established along with a handful of subcommittees. One parent, after reflecting on the culture that's been created at this school, asked what do parents do next? The answer really defined our effort... "*They make a plan.*" Victory Christian Academy was born!

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### OUR VISION

We exist, in partnership with families, to provide a nurturing and challenging educational experience in a Christ-centered community, where students are **renewed** in the image of their Creator and are **equipped** to live out their God-given purpose for His glory and the good of others.

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### OUR MISSION AND MOTIVE

We believe that it is vital to maintain the presence of Christian education in the larger Santa Rosa area. We are motivated to seek God's will for this county and to help existing families with similar passions to find an alternative education choice.

We believe that God is affording the larger Church in Sonoma county an opportunity to **form and sustain a new evangelical, independent, TK-12 Christian day school with broad base support from local churches.** This is our most fundamental mission.

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### EXPECTED STUDENT OUTCOMES

Victory Christian Academy purposes to equip and grow our students, so that when they finish attending VCA, there are measurable indications that they are:

#### ***Grounded in Christ***

##### **1. Christ-Like Character**

VCA students have biblically formed character, ethics, and values. They personally understand how they bear God's image and they are growing in their knowledge of God and the gospel of Jesus Christ.

##### **2. Integrated Biblical Worldview**

VCA students have a biblical worldview and have had the opportunity to put it into practice. They can contrast it with other worldviews and know how to apply it to multiple disciplines.

##### **3. Servant Hearts**

VCA students proactively and gladly serve those around them. They understand how they are uniquely suited to positively shape and influence their neighbors and their society.

#### ***Ready for the World***

##### **1. Academic Readiness**

VCA students have an appreciation for lifelong learning and have the diligence required to be successful. Students are academically prepared to pursue their future endeavors.

##### **2. Relational Maturity**

VCA students know how to contribute to and benefit from their immediate community. They can appreciate and interact with people who are unlike them and they know how to respectfully relate to peers and authority.

##### **3. "All-of-Life" Skills**

VCA students appreciate and have had exposure to many outside-the-classroom opportunities. They have had a well-rounded experience that included fine arts and athletics and know how to succeed in a variety of contexts.

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## OUR VALUES

VCA will be guided and shaped by the following values:

### ***Christ's Supremacy***

We desire to explicitly bring glory to Jesus and disciple children in His ways. Jesus Christ is Lord over all; therefore, following Him impacts every area of our lives and person, not segments or compartments.

### ***Biblical Integration***

God's truth intersects with every academic discipline. We should draw attention to His glory in all things, helping our children to establish a comprehensively Christian worldview. This integration includes engaging with and understanding alternative worldviews.

### ***Academic Excellence***

Developing the mind is an important part of any believer's spiritual maturity. We aim to instruct our children with excellence and creativity, maintaining high academic standards without making an idol out of academic achievement.

### ***Relationships***

We express our love for God through our love for others. We desire to be a source of edifying friendship, intergenerational service, and a model of biblical respect and love between students, parents and teachers. Our children learn by imitating good models, therefore we place a high value on retaining exemplary Christian staff.

### ***All-of-Life Learning***

Biblical maturity includes more than a developed intellect. We desire for our students to be characterized by wisdom and the fruit of the Spirit. The transformation of character occurs inside the classroom, on the practice field and in the band room. Transformation occurs in community with others, whether it be serving alongside peers, traveling to a band event or sharing in spiritually enriching experiences. We want our students to benefit from and to be prepared for all of life's classrooms.

### ***Integrity and Clarity***

We view this school as the cooperative effort and responsibility of students, parents, local churches and staff. This means that we value clear and timely communication and also that we consistently uphold school policies. In order to facilitate transparency, we will regularly and clearly report the school's financial position. We pledge to manage the funds entrusted to the school with integrity and in alignment with our stated mission and purpose.

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## STATEMENT OF FAITH

We hold to the historic Christian faith as taught in the Bible and summarized in the Statement of Faith below.

**1. The Triune God.** We believe in one God, eternally existing in three equally divine Persons: the Father, the Son, and the Holy Spirit, who know, love, and glorify one another. This one true and living God is infinitely perfect both in his love and in his holiness. He is the Creator of all things, visible and invisible. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

**2. Bible.** We believe that God has spoken in the Scriptures, the sixty-six books of the Old and New Testaments, through the words of human authors. As the only verbally inspired and sufficient Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

**3. Creation and Corruption of Humanity.** We believe that all human beings, male and female, are created by God in the image of God for the glory of God. Men and women, equally made in the image of God, enjoy equal access to God by faith in Christ Jesus, and complement each other in a one-flesh union that establishes the only normative pattern of sexual relations for men and women. In God's wise purposes, men and women are not simply interchangeable, but rather they complement each other in mutually enriching ways. We believe that God creates each person with an immutable biological sex - male or female - that reflects His image and generous intention for creation.

We believe that all human beings are alienated from God, corrupted in every aspect of their being and condemned finally and irrevocably to death—apart from God's own gracious intervention. The supreme need of all human beings is to be reconciled to the God under whose just and holy wrath we stand; the only hope of all human beings is the undeserved love of this same God, who alone can restore us to himself.

**4. The Person and Work of Christ.** We believe that the eternal Son became human: the Word became flesh, fully God and fully human, one Person in two natures. The man Jesus, the promised Messiah of Israel, was conceived through the miraculous agency of the Holy Spirit, and was born of the virgin Mary. He perfectly obeyed His heavenly Father, lived a sinless life, performed miraculous signs, was crucified under Pontius Pilate, arose bodily from the dead on the third day, and ascended victorious into heaven.

**5. The Good News of Salvation.** Salvation is wholly dependent upon the work of God's free grace. The gospel is the good news about what Jesus Christ has done to reconcile sinners to God. We believe that Christ, by his obedience and death, fully discharged the debt of all those who are justified. By his sacrifice, he took the punishment that our sins deserve, making a proper, real, and full satisfaction to God's justice on our behalf. By his perfect obedience he satisfied the just demands of God on our behalf, since by faith alone that perfect obedience is credited to all who repent of their sin and trust in Christ for their acceptance with God. By his victorious resurrection Christ Jesus was vindicated by his Father, broke the power of death and defeated Satan, and brought everlasting life to all his people. We believe that salvation is found in no one else, for there is no other name given under heaven by which we must be saved. We believe that a zeal for personal and public obedience flows from this free justification. Good works constitute indispensable evidence of saving grace. Living as salt in a world that is decaying and light in a world that is dark, believers should neither withdraw into seclusion from the world, nor become indistinguishable from it.

**6. The Ministry of the Holy Spirit.** We believe that this salvation is applied to his people by the Holy Spirit. The Holy Spirit glorifies the Lord Jesus Christ, and is present with and in all true believers. He regenerates spiritually dead sinners, awakening them to repentance and faith, and in him they are baptized into union with the Lord Jesus, such that they are justified before God by grace alone through faith alone in Jesus Christ alone. By the Spirit's agency, believers are renewed, sanctified, and adopted into God's family. The Holy Spirit is himself the down payment of the promised inheritance, and in this age indwells, guides, instructs, equips, revives, and empowers believers for Christ-like living and service. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.

**7. God's New People.** The church is the body of Christ. Christ Jesus is our peace: he has not only brought about peace with God, but also peace between alienated peoples. The church serves as a sign of God's future new world when its members live for the service of one another and their neighbors, rather than for self. The church is the corporate dwelling place of God's Spirit, and the continuing witness to God in the world. This universal church is manifest in local churches of which Christ is the only Head.

**9. God's Final Victory.** We believe in the personal, glorious, and bodily return of our Lord Jesus Christ, when he will exercise his role as final Judge, and his kingdom will be consummated. We believe in the bodily resurrection of both the just and the unjust—the unjust to judgment and eternal conscious punishment in hell, as our Lord himself taught, and the just to eternal blessedness, in the new heaven and the new earth, the home of righteousness.



*\*The following doctrinal statements were used to compile this statement of faith: EFCA Statement of Faith, The Gospel Coalition – Confessional Statement, Evangelical Presbyterian Churches – The Essentials, Various Ancient and Historic Creeds*

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### STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (*Gen 1:26-27.*) Rejection of one's biological sex is a rejection of the image of God within that person.
  - We believe that the term "marriage" has only one meaning: the uniting of 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 who are 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 be engaged in 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 use of pornography) is sinful and offensive to God. (*Matt 15:18-20; 1 Cor 6:9-10.*)
  - We believe that in order to preserve the function and integrity of [the organization] as the local Body of Christ, and to provide a biblical role model to the [the organization] members and the community, it is imperative that all persons employed by the school in any capacity, 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.*) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the school.
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### OUR COMMITMENT TO CHRISTIAN EDUCATION

1. **Scriptural Truth:** Scripture is the revealed Word of God and is taught as truth.
  2. **Integration:** Every element of the curriculum is permeated with God's Word.
  3. **Christian Personnel:** The school's board, administration, faculty and staff are born-again Christians living a life consistent with biblical principles. (1 Timothy 4:12b).
  4. **Student Potential:** Every learning experience aims to engage students toward their full potential in Christ.
  5. **Operational Practice:** All the school's practices are biblically based.
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### ORGANIZATION AND ADMINISTRATION, HANDBOOK REVISIONS

VCA is an independent, evangelical, interdenominational Christian school led by a self-governing school board. The board approves all school policy. School parents are welcome to communicate their suggestions for policy adoption to the school's administration, who will bring those before the board for discussion. The administration is given authority by the board to implement the policies set by the board and carry out the day-to-day functions of the school.

This handbook provides you with an overview of the school's policies and procedures as well as your privileges and responsibilities as parents and students. It may be amended at any time and, **if the handbook is amended, you will be notified.**

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### AFFILIATIONS AND ACCREDITATION

- VCA is an independent, evangelical, interdenominational Christian school led by a self-governing school board.
  - VCA is fully accredited by the Western Association of Schools and Colleges (WASC) and Association of Christian Schools International (ACSI).
  - VCA is a member school for both the local Middle School Sports League (MSSL) in Sonoma County for 5th-8th grade athletics, and the California Interscholastic Federation (CIF) for high school athletics. We are in the Coastal Mountain Conference (CMC) league.
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### MASCOT, SCHOOL COLORS

The Victory Christian Academy mascot is the eagle, and our school colors are royal blue and gold.

### STATEMENT OF NON-DISCRIMINATION

It is and shall be the policy and practice of VCA, in the admission of its students, policies or programs not to discriminate on the basis of the applicant's race, color, and sex, national or ethnic origin.

### ACADEMIC ADMISSIONS POLICY

Prospective VCA students will submit an application, along with records from their previous school, to determine their readiness for the VCA program. Our desire is to provide an excellent education to our students that will prepare them for wherever God leads upon their graduation from high school.

We are able to partner with students at various learning levels, but we do not currently have a special education program for students with learning challenges which require an IEP (Individual education plan).

We welcome students and families who **value education and are willing to extend their best effort towards learning.**

***\*Note about special education needs:** VCA can make accommodations in the regular classroom (IAP's), upon meeting with parents and staff, for students with some learning needs or medical needs (504 plans). However, students with learning needs that require pullouts for special education or 1-to-1 teaching/tutoring would not be well-supported at VCA at this time. VCA asks parents to be transparent about student learning needs upon application and throughout attendance at VCA. Teaching staff, administration and parents will work together to determine whether a student needs to be evaluated or would be better served at a school with a formal special education program.*

### PARTNERSHIP

We view the relationship between VCA and its students and families as a partnership, with both parties desiring a Christian education and in support of the school's Statement of Faith. We acknowledge that asking difficult questions is an important step in establishing a personal faith. We also acknowledge that students and families may be in different places in their spiritual growth. However, actively promoting views within the school community that are contrary to, or meant to undermine, VCA's statement of faith are not permitted. Students or families, whose behavior, whether in action or attitude, is not in a spirit of partnership and cooperation with the school's policies, may be asked to withdraw.

### FINANCIAL POLICY

Families who have unpaid bills from a previously attended school, including VCA, may not be considered for admission or re-enrollment at VCA.

## ACADEMIC POLICIES & PROCEDURES

### ACADEMICS AT VCA

In line with our expected student outcome "Academic Readiness", the following academic policies are designed to support and guide students to the following end:

*VCA students have an appreciation for lifelong learning and have the diligence required to be successful. Students are academically prepared to pursue their future endeavors.*

Naturally, this looks different in TK than it does in 10th grade, but ultimately you should find that VCA staff are working to encourage a love of learning within your students. As we partner together with you, their parents, we are also working to train and grow the diligence and integrity that each student needs to become the person God created them to be. Whether that culminates in an individual who graduates with a doctorate, plays professional sports, raises children in the home, or goes straight into a vocation or ministry, we believe that these life skills are necessary for all of us as we shine Christ's light in the world.

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## ACADEMIC HONESTY

VCA regards academic honesty as a key part of its Christian testimony and educational mission. We reap the benefit (learning) from the work we do when we do it honestly. It is expected that all school work submitted for the purpose of meeting course or class requirements represents the original efforts of the individual student. Achievement that is based on unsound learning processes is really no achievement at all. Such is the case when a student has cheated. Cheating only prepares the student for eventual failure rather than success in life. Dishonesty undermines the very foundations of learning and compromises the moral and academic integrity of any institution.

Administration, faculty, students and their families are all important contributors in maintaining the academic integrity of our school community. To this end, it is important that everyone involved understand his or her integral role in helping to promote this climate of academic honesty.

### **Cheating is a breach of academic integrity and involves one or more of the following actions:**

1. To use, copy, or turn in another person's work, in whole or in part, as if it were your own.
2. To copy information from another person's test, quiz, report, term paper, or assignment whether the other person is currently enrolled in VCA or not.
3. To plagiarize - defined as, "to steal and use the ideas and/or writings of another as one's own," without giving credit to the original author. (teachers will educate students in the proper process for citing their sources.)
4. To prepare to cheat in advance by:
  - a. having in your possession, at school or at home, a copy of a test/quiz given by a teacher (before the teacher intentionally hands it out to the whole class)
  - b. using any form of notes during a test or exam not permitted by the teacher.
  - c. communicating in any way with another student during a test or exam.
  - d. failing to follow test security instructions given by a teacher (i.e. not talking to other students during testing)
  - e. assisting another student to cheat according to the above definitions.
5. Regarding use of **artificial intelligence (AI)**
  - Students must have the express written permission of their teacher of record to use such tools on any type of assignment.
  - Use of such tools without expressed written permission will be considered plagiarism and related academic policy consequences would apply to the situation.
  - VCA does not specifically discourage the use of AI and chatbots in assignments guided by faculty with faculty permission. Like Google, Wikipedia, and Grammarly, some AI tools do have some educational merit under parameters set by faculty. However, students should be advised that teachers can use AI detection devices as a counter to plagiarism.
  - If a student has consent to use an AI tool for an assignment and if that assignment requires documentation of sources used, the tool and its output should be properly documented with citations.

