

THE VILLAGE

CHRISTIAN ACADEMY

“Committed to God...Committed to Excellence”

2020-2021 Parent/Student Handbook



***“Sing to the Lord a new song;
play skillfully with a shout of joy!”***

Psalm 33:3

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Dear Students & Families,

On behalf of the faculty, staff, and administration of The Village Christian Academy (VCA), I want to express our joy and privilege to partner with you in the adventure of learning and discipleship. We are highly committed to providing an excellent and diverse educational program within a warm and supportive learning environment. I am honored to lead VCA as we enter into a new year of *Commitment to God and Commitment to Excellence!* In that pursuit, it is vital for the health of our community that we establish and clearly define expectations and procedures – thus the importance of this Handbook.



The Handbook is full of information that you will find helpful, however, no manual of this type can anticipate every need or concern that may arise during the school year. When matters need to be addressed, which may not necessarily be identified within these pages, please know that we are committed to creating solutions through the filter of our shared core values.

Note that the school reserves the right to apply its policies with a degree of flexibility, according to the best interests of students, families, and the employees of VCA. The policies and practices outlined here are subject to modification at any time. Therefore, the Handbook needs to be viewed as a “living” document. Be sure to always access the most current version, which is available on the school’s FACTS Student Information System portal (formerly known as RenWeb) under School Information/Resource Documents.

If you have any questions, concerns, or comments regarding our policies and practices, please do not hesitate to contact my office.

Thank you for your partnership and have a wonderful school year!

Committed to God... Committed to Excellence!

Dr. Toby A. Travis
Superintendent



CONTACT INFORMATION

MAILING ADDRESS

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908 South McPherson Church Road
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WEBSITE

www.vcanc.com

TELEPHONE DIRECTORY

- VCA (910) 483-5500
- Fax Number (910) 483-5335
- After School Care (910) 489-4893
- Village Baptist Church (910) 678-7178
- Village Baptist Pre-School (910) 486-5544
- Finance (910) 483-5500 ext. 4261

EXTENSION LISTINGS

- Dr. Toby A. Travis, Superintendent 2265
- Mrs. Amy Gonzalez, Administrative Assistant to Dr. Travis 2265
- Mrs. Jennifer Hairr, Admissions Director 3223
- Mr. Kevin Duffy, Campus Ministries 1202
- Mr. Kevyn Brown, High School Principal 1274
- Ms. Deborah Bailey, Guidance Counselor 1268
- Mrs. Kelly Reitz, Office Manager 1251
- Mr. Harold Morrison, Jr., Athletic Director 1269
- Mrs. Theresa Clark, K-8 Principal 3230
- Mrs. Gretchen Holzinger, K-8 Administrative Assistant 3254
- Mrs. Tammy Wallace, K-12 Director of Innovation 2267
- Ms. Wanda Sutton, Finance Officer 4203
- Mrs. Tina Eddy, Financial Assistant 4261
- Mrs. Pearl Boettcher, School Nurse 1219
- Mrs. Stephanie Purser, Welcome Center/School Store 1271

Note: A month and year in brackets indicate an updated section from the previous year's handbook. For example, [2/2020].

INTRODUCTION [2/2020]

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

ESSENTIALS OF FAITH

Village Christian Academy is a non-denominational evangelical Christian school, which operates as a mission of The Village Baptist Church (VBC). VBC holds to the Southern Baptist Convention Beliefs as articulated here: <http://www.sbc.net/aboutus/basicbeliefs.asp>

MISSION

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

VISION

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

PHILOSOPHY OF CHRISTIAN EDUCATION

- a. Village Christian Academy believes that Christian education is not merely the “plugging in” of Christian truths to an otherwise secular curriculum. Furthermore, there is not a dichotomy of sacred and secular academics, extracurricular activities, and future careers. Rather, God is the divine creator and nothing exists that He has not made (Col. 1:16). Everything has been created for and through Jesus Christ and must be for His glory alone. One can only understand creation and our role in it through the revelation of God. Thus, it has been said, “There can be no education apart from a Christian Education.”
- b. God has chosen to reveal His character, attributes, and will to mankind by means of Special and General Revelation. General Revelation is seen in the way in which “his invisible attributes, namely, his eternal power and divine nature, have been clearly perceived, ever since the creation of the world, in the things that have been made” (Romans 1:20). God has also chosen to reveal Himself through the Bible. The Bible is not just a collection of books; rather it is the very Words of God and is, therefore, a book of absolute truths as originally given and when correctly interpreted. It is His means of special revelation to mankind.
- c. In spite of the fact that God has clearly revealed Himself to mankind, all have continually rejected Him and His truths since the fall of man through the sin of Adam and Eve in the Garden of Eden (John 1:10, Romans 3:23). As a result, “sin came into the world through one man, and death through sin, and so death spread to all men because all sinned” (Romans 5:12). Therefore, we are all sinners both by our nature and by our choice.
- d. Throughout time, God has continually revealed Himself to be a loving, holy, just, and sovereign God. As a result of His holy and just nature, He must punish the sinfulness of mankind. However, as a loving and sovereign God, He had a plan from the very foundations of the earth for the reconciliation of His creation. That plan was fulfilled in Christ Jesus, His one and only begotten Son. (John 3:16, 1 Peter 1:20-21, 1 Peter 3:18, 1 Peter 2:6, Romans 10:11, Romans 5:5 - 21, Zephaniah 3:11, Joel 2:26-27, Isaiah 50:7, 49:23, 45:17). The purpose of Christian Education is to assist the family and church in the ministry of reconciliation through instruction centered upon

Jesus Christ and founded upon His Word (II Corinthians 5:18).

- e. The teacher plays an integral role in Christ-centered instruction. In his epistle, James teaches that the tongue is a powerful tool. He compares it to the bit in the mouth of the horse and the rudder on the ship. He demonstrates the power of the tongue to guide the body toward heaven or hell. It is important to note that this popular chapter on the tongue is opened with the challenge, “Let not many of you become teachers, my brethren, knowing that as such we will incur a stricter judgment” (James 3:1). Throughout the Scriptures, God uses teachers to instruct His people in following after His ways. Teachers are obligated to search the Scriptures to discover the truths that God desires to be taught to His children. They are challenged to learn and apply the truths themselves and then instruct others through both words and actions.
- f. The primary goal of the teacher is to lead the body in following Jesus Christ. This can only be done if the teacher is himself following Christ and learning from Him. Effective teachers and staff members are born again Christians who demonstrate a strong Christian testimony. They are active members of a Bible-believing church and are trained in the area that God has called them to teach. Like Paul, they will live in such a way that they too can challenge their students to “Be imitators of me, just as I also am of Christ” (1 Corinthians 11:1).
- g. The goal of Christian education is to provide a learning environment that consists of Christ-centered instruction and activities that will provide conditions whereby young people can discover the Truth. In John 8:32 Jesus stated, “And ye shall know the Truth and the Truth shall make you free.” The Scriptures also state that Jesus is “the way the truth and the life” (John 14:6) and “He is before all things, and in Him, all things hold together” (Col 1:17). Christ-centered education acknowledges that Jesus is the center of all that is. He is the Truth and only in Him can truth be found. Therefore, the curriculum must be developed with Jesus Christ as its center. He must hold the curriculum together, and all truth must come from Him and lead to Him.
- h. Throughout the Scriptures, parents are commanded to raise their children in the “discipline and instruction that comes from the Lord” (Eph. 6:4). A Christ-centered school strives to assist the family and church in fulfilling this charge. The school cannot take the place of the parents or church in this calling and, therefore, cannot relieve them from their responsibilities. Rather, it serves as an extension of both in rearing future generations to be followers of Jesus, well prepared for the fulfillment of God’s desire for their lives.

CORE VALUES

- a. **ACTIVE SHARING** - valuing the gospel more than good works (Mark 16:15)
- b. **PURPOSEFUL DISCIPLESHIP** - valuing people more than programs (II Timothy 2:2)
- c. **LIFESTYLE OF WORSHIP** - valuing what I do more than what I say (Matt. 22:37)
- d. **AUTHENTIC COMMUNITY** - valuing transparency more than just being nice (I Thess. 2:8)
- e. **COMMITMENT TO EXCELLENCE** - valuing excellence more than maintenance (I Cor. 10:31)
- f. **BIBLICAL AUTHORITY** - valuing application more than information (Psalm 119:11)
- g. **INTENTIONAL SERVICE** - valuing others more than self (Mark 10:45)

THE MINISTRY OF TEACHING [10/2020]

Teachers and school administrators are called by God to help raise up the young in ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2) His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all. (Acts 4:33)

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping

students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself - all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Phil. 4:8-9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school's Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. "Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members of one another.....Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear." (Ephesians 4:25,29)

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urges Christians to "Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." (Ephesians 4:31-32) Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

SCHOOL COMMITTEE

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

ACCREDITATION

VCA is fully accredited with the Association of Christian Schools International (ACSI) and cognia. Accreditation ensures compliance to recognized educational and institutional standards such as

certified personnel, educational and operational accountability, Christian values in a safe and positive learning environment, organizational stability, and student acceptance by colleges and universities.

ADMISSIONS [5/2020]

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

NC OPPORTUNITY SCHOLARSHIP VOUCHERS

VCA accepts North Carolina Opportunity Vouchers. Recipients of the vouchers must meet all admissions requirements of VCA for acceptance. Please visit the NCSEAA website (www.ncseaa.edu) for more information.

