

Valley Classical Christian Academy
Parent/Student Handbook
2010-2011 School year

Walking in Truth

“In Veritate Ambulantes”



*I have no greater joy than to hear that my children are
walking in the truth. 3 John 4*

Welcome to the Valley Classical Christian Academy family! We look forward to a great year on the Living Streams campus and pray that God will give us the grace and wisdom to fulfill the ministry and purpose He has entrusted to us as a school and to you as parents.

This Parent/Student Handbook contains the policies and procedures that will help us work together toward the mutual goal of providing excellent academics and a Christian environment for your child's education. It is the goal of our staff and school board to partner with you as parents seeking to fulfill God's call to train up your children. Scripture informs us that God has created your children in His image and has uniquely gifted each one of them. Toward that end, we are confident that He will give us the grace to recognize and develop each child's potential and instill within them a passion for truth and knowledge.

*As an educational ministry, our motto is **walking in truth**, or as we say in Latin, **In veritate ambulantes**. In John's third epistle to the Church (vs. 4), he states, "I have no greater joy than to hear that my children are walking in the truth." Therefore, we have a high calling to teach and live according to the truths that God has revealed in His Word and creation.*

Thank you for entrusting your children to our care, and please contact us if you have any questions about the content herein. In the event there are updates to the handbook throughout the year, they will be provided to you.

I pray that the peace of Christ will fill your hearts and homes even as He empowers us to accomplish His purposes.

Blessings in Christ,

*Beverly J. Ducey
Principal*

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ADMINISTRATION

Beverly Ducey
Cristi Medlin

Principal
Office Manager

VCCA TEACHERS AND STAFF

Joyce Bebow
Josephina Cooper
Susan Cox
Heather Deese
Brad Golich
Tamara Krause
Theresa Pinkerton
Deborah Powell
Mary Grant
Elise Trujillo
Koos VanLeeuwen
Monique Whites

1st /2nd Grade Teacher
PE Teacher
4th Grade Teacher
Extended Day Program
Middle School Teacher
Music Teacher
5th Grade Teacher
3rd Grade Teacher
Art Teacher
Middle School Teacher
Middle School/Latin Teacher
Kindergarten Teacher

VCCA BOARD MEMBERS

Jen Anderson	President
Matt Bayles	Vice President
Eric Cook	Treasurer
Talitha Kartler	Secretary
Monique Whites (ex-officio member)	Faculty Representative
Beverly Ducey (ex-officio member)	
Lisa Hubbard	
Mark Krause	
Linda McCarty	

VCCA MISSION STATEMENT

Valley Classical Christian Academy and is committed to educating students spiritually and academically with Christ as the cornerstone, for the purpose of providing a solid educational foundation, which ignites a passion for life-long learning, a heritage of faith, and instills a sense of community, purpose and responsibility.

Our Purpose: VCCA exists to introduce people to God and to encourage their growth into all that God intends.

Our Values:

- To create a habitation for the Holy Spirit.
- To educate and inform people of the dignity they possess as creatures made in God's image and likeness.
- To preserve and teach the faith once delivered to the saints.
- To discover, mentor and release future leaders by creating a living environment.
- To serve the universal Body of Christ through intercessory prayer and the sharing of our resources.
- To reproduce ourselves at home and abroad by establishing communities of faith.

Statement of Faith:

- We believe the Bible to be the inspired and only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of a lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

GENERAL INFORMATION

PURPOSES OF THIS HANDBOOK

The Parent/Student Handbook is intended to be a reference book explaining school policies, procedures, purposes and goals. We invite you to ask questions if there is anything you do not understand and we will be happy to discuss any issues that are unclear. By making application to VCCA, parents are indicating their agreement with the Christian doctrines, philosophies and policies of the school. Parents are also asked to sign a statement showing that they have received a handbook and have read it with their children.

LIMITATIONS AND PRACTICAL APPLICATIONS

Although we are committed to the theological and philosophical ideologies published here, we are keenly aware of our practical limitations in fulfilling all of our objectives in day-to-day living--limitations which we feel honor bound to explain to our school families.

The curriculum that we use stresses basic academic skills and is taught from a Biblical worldview. It is our desire at VCCA to educate all children but due to our own limitations, we realize that it is not feasible to meet the needs of every child. In those cases, we will assist families as much as possible in locating the necessary resources outside of VCCA to provide a more appropriate learning environment for the child, enabling him the most possible classroom success.

At VCCA, we strive to promote a positive learning environment. Students contribute to this environment by working and playing harmoniously with others, obeying and cooperating with their teachers and supervisors and complying with school rules. Parents have the responsibility for shaping the spiritual lives of their children as well as their attitudes, goals, behaviors and relationships with others. We value the opportunity to collaborate with you in developing your child's spiritual, academic, emotional, and social growth.

FACULTY AND STAFF

Every staff member of Valley Classical Christian Academy is a born-again, dedicated Christian believer. Each has made a sincere commitment to serving the Lord Jesus Christ by ministering to the young people who attend the school.