### **Regular homework/classwork assignments:**

VCA staff never desires to place a student in a position where they can inadvertently, and without intent, violate this policy. Therefore, teachers are responsible to clearly explain their expectations regarding the completion of routine assignments. These expectations may vary depending on the teacher, instructional methods and course content. Teachers will also communicate any change in expectations for specific assignments. **Parents must also understand that they are not to complete students' assignments for them.** This circumvents the learning process for the student.

### ***How will cheating be proven?***

Cheating may be proven under the following circumstances:

1. A teacher or staff member personally observes or discovers an act of cheating by a student.
2. A student admits to a teacher or staff member that they cheated.
3. The act of cheating is observed and reported to the teacher by an independent witness.
4. Using computerized search engines, computerized detection tools, or previously submitted writings, teachers identify that materials were copied from the internet or other students' works without proper citation.

### ***Consequences for cheating:***

If it has been satisfactorily determined that an act of cheating has occurred, the violation will be reported to an administrator, who will work with teaching staff to take appropriate disciplinary action. The student, teacher and

administrator will meet, and the student's parents will be informed of the meeting and consequences. The parents of the student will be given the opportunity to discuss the matter further if they so desire. Consequences will include:

- Score of zero "0" on the assignment/assessment that they cheated on
- Detention
- **Second/repeated instances of cheating:**
  - Zero on assignment
  - Suspension from school, meeting with administration
  - Academic probation for 4 weeks, including non-participation in athletics competitions or extra-curricular groups..
  - Repeated instances of cheating will require meeting with parents, withdrawal from athletics and extracurricular activities, and consequences up to and including expulsion.

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### ACHIEVEMENT TESTING- ALL GRADES

- Standard academic achievement tests are administered each year for grades 3-11 in the spring. Parents will be sent the results of this testing over the summer. Results of these tests are used to consider student placement and to evaluate our present curriculum. ***\*Due to the importance of this evaluation, we ask that you do not schedule any activities that will remove your student from class during the testing week in April. Check the school calendar for planning.***
- STAR testing (reading and math) will be administered periodically to students throughout the year in grades 1-10 or as needed. Parents will receive updates on their progress periodically by their teachers along with tips for interpretation.
- **High School-specific tests:**
  - **PSAT** - Preliminary Scholastic Aptitude Test grades: 9, 10, 11
  - **ASVAB** - Armed Services Vocational Aptitude Battery Career Assessment – grade 11
  - **SAT/ACT** information will be communicated to 11th grade students along with details about where those tests are offered.

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### CLASS ENROLLMENT REQUIREMENTS- 7<sup>TH</sup>-12<sup>TH</sup> GRADES

**Junior High Students** are required to take 8 periods of live classes, including period 7 and 8 electives.

**9th & 10th students** are required to take 8 periods of live classes, including period 7 and 8 electives, with limited exceptions made for accelerated, accredited math classes taken online or at the JC. P.E. waivers may also be considered for 1 year with a signed and approved varsity sports waiver form.

**11th & 12th students** are required to take a minimum of 4 live classes which must include Bible, English and History. Students who are in Student Council are encouraged to take at least one elective. During any period when upper class students do not have a class, they must be either in the computer lab or off campus. Tuition is not decreased for high school students who do not participate in 8 periods of class at VCA.

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### CLASS SCHEDULING, ADD/DROP CLASSES: 7<sup>TH</sup>-12<sup>TH</sup> GRADES

Students in 7th-12th grades will have arranged a daily class schedule in consultation with VCA administration. These schedules will be made available the first day of school during orientation, and can also be viewed through FACTs Family Portal. In order to allow for continuity of courses and ensure meeting graduation requirements, changes to schedules will be minimal and **class change requests (Add/drop requests) must be made within the first two weeks of class.** No changes after that time will be allowed without written permission of both parents and school administration.

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### FINAL EXAMS- HIGH SCHOOL

Students and parents should not schedule any appointments, trips, etc. during both the week before, and the week of final exams. If, due to serious excused illness, a student must miss a final, the responsibility lies with the student to make an appointment with the teacher to make up the final within a week or less.

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### GRADING SYSTEMS

The academic year is divided into two approximately 18-week semesters with grades being given every nine weeks at quarter.

**TK-8th Grade students:** TK-8th grade students are graded by the quarter. Quarter grades are an evaluation of the student's progress, mastery and efforts for an entire quarter of the school year. These grades are recorded on the student's online report card after the end of each quarter.

**Junior High students:** 7th and 8th grade students are graded by the quarter. Quarter grades are an evaluation of the student's progress, mastery and efforts for an entire quarter of the school year. These grades are recorded on the student's online report card after the end of each quarter. *\*In preparation for high school, it is important for JH students to be tracking their progress before the grading period ends so they are not surprised by any grades they have earned.*

**High School students:** High School students take semester finals, and receive both quarter and semester grades, which are reflected on their high school transcript. These semester grades are calculated by averaging two quarters and adding the final exam grade, which is 10% of their semester grade.

### Grading Scale- Elementary

**TK through 3rd grades** are skill-based. These scores reflect the student's mastery level of various skills determined necessary to pass each grade level. At the end of the first quarter, teachers will schedule a parent-teacher conference to review the grading process and progress of each individual student.

- |                           |                    |
|---------------------------|--------------------|
| 4 - Exceeding Standards   | C - Consistently   |
| 3 - Meeting Standards     | I - Inconsistently |
| 2 - Approaching Standards | R - Rarely         |
| 1 - Below Standards       |                    |

**4th through 6th grades** use the same general grading scale as 7th-12th (see below) to prepare them for secondary grading. However, at the elementary level, teachers weigh grading categories such as homework, tests and projects differently than secondary, recognizing that students are building foundations and developing skills at this stage in their education.

**TK-6th Pull-Out classes** (*Music, P.E., etc.*) use participatory-based grades, as these classes emphasize participation and citizenship, and their grading scale is as follows:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

### Grading Scale- 7th-12th Grades

Courses use the following scale for grading:

- |   |          |   |                 |
|---|----------|---|-----------------|
| A | 90%–100% | D | 60%–69%         |
| B | 80%–89%  | F | 0%–59%          |
| C | 70%–79%  | I | Incomplete work |

\*Note: E= Excused, M=Missing (singular assignment)

An Incomplete is usually given when a student has missed school due to illness and has work that has not been turned in.

All Incompletes must be made up within the time allowed by the instructor. If the work is not completed within the allotted time, the incomplete work will receive an "F."

## GRADUATION REQUIREMENTS- HIGH SCHOOL

VCA is designed to equip students to be “Ready for the World” in whatever capacity the Lord has made them for. VCA graduates have gone on to UC/CSU schools, private universities, community colleges, the military and directly into vocations. We advise students who are unsure of their future plans to “aim high” and fulfill UC/CSU requirements (A-G approved) in order to give them the most options. VCA’s basic graduation requirements fulfill or surpass CA state standards.

### Victory Christian Academy Graduation Requirements

Descriptions	California State	UC/CSU (C or better in approved courses)	Victory Christian Academy
<b>English</b>	Three courses	<b>B.</b> 4 years	4 years, enrolled in grade level course, passing at least 3 years
<b>Mathematics</b>	Two courses, including one year of Algebra 1	<b>C.</b> 3 years (Algebra 1, Geometry, Algebra 2)	2 years, including one year of Algebra 1
<b>Science</b>	Two courses, including biological and physical sciences	<b>D.</b> 2 years lab science in at least two subjects: biology, chemistry and physics	2 years, passed biology and either physical science, chemistry or physics
<b>Social Studies</b>	Three courses, including United States history and Geography; World History, culture, and geography; a one-semester course in American Government and Civics, and a one-semester course in Economics	<b>A.</b> 2 years, including one year of world history, cultures and geography and one year of US history or one half-year of US history and one-half year of American Government	3 years, passed World History, US history, Economics and Government
<b>Visual or Performing Arts (VPA)</b>	One course in Visual or Performing Arts, or foreign language or career technical education	<b>F.</b> 1 year of a single year long course	Same as CA State. VCA recommends meeting UC/CSU requirements
<b>Language Other Than English (LOTE)</b>	(see VPA)	<b>E.</b> 2 years of the same language other than English	Same as CA State. VCA recommends meeting UC/CSU requirements
<b>Physical Education</b>	Two courses in physical education, unless exempted (EC Section 51241)	N/A	2 years of PE unless exempted. 9th and 10th grade students are automatically enrolled.
<b>Elective/Bible</b>	N/A	<b>G.</b> 1 year of a college prep elective	Enrolled in VCA Bible classes during attendance, Physical Science (College Prep Elective).

#### Graduation Honors:

Cum Laude: **3.5-3.79** *white cord worn at graduation, indicated in program*

Magna Cum Laude: **3.8-3.99** *gold cord worn at graduation, indicated in program*

Summa Cum Laude: **4.0+** *gold stole worn at graduation, indicated in program*

## GUIDANCE COUNSELING/HIGH SCHOOL COURSE AND TRANSCRIPT/STUDENT RECORD POLICIES

Guidance counseling is provided by VCA administration. In general, all students and parents may set up meeting times with administration to assist in educational plans, study help, general school counseling, social and personal concerns and other needs. 7th grade students will receive special help and direction as they enter secondary school. Annual meetings will be initiated with all students beginning in 8th grade to assist students and parents as they make plans for graduation, college prep and career plans.

## High School Class Load

VCA prepares students for post-high school academic and vocational pursuits and uses curriculum approved by the UC system (A-G). Although required and recommended courses are offered to meet the requirements for the UC system, students/parents and teachers will work together with the guidance counselor to determine the best course of study for each student.

A standard course-load includes eight classes, including two electives. If juniors and seniors have earned enough credits/are on track to earn enough credits for graduation, they may enroll as a full-time student with **four classes**, however chapel is still required and we recommend taking at least one elective on campus. Student council members are strongly encouraged to take an elective so they do not have an open period right before student council.

**Hybrid/alternate courses:** VCA is designed fundamentally as a full-time, biblically-based day school. We do not offer a hybrid program. Temporary administration-approved exceptions may be made due to Medical 504 plans on a case-by-case basis. English, Bible and History classes must all be taken at VCA rather than using alternate resources such as online classes or the junior college.

## High School Grade Point Average

VCA uses an unweighted 4.0 point Grade Point Average (GPA) scale in grades 9–12 based on semester grades only. GPA is used to compute honors, probation, class rank and eligibility.

## Online Courses

Online courses are available to any student as an elective when a comparable onsite course is not available or it will not fit into their schedule, or will address a special need or circumstance of the student and/or school. All online classes are subject to additional fees and the approval of the administration. VCA students may take up to 2 online Apex courses per year at no extra charge.

## Junior College or other programs

A student taking a class at the SRJC or other programs is responsible to provide proof of enrollment and final grades. VCA provides opportunities for dual credit courses (high school and college) for additional fees. ***\*Involvement in JC or other programs should not interfere with required daily VCA attendance, and VCA athletes must meet team requirements whether they are taking outside classes or not. Involvement in outside programs may not be compatible with varsity athletics at VCA.***

## High School Semester Grades

The semester grades include the two quarter grades and final exams as an evaluation of the student's work for an entire semester. These semester grades are recorded on the transcript and become part of the student's permanent record.

It is on the basis of semester grades that a high school student earns credits. Credits are received only for courses earning a "D" grade or better for the semester. **For advancement, some courses have a grade prerequisite of "C" or better.**

Semester grades will be determined by the following formula: Quarter 45% + Quarter 45% + Final 10% = Semester 100%

## Credit Transfer or Make-Up

**Transfer-** VCA will accept high school credits from educational institutions as long as there is an official transcript indicating student's grades, clear listing of the course name and an indication of accreditation and UC Approval/A-G approval.

Students must secure written permission from VCA administration before enrolling in summer courses at another school if they desire to transfer the credit. (JC courses automatically require a signature from administration.) VCA will recognize full credit for each class of summer work in any given school year if the grade earned is a "C" or better.

**Make-Up/Repeating Courses** Summer courses may be taken to make up credits failed or to earn additional elective credits. They may not be taken as a means to replace required courses offered live at VCA. Upper-class students who do not have a full 8-class course load may use open periods to take these courses with administration approval. These courses must fulfill the requirements listed for transfer credits above- students **must secure written permission from administration before enrolling to replace or make up missing credits or failed courses.**

**\*Repeated courses & transcripts:** all grades earned will be recorded on High School transcripts. If a course is repeated, both the original course grade and the repeated course grade will be recorded on the transcript.

**\*Students who fail the same course twice,** either live at VCA or using other programs, must meet with VCA administration and their parents to determine next steps. These students may be advised to withdraw from VCA and enter a program with a focus on credit recovery.

## Student Records

Cumulative files, containing student records, are kept secure in a locked location on the VCA campus. Parents may request a copy of paperwork contained within these records and families, upon transferring from VCA to another K-12 school, may give that school permission to request the cumulative files from VCA. VCA requires a form signed by the guardian of the student before a release of these confidential records may occur.

## Transcripts

**Requesting Transcripts-** VCA will mail out up to **5 official transcripts** free of charge to VCA students/alumni. A *Transcript Request Form* must be completed and either emailed or brought in to the VCA office. At this time, VCA official transcripts can only be mailed, not emailed. Unofficial transcripts are free of charge and may be requested in the VCA office.

**Changing Transcripts-** Students who wish to change data on transcripts for any reason must, along with their guardian, fill out and sign a Transcript Change Request Form indicating the data to be changed and the reason for the change. VCA administration will review the request and communicate the final decision to approve or deny. Requests that are denied will be given a written reason by administration.

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## HOMEWORK

We recognize the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school and preparation for college.

Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. It is important that parents provide a quality homework environment free from distractions. Homework may be assigned in class, online or through FACTs and may be adjusted by the teacher, at any given time.

**Elementary** teachers will inform parents of expected homework loads per grade level at back to school night and in their classroom packets. Generally speaking, homework should take approximately 10-15 minutes per grade level each night. (*i.e. a 3rd grade student could have 30-45 minutes of homework per night, a 6th grader 60 min.*)

**Junior High** students will begin learning how to manage assignments from multiple teachers. This takes some time and parental help. Utilize FACTs Family Portal to track assignments and missing work, and communicate questions with teachers. JH students should not generally have homework on the weekends unless they have waited to complete a project or assignment until the last minute. Homework load can grow up to 70-90 minutes per night, but notify teachers if homework seems to take your student longer than it should. Track how long each subject is taking so you are equipped with that information for the teacher. Sometimes this load may increase when projects or tests are coming up.

**High School** students are transitioning into more independence in their academics. Parents can still help with accountability by using FACTs Family Portal and checking in with their students. Homework load can increase in high school and take students between 90-140 minutes per night to complete. Higher level classes may take a bit longer, and some students may periodically have light homework on the weekends, though it should not be the norm for all classes and may happen more often if a student procrastinates on larger projects or studying. Help your student to notify their teacher(s) if homework seems to take them longer than it should. Have them track how long each subject is taking so they are equipped with that information for the teacher.