APPLICANTS

VCA accepts students based on information learned through the application and admissions process, prior scholastic records and evaluations, previous grades/GPA, standardized test scores, and a parent/student interview. Students are expected to maintain at least a "C" or 2.0 average in all classes. Through a review of previous academic records, we seek to admit students that can maintain this standard and be successful in our program. Following these criteria, VCA admits students who demonstrate the following:

- a. Acceptance of Jesus Christ as Lord by one parent/guardian and active in a local, Bible-believing church
- b. A likelihood of academic success within VCA's Christian environment and challenging academic programs
- c. A commitment to and history of high moral character
- d. The ability to adapt to the standards that accompany a Christ-centered education
- e. Personal testimony, if applicable

Incoming kindergartners are screened for developmental readiness for our kindergarten program. Testing may be required for grades 1st-12th at the discretion of the principal.

All applicants must submit the following:

1. Completed online application
2. Application fee (non-refundable) - see Fee Schedule
3. Completed Pastor Recommendation/Essentials of Faith Form from the church of membership (or participation)
4. Completed Teacher Evaluation Form
5. Most recent report card (grades 1st-12th only)
6. An official copy of the student's transcript (high school only)
7. Copy of most recent standardized test scores (grades 1st-12th only)
8. A birth certificate or copy. Only kindergarten applicants that have reached his/her fifth birthday before August 31st will be considered for admission.
9. Copy of student's social security card
10. A current immunization record**
11. Signed VCA Parent/Student Handbook Compliance Form

**VCA follows North Carolina State guidelines in regard to all immunizations. VCA students are required to have all immunizations mandated by the state of North Carolina. There are no exemptions from vaccinations unless a signed medical exemption/waiver is provided from a licensed physician.

****Kindergarten** students must submit a completed NC Health Assessment Transmittal Form in addition to immunization records within the first 30 days of school. Any kindergarten student who does not comply cannot return to school after the 30-day period.

Additional Requirements/Restrictions [8/2020]

1. A Family/Student Interview with the appropriate grade level principal.
2. Applicants that have been expelled from any school due to academic and/or disciplinary reasons must wait one calendar year before being considered for admission.
3. Reclassification of students is permitted at VCA when there is an agreement to do so between the parents and the division principal.
4. New students who reclassify are ineligible to compete in athletics for their first school year at VCA.
5. Any applicant who is married, pregnant, or has a child will not be admitted. A waiver to this policy may only be granted by the superintendent.

Admissions Priority

1. First priority consideration: siblings of students currently enrolled at VCA.
2. Second priority consideration: members of VBC who regularly attend VBC, or whose parent(s) are members of VBC, and regularly attend VBC.
3. Third priority consideration: graduates (in good standing) from the Village Baptist Preschool program.
4. Fourth priority consideration: open enrollment to the general public.

ADMISSIONS COMMITTEE

The purpose of The VCA Admissions Committee is to assist the Director of Admissions in the execution of his/her responsibilities, serve as a quality control mechanism for the admissions process, and serve as an on-call review board should questions of applicants arise.

TUITION/FINANCE

TUITION

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

APPLICATION FEE

Per student for K - 12th Grade

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

RE-ENROLLMENT FEE

This non-refundable fee must accompany each student's re-application to VCA. This fee covers the costs associated with the application process. In order to plan for the next school year and hire new staff, the fee will increase May 1st.

NEW STUDENT REGISTRATION FEE

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

RESOURCE FEE

This is a non-refundable fee required for re-enrollment. New families will need to remit payment within two weeks of acceptance at the principal interview. This fee is used to cover the cost of

curriculum materials (textbooks, workbooks, classroom teaching supplements and novels except Honors/AP), teacher support through the parent volunteer program, standardized testing, PSAT Testing, technology support, and student insurance. The Resource Fee also contributes to the cost of maintenance on buildings, buses, and vans.

WITHDRAWAL FEE

You are enrolling your child for the entire year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of a student will create an opening, which VCA may not be able to fill with a viable candidate. Any family planning to withdraw a student from school must notify the school office in writing as soon as possible. All tuition/fees must be paid up to the point of withdrawal including the student withdrawal fee (see Fee Schedule), all textbooks, library books, and school materials must be returned. Report cards and school records will be released only when all financial obligations to Village Christian Academy have been fulfilled. See Fee Schedule.

DELINQUENT ACCOUNTS

1. Tuition payments are due on the 5th or the 20th of the month or a late fee be assessed.
2. A fee will be charged for any returned checks.
3. Report cards, transcripts, and diplomas are held in the office if tuition/fees are delinquent.
4. All tuition and fees must be paid PRIOR to participation in any extracurricular activities (i.e. athletics, fine arts, field trips, etc.).
5. If tuition/fee payments are behind by two weeks, the Finance Office and/or the Superintendent will inform the family of a specific date on which the student(s) may not attend class until all accounts are paid in full. Failure to meet this deadline may result in the withdrawal of all students under that account.
6. Students will NOT be permitted to re-enroll until delinquent accounts and fees are paid in full.

HANDLING OF PAYMENTS [5/2020]

Teachers and staff may not accept payments from parents/students in their classrooms. All monies to be collected are to be paid directly to the finance office. For example, all field trips and dress-down fees will be charged through the FACTS/Renweb Student Information System to the corresponding account.

ACADEMICS **CURRICULUM**

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

Participation in our summer reading program is required for every student entering 1st – 12th grade. Our reading list along with the summer writing assignments is available in the school office, on FACTS/Renweb Student Information System under Newsletters and Downloads, and at Barnes & Noble Bookstore.

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

HOMEWORK GUIDE & PHILOSOPHY [10/2020]

What we have learned over the last century is that homework can be a useful learning tool. However, according to a meta-analysis of more than 180 studies on homework and its effects, we learn there is no correlation between the amount of homework and achievement in elementary school (except for reading) and only a moderate correlation in middle school. In high school, “too much homework diminishes its effectiveness or may even become counter-productive” (Cooper, 2006).

So has any major study shown that homework has a direct link and correlation to a significant increase in academic achievement at all grade levels? Yes – but you may be surprised as to what that “homework” is.

According to several studies involving tens of thousands of participants, family meals are the single strongest predictor of better achievement scores and fewer behavioral problems for students. The amount and use of homework were not identified as a predictor of achievement, but regular, consistent, and ample time set aside each day for a family to talk around a meal in their homes did (Waldfoegel, 2012, Columbia University, 2012, University of Michigan, 2002)

Homework is a good practice when it is given constructively and effectively by the teacher. It should be given as an extension of daily practice or pre-learning. The goals of assigning homework are developing and refining our students’ intellectual skills and developing independent learners.

We believe that all students are created differently: some students could finish work in 5 minutes while another child may take 30. Homework should be assigned based on what is developmentally appropriate for the individual learner.

As educators, we combine research-based generalizations, research from related areas, and our professional judgment based on firsthand experiences to develop specific practices and make adjustments as necessary each year according to the learners we teach.

Homework Purposes:

Homework is best defined as those assignments that seek the above goals and principles and support the following instructional purposes:

- Practicing and reinforcing what is presented in the classroom.
- Checking for understanding.
- Providing formative information to guide further instruction.
- Processing new knowledge and pre-learning.

Homework Practices for All Grade Levels (K-12):

- Homework is assigned as either practice work or pre-learning.
- To the greatest extent possible, homework should be personalized to support each student’s individual learning needs (i.e., differentiated rather than class-wide assignments).
- Homework may not require a parent or adult assistance, but rather be work the student can confidently complete independently. (Parents, however, should help facilitate homework completion, but in no way should they assist or participate with the completion of the work.)
- Homework may never be assigned as a punishment.
- Homework must receive feedback from the teacher in a timely and individualized manner.

Homework Guide for Elementary School Students:

Homework may improve student achievement if assigned in moderation and purpose. It may also develop good study skills and responsibilities, reinforces concepts, and allow families to know what a child is learning. Because of these potential positive outcomes, VCA elementary teachers recommend 20-40 minutes of daily homework for grades K-5. Reading independently or with an adult should represent 15 - 20 minutes of the 40-minute limit.

No homework will be assigned on weekends or during holiday breaks to encourage involvement and dedication to family, church, community, and extracurricular activities and intentionally develop and support a holistic approach to growth and learning.

Homework Guide for Middle School Students:

Homework can play a critical role in the middle school years to develop independence and responsibility and potentially reinforce previously taught concepts. VCA middle school teachers recommend an average of one hour of homework a day. There will be times that there is less than one hour, but also times when it could be more.

No homework will be assigned on weekends or during holiday breaks to encourage involvement and dedication to family, church, community, and extracurricular activities and intentionally develop and support a holistic approach to growth and learning.

Homework Guide for High School Students:

At the high school level, studies show that homework that is personalized to the learning needs of individual students improves achievement in terms of test scores, improved grades, and the likelihood to attend college. Because of the positive outcomes, VCA high school teachers recommend approximately 60-120 minutes of daily homework. (Note: The time limits do not apply to AP or dual enrollment college-level course offerings.)

Minimal homework will be assigned on weekends or during holiday breaks to encourage involvement and dedication to family, church, community, and extracurricular activities and intentionally develop and support a holistic approach to growth and learning.

SCHEDULES

Rising 9th-grade students and current high school students register for fall classes the previous Spring. Students and parents are welcome to schedule an appointment with the guidance counselor to discuss course selection. Schedules will be mailed out over the summer. If changes are needed, students may do so by making an appointment with the guidance counselor **prior to** the 1st day of school. A list of classes and course descriptions are available in our Course Selection Guide. After the first day of school, any schedule change requests must be made by August 28, 2020.

