

## **GENERAL POLICIES**

### **BIBLE/CHAPEL**

Bible study is recognized at VCA as being of fundamental importance and is a required subject for all grades. Knowledge of the Bible is one of the greatest educational assets a person can have in addition to moral and spiritual values resulting from Bible study. A regular part of the student's life is the weekly chapel service. Chapel is intended to aide student growth as a Christian, and to provide the opportunity to worship and praise God together with fellow students and teachers. Attendance at all chapel services is required. Any misconduct during chapel will be handled in the same manner as a classroom offense. With the exception of a Bible, students are not to bring books, purses, or other material to chapel.

### **CHANGE OF ADDRESS/PHONE NUMBER**

Students and parents are asked to inform the school office if they have a change of home address or telephone number. It is imperative that all families' phone numbers are up to date in FactsMgt.com especially in case of an emergency.

### **CONFLICT RESOLUTION**

All VCA faculty, staff, volunteers, parents, and students are expected to exemplify Christian living by their daily examples. It is the desire and goal of VCA that all relationships are positive, fulfilling, and above reproach. However, there are times when conditions need improvement and relationships are tested. When this happens, the situation needs to be corrected as soon as possible, according to the principles outlined in Matthew 18:15-17. If the situation remains unresolved, the person, or persons, involved should bring the matter to the principal, seeking counsel and being accepting of recommendations.

Divisive attitudes and conversations by faculty, staff, or academy families will not be condoned at VCA. Tolerance and patience with each other, in spite of our faults and weaknesses, are a true mark of Christianity. The principal's door is open to those who need to speak regarding unresolved conflict or offense. Family counseling is available to academy families who may need guidance for issues unrelated to academy matters.

### **EMERGENCY PROCEDURES**

Students will participate in monthly emergency drills to practice effective and proper classroom dismissal for inclement weather and situations. All due caution will be taken to provide a safe and orderly environment for VCA students

### **FOOD at SCHOOL**

- Beverages **with lids** are allowed unless this becomes a problem, at which point we would allow water only. Some teachers may ask students to place drinks on a table when they enter until the end of class.
- If you are dropping off lunch for your child, please make sure it arrives prior to their lunch period. Deliveries from restaurants are not permitted.
- Food will not be allowed in classrooms. This is a distraction to the teacher, your child and classmates that are near them. It will also help keep our facility much cleaner.
- Snacks may be eaten on the deck during the 5 min break between classes but must be finished or put away during class time.
- Tuesday Bagels and Friday Biscuits will be sold before school and lunch time only. Bagels will be sold in the cafeteria.
- Make sure to arrive at school early enough to eat any food you've brought as your breakfast in the cafeteria.

## Lunches

Nutritious hot lunches are available for student purchase through a local catering restaurant. Lunches should be ordered, and **paid for, on Wednesday of the prior week.**

**Lunch price: \$4.00 per day.** Students will not be allowed to go off campus for lunch. A snack table is available for students to purchase individual items to eat for lunch or add to their lunch for a reasonable price.

**If you are delivering food to your child for lunch, make sure it arrives in time for their scheduled lunch time.** You will be asked to deliver it to your child from the office or walk the lunch over to the cafeteria and place it in the designated area. The office can no longer keep food on the front counter.

## Outside Food

Students may bring their individual lunch from home and a microwave is available for upper elementary, middle and high school student to heat their food. Carbonated beverages are not permitted. VCA students are not permitted to order food from an outside vendor and have it delivered to campus. Ex: Uber eats, Grub Hub, Pizza deliveries etc.

## Birthday Celebrations

Homemade food items are not permitted for birthday celebrations or other special occasions. If providing birthday foods **please choose mini cupcakes, cookies** etc., that can be distributed easily. (Cakes are not permitted). **If delivering food to your child, it must arrive at school prior to their lunch time.** Elementary 10:25-11:50; Middle School 11:50 am; High School 12:45 pm.

## INSURANCE

Every student is covered by a school accident insurance plan. The school insurance is not a primary policy. If a student is injured, a claim should be made with the parents' insurance company first, then the school insurance will pick up covered expenses in excess of the parents' company. Parents must pay the expenses first, and then the school insurance will reimburse the amount after the deductible has been met.

## LOCKERS

Lockers are available to middle and high school students and are the property of the school. There is a \$5.00 per year fee for the locker rental.

- For security, lockers should remain locked at all times.
- A fine will be levied for all damaged lockers.
- Students are encouraged to keep lockers clean, and the locker combination confidential.
- Lockers are not to be shared with others.
- The school administration reserves the right to inspect lockers and their content at any time.