The assignment of homework should be regular and reasonable and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects and the establishment of good study habits. ***\*If you feel that your child's homework load is unreasonable, or your child is struggling regularly to complete homework in a reasonable amount of time, please contact your student's teacher.***



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## LATE ASSIGNMENTS

All assignments are to be completed and turned in on time. If you are on campus at any time during your day of absence, homework is due that day for all classes. Teachers will communicate their late work policy with students and parents during the first week of school, in a syllabus for 7th-12th, and at Back to School Night.

- Daily assignments that are handed in late for reasons other than illness or excused absences may receive a zero (0).
- Long-term assignments that are handed in late for reasons other than illness or excused absences may receive reduced credit off the earned grade.

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## MINIMUM ACADEMIC ACHIEVEMENT STANDARDS

At VCA, teachers and administration will monitor student progress throughout the year, in communication with parents. Students who are not functioning at grade level consistently and require intervention will be brought to the attention of administration and their parents will be contacted to meet. VCA may require that a student receive a district evaluation to determine whether that student needs accommodations. VCA does not operate a credit recovery program or alternative to a general high school graduation pathway, so students who are unable to pass high school within 4 years will be counseled, with their parents, and helped to identify a program outside of VCA that will support them well.

In elementary grades, the classroom teacher will work directly with parents to determine a support plan for students who are struggling academically. If a student does not show improvement with reasonable support put in place, VCA staff and admin may recommend an evaluation through the local school district, tutoring or other support programs in order for that student to remain at VCA. In some cases, a student's learning needs may be beyond the scope of VCA's academic program. If this is the case, VCA administration will advise the family of alternative programs to support the student.

### Academic Probation: Grades 7-12

At VCA, we are equipping students to be "Ready for the World", and this includes the area of academic readiness, one of our core expected student outcomes. This outcome states: "*VCA students have an appreciation for lifelong learning and have the diligence required to be successful. Students are academically prepared to pursue their future endeavors.*"

Out of a desire and mission to grow students who are academically ready for the world, VCA comes alongside those students who are struggling academically with greater support. Students whose **GPA falls below 2.0 or who receive one or more "F's" in their classes** at any quarter report card will be placed on academic probation.

The **goals** of academic probation are to:

- Give students extra academic support, if needed
- Determine whether a student needs academic evaluation or accommodations
- Help students focus who are missing work or not engaged in class
- **Ultimately**, get the student back on track academically

Academic probation lasts for **4 weeks** and includes the following:

- **Weekly grade check forms:** to be picked up from the office by the student, with current grades and missing assignments entered by the student and then signed by the teachers and *turned into the office Friday of each week.*
- **Weekly email updates** to parents for the first 2 weeks
- **Encouragement to parents and students** to check Family Portal *together* on a weekly basis.
- **Suspension from sports** for the duration of probation, including the following:
  - Students *may* practice with the team
  - Students *may not* dress in uniforms, sit with the team, or participate in warmups/games with the team during probation
  - Students *may not* leave school early for away games during probation
- **Suspension from student leadership**
  - Students *may* attend leadership class
  - Students *may not* take on a leadership role at an activity during probation
  - Students will work with student council advisor to determine their involvement during probation
- **At the end of week 4**
  - The grade check form and FACTs must show that the student's GPA is 2.0 or higher with no F's

- o If the student's GPA is 2.0 or higher with no F's
  - Academic probation is over
  - Any coaches or advisors will be notified that student is off probation
- o If the student's GPA is *not* above 2.0 or includes an F in any class
  - A meeting will be scheduled with administration, student, and parent(s)
  - Probation will continue, along with sports and activity suspensions
  - Students will no longer be able to attend sport practices or leadership classes during probation
  - GPA or F's must improve by next grading period, or sports and leadership will be forfeited for the remainder of the school year

### Identifying/Supporting Students With Specific Learning Needs

1. If during the school year a student is identified as needing an individualized accommodation plan (IAP), the parents will be required by VCA administration to pursue the appropriate assessment through their local school district or pediatrician, as applicable..
2. If the student is identified as needing a learning plan, then the student will be considered for accommodations at VCA, if possible.
3. If evaluations determine that a student requires a regular pullout with 1-to-1 attention, or an in-class 1-to-1 assistant, the guardians will meet with VCA administration to determine whether an approved tutor- at the family's expense- may accompany the student on the VCA campus. If it is determined by VCA that this is not a viable option, the family will be directed to local programs that may better support the student's learning needs. The student may be able to re-apply to VCA in the future if the needs requiring 1-to-1 instruction have been addressed and the student has shown measurable progress.
4. **Students already on an accommodation plan (IAP or medical 504):** Students already on an IAP or medical 504 plan will be monitored by VCA administration and teaching staff. Fall and spring conferences will be held with parent(s), teacher(s) and VCA administration to determine if the current plan is working well, whether changes need to be made, and if the student should continue to be on the plan.

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### ONLINE ACADEMIC TOOLS: [FACTS FAMILY PORTAL](#), [FACTS FAMILY APP](#), [GOOGLE WORKSPACE](#)

VCA utilizes a variety of academic tools and technology to enhance the program for students and parents. We send out informational emails with tips for usage in late summer and early fall, and we also offer training at back-to-school night in September.

**FACTs Family Portal** is a Content Management System (CMS) that is our primary secure means of communication that makes it easy to find your school information.

- o Attendance, student billing, emergency contacts and other general student and family information, some of which can be updated directly by you. Parent Alert texts are sent through FACTS.
- o Weekly grades, homework assignments, missing work, behavior notifications are all communicated with FACTS, along with the ability to print most of this information at home. Report cards and unofficial transcripts can also be printed at home.
- o Calendar information, announcements and resource documents are also available through FACTS.

**FACTS Family App** is new to VCA in 2023! Families must download the app in order to benefit from it. This gives you mobile access to FACTS data wherever you are.

**Google Workspace** is a suite of tools available to our students and staff that are easily accessible through VCA-assigned Chromebooks to all of our students in grades 7-12. Through GW students are assigned secure school email addresses and have access to Google Classroom, Google Calendar and some other tools that help to enhance the learning experience. VCA staff is able to directly monitor student activity in the workspace to keep things secure, and these tools allow for ease of communication between the teachers and their classes, as well as between students when they need to collaborate for class projects or catch up on anything they missed while absent.

Students are given login information at the start of the school year and should notify a VCA staff member immediately if they forget their login information or cannot access the workspace. Since many families also utilize personal Google accounts, it is important to make sure that your student is logged in to Google under their school account in the event they are having trouble accessing school material. Check the upper right corner icon to make sure that the profile they are working under is their school profile.

**Kindergarten-** Students who are ready for promotion from Kindergarten to 1st grade will participate in a Kindergarten promotion ceremony on the last day of school. Parents and family members are welcome to attend. Teacher will relay details in the spring.

**6th Grade-** Students who are academically ready for promotion to 7th grade will participate in a 6th grade promotion ceremony on the VCA campus on the last day of school. Parents and family members are welcome to attend. Teacher will relay details in the spring.

**8th Grade-** Students who are academically ready for promotion to 9th grade will participate in an 8th grade promotion ceremony on the VCA campus on the last day of school. Students who do not meet eligibility requirements for high school in the second semester of 8th grade (passing all classes, 2.0 GPA or above) will begin 9th grade on academic probation in order to support their growth and success in high school.

Each year the VCA administration and staff will work together to select 1-2 speakers for the 8th grade promotion celebration. Academic consistency and character on campus will be taken into consideration in choosing speakers. 8th grade students will submit speeches for VCA staff to review and give suggestions.

The 8th grade promotion ceremony will take place on the VCA campus on the last day of school. Parents and family members are welcome to attend.

**12th Grade- Commencement-** a ceremony for graduating 12th grade students- is held at the end of the school year, the day after the last day of school. Though all seniors who complete academic requirements graduate from VCA, participation in Commencement is a privilege and not a right. A student not completing required coursework will not be permitted to participate in Commencement. Student conduct is also a consideration for participation in Commencement.

Seniors must have completed all VCA graduation requirements as listed in the student handbook. Seniors must be enrolled as a continuing VCA student throughout the Spring Semester of their senior year. Any senior who is removed from school for a suspension during their senior year may be subject to removal from Commencement exercises.

**\*Senior Pranks-** Senior pranks must be reviewed and approved by a VCA administrator. Any non-sanctioned senior pranks or those that result in destruction of property or danger to others will result in suspension and non-participation in the commencement ceremony.

The 12th grade commencement ceremony will take place on the Friday evening after the last day of school.

- Caps & gowns are provided by VCA (measurements taken in Jan/Feb).
- 2-3 seniors will be selected to give speeches at Commencement. The student body President will deliver one speech, and 1-2 other seniors will be selected, based upon academic performance and recommendation by VCA staff.
- Senior activities & gifts will be discussed with parents during the year.
- Trifold boards or collages of each student will be put on display in the foyer to view before and after the ceremony.
- **Honors & Awards:** Please see high school graduation requirements for GPA-based, Latin awards. The Eagle Award will be given to 1-2 students, selected by VCA staff, who demonstrate character qualities and actions that embody the VCA Student Life Agreement and biblical fruit of the Spirit. Student Council leaders will be given cords to wear at the ceremony.
- Immediate family members will be given priority seating via random, pre-selected "primary seating" in the front and center, with room for up to 15 primary guests. Remaining guests are welcome and may sit in unreserved seating in the auditorium.



## Elementary Schedule

*\*SAMPLE- details subject to change, but will be communicated to families*

**Monday, Tuesday, Thursday, Friday- 8:40-3:00**

**Wednesday- early release- 8:40-2:25**

*\*Students may not arrive before 8:15, as there is no supervision for them.*

*\*Rainy days: Students gather in room 11 until 8:30, then walk to classrooms*

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*-8:15-8:30 Before School Care*

*-8:35: Whistle blown, students line up at designated spots*

**-8:40: School begins!**

**-Lunch:** 12-1:15 *(broken into 2 shifts)*

**-3:00: End of School M, T, Th, Fri** (pick up at carline until 3:15 p.m.)

**-2:25: End of School Wed.** (pick up at carline until 2:40 p.m.)

*\*Students will be taken to after school care at 3:15 or 2:40 p.m. on Wednesdays*

*\*Students in grades 5 or 6 involved with sports or music lessons must be supervised by an adult while they wait.*

*\*Siblings of students involved in after-school activities must be in after school care or be supervised by a parent.*

*\*After school care runs until 5:00 p.m. (Minimum days- 3:30 p.m.) **late charges will apply after these times.***



## VCA JH/HS Bell Schedule (sample)

\*Schedule is subject to change year to year and will be communicated to families as well as posted in FACTS Family Portal

\*Students may not arrive on campus before 8:10 as there is no supervision for them. Exceptions may be made for pre-approved school activities or pre-arranged tutoring with staff and parent permission.

\*Students must be picked up within 15 minutes after dismissal unless they have a sports practice/approved school activity within 15 minutes of school ending.

### Mondays

CLASS	START	END
Arrival Window	8:15 AM	8:25 AM
Period 1	8:30 AM	9:10 AM
Passing	9:10 AM	9:15 AM
Period 2	9:15 AM	9:55 AM
Break/Passing	9:55 AM	10:10 AM
Period 3	10:10 AM	10:50 AM
Passing	10:50 AM	10:55 AM
Period 4	10:55 AM	11:35 AM
Lunch	11:35 AM	12:05 PM
Period 5	12:05 PM	12:45 PM
Passing	12:45 PM	12:50 PM
Period 6	12:50 PM	1:30 PM
Passing	1:30 PM	1:35 PM
Period 7	1:35 PM	2:30 PM
Passing	2:30 PM	2:35 PM
Period 8	2:35 PM	3:30 PM

### Tues, Thurs, Fri

CLASS	START	END
Arrival Window	8:15 AM	8:25 AM
Period 1	8:30 AM	9:20 AM
Passing	9:20 AM	9:25 AM
Period 2	9:25 AM	10:15 AM
Break/Passing	10:15 AM	10:30 AM
Period 3	10:30 AM	11:20 AM
Passing	11:20 AM	11:25 AM
Period 4	11:25 AM	12:15 PM
Lunch	12:15 PM	12:45 PM
Period 5	12:45 PM	1:35 PM
Passing	1:35 PM	1:40 PM
Period 6	1:40 PM	2:30 PM
Passing	2:30 PM	2:35 PM
Period 7	2:35 PM	3:30 PM

### Wednesday Block #1 – early release

(Wednesday's will alternate starting with #1)

CLASS	START	END
Arrival Window	8:15 AM	8:25 AM
Period 1	8:30 AM	9:35 AM
Passing	9:35 AM	9:40 AM
Period 2	9:40 AM	10:45 AM
Break/Passing	10:45 AM	11:00 AM
Chapel	11:00 AM	11:50 AM
Lunch	11:50 AM	12:20 PM
Period 3	12:20 PM	1:25 PM
Passing	1:25 PM	1:30 PM
Period 8	1:30 PM	2:35 PM
Passing	2:35 PM	2:40 PM
Student Council	2:40 PM	3:35 PM

### Wednesday Block #2 – early release

CLASS	START	END
Arrival Window	8:15 AM	8:25 AM
Period 4	8:30 AM	9:35 AM
Passing	9:35 AM	9:40 AM
Period 5	9:40 AM	10:45 AM
Break/Passing	10:45 AM	11:00 AM
Chapel	11:00 AM	11:50 AM
Lunch	11:50 AM	12:20 PM
Period 6	12:20 PM	1:25 PM
Passing	1:25 PM	1:30 PM
Period 8	1:30 PM	2:35 PM
Passing	2:35 PM	2:40 PM
Student Council	2:40 PM	3:35 PM

### ATTENDANCE EXPECTATIONS

School attendance is compulsory in the State of California. Students at Victory Christian Academy are expected to attend school regularly and promptly. Parents are encouraged to make personal appointments before or after school whenever possible so as not to interrupt the student's daily routine or that of the other students in class.

It is clear that faithful and regular attendance in school is related to student progress and achievement, not only academically but in terms of each student's social and emotional growth in the school community. It is important that students take every opportunity to be in class each day, and that parents support and actively participate in making that happen. To be prompt, dependable and present when expected are crucial life skills for every student at VCA to be ready for the world. **Parents and students should regularly check their attendance record in FACTS.**

### Absence Communication

The office will record absences as either excused (EA) or unexcused (UA) (see "Absence Codes Defined" in the Student Handbook.)

Parents and guardians are asked to contact the school office via email or by calling the student absence telephone each day of the student's absence to report the nature of the absence.

**Attendance Email:** [attendance@victoryca.org](mailto:attendance@victoryca.org)

**Student Absence Number (all grades): 707-539-1486**

### Attendance Definitions

The office will record absences as either excused (EA) or unexcused (UA) (see "Absence Codes Defined" in the Student Handbook.)