TEXTBOOKS

Textbooks are the property of VCA and are assigned to students for their use. Students are responsible for the care of textbooks and will be held accountable for any damage or loss. However, some workbooks are consumable and for the personal use of the student.

REPORT CARDS

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

GRADING SCALES

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

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

3rd - 12th Grades: Academic

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

3rd - 12th Grade: Conduct

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

GRADE POINT AVERAGE (GPA)

It is vital that students develop a good student work ethic early in their academic career. The first year in high school sets your grade point average (GPA) for the next three years.

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

Standard Classes = 4 point "A"
Honors Classes = 4.5 point "A"
*AP Classes = 5 point "A"

*In order to receive AP credit, students enrolled in AP classes are required to take the AP exam and pay the AP exam fee. If a student does not take the AP exam, they will receive honors credit for the course.

EXAMS

Semester and Final Exams are taken by high school students for all academic courses and count 15% of each semester grade. Seniors with a cumulative grade of 85% or higher at the end of the third quarter and an 85% average in the 4th quarter will be exempt from their final exam in that class.

AP EXAMS

VCA must follow the AP Exam schedule dictated by the College Board. Sophomores and juniors who have a 90 average or higher in their AP class for the year are exempt from the final exam.

NATIONAL HONOR SOCIETY

VCA is a member of the National Honor Society, an institution that promotes academic excellence, community service, and peer leadership. Candidates are enrolled in 10th - 12th grades. Eligibility is based on a 3.7 unweighted cumulative grade point average (10th – 12th grades), a completed application, and completion of 20 documented community service hours. Eligibility does not mean or imply selection. Applications are available only to students who qualify, academically, behaviorally, and appropriate service hours. Academic and discipline records are reviewed thoroughly. Candidates who are eligible will be selected by a committee to include administration and staff members. Once inducted into the NHS, students are required to maintain a 3.7 unweighted GPA; perform 20 community service hours per year, maintain honorable character, and continue leadership responsibilities. If a student fails to maintain the standards set forth, membership may be revoked.

NATIONAL JUNIOR HONOR SOCIETY

VCA is a member school of the National Junior Honor Society, an institution that promotes academic excellence, community service, and peer leadership. Candidates are enrolled in 6th - 9th grades. Eligibility is based on a 3.7 annual grade point average (6th – 8th grade, 9th grade is based on 3.7 GPA to include mid-term exams), a completed application, two teacher recommendations, and completion of 10 community service hours. If you believe your student will meet all of the qualifications to become a member of the NJHS, it is recommended to have their service hours completed by the end of the 3rd quarter. Eligibility does not mean or imply selection. Applications are made available only to students who qualify, academically, behaviorally, and appropriate service hours. Academic and discipline records are reviewed thoroughly each year. Candidates who are eligible will be selected by a committee to include administration and staff members. Once inducted into NJHS, students are required to maintain a 3.7 GPA and perform 10 community service hours each year, maintain

honorable character, and continue leadership responsibilities. If a student fails to maintain the standards set forth, membership may be revoked.

MARSHALL SELECTION [04/2020]

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

VALEDICTORIAN/SALUTATORIAN SELECTION

Valedictorian and Salutatorian will be selected based on GPA. A weighted GPA of courses is first analyzed, and if a tie occurs, a numeric average will then be utilized. To be considered for Valedictorian and Salutatorian at VCA, the student must attend VCA a minimum of three full years.

GRADUATION REQUIREMENTS

1. The minimum number of credits needed for a student to graduate from VCA is 28 credits, or 4 fewer credits than the maximum credits available during their high school career to graduate.
2. If a student does not pass a class with 60%, the class must be retaken if needed for graduation.
3. A credit course, one for which credit toward high school graduation is awarded and which qualifies as part of the instructional day, must consist of at least 150 hours of instruction in a traditional schedule or 135 in the block schedule.
4. While a student at VCA, completion of the courses outlined below are required for graduation. If the course is offered at VCA, it must be taken at VCA.
5. Students transferring into VCA will not have course GPAs calculated for courses that are not also offered to VCA students in order to avoid unfair academic advantage.
6. Seniors will not be eligible to graduate if financial accounts are not current (paid) to include the senior fee. See Fee Schedule
7. Every student enrolled at VCA will take a Bible class each year.
8. All other courses taken are considered elective courses and will count toward the student's GPA and the 28 credits needed to graduate.
9. Beginning with the class of 2021 any courses taken during high school will be placed on the student's transcript as an AP credit. These courses will be calculated in the student's grade point average.
10. Seniors are required to take a minimum of six (6) courses during their senior year.

Content Area	# of credits needed, course-specific
English	4 credits: English I, II, III, IV
Math	4 credits: Alg. I, Alg. II, Geometry, and one Math higher than Alg.2. Note: Alg. 1 taken in the 8 th grade does not count towards the 4 math credits required.
Science	3 credits: Earth Science, Biology, Chemistry or Physical Science
Social Studies	4 credits: PEL, World History, American History I and II
Foreign Language	2 credits: Both courses must be in the same language
Health/PE	1 credit: Health/PE
Bible	1 credit: for each year at VCA

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

TRANSFERRING OF CREDITS POLICY

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

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

VCA reserves the right to receive credits from other academic institutions in accordance with its own grading policies.

TESTING

Standardized tests are given each spring to students grades K-8th. Testing is designed to assess student achievement in reading, language arts, mathematics, science, social studies, vocabulary, and spelling. Sophomores and juniors are required to take the PSAT. Seniors are encouraged to take the SAT or ACT. Parents will be provided a copy of all test results.

DUKE TIP

Qualifying 7th-grade students will be eligible to participate in the Duke Tip program. This 7th Grade Talent Search identifies academically talented seventh graders based on standardized test scores achieved. Candidates are given an opportunity to take the PSAT and are invited to take the ACT or SAT college entrance exam as a seventh-grader.

DISCOVERY PROGRAM: GRADES 1st - 2nd

VCA offers the Discovery Program for qualifying students in grades 1st and 2nd. The program is a 30-40-minute pullout program for students who score 95% or above on national tests. The Discovery program recognizes and nurtures the academic gifts of young students from all cultural groups and across various economic strata who have the potential to perform at higher levels of accomplishment. Our program provides challenging instructional activities in math, reading, writing, problem-solving, and creative/critical thinking. Participation in the Discovery Program does NOT constitute automatic placement in the Academically Gifted program offered in grades 3rd - 8th. Please see the fee schedule.

ACADEMICALLY GIFTED PROGRAM: GRADES 3rd - 8th

Criteria for entrance into the program

- OLSAT/InView (IQ) score at or above the 90th percentile

AND

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

Criteria for probation or dismissal from the Academically Gifted Program

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

- OLSAT/InView (IQ) score drops below the student's capabilities based on previous scores
- Reading composite score drops to below-expected levels

- Math composite score drops to below-expected levels
- Report card grades in reading and/or math drop below a 90% yearly average
- Poor participation or motivation in AG classes

LONGLEAF ACADEMY [5/2020]

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

Criteria for entrance into the program

- Average or above verbal IQ (100 or higher)
- Diagnosed with dyslexia and /or ADHD by a licensed psychologist
- The diagnostic report must be within the last 3 years

Families interested in applying to the LongLeaf Resource Program should contact Mrs. Theresa Clark at tclark@vcanc.com.

ACADEMIC PROBATION: GRADES 3rd - 12th

- Students who fail any two subjects will be placed on academic probation.
- Students who fail one subject **AND** an overall GPA of less than a 2.0 will be placed on academic probation.
- Any student who has passed all subjects but has an overall GPA below 2.0 will be placed on academic probation.
- The evaluation will take place quarterly. If the student's performance does not improve, he/she will remain on academic probation and may not be permitted to re-enroll for the next academic year.
- In addition, refer to athletic and other extracurricular eligibility requirements.

ATTENDANCE [8/2020]

- Children in North Carolina may attend private church schools or schools of religious charter under N.C. Gen. Stat. §115C-547 et seq., or nonpublic schools that qualify under N.C. Gen. Stat. §115C-555 et seq. *Delconte v. State*, 329 S.E.2d 636 (1985).
- Attendance at a private church school or school of religious charter satisfies the compulsory school attendance requirements provided the school operates on a regular schedule, excluding reasonable holidays and vacations, during at least nine calendar months of the year. N.C. Gen. Stat. §115C-548.
- Attendance at a qualified nonpublic school satisfies the compulsory school attendance requirements provided the school operates on a regular schedule, excluding reasonable holidays and vacations, during at least nine calendar months of the year. N.C. Gen. Stat. §115C-556.
- To satisfy the compulsory attendance statute, attendance at an approved nonpublic school must be for a period equal to the time the local public school is in session. The state's private school attendance statute defines this as "a school term of at least nine calendar months on a regular schedule excluding reasonable holidays and vacations." North Carolina's Division of Non-Public Education, within the North Carolina Department of Administration, *advises* that the school term have at least 180 instructional days per year with typical school days of at least five and one-half hours in length and typical class periods of 50 minutes for grades nine through twelve. N.C. Gen. Stat. §115C-378 and N.C. Gen. Stat. § 115C 548.
- VCA operates with a 7 hour school day. Thus, even though the number of days may or may not meet the recommended number of total school days, the school exceeds the "advised" instructional hours.

ABSENCES

Regular and punctual attendance is very important for students to achieve academic excellence. Excessive and/or unnecessary absences encourage poor work habits and make it difficult for

students to keep up with their academic requirements. It is important that a student be regular in attendance to be successful at VCA.