## LOST AND FOUND

Lost and Found items will be kept at the school office or hallway by the gym. At the beginning of each month, unclaimed items will be discarded. **Please clearly identify all items that your child brings to school, including clothing.** This will assist us in locating the owner of misplaced items.

*VCA is not responsible for theft, loss of phones, electronic devices, equipment, clothing etc. MS/HS students should lock up valuable items in a school or athletic locker.*

## MEDICAL MATTERS

Students will not be allowed to start school without an up-to-date immunization record, physical exam, and birth certificate on file in the school office. See the school office for more information regarding immunizations.

- When a student is ill enough to be out of class, parents are notified to pick up the student or to give permission for the student to go home.
- If a child's temperature registers 100.0 degrees or greater, parents will be notified to pick up the student. In the event of injury or accident, parents are notified immediately according to home, work, and emergency phone numbers supplied to the school office. Every effort is made to contact parents before medical attention is obtained.
- The Medical Release Form for medical attention is sent with the student to the doctor/hospital indicating parental permission for treatment. Only minor first aid is administered by the school. **Students are not permitted to keep prescription or over-the-counter medications in their possession.**
- All medications, prescription or over-the-counter, must be kept in the school nurses office with a current school-year *Medication Administration Form* on file. Medications will be administered by the school nurse or designated office personnel. Medication must be in the original container identified with the student's name. Where possible, please ask your physician to prescribe medications that may be given before or after school.

## RE-ENROLLMENT

**Early re-enrollment will begin in January 2024.** Parents who re-enroll at that time will receive a discounted rate of \$50 if all paperwork is returned. **On February 1<sup>st</sup> open enrollment begins** for the public. At this time, if your child is not re-enrolled they are at risk of not having a seat for the following year. We are blessed to retain over 95% of our students annually. VCA students that haven't re-enrolled by March 1<sup>st</sup> will be required to pay the full re-enrollment fee of \$100 if any seats remain in the designated grade level.

## SCHOOL AND CHURCH GROUNDS

- Students are not permitted to use the church restrooms or access the church facilities without administrative approval.
- Students K-12 not involved in school sponsored activities after school must not loiter around school and church grounds following daily school dismissal. **PLEASE PICK UP YOUR STUDENT PROMPTLY.**
- Extended Care supervises K-8 students from 7 AM- until 6 PM. **Students who are still on campus after 3:30 PM and are not in an approved after school activity will be signed into KidZone and billed the appropriate fee.**
- Students who are in an approved supervised sport/activity must stay with that coach or sponsor until picked up by an adult.

## SCHOOL EVENT OR ATHLETIC CONTEST/PRACTICE

Students remaining at school after an event/practice will have 15 minutes to be picked up by parents or there will be a **\$20.00 fee assessed for late pickup.** Our teachers' and coaches' time is important and must be respected.

## **SPORTSMANSHIP**

VCA students and families are expected to demonstrate sportsmanship at all athletic events. "Sportsmanship is a blending of cheers for "your team" and applause for the "opponents," observing the letter and spirit of the rules and showing consideration for others. Sportsmanship is the "golden rule" of athletics – treating others as you wish to be treated." Demeaning or belittling comments towards opposing players, coaches or referees will not be tolerated and will result in disciplinary action including the loss of the privilege of attending VCA events.

## **STUDENT DRIVERS**

- All students holding a valid driver's license, and wishing to drive to school, must apply for a student's parking permit. Permit fees are \$10.00.
- The parking permit must be displayed in the windshield area of the vehicle while on campus. An application for a parking permit may be obtained from the school office.
- All students who drive must park their car in the parking lot on the **north side of the church by the VCA Office in the last four rows.**
- Student parking is not permitted on the grass by the dirt road or by the Athletic facility.
- **Any student, who drives carelessly, or in any inappropriate manner, will have their VCA driving privileges revoked.**
- **Students are not permitted to go to their cars during the school day without permission from the school office.**

## **STUDENT ENTREPRENEURSHIP**

Students are not permitted to sell any item at school for personal gain. Only school fundraiser items or items approved by the administration are permitted to be sold on campus.

## **VISITORS – PARENTS**

Parents are always welcome at VCA. A 24-hour notice must be given to the school prior to a request for a classroom visit. This is to ensure the safety of all students. When you wish to visit the classroom or lunchroom for any reason, please check in at the school office first to receive your visitor's badge. Parents will be asked to leave their keys with staff. If a parent wishes to talk to their child's teacher, they can arrange for a private conference by contacting the teacher or calling the school office.

## **VISITORS – STUDENTS**

Students visiting the school are only allowed if they are potential VCA students. Approved visitors must come to the office first to obtain a visitor's pass. All visitors must comply with VCA's dress code and student behavior. Students who have been asked to leave VCA for disciplinary reasons may not be on campus during school hours.