1. **Excused Absences (EA)**- The following are examples of excused absences:
  - a. A parent calls/emails VCA attendance to report a student illness
  - b. Doctor/dentist appointments with parental notification
  - c. Serious illness, deaths and funerals for family members, close friends with parental notification
  - d. College Visits: *Students in 11th & 12th grades are allowed 3 college visit days per year.*
  - e. Absences due to a reasonable and legitimate family obligation (other than vacation, see below) with notice.
2. **Unexcused Absence/Tuancy (UA)**- The following are examples of unexcused absences:
  - a. Absence due to one of the above reasons with no parental notification will be unexcused
  - b. Absence due to a reason outside of the ones listed above without advance approval from the VCA office will be unexcused.
  - c. **Tuancy:** Tuancy is an absence without parent OR school permission. The penalty will be an unexcused absence, detention, and the student will not be allowed to participate in athletic activities for the remainder of that week. Subsequent trauancies will result in greater consequences up to and including expulsion.
3. **Athletics and Attendance:**
  - a. Students must attend school for 4 periods/60% of their school day, unless prior exception has been made with administration and athletic director.
  - b. Students who are absent for part/all of the school day due to illness must also stay home from athletic activities. **Please follow illness guidelines** (next section) **for athletics the same way you would for school attendance.**
4. **Total Absences:**
  - a. **7th-12th Grades-** If you/your student exceed **10 absences** of any kind in one semester (one half of the year) in any class or classes, you will receive **no credit** for that class or classes. A long-term illness exception may be granted by an appeal that includes a doctor's signed statement. School-sponsored absences (i.e. field trips, VCA athletic trips) are not considered absences in this case. Students with excessive absences will be put on probation, with parental notice, and if absences do not improve, may be asked to withdraw from VCA.
  - b. **Elementary Grades-** If a student in **grades K – 6<sup>th</sup> grade** misses a class *more than ten days* during the semester, the students and parents will have the option to meet with an administrator to review reasons for absences. The following actions may apply: 1. The student may be required to attend professional summer tutoring in the subject area(s) determined by the principal to be promoted to the next grade level.

2. The student may be required to repeat the current grade. 3. The student may be required to pass a proficiency test to be promoted to the next grade level.

5. **Tardies:** Promptness to class, like regular attendance, is important to success. A student who is continually tardy to class will feel behind and flustered, and that student continually being tardy also disrupts class procedures and instruction. Occasional tardies out of a student or parent's control are part of life and will be excused when appropriate by the VCA office. Recurring tardies are the greater concern, both for the well-being of the student and for the teacher and class.
- A student arriving within the first 10 minutes with a pass from the office due to doctor's appointment, traffic incident, etc. will not be given a tardy. (recorded as excused tardy= TE)
  - First hour tardies may be waived on occasion at administration's discretion upon communication with parents. (usually recorded as an excused tardy= TE)
  - You are tardy to class if you are not in your seat, with all needed materials, at the start of class. Students who ask to go back to their locker to retrieve materials will be issued a tardy after the first 2 weeks of school. (recorded as an unexcused tardy= TU or T)
  - Tardies over 15 minutes which are unexcused will be recorded in 7-12th grades as a tardy absence or TA due to the amount of class missed.
  - Tardies will be reported to the office each day and accumulated over the quarter.
    - Elementary:** For every **3 tardies**, a teacher will contact the parents to determine the cause of the tardies and discuss the importance of promptness to school. Detention may be considered if it is determined that the student is repeatedly responsible for tardies.
    - Junior High & High School:** For every **3 tardies to a class, student will receive a lunch detention.** If tardies continue, the student will receive after school detention and must meet with an administrator. If tardies continue, a meeting with the parents and student will be arranged with administration, the student will be on probation and other consequences may be considered.

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#### ILLNESS EXCLUSION GUIDELINES

Students with the following symptoms should be excluded from school, sports or day care until:

1) 24 hours of being symptom free, 2) a health care provider has determined that the child can return, or 3) child can participate in routine activities without more staff supervision than usual:

- Elevated temperature:** Oral (above 100 degrees)- *student must be fever-free for 24 hours without the use of fever-reducing medications.*
- Vomiting:** 24 hours after vomiting *stops.*
- Diarrhea:** 24 hours after diarrhea *stops.* Diarrhea is defined as two or more watery stools in a 24 hour period, especially if child acts or looks ill.
- Colds/Flu:** 24 hours after fever is gone, most symptoms resolved or greatly improved, and student can participate in classroom activities without more supervision than usual. \*Test for COVID
- COVID:** with upper respiratory symptoms, we ask that you test at home for COVID. If student tests positive for COVID, they may return:
  - After day 5 (day "0" is first day of symptoms OR day of positive result, whichever comes first) as long as they are fever-free for 24 hours *without the use of fever-reducing medications.*
  - After day 5 as long as symptoms are gone or are vastly improved AND they've been fever-free for 24 hours.
  - If above conditions are not met, may return on day 10

***\*If exposed to someone who has tested positive for COVID, please test your student in the morning before bringing them to school, then monitor for symptoms and follow the above guidelines, keeping them home if any symptoms develop, even if they are initially testing negative for COVID- sometimes the positive test comes 2-3 days after symptoms begin.***

- Rashes** that itch, are blister-like, weeping and/or accompanied by stiff neck, enlarged glands or any of above conditions.
- Persistent pain**, including earaches, stomach pain, pain on urination or injured limbs.
- Parasitic infestations** such as lice, pinworms or scabies. Until first treatment is completed and no evidence of infestation is seen.
- Conjunctivitis** (pink eye): Until there is no discharge of pus and until they have been treated with antibiotic eye drops for at least 24 hours.

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## ATTENDANCE PROCEDURES

1. When a student comes to school more than 10 minutes late, or returns to school from an appointment, they **MUST**:
  - a. Check in at the office and get an admittance slip before being admitted to class
  - b. A parent or guardian must **call** the school in advance **OR come in** with the student to check them in.
2. When a student is absent, their parent or guardian must call or email the school before, or the day of, the absence. *The absence will be marked as unexcused until a parent notification occurs. **Students of any age, including 18 years, may not write absence notes on their own behalf.***
3. The student is responsible for making up all **work missed**.
  - a. In **elementary**, parents should communicate promptly with the teacher to address any work missed, and teachers will work with upper elementary students to train them to do this, with parent support.
  - b. In **junior high and high school**, students should communicate with their teachers via email or immediately upon their return. If the student seems to be struggling with this, parents may help support them in this endeavor, but should include their child in the email with the teacher. **Students have 2 days** to make up missing class or homework assignments (i.e.- a student who is absent Monday must turn in work by Wednesday) unless the absence is longer. Exceptions will be made for extended absences.
  - c. **Elementary projects, quizzes and tests:** If students are back in class the day before a test, quiz or project is due, they will be expected to test or turn in that project on time. Exceptions may be made if a parent reaches out to the teacher *in advance* and per teacher's approval.
  - d. **Junior High/High School Projects, quizzes and tests:** If students are back in class the day before a test or quiz, or when a paper or project is due, they are still expected to take the test/quiz or turn in the project on the required due date to receive full credit. *Exceptions may be made for extended absences as long as student/parent contacts teacher(s) in advance. (i.e., student should not show up the date it is due and say, "I can't turn it in today" and still receive full credit)*

### Pre-Arranged (Planned) Absences (PA):

- a. **Vacations/personal non-urgent time out of school:** Due to the pace of teaching at VCA, importance of routines at school and the inability to "make up" classroom instruction and group work, families are strongly encouraged to schedule vacations when school is not in session. Should your family choose to schedule a vacation outside of scheduled school closure dates, please follow these procedures:
  - i. **Remember** that the responsibility falls on parents and students to make up for what they have missed while they are away. A teacher cannot set up a time to privately teach or tutor a student who misses instruction due to vacations. *Families should expect that their students will be working on some of this classwork while on vacation. See point iv.*
  - ii. **Elementary Parents:** Email BOTH your child's classroom teacher and VCA attendance ([attendance@victoryvca.org](mailto:attendance@victoryvca.org)) at least **5 school days (M-F) in advance** of your departure, with the absence dates so that adequate time may be extended to the teacher to gather class materials. Failure to notify your teacher and the school at least 5 school days prior to your vacation may result in unexcused absences and teachers will not be able to get many materials to you in advance.
  - iii. **Junior High/High School Students & Parents:** 7-12th students **MUST** fill out a **Pre-Arranged Absence Form** (available in the VCA office and in resource documents on Family Portal) and have *all teachers* sign it at least **5 school days (M-F) in advance** of your departure, so that adequate time may be extended to teachers to gather class materials. Failure to fill out this form and turn it in **before your departure** will result in unexcused absences, and students **will not be given full credit on assignments missed** during this time
  - iv. **2** additional days will be given for elementary or 7th-12th students to turn in work missed while on vacation to allow for any clarification/questions. This work will be due two days after their return (i.e.- student returns to class on Monday, all missed work from their vacation will be due Wednesday in order to receive full credit) This is in order to keep students from falling behind and becoming overwhelmed by trying to make up work while staying current with other work.
- b. **Extended illness, quarantine, absence out of parent/student control:** Promptly contact VCA administration to formulate a plan with your child's teacher(s).
- c. **VCA School Activity Absences (SAA):** If students miss class due to extra-curricular or sporting activities (such as music trips, away games with the school, etc.) **elementary students or parents** must contact teachers in advance regarding making up work or assessments. **7th-12th students** are responsible to make contact with the teacher **prior to departure** to obtain missed work using the **Pre-Arranged Absence Form** found in the VCA office.



## Procedures for Appointments, Illness during the school day

VCA is a closed campus, therefore all students must have a parent **and** VCA office permission to leave campus for any reason.

If a student must leave campus during the school day (i.e. appointments, etc.) they must:

- Bring a note from a parent or guardian to the **school office before school**, where they will obtain a pass to get out of class at the appropriate time. (Parent may also call the office or email attendance)
- The student must report to the office to sign out before leaving campus.
- When the student returns from his/her appointment, he/she must sign back in and receive a pass.

**If a student becomes ill** during the school day or must leave unexpectedly and does not have a note, the student must come to the office and office personnel will help contact the student's parent(s). (**Parents, please encourage your student to come to the office rather than text or call you from the bathroom, halls or classroom. We can allow them to text or call you from the office once they check in with us.**) Parent/guardian will then sign the student out.

## STUDENT LIFE

### SCHOOL HOURS

School hours are posted ahead of the attendance section. Parents and students should plan transportation (driving, walking) to ensure that students do not arrive too early or remain on campus late without supervision.

*Elementary Students-* must go into after school care 15 minutes after dismissal/pick-up. If a parent desires for a high school sibling to supervise them, this must be approved through the office, and the sibling must be able to fully supervise the younger student at all times, and for no more than 30 minutes after dismissal. **After this time, elementary students must enter after school care or be off campus.** We do not allow Junior High or younger siblings to supervise elementary siblings after school.

*Junior High/High School Students-* must either leave campus 15 minutes after dismissal, or if they have a pre-arranged tutoring session, sports, etc. the adult responsible must have a clear, supervised location for them.

### STUDENT CONDUCT

Students at VCA are part of a larger community that is designed to be a safe, nurturing and dynamic place for learning to occur, at all ages. Our approach to student conduct and discipline is based upon the following expected student outcomes mentioned earlier in our General Information:

- **Christ-Like Character**

VCA students have biblically formed character, ethics, and values. They personally understand how they bear God's image and they are growing in their knowledge of God and the gospel of Jesus Christ.

- **Servant Hearts**

VCA students proactively and gladly serve those around them. They understand how they are uniquely suited to positively shape and influence their neighbors and their society.

- **Relational Maturity**

VCA students know how to contribute to and benefit from their immediate community. They can appreciate and interact with people who are unlike them and they know how to respectfully relate to peers and authority.

**In Elementary-** we recognize that these skills are being developed at an earlier stage and different maturity level. Most behavioral issues will occur, and be dealt with, on the playground and in the classroom, with teaching and aide staff navigating these incidents with students. Behavior that escalates beyond these examples, as noted below in the behavior guidelines, may result in administrative involvement and further consequences, if needed. Parents will always be included in this process as partners in their child's education.

***In Junior High and High School-*** we expect students to begin taking more personal responsibility for learning and understanding rules and expectations. Students, upon admission to VCA, along with their parents, review and acknowledge the Student Life Agreement, which is based upon these same principles from our Expected Student Outcomes. Parents will be included in communications regarding student behavior, but we encourage students to take responsibility for knowing expectations and being accountable for them.

In 7th-12th grades, we expect students to request a meeting with a teacher or administrator *early in the year* if they have questions or disagreements with statements in the Student Life Agreement or in the Student/Parent Handbook. This is important because sometimes students will “push” rules during the year, later saying that they don’t agree with the rule. However, we expect that, if we as a school are clear about our rules and expectations in the beginning, our students and parents should be sure to understand those rules and expectations and raise concerns before rules are broken.

If, after deeper discussion with a VCA staff member, the student feels they are unable to respect and honor the rules and expectations of VCA, a meeting will need to be scheduled with the student’s parents to determine the student’s future at VCA. While we understand a parent’s authority to make the decision, rather than the student, of which school to attend, we also must acknowledge that a 7th-12th grade student will have an impact on the community if they are here and really do not wish to be.

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## **BEHAVIOR GUIDELINES**

VCA approaches student behavior issues first by educating and redirecting, and often that is all that is needed to help students function successfully in the community. We will always first look to counsel students biblically and pray with them, making sure they understand why they are being corrected.

There are occasions, however, where consequences become necessary. The following are some examples of behaviors and their likely consequences for all students, TK-12th grade. This is not an exhaustive list, but is meant to give students and parents a general idea of our process for discipline at VCA.

### **-“Level 1” behavioral offenses:**

Examples would include not following directions the first time given, talking during class, first time dress code infractions, PDA (public displays of affection), not paying attention/head on desk, writing notes in class. In these situations, teachers/support staff will work with students to help them understand better approaches to these situations and be sure they are clear on expectations. Teachers may send a note home to parents through FACTS just to keep them aware of the situation, or they may give the student another opportunity to change their approach before a note goes home, but only one warning will occur this way for the same infraction. This is at the teacher’s discretion.

### **-“Level 2” behavioral offenses:**

Examples would include repeated level 1 infractions, arguing with the teacher, inappropriate language or gestures, minor physical contact (horseplay), academic dishonesty, inappropriate phone/Chromebook usage, inappropriate use of school/others’ property, inappropriate language not directed at someone, unkind treatment of others. These types of behaviors will result in a FACTS behavioral notice going home, administration involvement and could also result in missing out on a school activity, detention or 1-day suspension. Students engaging in level 2 offenses will be on probation from athletic and leadership opportunities as determined by coaches, teachers and VCA administration. If an improvement is not seen after the probation, the student will be removed from these activities for the remainder of the year and may lose privileges to go on trips or extracurricular activities.