1. VCA students must be present for 50% of the academic day to be counted present for the day.
2. High school students must be present for 50% of the class period to be counted present for that class.
3. Perfect attendance in middle school and high school is defined as being in attendance in each class every school day except for school-sponsored events such as athletics, choir, ACSI, etc.
4. Absence from school is considered excused with a written note from a parent. Parents are reminded that a student is in danger of not being promoted if they exceed the maximum number of day/class periods required.
5. The student must make up missed assignments.
6. If a student is absent more than twenty days during the year his promotion to the next grade or class is jeopardized.
7. For early dismissals or late arrivals, K-8th students must obtain a release slip or admittance form from the Welcome Center and 9-12th students from the high school office.
8. Students are not permitted to leave campus for lunch.
9. Excessive absences due to special circumstances (i.e. hospitalization due to illness, death in the immediate family) will be reviewed by the administration and handled on a case by case basis.
10. When a student has been absent for 10 or more consecutive days with no communication from the family, the school reserves the right to administratively withdraw the student. Students in grades 6-12th may not receive credit for a specific class if they miss more than 20 hours of that class.

TARDY/EARLY DEPARTURE [5/2020]

Students must be in their classrooms ready and prepared for school on time. Tardiness is disruptive to the teacher and the rest of the students. Being tardy is not excusable unless in cases of illness or emergency.

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

Students are not permitted to be checked out during the 30 minutes prior to the scheduled release time, unless in case of an emergency.

Middle and high school students: 3 unexcused tardies constitute detention. Tardies are cumulative but tabulated on a quarterly basis.

AFTER SCHOOL CARE (ASC)

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

AFTER SCHOOL STUDY HALL

VCA offers students grades 6-12th after school study hall. Study Hall begins upon the dismissal of school and ends at 6:00 p.m. Parents are charged per day, per student, and charges are processed through FACTS/Renweb Student Information System. See Fee Schedule.

ASC CODE OF CONDUCT

Attendance in the After Care and Study Hall programs is a privilege, as such, the administration reserves the right to deny participation as necessary. The VCA Student Code of Conduct will apply to all students attending ASC or Study Hall.

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

HOLIDAYS

VCA observes the following holidays:

Labor Day	Thanksgiving Break	President's Day
Columbus Day	Christmas/New Year's Break	Easter/Spring Break
Veteran's Day	MLK Jr. Day	Memorial Day

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

INCLEMENT WEATHER

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

STUDENT LIFE

HOURS OF OPERATION

- Office hours (during the academic year): 7:30 a.m. - 4:00 p.m.
- Summer office hours: Monday through Thursday from 9:00 a.m. - 3:00 p.m.
*All offices are closed the week of July 4th.
- Doors open at 7:30 a.m. - Students report directly to the classroom.
- Students are not permitted on campus before 7:30 a.m. unless supervised by a staff member.
- The school day begins at 8:00 a.m.
- Teachers hours: 7:30 am - 3:30 pm Monday through Friday.
- Kindergarten - 5th Grade Dismissal: 2:45 p.m.
- 6th - 12th Grade Dismissal: 3:00 p.m.
- After School Care (ASC): begins immediately after dismissal and ends at 6:00 p.m. Students are not permitted to remain on campus unless supervised by a staff member.
*Charges will be assessed starting at 3:15 p.m.

VISITORS [5/2020]

Village Christian Academy maintains a secure campus. All parents, visitors, and guests **MUST REPORT** to the Welcome Center, **PRESENT IDENTIFICATION**, and **REGISTER** to receive a visitor's badge and permission to visit the campus, as well as **EVIDENCE OF AN APPOINTMENT** (e.g., email confirmation from a principal, teacher, or Finance office). Parents **MAY NOT ENTER** the school through any other entrance than the Welcome Center.

Lunch, homework, books, etc. may be left at the Welcome Center to be delivered, but may not be taken directly to the student. Note that all exterior entrances are secured during school hours (8:00 a.m. - 2:45 p.m.).

COMMUNICATIONS [08/2020]

It is our goal to provide your family as much information on school policies, procedures, and daily activities as possible. To that end:

- a. All teachers and staff have an email address which is their firstname.lastname@vcanc.com. This is a reliable means of addressing concerns and obtaining information. VCA staff are encouraged to respond to emails within twenty-four hours.
- b. A large message board is posted outside with information, important dates, and reminders.
- c. The Parent Alert system is used to quickly communicate with parents via text message.

CHAPEL

We believe that corporate worship is a fundamental component of our Christian faith and aids in developing our students spiritually, emotionally, and socially in the body of Christ. We offer a variety of activities and programs. All faculty and students are expected to attend, participate, be attentive, and respectful in weekly chapels. Parental attendance at chapel is welcome.

DRESS CODE [10/2020]

The Village Christian Academy maintains a student dress code policy for a variety of reasons.

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

All VCA uniform tops/outerwear must be purchased in the VCA School Store (see Fee Schedule) located in the Connection Café and on-line. Khaki bottoms may be purchased at any store.

1. All uniform shirts (polo shirts, T-shirts, and sweatshirts) with the VCA logo must be purchased from the school store. No other shirts may be worn without administrative approval. All shirts, including layering, must be a solid color.
2. Students must wear a VCA polo, t-shirt, sweatshirt, or jacket with the VCA logo each day.
3. Spirit wear/class shirts may be worn on Fridays only.
4. Girls may wear long pants, shorts, jumpers, capri pants, and skirts of solid beige or khaki color with the following stipulations:
 - a) Shorts/Skorts/Skirts must be no shorter than 3 inches from the top of the knee
 - b) Tights or leggings must be a solid color and can only be worn under a skirt or dress.
 - c) For modesty sake, no cleavage will be visible at any time.
5. Spandex, yoga pants, leggings, off the shoulder tops, strapless attire, spaghetti strap attire, tank tops, and pajama pants are **NOT** permitted.
6. Boys may wear solid khaki shorts (no shorter than 3 inches from the top of the knee) or pants. They must be neat, clean, and hemmed (no fringe or baggy apparel). If pants or shorts have belt loops, then belts must be worn.
7. Elementary through 6th-grade students must wear closed-toed/closed heeled shoes.
8. Students in 7th through 12th grades are permitted to wear sandals.
9. Hair will be neat, clean, and styled.
10. Modest jewelry is appropriate for girls and boys. Body piercing (nose, lips, eyebrows, etc.) are **NOT** allowed. Boys are **NOT** to wear earrings while on or off campus representing VCA. Gauges are **NOT** allowed for boys and girls. Tattoos are discouraged.
11. Hats, sunglasses, doo-rags, bandanas, etc., may **NOT** be worn inside the school building/gym or classrooms. Scarves are **NOT** permitted to be worn on the head.

12. VCA clothing will **NOT** be modified.
13. Facial hair is allowed for young men, but must be clean and well-groomed.
14. For high school PE and Weight Training Classes, a PE uniform must be purchased from the school store (shorts and t-shirt).
15. Fridays are optional Dress Down Days. For detailed information about Dress Down Day, see below.

DRESS DOWN DAY

Students are permitted to wear non-uniform attire on dress down day (see Fee Schedule). VCA spirit/club shirts may only be worn on Dress Down Day (Friday) without paying the fee. Administration reserves the right to decide on a case by case basis the appropriateness of Dress Down Day attire. For example, all pants/shorts are to be neat, clean, and **without holes/tears**. Remember, neatness, appropriateness, modesty, and all school rules for appearance still apply. **Failure to comply with the dress code will result in disciplinary action.**

FOOD SERVICE [8/2020]

New Deli is our primary food service provider. All student lunch orders and billing is processed through New Deli. For more information visit: www.mynewdeli.com, call (910) 223-3082, or email bestnewdeli@gmail.com.

SCHOOL STORE

The student store, located inside the Connection Café, sells all school-approved uniform shirts, outerwear, and PE uniforms (for high school only). Apparel may be purchased in-store or through the online portal and then picked up in the store. The online store can be accessed at <https://squareup.com/store/vca-school-store/>.

MEDIA & INNOVATION CENTER

The VCA Media & Innovation Center is open from 7:40 a.m. to 3:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays from 7:40 a.m. to 3:15 p.m. The Media Center houses a current selection of over 18,000 volumes of books. Additional materials are added each year through the aid of our annual book fair. Currently, we subscribe to 10 magazines and have a substantial library of DVDs.

FINE ARTS

VCA is committed to the development and furtherance of the Fine Arts in all areas. We offer a variety of opportunities for our students.

- **CHORUS** - elementary, middle school, and high school performance groups. All VCA students receive music training starting in Kindergarten.
- **BALLET/JAZZ** - open to students in grades K-5th. Beginning and intermediate ballet/jazz classes are offered on campus after school. An additional fee is required.
- **ART** - all elementary students will have art once a week, both middle school and high school courses are available. Instructor permission is required for advanced HS art students.
- **DRAMA** - offered as a middle and high school elective. Students will study basic principles of acting, character analysis, learn stage and rehearsal terms, and learn about theater etiquette.
- **TAEKWONDO** - open to students in grades K-5th. Beginning and intermediate classes are offered on campus after school. An additional fee is required.

MISSIONS AND COMMUNITY SERVICE

Mark 16:15

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

teach our youth the value of selfless service. Examples include but are not limited to:

Second Harvest Food Bank
Fayetteville International Folk Festival
Sleeping Bag Ministry
Relay for Life
Operation Christmas Child
Shoebox Ministry
Operation In-As-Much
His Outreach Worldwide
Breast Cancer Foundation

There are many additional service/mission projects facilitated by individual classes, groups, and the entire student body. These activities are not intended to take the place of projects at your home church. Participation in any or all is at the discretion of the individual families.