Teachers in grades Kindergarten-8th must possess the skills, professional training and qualifications to teach in the area and grade level to which they have been assigned. Ongoing staff training and development continues throughout the year to ensure the high level of standards that VCCA requires each teacher to maintain.

ASSOCIATION MEMBERSHIP

VCCA is a member of both Association of Christian Schools International (ACSI) and Association of Classical and Christian Schools (ACCS), organizations which serve both Christian and classical schools throughout the United States and around the world. ACSI and ACCS also establish professional standards for Christian schools.

Teachers and administrators at VCCA participate in ACSI and ACCS professional growth seminars annually, and students participate with other Christian schools in district, regional and national student activities such as spelling bees, speech meets, and math competitions. Art and science fairs are held at the school level each year.

CLASSICAL CHRISTIAN APPROACH

VCCA is committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament scriptures. We seek to teach subjects through the methodology known as the *Trivium* (grammar, logic and rhetoric), which has been the educational foundation of our Western culture. The following brief explanation of classical Christian education was taken from a publication by Gregg Strawbridge entitled “Classical and Christian Education”:

“Christians should desire for their children to learn of Christ at school as well as at home and church. The devotional and spiritual aspects of the Christian faith are often emphasized in the home and church. However, there is more to our faith than sacred activity and devotional experiences. Schools, regardless of their kind, are places where children are inescapably trained in some view. Christian schools ought to be places where children are trained in the Christian world and life view. I assert that it is the duty of believers to see to it that their children’s education is consistent with their Christian convictions. (Eph. 6:4; Deut. 6:4-7).

The classical emphasis in structure, content, and method is unsurpassed for providing the tools of learning. This emphasis heartily provides for intellectual development, academic achievement, and moral stability. It provides a way to educationally apply the mandates of God's Word, to seek true knowledge, understanding, and wisdom. In our growth in mastery of God's world, as well as His Word, we apply that ancient dominion mandate – "Fill the earth and subdue it: have dominion" (Gen.1:28, CF.2:20). Through high quality education, we also apply the mandate to love God with our hearts and heads.

Christian education is our duty to God (Eph 6:4, Deut 6:4-7). Classical education in methodology and content equips learners with the tools of learning. Here is classical and Christian education in a nutshell: the trivium provides the tools of learning, Scripture and the classics furnish the core content, and Biblical truth is the fixed point of reference. The trivium is the hammer, the classics are the wood, and the Bible is the ruler.

Curriculum Guide

KINDERGARTEN

Language & Literature:

ABEKA:

- Phonics (Printing/Spelling)
- Letters and Sounds K5
- My Blend and Word book
- Writing with Phonics K5 *Manuscript and K Writing Tablet*

Read-Aloud Literature (various titles)

Sing, Spell, Read and Write

- *On Track*-Level K Book 2

Social Studies:

ABEKA:

Social Studies K

- My Community
- My Country
- Children around the world
- Geography – maps of places studied

Science:

Monthly Units integrating curriculum

Creation and Light

Weather

Plants

The Four Seasons

Properties of Water

The Human Body

The Solar System

Animals

Magnets

Arithmetic:

Saxon:

- Saxon 1

Art:

Chinese and Japanese Art

- History, Theory and Replication

- Art forms from the Orient including architecture, sculpture and paintings

Music:

General Music:

- Choral, rhythm and theory

Music Appreciation:

- Recognition of the great composers

Physical Education:

Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Bible:

Positive Action for Christ

- Learning About God

FIRST GRADE

Language & Literature:

ABEKA:

- Spelling and Poetry 1
- Letters and Sounds 1
- Various ABEKA Readers

Sing, Spell, Read, and Write

- Sing, Spell, Read and Write Readers

D'Nealian Handwriting: Manuscript

Shurley Grammar

- Level 1

Literature

- My First Little House Books, Stone Soup, The Biggest Bear, Little Black a Pony, Little Black Goes to the Circus, Aesop's Fables

Social Studies:

ABEKA:

My America and My World

- Famous Americans, Basic Freedoms, Intro to States and Major Countries

Science:

ABEKA:

Discovering God's World

- The Human Body, the 5 senses, animals, insects, energy, health and the seasons

Arithmetic:

Saxon:

- Saxon 1 & 2

Art:

Chinese and Japanese Art

- History, Theory and Replication
- Art forms from the Orient including architecture, sculpture and paintings

Music:

General Music:

- Choral, rhythm and theory
- Music Appreciation:
- Recognition of the great composers

Physical Education:

Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Bible:

Positive Action for Christ:

- Enjoying God's Gifts: Study of Creation and Bible Characters

SECOND GRADE

Language & Literature:

ABEKA:

- Spelling and Poetry 2
- Letters and Sounds 2
- Writing with Phonics 2
- Readers 1-6

Literature

- Black Beauty, Little House in the Big Woods, The Bears of Hemlock Mountain

Shurley Grammar

- Level 2

Social Studies:

ABEKA

Our America

- Early America
- History of our flag & holidays
- Pilgrims, American Indians, early colonists, pioneers, cowboys and immigrants
- Geography of US