### **- “Level 3” behavioral offenses:**

This level involves behavior that is harmful to the student or others, are a major disruption to the learning environment, chronic behaviors not alleviated by earlier interventions or are illegal. These would include direct insubordination/refusing to follow a direction given by staff, vandalism/permanent destruction of school or others’ property, intentionally harming another student or staff member physically or verbally, showing sexually or otherwise explicit material to others, bullying (repeated, intentional physical or sociological harm done with the intent to embarrass, isolate or intimidate another), harassment (sexual, religious, racial, etc.), threats of violence, possession and/or distribution of illegal weapons or substances.

Due to the potential nature and intensity of level 3 offenses, students may experience consequences from being taken from class by an administrator to the involvement of law enforcement and up to and including expulsion from VCA. Level 3 offenses will always result in meeting with an administrator, a call home and a suspension, though the consequences may be greater. Students engaging in level 3 offenses will be removed from athletic teams and student leadership immediately, and will lose the privilege of attending trips or other extracurricular activities.

**Detentions** must be served on dates determined by the administrator (usually the next detention day). Lunch detentions will occur in the computer lab at the beginning of lunch. After school detention begins 5 minutes after school ends, and lasts for 45 minutes.

**Suspensions** can be “in-house”- meaning on campus- or at home, as determined by VCA administration. Suspensions may be 1, 2 or 3 days depending upon the severity of the offense and the previous behaviors and consequences that have already occurred. Athletic events and extracurricular events that fall on suspension days may not be attended by the student.

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## ANTI-BULLYING POLICY

One of the most fundamental goals of VCA is to create a school community that clearly reflects Christ and biblical principles. VCA should be an educational environment that is positive and safe for our students. While the term bullying is sometimes misunderstood and used incorrectly for any unkind action, there are occasions where true bullying occurs and will not be tolerated by VCA due to its clear violation of Scripture.

**1 Corinthians 13:4-7:** *“Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres.”*

**1 John 2:9:** *“Anyone who claims to be in the light but hates a brother or sister is still in the darkness.”*

**John 15:12:** *“My command is this: Love each other as I have loved you.”*

### What is bullying?

Bullying occurs when an individual or a group of individuals **intentionally and repeatedly** act in such a way as to demean, intimidate, threaten and/or humiliate others. These actions may create such distress that they cause a decline in work standards, produce problem behaviors, or cause reluctance to attend school or participate in school activities. Some behaviors initially may warrant discipline, but are not necessarily bullying. *However*, when applied intentionally and repeatedly, these offenses may become bullying.

### Examples:

- Physical aggression like shoving, hitting, punching (may start as horseplay but if repeated and intentional, can become bullying.)
- Verbal abuse in the form of name calling, insults, racial/cultural/sexual/socioeconomic remarks
- Damaging a person’s property/possessions or taking them without permission
- Threatening gestures, actions or words
- Cyber-bullying through texting, social media or other electronic means

### Responsibilities

It is the responsibility of all students, parents, faculty and staff members to promptly report all occurrences or suspicions of bullying behaviors. Students are encouraged to utilize the office when needing to report and/or talk through any social issues they may be experiencing. We will work to make this discreet.

**Students** being bullied should promptly report it to school staff, faculty or administration, bringing a friend or parent along if needed for support.

Any student who witnesses bullying or is aware/suspicious of it must promptly report it to school staff, faculty or administration. In addition to reporting the bullying behavior, students who witness another being bullied are strongly encouraged to ask the offending student to stop/stick up for the bullied student.

False or fabricated complaints of bullying are damaging to, and inconsiderate of others, and will result in disciplinary action. Students should be willing to work towards a resolution and portray a spirit of repentance and/or forgiveness. Students accused of bullying should be willing to humbly search their hearts and be honest about their intentions.

VCA expects **parents, guardians and others** who witness, or become aware of an instance of bullying involving a VCA student to promptly report it to administration. Discussing situations with other members of the VCA community which have not been reported to the administration is gossiping. Reporting false, misleading or unverified/rumored complaints of bullying is also not appropriate or respectful to those involved. Please notify school administration and allow them to investigate and resolve bullying matters.

**Faculty and staff** will promptly report to administration any instances of bullying witnessed by that faculty/staff member, or if they hear of bullying from another staff member, student, parent or other individual.

**Administration** will investigate any reports of bullying as soon as they are reported. This may include-

- speaking with any and all students involved, and asking for detailed accounts of what has happened.
- Gathering additional information carefully from eyewitnesses
- Utilizing school cameras

Administration will determine the course of action and any disciplinary actions, and may consult the school board. Administration will communicate with the parents/guardians of all students involved. Administration will monitor students involved in bullying incidents to ensure the incident is resolved and will take serious disciplinary action in cases of retaliation.

*\*Please note: all reports of abuse, neglect, self-harm and illegal activity will be taken seriously and will be reported to Child Protective Services and/or law enforcement as mandated CA law. **All staff members at VCA are mandated reporters.***

### **Goals of disciplinary action**

We will strive to meet the following goals through mentoring, accountability and restoration coupled with consequences/discipline as needed.

1. Repentance (sorrow and change) on the part of the bully
2. Healing for the student being bullied
3. Reconciliation of all parties concerned
4. The end of the bullying

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### **RESTORATION POLICY**

VCA may provide a restoration plan for students as an integral part of the disciplinary process. The purpose of this plan is to restore the student back to his or her place in the VCA community. Whether the behavior was minor or major, it will include counsel, prayer, encouragement and restitution when appropriate. If the behavior issues were greater, (suspensions or expulsion) the restoration plan may include a more formal, written plan and include aspects which help the student(s)

- Clearly identify the offense and accept the consequences
- Seek help and assistance from a spiritual mentor
- Reconcile themselves to God, parents, and church/school communities
- Seek complete restoration with the VCA community

Administration and, in some cases, VCA Board members, will oversee the restoration process. Restoration will not be pursued if the appropriate administrator or board member determines that restoration is not possible, is not appropriate or if the parent or student does not diligently seek restoration. For example, if either a parent or the student fails or refuses to commit to all aspects of the Parent/Student Handbook, then restoration will not be possible. Also, if a student has been provided with a prior chance to restore and/or conform behavior to the accepted standards and repentance/changes have not resulted, then restoration may not be possible or appropriate.

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## APPEALS

One of the things that is wonderfully unique to a Christian school is a biblical approach to problem solving! The Bible provides clear principles for a Christian seeking to resolve differences with others. Matthew 18:15-17, along with other passages like Galatians 6:1 give us processes for solving problems with others. It starts with connecting privately between the offended and the offender, rather than sharing it with others who were not involved.

Proverbs 6:16-19 lists seven things that God hates, the seventh being, “the one who spreads strife among brothers.” Galatians 5:16-21 lists the deeds of the flesh among which are, “enmities, strife, disputes, dissensions and factions.” Obviously there is great spiritual danger to all concerned when we do not solve our problems biblically.

God calls us all to be biblical problem solvers. Follow this basic plan below when dealing with problems between persons and also with the school. Step two can be the most difficult, but it is the most important. Most problems, especially those between teachers and students, are solved at this level. If for some reason a student is fearful to take step number two, that student should seek help in doing so from a parent, a trusted faculty member or a pastor.

When there is disagreement over a disciplinary action, the student involved, along with his or her parents, must agree to use the following steps to seek a resolution to the matter:

1. Pray about the matter, seeking God’s direction
2. Go directly to the staff member or principal issuing the discipline to discuss the concern.
3. If still unresolved, ask to meet with the person to whom this disciplinarian reports (admin, board member)
4. If an agreement or solution still is not reached, you may make a written appeal to the full school board ([board@victoryca.org](mailto:board@victoryca.org)) requesting a time to meet with the disciplinarian, and his or her supervisor (admin or board member). Once the board has received the request, every attempt will be made to convene the involved parties. Following the meeting, a representative from the VCA board will report on the decision regarding the claim. This would be the final level of appeal.

NOTE: The only exception to this process will be if there should be a claim involving illegal activity. In this case, the incident should be reported directly to VCA admin or the school board, with parties maintaining confidentiality in order to maintain integrity in the investigation, and also not to unfairly damage the reputation of persons who may indeed be innocent parties. **All VCA staff members are mandated reporters and any incident of potential abuse to a child by an adult must be reported by law.**

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## CELL PHONES/ELECTRONICS, GOOGLE ACCOUNTS

### Cell Phones

While VCA recognizes that cell phone usage is a regular part of our students’ lives, we also want to create a distraction-free, engaged educational environment and community. Therefore, students may not use cell phones during school hours without permission. If students choose to bring cell phones to school, the phones should be **turned off and put away out of view** in their lockers. Students who want to bring cell phones to class while turned off may put them in phone pockets provided by VCA. **Students should not text parents during the school day** without permission, please see below:

- If a student feels unwell/needs to contact their parent for any reason, they must first come to the VCA office, where we can give them permission to call or text their parent for possible pickup.
- **Parents who need to communicate with their student** should contact the VCA office and we can either pass along the communication for you, or we can call your student to the office at break to call or text you.
- Students who use their phone improperly will face the following consequences (per semester):
  - **First Notice:** warning, note home through FACTS. Phone is taken to the office for the student to pick up at end of day.
  - **Second Notice:** Phone confiscated for a parent-only pick-up at end of day. Detention given, behavior notice issued in FACTS.
  - **Third Notice:** Phone is confiscated for a parent-only pick-up at end of day. Detention or suspension given. Phone is no longer allowed at school until the following semester.

- Students who use their phone in violation of the acceptable use policy, including to show others inappropriate material or to record other students or staff without their permission, may lose the privilege of bringing a cell phone to school for the remainder of the school year.

### Other electronic devices, Acceptable Use Policy

VCA has a Chromebook program that provides Chromebooks for our 7th-12th grade students. There are secure filters placed on these devices to help students resist temptations toward distraction on their devices, and to protect them from the extensive content so easily found on the internet. VCA also provides Google workspace accounts (email, Google classroom, etc.) to our students in upper elementary up through 12th grade. Parents will need to sign a permission form granting access to these accounts, and parents and students alike should familiarize themselves with the following acceptable use policy.

### Computer, Network and Email Acceptable Use Policy

Victory Christian Academy (VCA) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end VCA encourages the responsible use of computers, computer networks, and other electronic resources in support of the mission and goals of VCA.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, VCA adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on VCA's owned or leased equipment or through the wired or wireless network and/or affiliated organizations.

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## VCA RIGHTS AND RESPONSIBILITIES

It is the policy of VCA to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, VCA recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, VCA retains the following rights and recognizes the following obligations:

The use of the Internet and similar communication networks by students and staff is a privilege—not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may also be taken when appropriate.

Students will be trained in the policies, procedures and rules for proper use of the Internet and local network.

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## COMPUTER AND NETWORK USE POLICY

VCA may provide student access to Internet-connected computers. These computers are for educational use. In addition, VCA may allow students to connect their own devices (laptops, tablets, phones, etc.) to the network. **VCA reserves the right to monitor all files and activity on its computers or network.** This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to VCA owned or leased equipment and, specifically, to exclude those who do not abide by the school's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. VCA reserves the right to restrict online destinations through software or other means.

## STAFF RESPONSIBILITIES

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the school.

## STUDENT RESPONSIBILITIES

Students agree to learn and comply with all the provisions of this policy.

### Acceptable Computer and Network Use

1. Passwords are private and should not be shared with other students.
2. Students may not allow anyone else to use their accounts since they are responsible for what happens in their own accounts.
3. All use of the internet must be in support of educational and research objectives consistent with the mission and objectives of the school.
4. Extreme caution should be used before revealing personal information including name, address, phone number, or email address.
5. Classroom use of personal tablets or laptops is at the discretion of the teacher.
6. Cell phone use is governed by VCA's cell phone use policy.
7. VCA will make final determinations about what is acceptable use.

### Unacceptable Computer and Network Use

1. Giving out information about another person, including name, phone number, home address, or email address, is prohibited.
2. Any attempt to access another individual's accounts, passwords, or data is prohibited.
3. Any use of computers or networks for commercial business, advertising, or political lobbying is prohibited.
4. Any activity that disrupts the use of the network by others is prohibited. This includes excessive downloading or any activity that destroys or damaged hardware or software.
5. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
6. Hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
7. The unauthorized installation of any software, including shareware and freeware, for use on VCA computers is prohibited.
8. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
9. Attempting to subvert the school content filters such as with a VPN or Proxy App is prohibited.
10. The VCA network may not be used for downloading entertainment software or other files not related to the mission and objectives of the school for transfer to a user's home computer, personal computer or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software and all other forms of software and files not directly related to the instructional and administrative purposes of the school.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms or other language that may be offensive to another user is prohibited.
14. Playing online games during school hours is prohibited unless specifically authorized by a teacher for instructional purposes.

## Disclaimer

1. VCA cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. VCA will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk. The school makes no warranties (expressed or implied) with respect to:
  - a. the content of any advice or information received by a user or any costs or charges incurred as a result of seeing or accepting any information; and
  - b. any costs, liability or damages caused by the way the user chooses to use his or her access to the network.
4. Students who bring personal electronic devices do so knowing that it will diminish their expectation of privacy regarding their personal electronic device while at school. The school reserves the right to search a privately owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated VCA policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
5. **Devices are brought to school at the students' and parents' own risk. In the event that a privately owned device is lost, stolen or damaged, VCA is not responsible for any financial or data loss. Students are expected to secure personal electronic devices in their locked locker when not in their specific possession. Devices should not be left in backpacks unattended**
6. VCA reserves the right to change its policies and rules at any time.

## VCA Email Use Policy

Victory Christian Academy (VCA) utilizes Google's G Suite software and web services to provide tools and applications to facilitate learning. If required by a student's courses, this will include granting a student email account. Typically this will be an email address in the form of first.last@victoryca.org

Email addresses granted by VCA are owned by the school, not by the student. While they may be used for personal matters, they are given for educational use. **School staff and administration have the right and ability to view student activity, including logs of emails sent and received and the content of those emails.** You should assume your VCA G-Suite account has no expectation of privacy.

The use of school-provided technology is a privilege, not a right. Inappropriate usage may result in a loss of those privileges. In the case of inappropriate use, VCA staff will decide what consequences are appropriate. Students agree to abide by the following policies:

## Email Account Expectations

1. Students may use this account for communications with VCA teachers, staff, and students.
2. Students may use this account to register for and satisfy the requirements of online courses taken through VCA or courses taken through other schools such as the Santa Rosa Junior College.
3. Students may use this account to communicate with friends and relatives for personal matters.
4. Students will exhibit respect and courtesy at all times when using their email account. Students understand that by having a "@victoryca.org" account they are representing VCA.
5. Students will not use this email account to send or receive derogatory subject matter. This includes emails that contain profanity, offensive language, racism, sexual comments, or disparaging remarks about VCA staff, teachers, students, administrators, or anyone else.