FIELD TRIPS

Groups from VCA will take field trips periodically throughout the school year. An Activity Release Form will be provided and must be signed for each field trip. Prior approval must be submitted for any

alternative transportation and signatures are required. From time to time, parents may be asked to chaperone trips.

For liability purposes, no siblings not otherwise eligible will be allowed on VCA field trips.

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

STUDENT DRIVERS

Driving on campus is a privilege and must be regarded with the utmost responsibility. Student drivers with a valid North Carolina driver's license must register their cars and purchase a parking permit (See Fee Schedule) available in the high school office. A permit must be clearly visible hanging from the rearview mirror. Students will park in assigned parking spaces. Reports by staff or parents of excessive speed and careless driving may result in disciplinary action.

STUDENT ORGANIZATIONS

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

PARENT ORGANIZATIONS/INVOLVEMENT

PARENT-TEACHER ORGANIZATION

The PTO at Village Christian Academy exists to encourage and strengthen cooperation and fellowship among the school administration, parents, and teachers. As a teacher, parent, or guardian of a student at Village Christian Academy, you are a PTO member. There are no dues to join. The PTO is an organization whose mission is to support the students, teachers, and staff of VCA. Monies for financial support are generated by PTO fundraising activities to purchase items that will improve the educational and recreational facilities of VCA. All parents are encouraged to actively support the PTO.

VCA ATHLETIC BOOSTER CLUB

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

The Booster Club is a 501(c)(3) non-profit organization of individuals, parents, and friends of the program committed to achieving Athletic Excellence through sportsmanship, fellowship, and faith. All Board Members volunteer their time and efforts for this purpose. Parents are encouraged to support the Athletic Booster Club for a yearly fee.

CHAPERONES/VOLUNTEERS

At VCA, we believe that field trips provide a valuable educational experience for our students. Field trips increase knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, many field trips would not be possible. Thank you very much for giving your time and support to these important activities.

In order to make sure that school-sponsored field trips are safe and rewarding experiences for all participants, we have prepared a set of guidelines to provide information about volunteering as a field trip chaperone.

All chaperones and volunteers must have a background check completed before volunteering with our students. The cost of the background check is the responsibility of the parents. The completed release form for the background check must be turned in to the Welcome Center with payment. Background checks can be requested online under Resource Documents on FACTS/ Renweb Student Information System. Background checks are good for two years from the date verified.

FUNDRAISERS

All fundraisers must be approved by the Superintendent prior to implementation.

ATHLETICS

Athletic physicals and a signed concussion form are required for participation and are considered current up to one year from the date of the physical. Current physical and concussion forms are kept on file with the nurse. Student eligibility begins in the 6th grade for middle school sports teams and 7th grade for the JV and varsity teams. Many different middle school, junior varsity, and varsity teams are available for VCA students. For further information, refer to the Athletic Handbook under Newsletters and Downloads on FACTS/Renweb Student Information System.

Fall Sports

Boys Soccer
Girls Volleyball
Boys Cross Country
Girls Cross Country
Girls Tennis

Winter Sports

Boys Basketball
Girls Basketball
Cheerleading
Swimming

Spring Sports

Boys Baseball
Girls Softball
Girls Soccer
Boys Tennis
Co-ed Golf

ELIGIBILITY REQUIREMENTS

Student-athletes at VCA are subject to the eligibility requirements of the North Carolina Independent Schools Athletic Association (NCISAA) listed below.

1. To be eligible to participate in interscholastic varsity competition, students must be enrolled in grades 7 through 12.
2. No player shall have reached his/her 19th birthday on or before August 1st of the current school

- year.
3. No player may receive financial aid for athletic participation.
 4. An athlete must be a full-time student, defined as follows:
 - a. The student must be successfully progressing toward graduation with the expectation of meeting all graduation requirements.
 - b. The student must be enrolled in a minimum of four classes.
 - c. Home-schooled students are ineligible for NCISAA competition.

Additionally, VCA maintains the following academic requirements in order for student-athletes to be eligible to compete on varsity, junior varsity or middle school teams:

1. At the end of each nine-week grading period, the student must have a 2.0 GPA or higher grade average with no "F's" for that quarter.
2. Any student averaging below 2.0 GPA or receiving an "F" on their report card is immediately ineligible to play in games but will be allowed to practice with the team with parental, coach, and principal approval.
3. Progress reports cannot make a student ineligible but can restore playing status.
4. Students serving an after school detention are eligible to practice or play with their team once their detention is served. Students serving an In School (ISS) or Out of School (OSS) suspension are **NOT** eligible to practice or play with their team until their entire suspension is served and the student returns to school or class the following academic day.
5. Ineligible athletes are not permitted to travel with the team, play in games, be dismissed early from class, or dress out.

REINSTATEMENT GUIDELINES FOR ACADEMICALLY INELIGIBLE ATHLETES

1. When a student is found to be academically ineligible, the Athletic Director will be notified and he will then notify the coach of the ineligible student-athlete. The principal will notify the student.
2. Any reinstatement of an ineligible student-athlete due to not meeting minimum academic standards will only be considered by the principal at the next progress report or report card. The student must be passing all courses to be eligible for reinstatement.
3. Once a student is reinstated because of meeting academic standards, the principal will notify the athletic director who will notify the coach. The principal will notify the student.

ATHLETIC FEES

There will be a non-refundable Athletic Fee (per sport/per student). All middle school, junior varsity and varsity students who participate in athletics will be charged an Athletic Fee. The purpose of this fee is to reduce the amount of money used from general tuition to cover athletic expenses. Athletic Fees are to be paid to the Finance Office prior to the first athletic contest. If the fee is not paid, the student will not be allowed to participate until payment is made. See the Fee Schedule.

HEALTH/SAFETY [5/2020]

To access our complete and current Health & Safety Plan in response to the COVID-19 pandemic, please refer to our website, www.vcanc.com.

COVID-19 HEALTH GUIDELINES

VCA recommends parents and students follow healthy hygiene practices.

If you or anyone you have been in contact with over the past 7-14 days has exhibited the following symptoms, please check with your physician:

- Fever/Chills

- Congestion/Stuffy nose
- Sore Throat
- New cough
- Muscle/Body aches
- Fatigue
- Shortness of breath/Difficulty breathing

These symptoms are also signs of other illnesses. They may or may not be indicative of COVID-19.

Parents/students must not come to school if they have a fever or become sick with COVID-19, test positive for COVID-19 or have been exposed to someone with COVID-19 symptoms.

IMMUNIZATIONS

VCA follows North Carolina State guidelines in regard to all immunizations. VCA students are required to have all immunizations mandated by the state of North Carolina. There are no exemptions from vaccinations unless a signed medical exemption/waiver is provided from a licensed physician.

A booster dose of Tdap and one dose of Meningococcal Conjugate Vaccine (MCV) is required for students entering the 7th grade. A second booster dose of MCV is also required for students between 16-18 years of age. Any student who does not comply will not be permitted to return to school after the 30-day period.

LIABILITY INSURANCE

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

ILLNESSES/STUDENT CARE

In case of an injury or illness, the teacher will contact the school nurse who will notify the parent. Sick students must not attend school. A student who becomes ill at school and is too ill to remain in class is to report to the school nurse who will assist the student and contact parents. If you are called about a sick child, you must make arrangements for the child to be picked up promptly.

Fever

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

Viral Gastroenteritis (Stomach Bug)

Students with vomiting and/or diarrhea need to remain at home for 24 hours after their symptoms have subsided.

Strep Throat

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

Pink Eye

Students who have suspected conjunctivitis (pink eye) must be medically evaluated. If a student has Pink Eye he/she can return to school after treatment with antibiotics for 24 hours. A doctor's note is required for the student to return to school.

Head Lice

VCA has a ***no-nit*** policy. Students found to have evidence of head lice and/or nits will be excluded

from school. The following policy is used if students are suspected of having head lice and/or nits:

1. The school nurse checks the student. If nits or lice are found, a parent/guardian contact is made. The parent/guardian is then required to pick up the child.
2. The student must remain at home for 24 hours after the **last** nit/egg is removed.
3. A total class check is made in the infected student's class. The siblings of the infected student and others in close contact are also checked.
4. The school nurse checks the students prior to returning to the classroom. Students are checked again in seven to ten days and as deemed necessary.
5. An email is sent home when one or more students in the class have head lice and/or nits.

Parents/guardians are encouraged to regularly screen their child for the presence of head lice and/or nits. If evidence is found, contact the school nurse so the school can take appropriate actions.

MEDICATION ADMINISTRATION POLICY

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

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

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

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

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

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

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

SELF-ADMINISTRATION OF MEDICATION

When students have significant health conditions that may require emergency medications (asthma, allergic reactions, diabetes) it is sometimes necessary for the student to be able to carry

and self-administer the medication. When students are able to demonstrate the level of maturity required for self-administration of medicines in a safe, controlled manner, the physician and parent may consent for this. A student agreement for self-carried medication must be signed by student and parent and will be kept on file in the health room.

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

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

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

SCHOOL RESPONSIBILITIES

The school nurse:

1. is responsible for the security and administering of medications.
2. identifies secure, locked locations for storing medications in order to prevent tampering, misplacing, or damage.
3. maintains all medication authorization forms and documentation forms as part of the student's health record.
4. complies with parental instructions for the administration of Over the Counter Medications.
5. complies with the physician's instructions for medications on the dose, time, and route when administering medications.
6. keeps a written record of medication administration, including omissions, errors, and other pertinent information.
7. administers all medications or treatments following the five rights (right patient/student, right medication, right dose, right route, and right time). Any variation from the five rights requires the school nurse to complete a Medication Incident Report. A copy of this report is given to the principal, superintendent, the child's parent, and the original maintained in the student's medical record.
8. informs each parent when their child receives treatment/medication in the health room. This information is communicated by phone or email via FACTS/Renweb.
9. informs appropriate school personnel of the student's medication when needed for continuity and safety.
10. keeps emergency medications secure but accessible to responsible staff members.
11. maintains a log of Over the Counter medications, including date opened and expiration date. The expiration date on all medications will be checked monthly. Expired medications will be destroyed in the presence of a second school employee. This required signatures by both the nurse and the employee that witnessed the disposal of medication.
12. ensures there is a designated staff member to administer medication to students while on field trips or school-sponsored activities. The medicine is transported in an individual container, Ziploc bag, or envelope identified with the following information:
 - a. student's name
 - b. name of medication
 - c. dosage
 - d. route of medication
 - e. time to be administered
13. will make two documented contacts to parents to remove discontinued medications. Two

weeks after such contact, if the medicines are not retrieved, they will be destroyed with a second witness and documented.

FIRE/TORNADO AND SECURITY DRILLS

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

STUDENT CODE OF CONDUCT

PHILOSOPHY OF DISCIPLINE

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

THE VCA WAY

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

VCA strives to be...

Respectful: Ephesians 6: 1-3

Responsible: Colossians 3:25

Cooperative: Galatians 6:10

Christ-like: Philippians 2:5

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

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

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

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

PROBLEM RESOLUTION - GRIEVANCE POLICY [5/2020]

If any student, staff, teacher, administrator, or volunteer either by words or actions cause a grievance toward another during the school year, for the best interest of our school community, it is extremely important that the matter is resolved in a manner that seeks restoration of relationships (see Matthew 18:15-17). We believe the following procedure will serve this end.

1. First, talk directly to the person closest to the problem. We expect the individual with the grievance to first approach the person who caused the grievance and explain the problem and seek restoration through a face-to-face meeting. If the problem is unresolved, then...
2. The individual with the grievance may request a conference with the teacher, principal, or Athletic Director (whichever is the appropriate supervisor). If the problem is unresolved, then...
3. The individual with the grievance may request a conference with the Superintendent. All decisions made by the Superintendent are final and without appeal.

Grievances must be resolved in-person, providing an opportunity for all parties to speak to each

other. **Grievances may not be submitted or reported via email.** Grievances submitted via email or other electronic forms will not be considered. However, grievances must be documented with all parties involved provided copies of the documentation.

NOTE: Students, parents, volunteers, and employees are strictly prohibited from posting or sharing any disparaging or negative comments about VCA (see Social Media Policy).

DISCIPLINARY GUIDELINES

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

DRUG/ALCOHOL/TOBACCO POLICY [9/2020]

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

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

DRUG TESTING PROCEDURES [9/2020]

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

LEVEL I, LEVEL II & LEVEL III INFRACTIONS [8/2020]

Level I Minor Infractions

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

- Chewing gum during the school day
- Classroom disruption
- Repeated dress code violations (out of dress code compliance will result in an

- unexcused absence from class until corrected.)
- Unauthorized use of personal electronic devices (please see specific information under the Student Electronic Devices Section)
- Tardy to class
- Unprepared for class

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

Level II Major Infractions

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

- Disrespect
- Cheating
- Lying
- Inappropriate language or gestures
- Inappropriate play or teasing
- Skipping class(es)
- Accumulated demerits – every 3 demerits result in a detention
- Accumulated detentions – every 3 detentions result in an ISS (In-School Suspension)

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

Level III Serious Infractions [09/2020]

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

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

Consequences: The consequence for a level III major infraction will be determined by the administration and may result in an **OUT OF SCHOOL SUSPENSION (OSS)**. See Fee Schedule. A Behavioral Report will be sent home to document the behavior and the consequence. A parent conference may be required prior to the student returning to classes.

ADDITIONAL NOTES

- Any student who is present when one of the above offenses takes place may be held accountable if he/she does not take appropriate actions. Appropriate actions would be to encourage the offender to report the offense, leave immediately, or report the offense themselves.
- A student who has been suspended or expelled is prohibited from entering campus without prior administrative approval.

- If at any time a student or his/her parents do not demonstrate support for the school, its policies, or its Biblical stand, the parents may be asked by the administration to withdraw the student.

RECORDING OF CONFERENCES

A parent or student may **NOT** record any conversations between students, parents, or employees of VCA or VBC without consent of the administration.

SCHOOL PROPERTY/SEARCH & SEIZURE

VCA fully recognizes the application of constitutional law to the area of student privacy. School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding the standards of conduct established by VCA. A search must be justified at its inception and permissible in scope. School officials shall make reasonable and good faith efforts to investigate allegations of misconduct before a student search is conducted. VCA is aware that personal property items as student desks, lockers, and related properties are and remain the property of Village Christian Academy and Village Baptist Church. VCA/VBC will maintain such property items and are authorized to inspect for any maintenance-related reasons. For the safety and welfare of others, reasonable suspicion of misconduct gives the school the right to examine lockers and any other property on school grounds (to include but not limited to cars, book bags, etc.)

DISCIPLINARY PROBATION

Students whose behavior warrants multiple suspensions may be placed on probation for the following school year. A student on disciplinary probation may be prevented from holding any office, receiving honors, or participating in extracurricular events.

A student may be placed on disciplinary probation during a school year as deemed necessary by the administration. VCA will evaluate each student at the end of the year for both academic progress and behavior to determine his/her eligibility for enrollment for the following year. Continued attendance at VCA is a privilege that must be earned.

SPIRITUAL RESTORATION PROGRAM

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

Guidelines for the Spiritual Restoration Program:

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

STUDENT TECHNOLOGY GUIDELINES [5/2020]

PROHIBITED USE

Hardware and software provided by VCA is for conducting official and authorized VCA business. The following activities involving the use of VCA provided, as well as personally provided, computer hardware or software are specifically prohibited:

1. Activities for financial gain. This includes, but is not limited to, chain letters, commercial solicitation, and sales of personal property.
2. Storing, processing, displaying, sending, or otherwise transmitting offensive, violent, threatening, or obscene language or material. Offensive or violent material includes but is

not limited to, “hate literature”, racist literature, materials or symbols, and sexually harassing materials. This includes, but is not limited to, pornography and other sexually explicit materials.

3. Storing or processing copyrighted material unless approval is obtained from the author or publisher.
4. Participating in “chat lines” or open forum discussion unless for official purposes and after approval by VCA administration/staff.
5. Using another person’s account or identity.
6. Viewing, changing, damaging, deleting, or blocking access to another user’s files or communications without appropriate permission.
7. Any use of VCA provided computer hardware or software, which violates another user’s privacy.
8. Transmitting user IDs and passwords over an unsecured network.
9. Authorized personal use that exceeds reasonable duration and frequency. Whenever possible, authorized personal use must occur during personal time such as after-hours or lunch periods.
10. The use of any device with recording capability while in a restroom or locker room.
11. The use of any device with recording capability while in a classroom, office, or any other campus location without the expressed permission of all persons who could be potentially recorded.
12. Any individual who violates this policy may be subject to disciplinary action by the Superintendent, up to and including dismissal.

SOCIAL MEDIA [5/2020]

1. VCA recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents, who engage, learn, collaborate, and share in digital environments as part of 21st-century learning.
2. VCA strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely.
3. VCA will provide access to secure social media tools and VCA approved technologies for use during instructional time and for school-sponsored activities in accordance with acceptable use policy.
4. It is expressly prohibited to use VCA’s name or likeness on any form of social media or online without prior approval from the Superintendent.
5. Any individual seeking to utilize and/or establish other non-school-controlled social media websites for instructional or other school-related purposes must have prior written approval from the Superintendent and division Principal and meet any applicable requirements.
6. It must be taken into consideration that we have students whose pictures are not allowed to be published in any instance, whether it be a school approved venue or your personal social media account (blogs, Facebook, Instagram, twitter...etc.).
7. Individuals will be held liable for any legal and financial damages that occur as a failure to comply with this policy.
8. Students, parents, volunteers, and employees are strictly prohibited from posting or sharing any disparaging or negative comments about VCA. All grievances must be managed through the school’s Grievance Policy.
9. Any individual who violates this policy may be subject to disciplinary action by the Superintendent, up to and including dismissal.

VIDEO/FILM POLICY

Using videos/films in the classroom can be an effective way for teachers to engage students in course material and curriculum if teachers take some important precautions. Teachers will want some pre-discussion in order to connect the movie to course content and to prepare students for certain themes or plot points.

1. Grades K - 6th: Only "G" rated videos/films may be shown in the classroom without written parent approval. Parents shall receive written notification of the proposed "PG" movie showing at least three (3) days prior to the showing of a movie or video.
2. Grades 7th - 12th: Only "G/PG" rated videos/films may be shown in the classroom without written parent approval.
3. A film/video with a rating of R, NC-17, Mature, or X is not appropriate for school use.