6. Students will not use this account to create or forward chain-mail, viruses, virus hoaxes, spam, or any other nuisance email.
7. Students will not use this account to create other online accounts unless permission is granted from a teacher or VCA staff member.
8. Students will not share passwords with others.
9. **Students understand that this account can and will be monitored for inappropriate usage.**

### Parent & Student Agreement- *\*to be signed and returned in a separate form*

I/we have read the VCA Computer, Network, and Email Acceptable Use Policy and understand and agree to the terms and conditions herein. I/we understand that this policy form and the privilege to use privately owned electronic devices in school can be revoked at any time. I/we understand that violation of these provisions may result in the confiscation of a personal electronic device by the school administration, any other designated school representative or local law enforcement and that legal action may occur according to law. I/we understand that we are responsible for compensating the school for any losses, costs or damages incurred due to violations of VCA policies/procedures and school rules by the student in conjunction with the use of his/her personal electronic device, including the cost of investigating such violations. I/we understand the above rules and policy and give permission for my student to use the VCA computers, network, and email systems.

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### CLASSROOM STANDARDS

The classroom space is designed for engaged, focused learning, and VCA teachers are interviewed and hired to be trusted as the leader in the room and the final decision makers for learning procedures. As such, it is the responsibility of the student to respect the teacher as the authority in the classroom, regardless of whether the student agrees with the teacher's decision or procedure.

#### Classroom procedures expected in all classrooms at VCA:

- Elementary students should place backpacks and other items in their designated cubbies, 7th-12th grade students should keep small items in their lockers, backpacks in their lockers or neatly against the wall outside their classroom, only bringing needed materials to class.
- Students should enter the classroom calmly, walking and following procedures communicated by their teachers at the beginning of the year.
- Students are to be seated and ready to begin class at the starting time of the period. (classes like Music, P.E. and others may begin differently, teachers will advise students where they need to be at starting time.)
- Students must be prepared and ready for class work by having all needed supplies with them to be marked present and on time.
- Students are to be courteous and respectful at all times to teachers, administration, school staff, peers and guests.
- Cell phones should be turned off and put away, either in the cell phone pocket in the classroom or out of the room in their backpack.
- Students are expected to honor and adhere to classroom policies set by teachers.
- Students should keep their hands and property to themselves and not be a distraction to other classmates.
- Students are not dismissed at the end of a class period until released by the teacher, rather than the bell.
- Students should clean up after themselves and leave the classroom better than they found it.
- Food & Drink (including morning coffees) are not allowed for students in the classrooms with the exception of pre-planned, sanctioned events by teachers.

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### FOOD & DRINK

#### Water

VCA encourages students to stay hydrated throughout the day, therefore, students are encouraged to bring a water bottle that can close to school every day. The water bottle should not be glass, and only plain water should be in the container (not alternative beverages or flavor added) in order to help with hydration. Water fountains and a water bottle filling station are located on the VCA campus to refill throughout the day.

## Other beverages

Students should not arrive to school with beverages to consume during first period. Please be thoughtful about other beverages brought to school and their impact on your/your student(s) energy level and focus.

## JH/HS Snack Bar

On occasion, VCA extra-curricular groups like student council may run a snack bar as a fundraiser for 7<sup>th</sup>-12<sup>th</sup> students. These will be announced in advance during chapels and food may be purchased by students for cash only during break and lunch.

## Birthday snacks/sharing food

If a parent or student desires to bring a treat or snack to school to celebrate a birthday, they must contact the classroom teacher impacted multiple days in advance and the teacher will ultimately determine where and when the food is distributed. If there is a student in the class with a severe allergy impacted by certain foods, the teacher will clarify which options are allowed for that class and we ask for families to be considerate about that for the sake of student safety.

Beyond celebrations, we ask that students bring their own food to school and not share. We understand this can run contrary to students' desire to share with each other, but students often do not know the allergies and food sensitivities of others. **Parents, please** help your students make sure they have packed enough food for the full day of school so they are not asking other students for food.

If students forget or do not have food, they should come to the office and we will try to contact parents to see if food can be brought. We have small snacks available in the event that a student cannot get food brought to campus, though these are not regularly available to the same students, so we will remind them to bring their food the next day.

**Eating Utensils-** please pack needed utensils in student lunches, with the exception of any type of knife.

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## DRESS CODE

The VCA dress code is designed to support our vision and serve these general purposes:

1. Train students to dress appropriately for the task at hand (learning, physical exercise and competition, visual/musical performance)
2. Train students to recognize that the way we dress, while seemingly an individual expression/decision, does impact the community around us. Christ teaches us to be aware of our impact upon others and that includes how we dress.
3. Free teachers up to focus on teaching, less on minute details about dress code.

***\*Parents play a crucial role in supporting this policy- please go over this with your student carefully and discuss it. If you have any concerns or questions, please meet with a VCA staff member to discuss. If buying it/wearing it gives you pause, it probably is not appropriate for school.***

***\*Enrollment at VCA assumes compliance with this dress code policy:***

### Accessories

- **Hats:** None in classrooms or chapel, ok outside. Graphics or print should not have depictions of/relating to/promoting violence, weapons, explicit material, illegal or sinful activities.
- **Piercings:** parental discretion, keep safety in mind. If coach/p.e. teacher/ref asks you to remove or a sport requires it, please do so respectfully.

### Tops/Dresses

- **General:** The focus is on modesty, consideration of others and comfort to facilitate focus on learning. No clothing should be skin-tight/form-fitting. **\*\*Clothing should comply with dress code regardless of position- raised arms, sitting, bending forward, etc.\*\***

- **Shirts:** Midsection and undergarments **completely covered at all times**, modest necklines (no cleavage), loose-fitting, underarm hair not visible, no spaghetti straps. *\*If shirt is sheer, then the shirt underneath must comply with the dress code.*
- **Logos/Illustrations:** Keep community/VCA vision in mind- *profanity, illustrations or depictions of/relating to/promoting violence, weapons, explicit material, illegal or sinful activities, etc. should not be worn.*
- **Dresses:** Must be loose fit, **mid-thigh length or longer** regardless of position (*sitting, leaning over*) May wear leggings but dresses must still be mid-thigh or longer.

### Pants/Shorts/Skirts

- **General:** undergarments should not be visible in any position, no tight/form-fitting pants.
- **Holes:** there must be fabric behind any holes above the knee (*no skin showing above the knee*) *\*please note, this is different from the shorts/skirts length below.*
- **Shorts/Skirts:** loose fitting, length should be mid-thigh or longer *in all positions (sitting, leaning over)* *\*Parents, check skirts with your daughters to make sure they are modest during activity/sitting down and standing up, etc. Wear bike shorts underneath for playing/climbing on play structure.*
- **No pajamas/PJ pants** unless it is a spirit day/pancake and PJ day
- **Leggings/other skin-tight pants** **not allowed unless** worn with dresses that reach mid-thigh or longer.

### Shoes

- **P.E./Sports:** tennis/athletic shoes must be worn to participate in physical education and sports for safety.
- **General:** all shoes **must** have either a strap around the back of the heel or a full, enclosed heel. No flip flops. This is in order to comply with our insurance.

### After School Hours/Sports/Special Events

- **Above dress code ALWAYS applies** unless a specific school communication is sent out. Please assume dress code applies any time you are at a school event, *even if it is off-campus.*
- **Sports practices/games** are included in our dress code. If a uniform requires an item of clothing that is out of our normal dress code (ex: volleyball shorts), the athletic director will determine the exact item to be worn, and *students may not participate in games if they are not wearing that item as instructed by the A.D., including if they make adjustments in length or fit outside of parameters set by A.D. (rolling shorts to make them shorter, tearing or tying shirts to change fit, etc.)*
- **Formal Events** will sometimes allow for dress code adjustments but we will communicate those *in advance* if they are different and the same general principles for modesty and consideration apply. *\*Parents, please partner with us and help students honor the dress code as they shop for these events. We will expect students to change if they arrive at a formal event out of dress code.*

- **Process/Consequences for students out of dress code:**

- **At school-** student will be asked to change, a parent will be called to bring something from home if student does not have something at school to change into. A note will be sent home to parent and documented in FACTS.
- **After hours event-** student will be asked to change or leave event if they are unable to change. *We truly do not want to ask a student to leave an event, so please honor the dress code.*
- If a student receives multiple FACTS entries regarding dress code infractions, consequences like detention or suspension are likely, along with a meeting scheduled with the student, parents and principal to discuss dress code together.

## High School Dance Formal Dress Code

VCA recognizes that formal dances are a unique opportunity, different from the learning environment. Out of a desire to celebrate that opportunity for students to gather and have fun together, we have adjusted our normal dress code for this specific event. **\*Please note**, foundational principles of modesty and consideration of others are still a high priority, as we endeavor to glorify God everywhere we are, not just during certain hours of the week. Those principles will still guide our dress code.

### GENERAL

- **Clothing is formal for this event.** Suits, tuxedos, dresses are all recommended for this event- have fun dressing up!
- **Cost of formal attire** can be expensive, so we encourage borrowing, thrift store shopping or any other creative ways to reduce the cost of your clothing. *Expensive is not required :)*

### MEN'S ATTIRE

- **Tuxedos/Suits/Nice Shirts and pants** Are generally the proper attire for this kind of event. Again, it is not required for you to go out and buy something new. Feel free to borrow or rent, and ask around for ideas- many students can give you tips!
- **Dress code** for this attire is like our daily dress code for shirts and pants. Avoid very tight-fitting attire or anything that would show undergarments.

### WOMEN'S ATTIRE

- **General:** Any changes below from our usual dress code still require that no cleavage or undergarments of any kind are visible. If you cannot accomplish this with one of the allowances given below, the dress/outfit will not be considered within formal dress code guidelines.
- **Straps/Sleeves:** For this formal only, spaghetti straps and off-the-shoulder sleeves/straps are allowed, *provided there is not visible cleavage or undergarments at any time- check for this by moving around/sitting down in it.*
- **Backs:** Backless dresses are not allowed. Backs of dresses may not go lower than just beneath shoulder blades/mid-back. *Again, no undergarments should be visible, and sheer/see-through material does not count for coverage.*
- **Fit, Slits and Length:** Dresses must reach at least mid-thigh when sitting, *so must slits in dresses*, please avoid very tight-fitting dresses.

### CHECKING FOR DRESS CODE AT THE DANCE

- **QUESTIONS?** We want to help you be successful and have fun! You're invited to ask Mrs. Cunningham or office staff, bring in your outfit, email/text photos of your outfit, for input **before the dance**.
- **Students who arrive out of dress code or become out of dress code during the event:** will be asked to go home and change.

*THANK YOU for your attention to this- we can't wait to celebrate with you!*

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### CHAPEL

To guide our students in their spiritual growth, we hold chapel services once a week. Typically, elementary has their own chapel on Wednesday mornings and Junior High and High School have their own separate chapel as well. On occasion, we will have a joint chapel together. Services are led by faculty members, students, pastors and other invited guests. The goal of each chapel is to worship God as part of our educational week. We recognize that faith is a deeply personal commitment, and while we would not "force" students to worship, we expect that all students and parents recognize they are choosing to be part of a Christian community where we will learn about, and worship God together. All students are expected to be respectful of that time.

In preparation for chapel, you are to:

- Come ready to hear God speak to you
- Only bring your Bible and something to take notes on. No other study materials or books should be brought in.
- Leave your cell phone in your locker unless directed otherwise by staff
- Demonstrate courtesy and hospitality to all speakers
- Maintain an attitude of respect and worship
- Not talk or distract others
- Be seated in the area assigned to your class

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### DROP-OFF/PICK-UP, TRAFFIC AND PARKING

VCA's primary goal for student drop-off and pick-up is to keep students, staff and families safe. Parents and students are encouraged to use extreme caution at all times when driving on school property.

- **Speed-** Please drive slowly and carefully at **5 mph in carline**, and 10 mph or less in the VCA parking lot.
- **Parking-** Please use designated parking spots outside of carline. Only use designated handicapped parking if you have a legal handicapped parking placard.
- **Running into office-** please park if you need to come to the office.
- **Carline-** the carline is for quick drop-off/pick-up only. Please do not use carline if you need to exit your car for any reason or if you need time to move car seats, give children snacks, etc.
  - **Remain in your car**
  - **Carline Traffic is one-way only-** please no U turns
  - **Always watch for pedestrians**
  - **Move up** to the next car in front of you so that cars do not spill out into the street.
  - **Left lane is for passing carefully only-** please do not "double park" for pick up or to chat with another driver.
  - **Cell phones-** please refrain from using your cell phone while in carline so you can be attentive.

### Student Drivers

We are glad to welcome student drivers to VCA. Remember that driving is a privilege, not a right.

- Student drivers must park in the designated parking spots next to the gym, indicated with signage the first week of school.
- Students must drive slowly and carefully in the school parking lot- no speeding, peeling out, racing, etc.
- Students must enter campus upon arriving at school. Loitering in the parking lot is not permitted.
- Students who drive themselves to school must still check in at the office if they are more than 10 minutes late, and check out at the office if they need to leave early for any reason.
- Student drivers who plan to **drive siblings** to/from school or to sporting events from school must pick up a *Parent Permission for Minor Sibling Transport* form before they will be allowed to drive their sibling.
- If above guidelines are violated, student will receive a warning and a notice home. If violations continue, student could lose the privilege of driving to the school.

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### LOCKERS

Lockers and combo locks are assigned at the beginning of the school year to junior high and high school students, in the locker hall next to the school office. Students who take p.e. will also be assigned a p.e. locker.

- Students are to use only the locker(s) assigned to them. You are responsible for the orderliness and care of your locker.
- Students may not share lockers.
- Students may not change lockers (due to broken locker, jams, etc.) without obtaining permission from the office.
- You may not use a lock from home. If you forget your combo, the VCA office can help you.

VCA is not responsible for the loss of items from lockers. You are responsible for all of your personal items that you choose to bring to school, and we **strongly urge students to lock their lockers.** While it is understood that many backpacks and bags do not fit into lockers, any loose books or other items left out will be picked up, placed in the lost and found located in the office. Student athletes are expected to store their gear in the appropriate locker room or in their car. Student musicians are expected to store their instrument in the extra lower locker assigned if possible, otherwise large instruments may be stored up against the locker during the day only.

## EVENTS, FUNDRAISING, LOGO, BRAND AND EXCLUSIVE RIGHTS POLICY

### EVENTS & FUNDRAISING

Various groups at VCA are involved in putting on different events- Athletics, Fine Arts, Student Council and PSO (Parent-Staff Organization). All fundraising events performed using the name of Victory Christian Academy, the use of any logo representing, or brand named VCA, must receive prior approval by the administration. This includes but is not limited to, all events, athletic team wear or other school clothing representing Victory Christian Academy, or the use of the VCA brand. Fundraising for individual class activities using VCA logo or materials may not be performed, used, or solicited on campus, and the use of school data, email, etc. is not permitted without prior approval of the administration.