CELL PHONES; SMARTWATCHES, EARBUDS, HEADPHONES [9/2020]

Elementary

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

Middle/High School

1. Cell phones, headphones, earbuds, etc. are to be turned off and put away during the academic day (i.e., 8:00 a.m. - 3:00 p.m.) unless a classroom teacher gives permission for students to use their cell phones for instructional or learning purposes.
2. Any device that has the capacity to record (e.g., phone, tablet) is strictly prohibited at all times in bathrooms and locker rooms.
3. High School students may have access to their cell phones and earbuds during break and lunch period.
4. Use of cell phones, headphones, earbuds outside the identified times of break, lunch period or permission of a teacher the following consequences will occur:
 - a. First offense: the device will be confiscated and returned to the student at the end of the school day.
 - b. Second offense: the device will be confiscated and the parent must pick up the device from the office.
 - c. Third offense: the device will be confiscated and will result in loss of the privilege of having the device on campus at any time for the remainder of the school year, and the parent must pick up the device from the office.
5. VCA is **NOT** responsible for misplaced equipment.

USE OF VCA COMPUTERS AND SUPPORTING HARDWARE [8/2020]

Each student will follow the guidelines below related to the responsibilities and consequences of inappropriate use of computers and the internet. Internet access is filtered for content and strictly monitored.

1. Information acquired over the Internet is at the user's risk and must be verified for accuracy. Village Christian Academy does not control and cannot guarantee the quality of the information provided.
2. VCA reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited. Failure to adhere to VCA policies on computer use will result in disciplinary action and /or loss of privileges.
3. The Internet will be used ONLY with permission from the staff/teacher member-in-charge.
4. Students may not access personal email accounts from school computers without teacher or administrative permission.
5. Students will avoid tampering with hardware or software and intentionally introducing computer viruses.
6. Posting anonymous messages, social networking, and visiting chat rooms is prohibited on school computers.
7. Downloading of any data or programs from the Internet is NOT permitted without teacher approval.

8. Although VCA Internet access is filtered, potentially offensive material could pass through. Students must report this to a teacher. This includes, but is not limited to, sites with any sexually explicit implications, material and/or photographs, racial slurs, or questionable material contrary to Christian standards.
9. Personal use of computers including, but not limited to, the following is not allowed: commercial activity (defined as buying, selling, bartering or advertising), personal political purposes, trading, or betting.

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

1. Delete, alter, or move any files on the computer other than directed by the instructor
2. Alter any system settings, icons or configuration
3. Attempt to alter and/or bypass any and all security
4. Any activity that threatens the integrity of the school's internal systems, attacks or corrupts other systems
5. Attempt to run any unapproved software
6. Cause any physical damage to any equipment
7. Use any system without supervision and specific authorization
8. Type any inappropriate messages, notes, etc.
9. Share their password or attempt to logon with any ID other than their own

COPIER & PRINTER USE [8/2020]

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

ELECTRONIC COMMUNICATION

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

DOWNLOADING FILES FROM THE INTERNET

To protect against downloading viruses, spyware, and malware, the network will perform a check on all downloaded files. This policy also applies to files attached to email messages. If files are compressed, or if a question of the safety of a file exists, contact the VCA Technology Director immediately. Users must be cautious of downloading files, especially from unknown sources.

VCA ISSUED DEVICES

The assignment of such devices is with the explicit intent to assist students in fulfilling school-related tasks. These devices are for the sole use of the individual to which they are assigned. It is the expectation that all students will exercise extreme care when using and transporting these devices. Any damage that is a result of negligence on the part of the student will be the responsibility of the student. Students are required to report any instance of theft or vandalism to administration immediately.

PROPERTY DAMAGE [8/2020]

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

CONSENT TO MONITORING

In accordance with applicable laws and regulations, the use of VCA technology systems and hardware may be monitored. All students who use VCA technology systems and hardware do so with the understanding that such use serves as consent to monitoring of any type of use, including incidental and personal uses, whether authorized or unauthorized. The student understands that there is no reasonable expectation of privacy in the use of VCA technology systems and hardware.

PRIVACY

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

PERSONAL TECHNOLOGY GUIDELINES

The owner of the outside technology will assume the responsibility for repair and replacement of damaged or stolen devices and for any data or other charges arising from the use of a personal device. Students are encouraged to use the technology that will make them the most effective in the classroom however, VCA will reserve the right to full access to all technology on campus if the need arises. Students will be required to grant access to their personal devices if the

administration deems it necessary. All personal technology equipment is subject to the previously stated privacy and data privacy agreements.

If you wish to bring your own device, it must be registered with the technology department prior to accessing the network. Failure to do so will result in being blocked from the network.

You may bring the following devices.

1. Apple iPad devices (cell phones will not be connected)
2. Windows PC's or tablets
3. Google Chromebooks
4. Android devices will not be approved to join the network

CONSEQUENCES

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

APPENDIX A

Drug Testing Procedures

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

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

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

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

Section III. The Principal meets with the student before testing

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

Section IV. The collection and submission of drug testing

1. The collection and submission of drug testing will need to be completed through one of the following lab facilities:
 - (a) LabCorp: 105 Roxie Ave Fayetteville, NC 28304
 - (b) LabCorp: 705 Keystone Ct Fayetteville, NC 28304
 - (c) Labcorp: 2149 Valleygate Dr. STE 101 Fayetteville, NC 28304
2. The parent will need to pick up their student and be required to set up an appointment with LabCorp immediately.
3. Proof of the drug test must be provided to the Principal within 24 hours, and the test results upon the earliest availability.

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

1. If the test results are positive, indicating the presence of drugs, the parents/guardian and student will meet with the Principal.
 - a. The parents/guardian and the student are informed verbally that the student is suspended until a decision is made by the Superintendent. The student is not allowed on campus.
 - b. The Principal recommends to the Superintendent that the student be asked to withdraw or be expelled from the VCA.
 - c. The Superintendent informs parents/guardians and the student verbally and in writing, of the decision.
2. If the test results are negative, indicating there were no drugs present, the student and family will be contacted by the Principal to discuss the continuation of the student's participation in classes as soon as possible.
3. A verbal report of the test results is given to the Superintendent of the school.
4. All initial drug testing is at the cost of the student's family. If the initial drug test results come back negative, then the school will refund the family the cost of the drug test.
5. All drug testing that results from a probationary contract that allows the student to continue his/her enrollment at the Village will be at the parents' or guardian's expense.

Section VI. Definition of Reasonable Suspicion

The Principal is authorized to begin drug testing procedures when one of the following occurs:

1. An administrator or faculty member indicates that a student has informed them that they are using drugs;
2. At least two sources inform the Principal or other administrator that a student is using drugs or providing drugs to other students;
3. A student appears to be under the influence of drugs as determined by school officials who observe physiological characteristics that are indications of being under the influence;
4. It is discovered that a student possesses drugs on the school campus for personal use or distribution.

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

ADDENDUM A

Bullying Prevention Policy [10/2020]

Philosophy & Purpose

Bullying affects everyone in a school community, not just the bullies and victims. Children who exhibit bullying behavior need to learn how their behavior affects others, and they need guidance in modifying their behavior to become a positive member of the community. Studies indicate that early intervention focusing on counseling results in a higher level of success in changing bullying behavior.

School Expectations

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

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, affect not only the victim but also the entire school community, disrupting students' ability to learn and our ability to educate students in a safe environment. Therefore, VCA maintains a zero-tolerance policy on bullying in our community, and any actions of harassment, intimidation, or bullying will not be tolerated.

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

Definition of Bullying

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

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

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

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

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

People Involved in Bullying Incidents:

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

Indications That a Student is Being Bullied:

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

What Bullying is Not

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

What to Do in a Bullying Situation if You Are:

A Student:

- Tell the bully to stop (specifying the behavior to be stopped)
- Ignore the behavior
- Walk away and find a place where you will be safe
- If it continues, report the incident to an adult you trust (Teacher, Parent, Principal, etc.) and keep telling someone until you know something has been done about it

A Parent:

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

A Teacher or Staff Member:

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

Administrators:

The principal will help students in bullying situations stop the behavior and provide emotional support and disciplinary consequences as necessary. Those involved will remain aware that consequences enacted will be of considerable interest to all students and set the tone for future situations.

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

The principal will inform the parents of the bully and the victim as soon as possible, as better results are obtained when parents are involved early in a bullying situation before behavior patterns are entrenched and extremely serious.

The principal will consult with the Superintendent if they haven't already, and a plan of action will be created. Parents will be involved in creating a plan of action whenever possible and appropriate. **Action items will specify:**

Disciplinary Consequences

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

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

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

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

Reprisal or Retaliation Against Reporters

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

ADDENDUM B

Fee Schedule

2020/2021 Tuition and Fees

New Student Application Fee:	\$150 per applicant
New Student Registration Fee:	\$250 per new student; not to exceed \$500 per family
Resource Fee:	\$390 per student
Re-enrollment Fee:	\$150 until April 30, 2020; increases to \$250 May 1, 2020
Withdrawal Fee:	\$500 per student (applicable when withdrawing after May 31, 2020)

All fees listed above are **non-negotiable** and **non-refundable**.

2020/21 Annual Tuition Rates

Elementary (K-5th)	\$7,150
Middle (6-8th)	\$7,250
High School (9-12th)	\$7,350

Tuition Discounts

Paid-In-Full Discount: 1% of base tuition will be discounted if tuition is paid (cash or check only) in full by June 25, 2020.

Multi-Child Discount: 11% discount for each additional child enrolled.

All discounts apply to base tuition only

FACTS Accounts/Payment Plans

10-month and 12-month billing plans through FACTS/Renweb Student Information System are available.

- 10-month billing plans must be established on or before July 23, 2020.
- 12-month billing must be established on or before May 22, 2020.

12-month plan includes \$390.00 resource fee

All families are required to create a FACTS/Renweb Student Information System account regardless of the payment method. FACTS/Renweb Student Information System will not require bank information or a set-up fee if tuition is paid in full. FACTS/Renweb Student Information System will assess an annual setup fee of \$50.00 for monthly payment plans.

Special Programs

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

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

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

After School Care

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

Study Hall (3:15pm-6:00pm): \$8.50 per day

Athletic Team Fees

Middle School: \$200 per sport per student

Junior Varsity: \$235 per sport per student

Varsity: \$250 per sport per student

Disciplinary Fees [9/26/20]

Detention: \$12.00

ISS (In School Suspension): \$60.00

Additional Fees

Additional fees may include, but are not limited to; printing, food services, uniform purchases, field trips, service projects, dances, school-sponsored events, yearbooks, AP testing, etc.

For additional information, contact the VCA Finance Office ~ 910.483.5500 ext. 4261

ADDENDUM C

Village Christian Academy 2020-2021 Calendar

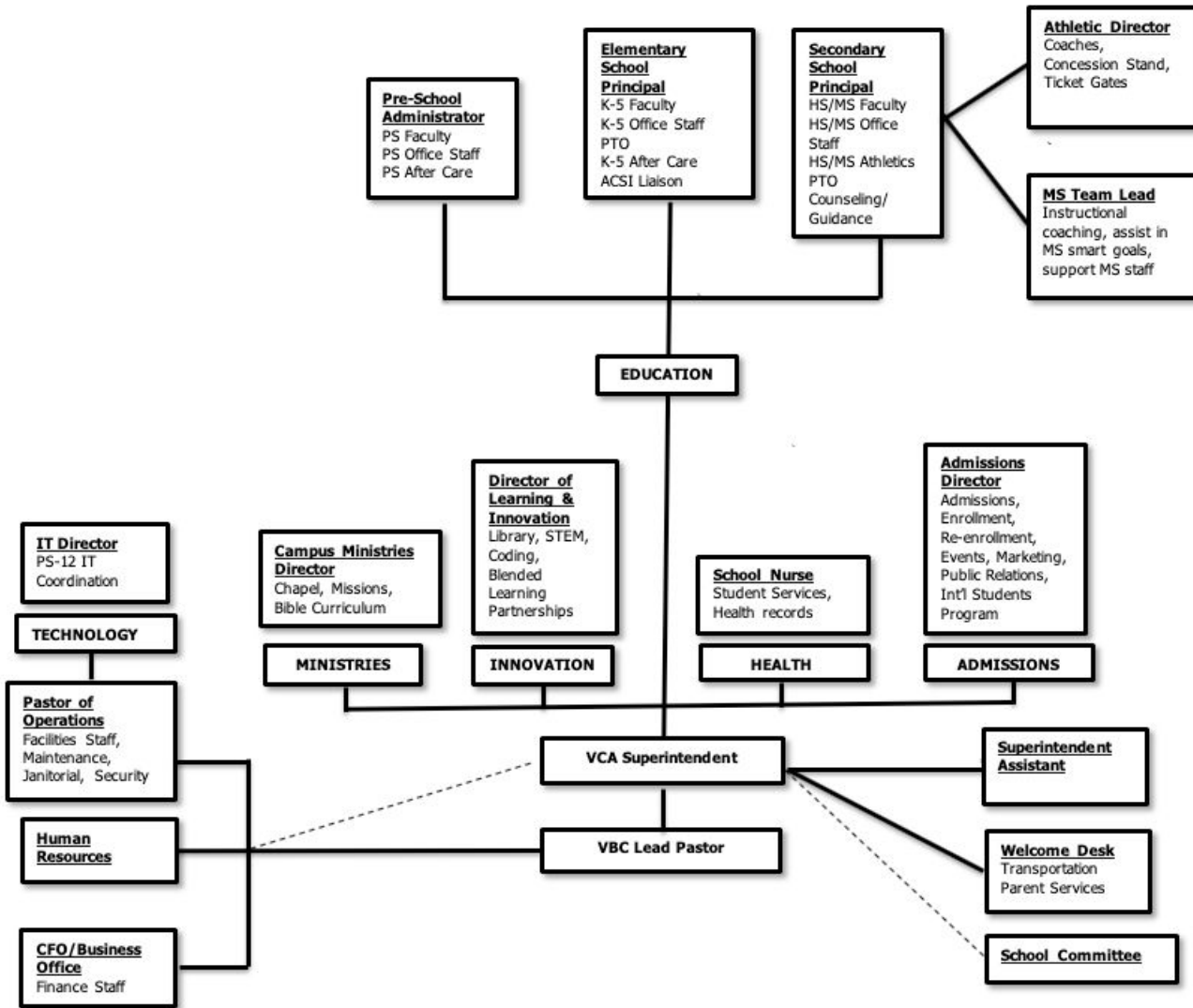
<p>4 - Independence Day 6-10 VCA Offices Closed</p> <p>Summer Office Hours are 9-3 Monday-Thursday</p>	JULY 2020	JANUARY 2021	<p>4 - Optional Teacher Workday 5 - Students Return 8 - Report Cards 18 - NO SCHOOL - MLK Jr. Holiday</p> <p>6, 13, 20, 27 - Early Release 1:00 pm Teacher In-Service</p>
<p>10 - New Teachers Return 11 - All Teachers Return</p> <p>26 - First Day of School</p> <p>31-9/2 - Spiritual Emphasis</p>	AUGUST 2020	FEBRUARY 2021	<p>5 - Progress Reports 12 - Early Release 11:30am (K-12) - Grandparents Day (K-5) 15 - NO SCHOOL - Presidents' Day 16 - NO SCHOOL - Teacher Work Day 28 - VCA Day at VBC</p> <p>3, 10, 17, 24 - Early Release 1:00 pm Teacher In-Service</p>
<p>8/31-2 - Spiritual Emphasis 7 - NO SCHOOL - Labor Day 14-18 - Standardized Testing 23 - Progress Reports 30 - Journey Chapel</p> <p>16, 23, 30 - Early Release 1:00 pm Teacher In-Service</p>	SEPTEMBER 2020	MARCH 2021	<p>11 - End of Third Quarter 12 - NO SCHOOL - Teacher Work Day 19 - Report Cards - Parent/Teacher Conferences 27 - Junior/Senior Prom</p> <p>3, 10, 17, 24, 31 - Early Release 1:00pm Teacher In-Service</p>
<p>12 - NO SCHOOL - Columbus Day 14 - PSAT Testing 16 - End of First Quarter 19 - NO SCHOOL - Teacher Workday 23 - Report Cards 30 - No School (K-8) - Early Release (9-12) 11:30am - Parent/Teacher Conferences</p> <p>7, 14, 21, 28 - Early Release 1:00 pm Teacher In-Service</p>	OCTOBER 2020	APRIL 2021	<p>2-9 - Easter Break 16 - Progress Reports 19-23 - Standardized Testing (K-8)</p> <p>14, 21, 28 - Early Release 1:00 pm Teacher In-Service</p>
<p>11 - NO SCHOOL - Veterans Day 20 - Progress Reports 23-27 -Thanksgiving Break</p> <p>4, 18 - Early Release 1:00 pm Teacher In-Service</p>	NOVEMBER 2020	MAY 2021	<p>3-7 - Teacher Appreciation 7 - Early Release 11:30am (K-12) David Hinkamp Golf Tournament 19-25 - HS Exams 20 - Kindergarten Graduation 1:30pm 21 - 1-5 Awards HS Graduation 25 - End of Fourth Quarter - 6-8 Awards - Last day of school/Early Release 11:30am</p> <p>5, 12, 19 - Early Release 1:00 pm Teacher In-Service</p>
<p>14-18 - HS Exams 18 - Early Release 11:30am - End of Second Quarter 21 - Jan. 4 - Christmas Break</p> <p>2, 9, 16 - Early Release 1:00 pm Teacher In-Service</p>	DECEMBER 2020	JUNE 2021	<p>Summer Office Hours Monday-Thursday 9am – 3pm</p>

ADDENDUM D

Organizational Chart



THE VILLAGE CHRISTIAN ACADEMY | ORGANIZATIONAL CHART



THE VILLAGE

CHRISTIAN ACADEMY

FAMILY COMPLIANCE FORM

PARENT STUDENT HANDBOOK

I have read, understand, and agree to abide by the rules, regulations, and financial policies set forth in the 2020-2021 Parent/Student Handbook.

Note: The most accurate and current Parent/Student Handbook can be downloaded/printed from the Village Christian Academy (VCA) website (www.vcanc.com) or on the FACTS/RenWeb Student Information System under Resource Documents.

FAMILY INFORMATION

I understand as a parent/guardian that it is our/my responsibility to inform VCA/The Village Baptist Church of any changes to emergency contact information via FACTS/RenWeb.

As the guardian of that information Village Christian Academy/The Village Baptist Church is committed to ensuring that your privacy is protected. Village Christian Academy/The Village Baptist Church will use personal information, such as email addresses and phone numbers, for school-related communication only. Personal information will not be shared, sold, or distributed outside of this ministry.

FIELD TRIPS

I understand and accept that in order for my child(ren) to participate in an approved VCA field trip I must sign a release form for that trip.

Student's Name _____ Signature _____

Parent's Name _____ Signature _____

Parent's Name _____ Signature _____

Date: _____

Please complete and sign for each student and return by September 11, 2020

K-8 - Return to Homeroom Teacher

9th - 12th - Return to HS office