### LOGO, BRAND & EXCLUSIVE RIGHTS

Victory Christian Academy maintains specific approved styles and logos for all school related clothing, activities and publication. No use or reproduction of the official VCA's official logo or brands are permitted without written permission. VCA reserves the exclusive right to have complete and exclusive control of all events, clothing, and publications.

## PARENT PARTICIPATION

One of VCA's strengths is our school community. We desire to work together to make VCA a welcoming and vital school for students TK-12. Out of a desire to keep tuition costs as reasonable as possible, we rely not only on financial donations but on family volunteer hours to successfully operate. We have a Parent Staff Organization (PSO) made up of volunteers who spearhead our two large annual fundraisers, as well as community building events throughout the year and who support teachers with room parents. There are also many other ways we look to parents and guardians to make our program great- drivers for field trips, library helpers, various on campus needs. All volunteers agree to the conditions of the VCA volunteer agreement, found online at [www.victoryca.org](http://www.victoryca.org) in the Support tab under Volunteer.

We ask that each family have an adult family member (i.e. parent/legal guardian, grandparent) serve **at least 20 volunteer hours during the school year**. This can be fulfilled fully by serving on the PSO for the year or participating in various volunteer opportunities like our fundraisers, classroom events, library volunteering or other volunteering opportunities communicated by VCA or your child's teachers.

## FINANCIAL INFORMATION

VCA is a 501(c)(3) non-profit corporation and receives its revenue from the payment of tuition, fees, fundraisers and the gifts of people who value Christian education. Salaries and operating expenses are primarily paid out of the General Fund of the school. Gifts given to the school may be tax deductible in accordance with IRS code.

### TUITION CHARGES

Tuition is charged on an annual basis. As a convenience VCA offers the following tuition payment options through FACTs our tuition management provider:

1. One annual payment due before the start of the school year. The prepayment option is only available for tuition. Additional charges throughout the year are expected to be paid by the due date or they will be considered delinquent (see "Delinquent Accounts" below).
2. Monthly tuition payments May through April, other schedules may be agreed to in some circumstances. Each family will receive a monthly statement from FACTs
  - a. Pay online through FACTs.
  - b. Payment is processed directly by FACTs based upon the tuition agreement.

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## TUITION AGREEMENT

During enrollment each family agrees to be **“responsible for paying a full year of tuition along with fees incurred during the year.”** The VCA school board relies on these commitments when we enter into annual contracts for staffing, facilities and other expenses.

The school board acknowledges that family circumstances can change and that these changes can happen even after families sign the annual tuition/fee payment agreement. All requests to be released from the payment agreement are reviewed by members of the school board and families should assume that all payments need to be made.

- The following fees are non-refundable in all circumstances: application fees, registration fees and any fees for materials, on-line or blended course tuition and fees.

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## TUITION ASSISTANCE

Each year a limited amount of tuition assistance is available. Please contact the school office for more information. All tuition assistance is dependent on continued good academic and behavioral standing by the student(s) and families involved. Tuition assistance will not be available for families who have accounts in arrears.

All tuition assistance is managed through [FACTs](#) and allocated by the Tuition Assistance Committee based upon demonstrated need and available funds. All recipients of tuition assistance must reapply each year.

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## DELINQUENT ACCOUNTS

Tuition is due according to the payment plan chosen. Payments that are not made in a timely manner are considered delinquent. Accounts that become delinquent may be charged interest and penalties by both [FACTs](#) and VCA.

At the end of the first semester, any student with an account that is over 30 days outstanding may be withdrawn from the school and may be unable to return for the second semester. Unless brought current, families with an outstanding account balance may be denied enrollment, or sports participation for the next school year until the outstanding account is paid in full. This includes tuition and any fees incurred.

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## WITHDRAWAL OR EXPULSION PROCEDURE

In the event of an expulsion- VCA choosing to terminate enrollment of a student- VCA administration will communicate directly with the parents or guardians of the student as to the effective date and next steps.

In the event that a parent chooses to withdraw their child from VCA, they must notify VCA administration and they will receive a **Request to Terminate Tuition Agreement** form. *All tuition billing will continue, per original enrollment agreement*, while the parent fills out and turns the form back into the school board at [board@victoryca.org](mailto:board@victoryca.org). Once the board has received this form, they will determine eligibility for termination of the tuition agreement at their next board meeting, after which the decision will be communicated to the family by a board member.

**In either case-** When a parent withdraws a student from school or the student is expelled, the student is expected to return all textbooks, Chromebooks and extra-curricular equipment owned by VCA such as sports uniforms, band instruments, etc.. No textbook or workbooks fees will be refunded. Online and hybrid course fees are non-refundable. All fees, fines and other financial obligations must be paid. The student will be removed from the active FACTS system, final transcripts will be created and archived, and will be sent, upon request, to the student's next school.

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## OTHER PROGRAM EXPENSES

Band, Choir, Theater Arts

The fine arts program is available for students in grades 4–12 (band and choir for grades 4-12, theater arts for grades 7-12). These programs involve a commitment of time, practice and sometimes extra fees for trips. It is important for each member to participate in all performances, trips and scheduled activities of these groups and is part of students' grades in these subjects. They are a special part of the school experience for our students. While there will be some costs associated with membership in the fine arts, VCA attempts to keep costs at a reasonable level to encourage maximum participation.

### Books and Supplies Policy

All workbooks are covered in the book fees and textbooks, Chromebooks are LEASED from the school. All textbooks are inspected and rated before distribution. Students may not write in the books or be covered with contact, sticky or tacky materials by students. Books that are damaged by these types of covers or other misuse will require the student to purchase a replacement book at the end of the year.

There are some additional supplies that we ask students to bring as their own. A supply list will be provided for each class/course by the teacher and shown on FACTS and the VCA website.

### Private Lessons

Music coaching is required in elementary and encouraged in 7th-12th grades for band. Parents must arrange these directly with private instructors, though VCA music staff may give recommendations to families to help make this easier.

### Sports Fees

Athletes will be charged a sports fee for each sport in which they participate. Sport fees vary depending upon sport and grade level. Check the school website, [victoryca.org](http://victoryca.org) for current information.

## HEALTH AND SAFETY

### MEDICATION- GENERAL POLICY

1. **Prescription:** No student shall be given any prescription during school hours except upon written request from a licensed physician/healthcare provider who has responsibility for the medical management of the student. All such requests must be signed by the parent/guardian.
2. **Non-Prescription:** All non-prescription medications (Ibuprofen, Acetaminophen, cough drops, etc.) require filling out a form from the office for administration during the school day. Parents must provide the medication.
3. A new Health Services form is required each school year for any medication.

### Responsibility of the Parent or Guardian

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
2. **Parents/guardians will assume full responsibility for the supply and transportation of all medications.**
3. Parents/guardians may administer medication to their child on a scheduled basis arranged with the school. **Students are only allowed to carry emergency medication as approved by their physicians.** (i.e. inhaler)
4. Parents/guardians may pick up unused medications from the school office during and at the close of the school year. **Medication remaining after the last day of school will be discarded.**

### Responsibility of the Physician and Parent/Guardian

1. A request form for prescribed medication must be completed by the student's physician, signed by the parent or guardian and filed with the school office.
2. The medication must be in the original contained clearly labeled by the physician or pharmacy with the following information:
  - a. Student's name
  - b. Physician's name
  - c. Name of medication
  - d. Directions for use

### Responsibility Of School Personnel

1. The school administrator will designate office staff that will be trained to administer medications.
2. Students will be assisted, by office staff, with taking medications according to physician's instructions.

### INDIVIDUAL HEALTH CARE PLANS/504's

A medical 504 plan shall be developed for each student identified with any medical condition/ food allergy with potentially serious health consequences that will impact the school day. The school will develop the 504 plan in collaboration with the student's parents/guardians. This shall be done prior to entry into school or immediately thereafter for students previously diagnosed with a medical condition. It should be done immediately after the diagnosis for students already enrolled who are newly diagnosed with a medical condition.



If a severe allergy is identified, depending on the nature and extent of the student's allergy, the measures listed in the 504 plan may include, but are not limited to:

- Posting additional signage (e.g. in classroom entryways)
- Designating special tables in eating areas
- Extra cleaning of designated tables in eating areas
- Prohibiting the sale of particular food items in the school
- Prohibiting particular food items from certain classrooms and/or eating areas
- Educating school personnel, students, and families about food allergies; and/or implementing particular protocols around cleaning surfaces touched by food products, washing of hands after eating, etc.

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### SCHOOL PROTOCOL, STAFF TRAINING

The school administrator, in coordination with the affected classroom teachers/aides, shall implement a protocol, consistent with this policy and with any 504 plans, providing students with medical needs with reasonable accommodations while they are attending school or participating in school-sponsored activities. The protocols shall be reviewed and updated at least annually, as well as after any serious allergic reaction has occurred at school or at a school-sponsored activity.

School administration will identify school personnel who might be involved in managing a medical emergency in a school, including those related to medical conditions or severe allergies identified in the current population. Along with standard CPR/First Aid training, those school personnel will be trained specifically in the management of these medical conditions and warning signs and symptoms of these conditions.

## CRISIS/EMERGENCY PLANS

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### PARENTS AND SCHOOL EMERGENCIES

#### Introduction

The safety and security of our students and staff are top priorities for VCA. Please review the following information and share with your students as you deem age appropriate.

The school administration works closely with police, fire, emergency services and public health to ensure our Safety & Crisis Plan reflects appropriate practices prepared for emergencies. We are preparing to work in partnership with emergency responders should a critical incident occur at our schools. Our comprehensive emergency plan addresses a multitude of potential incidents, not because we expect them to occur, but because we want to be prepared in case they do. For security reasons, specific details are not made available to the public; however, parents and students have a vital role and it is important that you know what to do in an emergency. Please review the following information, in advance of the school practice, to make sure you and your child understand the emergency procedures.

#### What is an Emergency?

An emergency is any unexpected incident that could possibly put your student or staff safety at risk. It could affect one child, or the entire school. School administrators, board members and sometimes emergency responders, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately. Advanced planning and preparation can minimize the risks in any emergency situation.

#### Preparedness - What Should Parents do to Prepare for an Emergency?

Parents have an invaluable role in preparing their children for emergencies. Listed below are some of the ways you can help them understand that if an emergency occurs at school, teachers and school officials are trained to handle the situation. Reassure them you will be contacted by the school and you will be reunited with them as soon as it is safe to do so.

- **Be sure emergency contact information is current and correct** in FACTS. Update any incorrect information in FACTS, or call the VCA office if you are having trouble doing so.
- Keep the school office and your child's teacher informed of any **medical conditions or physical limitations** your child may have or medications your child may be taking. Provide the necessary medical supplies and

medication for daily use and an additional supply to carry your child through an emergency. If there are questions about the appropriate amount of medication or supplies, please consult your child's physician.

- **Identify who is authorized to pick up your child** if you are not able to respond. Make sure their contact information is current and correct in FACTS. Please understand your child will only be released to parents and persons identified on the emergency contact list. Discuss this information with your child.
- **Make sure your child knows their parent or guardian's name, and contact info.** If there is only one parent or guardian, your child should have contact information for a second responsible adult.
- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let your child know they could be moved to another location until you can pick them up. Explain the term "evacuation" so they are not afraid of being evacuated from their school.
- Explain that cell phones should not be used during an emergency unless directed to do so by a teacher. We want to be sure information communicated is accurate, but we also understand the need to communicate during an emergency.
- Whenever you are on school grounds, remain alert to activity in and around the school. Report any suspicious activity to school administration so they can investigate.
- Establish a family preparedness plan including a communications plan. This will enable you to communicate with all family members during an emergency.
- In case of an emergency in which your child cannot go to their home, make sure there is another place he or she can go and be safe while waiting for a family member to pick them up.

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## VCA EMERGENCY PLANS

VCA prepares for emergencies by training our staff on our crisis management plan, sometimes with the help of local emergency responders. VCA staff are trained in using multiple modes of instant contact for emergency communication. We run drills throughout the year to bring any questions or shortcomings to light that we can improve upon.

What we do in an emergency depends on the situation and the specifics of the incident. We will make every attempt to ensure that instruction continues, even when it becomes necessary to lock down the school. Depending on the severity of the threat or emergency, additional measures may be taken, including sheltering-in-place, evacuating students from the building or closing the school early. We will keep communication open with parents via Parent alert text and email.

If emergency responders are called to the scene, we will work closely with them to determine what plan should be implemented depending upon the situation. Initially, VCA would be working with responders to develop plans of action, evacuation sites, and family reunification plans, and these plans must remain flexible as conditions change. Parents will be informed as soon as we have done everything we can to ensure the safety of students and when it becomes possible to provide accurate and helpful information. If a student chooses to text a parent before this process is completed, parents will not have full information. We will work hard to reach these decisions in a reasonable timeframe and communicate them clearly to families.

### Emergency Communications- How will parents be notified?

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, the administration will communicate information to parents and the community as necessary. The administration has a variety of media available to parents which will be updated, as needed, with the most complete and accurate information available. The following modes of communication will be used:

1. Parent Alert Text or voicemail (through FACTS)
2. Email
3. VCA Families Facebook Group, Instagram if warranted
4. SCOE (Sonoma County Office of Education) website if warranted
5. Press Democrat if warranted

### Recovery After a Crisis

The VCA board and administration understands that a traumatic event in a school or in the community can have an emotional impact on staff and students. VCA has good relationships with local counselors, pastors and other organizations who can help respond to the school during and after a critical incident to provide assistance along with the VCA board and administration. We will work closely with local entities like law enforcement, county health and the office of education where appropriate to address crisis response.

## Protective Actions the School May Use

VCA has an emergency plan involving a number of possible actions. The response varies, depending on the conditions and the situation, and is determined by a crisis management team trained to make such decisions. It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when danger has passed. VCA may use the following protective actions:

- **Lockdown** - A lockdown may be used because of an event inside the building or because something is happening outside and police have determined it is best to make sure the school is protected. The purpose of a lockdown is to restrict the movement of staff and students, and to fully secure the building. During a lockdown all interior and exterior doors are locked. No one is permitted to enter or exit the building until school officials, often working in conjunction with police, have determined it is safe to do so. All staff, students and visitors are accounted for and instruction may continue. The length of the period of lockdown is based on the situation at hand, and could be a few minutes or hours. It is possible that a lockdown might involve detaining students beyond the regular school day. It is never our intention to hold students unnecessarily, and we will not do so except to ensure their safety. Conditions will return to normal as soon as it is safe to do so. Parents will be notified if the school goes into a lockdown, *but we will first prioritize student and staff safety, then notify parents, so there could be a lag in time between when the lockdown begins and when parents are notified.*
- **Shelter-in-Place** - This protective action is considered when an event takes place outside of the school and officials determine the safest course of action is to keep students and staff inside the school until the external event is handled. Some examples could be a weather situation, hazardous materials release, or a situation unfolding in the community into which children should not be released. Students who are outside are moved inside, including students who are in portable classrooms or trailers. Instruction will continue. If a shelter-in-place is called for and may extend beyond the school day, parents will be advised.
- **Evacuation** - If it is unsafe for students and staff to remain inside the building, the school will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or be relocated to a safe location off school property, depending on a variety of circumstances. In the event of an off-campus evacuation, school administrators will work with emergency officials and the department of pupil transportation to move students to a safe location. VCA administration will notify parents of location and timing for pick-up. **Parents should prepare to have to sign their student(s) out and be patient during this time.**
- **Emergency School Closing** - This procedure will take place when school administrators determine students are safer at home than at school. This most often occurs due to loss of utilities or a weather emergency. Parents will be notified that school(s) will be closing via Parent Alert text and email.
- **Off-Site Family Reunification** - Similar to possible evacuation procedures, students are moved off-site when school officials determine students and staff should not re-enter the building until it is rendered safe. Off-site locations are determined in advance, but are not shared with parents until an incident unfolds. Police and school officials choose the best reunification site at the time of the incident depending on the circumstances of the emergency. Parents will be notified of the family reunification site as soon as it is tactically appropriate to do so. Our main priorities in an off-site evacuation are student safety and accountability. We want to make sure students are released to authorized individuals and a sign-out procedure will be initiated. In the event of an off-site school evacuation, parents will be provided information as to where the reunification site is located. **Parents or authorized adults will be required to show photo identification in order to pick up a child. The process may take some time because we want to make sure reunification is made with authorized individuals. Please be patient.**

## What Should Parents do in the Event of an Emergency?

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is a natural instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.

Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage an onslaught of parents and concerned citizens rushing to the scene to "help." By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities.

- Remain calm, follow procedures, and cooperate with school and public safety officials.

- Remain close to the phone listed as your emergency contact number.
- Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at the designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on school records as an authorized individual and they are in possession of a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Follow emergency procedures given for pickups, either in advance or on-site when you arrive.
- Remain in designated areas at the family reunification site.
- **Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.**

## PARENT AND SCHOOL COMMUNICATION

### FACTS FAMILY PORTAL

**FACTS** Family Portal is a helpful online resource for students and parents to access information like attendance, schedules, current grades, previous report cards, homework, calendar, enrollment, etc. Please check FACTS Family Portal frequently for up to date information. Parents with questions or concerns are encouraged to contact the teacher directly via email to arrange a mutually convenient appointment.

#### To Create A New FACTS Account (students & parents have different accounts)

1. In your internet browser enter the following Web address: [www.Factsmgt.com](http://www.Factsmgt.com)
2. Click on the “Family Login” pull-down menu in the top right-hand corner.
3. Click on the “FACTS Family Portal” link.
4. Click the “Create New ParentsWeb Account” link.
5. In the “**District Code**” box, enter: **VIC-CA**
6. In the “Email” box, enter: the email address you provided to the school. If you have not provided the school with a working email address, you will not be able to use FACTS.
7. Click on the “Create Account” button.
8. You will receive an email. Click the link in the email.
9. Follow the directions in the email. You will be provided with an opportunity to create your username and set your password.
10. Return to the login screen and reenter the District Code, your email address, and your new password.
11. Click on either “Parent” or “Student” and then the “Login” button
12. To access grades, click on “Classrooms.” This will bring up all of the classes that each of your children is enrolled in at the school.

### PARENT / TEACHER /STUDENT CONFLICT RESOLUTION

Sometimes there are miscommunications, misunderstandings or even disagreements and conflicts between students, staff and families at VCA. While we all make mistakes, we believe the biblical model is to humbly initiate communication to first get clarity about the situation, then to determine what is needed to bring resolution and reconciliation, if needed, to the situation.

The biblical model offered in Matthew 18:15-17 is the expected pattern for conflict resolution. If a student or parent is offended by the words or actions of a teacher, they should go first to the teacher in a timely manner. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to the administration for resolution of the problem.

- Do not gossip with other parents, students about your concerns. Follow the biblical pattern and first talk to the teacher or staff. *(Remember that only the people present during the conflict have the full information and perspective of what occurred.)*
- Start by asking questions rather than levying accusations. Often there has simply been a misunderstanding.

- Think about what is needed in order to move forward in good relationship, and be sure to address those needs fully in your meeting.
- If this meeting does not resolve the issue and you find you are at a stand still, it is then appropriate to reach out to administration. Please be advised that VCA administration will always ask if you have reached out to the staff member first.

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## SCHOOL CLOSURES

In the event of possible school closing due to weather or facility problems, parents and 7-12 students will receive Parent Alert texts through FACTS as well as an email. In the event of prolonged events like weather conditions, VCA will also utilize local communication tools to announce school closures like the SCOE website and local newspapers.

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## JUNIOR HIGH/HIGH SCHOOL (7TH-12TH) STUDENT COMMUNITY

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### PARKING LOT/TRAFFIC GUIDELINES

When driving or bringing students to school, use care to see that all standards of safety and common sense are observed.

- Students who drive to school are to park their cars in the area designated for student parking, which are the lined parking areas in front of the gym.
- Students are not permitted to stay in their cars after arrival at school
- Students may not go to their cars during the school day unless supervised by an administrator, office staff person or faculty member.
- All books, lunches, band instruments must be kept in the lockers rather than student cars

### Roller Blades, Skateboards, Bicycles

Roller blades and skateboards may not be used on campus. Bicycles must be locked in the bicycle rack during school hours and walked while on campus walkways, halls and playgrounds.

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### SECURITY

VCA is a closed campus. Students may not leave without permission during normal school hours. If arriving late or leaving early, students of all ages must sign in and out at the office with their parent/guardian. VCA may ask questions and/or request identification from anyone taking your child from the school. VCA utilizes security cameras throughout the day for everyone's safety. Lockers issued by VCA, as well as backpacks, may be searched at any time if there is a reasonable suspicion for a need to search.

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### SELLING ITEMS AT SCHOOL

Students may not sell items (including food) to other students at school. In the event that a student is selling items for a non-VCA fundraiser, the student may meet with VCA administration to consider temporary approval of selling goods, but this must be approved in advance by VCA administration.

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### VISITORS/CLOSED CAMPUS

VCA operates a closed campus during the school day. Closed campus means that unauthorized visitors are not permitted on campus and students are not permitted to leave campus without permission from the office during school hours. Students are expected to remain on campus, and in their scheduled class or designated area through the entire school day. Students may not leave the campus without a note from their parent/guardian and with permission from the office during normal school hours. **Before leaving campus, students must sign out in the office.** Failure to do so will result in an unexcused absence and referral to administration.

**VCA may ask questions and/or request identification from anyone taking your child from the school. Adults on campus not wearing identifying lanyards distributed by VCA will be asked to go to the office to sign in.**

Students are not permitted to “hang out” on the parking lot side of the campus during breaks or lunch. Students may not have food delivered to the school (e.g. Door Dash, Pizza).

Visits to VCA are generally limited to family, pastors, alumni, guest teachers/speakers and potential VCA families. Visits of family, pastors and alumni must be planned to coincide with the lunch hour, chapel, or another time approved by administration. Students may not bring friends to school. Occasionally, potential VCA students in the admissions process will “shadow” one of our students to learn about a typical school day. These visits are coordinated through the school office.

**All visitors must go to the VCA office and pick up a visitor pass.** Guests are welcome to attend chapel services.

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## WEAPONS

No weapons (knives, firearms, bullets, etc.) of any kind (even toy weapons) are permitted at school without permission of the administration. VCA may search lockers and backpacks if a reasonable suspicion exists that a weapon could be present. Discovery of a weapon brought to campus could lead to suspension or expulsion.

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## ILLEGAL SUBSTANCES

### Tobacco/Electronic Smoking Devices (Vaping)

Students are not allowed to use nicotine, tobacco, marijuana or any other vaping products at any time while they are attending VCA. This standard is in keeping with the findings of medical authorities concerning the danger to one’s health in the use of these products at a young age, and in honoring local laws for minors. Further, it recognizes that Christians are responsible to be stewards of their bodies and considerate of the rights of others (I Corinthians 6:9–20). **Use, possession or distribution of any of these substances will result minimally in suspension and may result in expulsion. Lockers and backpacks may be searched if there is a reasonable suspicion of illegal substance possession.**

### Alcohol, Drugs

Students will not possess or use alcoholic beverages at any time while they are attending VCA. Students will not use illegal drugs in any form while attending VCA during the school day or at after school activities. This includes any substances legalized for use of individuals over the age of 21, as use of these substances by students would still be illegal. This includes use of prescription drugs not approved by a doctor and the VCA office for the individual using/possessing them. This policy applies at all VCA events, whether on campus or off. **Use, possession or distribution of any of these substances will result minimally in suspension and may result in expulsion. Lockers and backpacks may be searched if there is a reasonable suspicion of illegal substance possession.**

**Students may be required to take a drug test if they are suspected of drug abuse.**

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## RESTROOMS

Restrooms are to be used for their designated purpose and biological gender. Students may not play, scream, eat or hide in the restroom. Like the rest of campus, restrooms should be treated with respect. Students are expected to clean up after themselves and refrain from any kind of vandalism. Students who violate this policy will be expected to clean up any mess, pay for damages and may face consequences up to and including suspension or expulsion.

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## SPORTS

The ultimate goal of the VCA sports program is to glorify Christ and be a testimony in the community through excellence in competition and sportsmanlike behavior. We have a small window of opportunity to represent Christ to other school communities, and we expect VCA students and fans to be humble, respectful, encouraging to their team and considerate to all who are present.

Students and parents/guardians participating in any season of athletics at VCA will be expected to read, agree to and sign contracts for conduct during VCA athletics. Failure to honor these contracts and commitments may result in ejection from the team.

Fans at VCA athletic events are also expected to honor and represent VCA and Christ well in the way they conduct themselves at sporting events, whether on campus or off. We expect fans to enthusiastically support their teams without showing disrespect toward opposing teams, fans or officials. Failure to do so will result in ejection from games.

### Athletic Program Participation Expectations

Students who participate in athletics at VCA are required to fulfill various expectations such as- signing participation contracts, obtaining an annual physical exam, paying seasonal fees, fulfilling practice and play commitments and fulfilling academic and behavioral obligations. Details for these expectations will be communicated by coaches and the athletic director to students and families expressing interest in playing sports at VCA. We try to keep these expectations reasonable, and hope that they will prepare our students well for their future in athletics, whether for health and fun or future opportunities in college or professional sports.

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### CARE OF CAMPUS, EQUIPMENT AND PERSONAL PROPERTY

We are blessed to be able to utilize such a beautiful, well-equipped campus. Students are taught and expected to be good stewards of what we have been given, as well as to be respectful of other people's property.

Therefore, students may not damage school or personal property or equipment. Students are urged to be good stewards of the school by keeping it clean. If paper or trash is on the ground, it should be picked up and properly disposed of. It is important for each student to keep the walls, desks and other surfaces free of graffiti or messes. Any theft, damage or vandalism will be treated as a very serious offense. If a student breaks, damages, vandalizes or steals school or personal property, the student and/or family is responsible for its replacement or repair and may be subject to other consequences including suspension or expulsion.

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### STUDENT MORAL CONDUCT

#### Inappropriate Language

VCA should be an environment that emphasizes building each other up and focusing on academics. Inappropriate language such as cursing, swearing, threats, racial or religious slurs, vulgarity, sexual harassment, provoking or unkind speech (see Ephesians 4:29) is not allowed on campus or at school related activities and will be subject to disciplinary procedures. This type of language is not helpful in building others up or directing them to Christ, nor is it supportive of a focused and safe academic environment.

#### Public Display of Affection (PDA)

Physical gestures, contact, or PDA (public displays of affection) kissing, excessive hugging or prolonged physical contact between students is not allowed on campus or at school.

#### Harassment Policy

VCA is committed to maintaining an academic environment that encourages individuals to treat each other with dignity and respect in an environment which is free from all forms of intimidation, bullying, exploitation and harassment, including sexual harassment. We believe that often, students don't realize that rude or unkind behavior can actually be considered harassment, and we work to educate them on what these terms mean to prepare them for the plans God has for them. Regardless of the label of this behavior, it is crucial for VCA students to recognize that their actions and words impact others for good or evil, and we will not support or allow students to repeatedly cause other students distress of any kind.

This school is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Any discriminatory behavior, including harassment or bullying by individuals or groups, will be regarded extremely seriously and could be regarded as grounds for disciplinary action, which may include expulsion or dismissal.

#### Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

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

### Examples of Sexual Harassment

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

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Conduct as listed above perpetrated online or through social media.
- Physical conduct such as touching, assaulting, impeding or blocking movements.

### What to do if You are Harassed or See Someone Being Harassed

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to report the matter promptly to the administration. Students who realize another student is being harassed should not egg it on, laugh at it or condone it in any way. Students are encouraged to work together to tell other students to stop when it is safe to do so. Otherwise, students who observe any type of harassment should promptly report it to a VCA staff member (teacher, administrator). All complaints will be promptly investigated.

### Where to Report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment: administrator, vice-principal, board member. These individuals will handle the information in a discreet manner, and follow all applicable mandated reporter laws.

### Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual or any other type of harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## SCHOOL ORGANIZATIONS

### PSO (Parent Staff Organization)

The PSO is a volunteer group made up of parents/guardians and staff at VCA. The PSO exists to help build community among VCA families, support classroom teachers in their communication efforts and activities and to support our two major fundraisers during the school year. The president of PSO is expected to meet and sign the VCA volunteer agreement and meet regularly with VCA administration and marketing team to discuss and report on PSO activities, along with receiving support and guidance from the VCA administration and board.

The PSO is a great way to get involved with VCA and get to know other parents, as well as VCA staff and students. Watch email and social media for upcoming events and opportunities to join or partner with the PSO, or inquire in the VCA office for contact information for the PSO president. Serving on the PSO fulfills all family service hours for the year.



## Student Council

The student council is made up of high school student body officers, elected representatives from each of the high school grade and representatives from other school programs such as sports and music. The student council plans social activities for the high school and seeks to promote school spirit. The members of student council are the elected spokespersons for the student body.

- To serve on the student council, a student must give evidence that they know Christ as Savior and have a good testimony before his/her peers.
- A person who serves on the student council must have an overall GPA of at least 2.25, and a GPA of at least 2.5 with no "F"s the semester before elections. These standards must be maintained during the term of office. An officer or representative whose grades fall below the above standards will be placed on academic probation, and if the grades do not meet standards after that period of time, will be removed from office.
- Any member of the student council who is suspended from school for disciplinary reasons will be removed from the student council.
- A major responsibility of the student council shall be to promote fellowship within the school, maintain Christian standards in all areas of student life, and to promote understanding between students, faculty, and administration.

All members of the student council serve under the guidance of a staff student council advisor. Student council bylaws will be reviewed and followed throughout the year. Student council members are considered leaders on campus, and are expected to respect and reflect student life agreement values at VCA.