Veritas Press

- Ancient Egypt History Cards

Science:

ABEKA:

Enjoying God's World

- The human body, animals, plants, matter, energy, earth and space

Arithmetic:

Saxon:

- Saxon 2 & 3

Art:

Chinese and Japanese Art

- History, Theory and Replication
- Art forms from the Orient including architecture, sculpture and paintings

Music:

General Music:

- Choral, rhythm and theory

Music Appreciation:

- Recognition of the great composers

Physical Education:

Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Latin:

Grammar chants and vocabulary

- Emphasis on in-class learning
- Grammar parallels Shurley Grammar

Bible:

Positive Action for Christ:

- Finding God's Promises: God's Dealings with Israel and Moses & Exodus

THIRD GRADE

Language & Literature:

ABEKA

- Spelling and Poetry 3
- Cursive Writing Skill Book

Literature

- Charlotte's Web, The Lion Witch and the Wardrobe, Magician's, Little House on the Prairie, Homer Price, Mr. Popper's Penguin, Winnie the Pooh, Misty of Chincoteague

Shurley Grammar Level 3

Social Studies:

ABEKA

- Our American Heritage
- Our American Heritage Map Study Skills

Veritas Press

- Old Testament - Ancient Greece and Rome

Science:

ABEKA

- Exploring God's World

Arithmetic:

Saxon

- Saxon 3
- Intro to Saxon 5/4 textbook

Art:

Chinese and Japanese Art

- History, Theory and Replication
- Art forms from the Orient including architecture, sculpture and paintings

Music:

General Music:

- Choral, rhythm and theory
- Music Appreciation:
- Recognition of the great composers

Physical Education:

Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Latin:

Classical Academic Press

- Latin Primer A

Bible:

Positive Action for Christ

- Growing With God

FOURTH GRADE

Language & Literature:

ABEKA

- Spelling, Vocabulary and Poetry 4
- Read and Think

Literature studies:

- Junior Great Books
- Black Stallion, Dangerous Journey, Stuart Little, On the Banks of Plum Creek

Shurley Grammar

- Level 4

Social Studies:

Veritas Press

- Middle Ages – Renaissance and Reformation

Arizona History

ABEKA

- 50 States and Capitals

Science:

ABEKA:

Understanding God's World

- Insects, birds, clouds, weather, ocean, rocks, and many other aspects of God's creative genius

Arithmetic:

Saxon:

- Saxon 54
- Saxon 65

Art:

Chinese and Japanese Art

- History, Theory and Replication
- Art forms from the Orient including architecture, sculpture and paintings

Music:

General Music:

- Choral, rhythm and theory
- Music Appreciation:
- Recognition of the great composers

Physical Education:

Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Latin

Classical Academic Press

- Latin Primer B

Bible:

Positive Action for Christ:

- Building Life's Castles: Survey of the New Testament-Jesus, Holy Spirit, Paul

FIFTH GRADE

Language & Literature:

ABEKA

- Spelling, Vocabulary and Poetry 5
- Read and Think

Literature Studies

- Little Town on the Prairie, My Side of the Mountain, A Christmas Carol, Number the Stars, Founding Fathers Unit, The Last Battle

Shurley Grammar

- Level 5

Social Studies:

ABEKA

New World History and Geography

- History & Geography of North and South America /Canada

Veritas Press

- Explorers thru the War of 1812
- American Documents

Science:

ABEKA

Investigating God's World

- Understanding of basic principles of science rather than just science vocabulary: Animals, matter, energy, light, & minerals.

Arithmetic:

Saxon

- Saxon 65
- Saxon 76

Art:

Chinese and Japanese Art

- History, Theory and Replication
- Art forms from the Orient including architecture, sculpture and paintings

Music:General Music:

- Choral, rhythm and theory

Music Appreciation:

- Recognition of the great composers

Physical Education:Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Latin:Classical Academic Press

- Latin Primer B

Bible:Positive Action for Christ:

Possessing the Land: Survey of the Old Testament

SIXTH GRADE 2010-2011**Arithmetic:**Saxon

- Regular students: *Saxon 76*
- Advanced students: Finish *Saxon 76* and start *Saxon 87*

Art:Japanese and Chinese Art

History, Theory, and Replication

Bible:Baker Books

- *A Popular Survey of the Old Testament*
- *ESV Study Bible*

History:Christian Schools International

Story of the Old World, Chapters 1-7

- Traces the development of Western Civilization from ancient times through the middle ages: Mesopotamia, Egypt, Greece, Rome, feudal Europe, and the rise of Islam

Language Arts:Wordly Wise 3000 Book 6

- Vocabulary and Spelling

Easy Grammar Systems

- *Daily Grams 6*

Literature Studies

- C.S. Lewis, Shakespeare and other selected poetry, short stories, and novels

Writing Workshop

- Covers a variety of genres including narrative, expository, and persuasive

Latin:Classical Academic Press

- *Primer C*

Logic:Classical Academic Press

- *Art of Argument*

Music:General Music:

- Choral, rhythm, and theory

Music Appreciation:

- Recognition of the great composers

Physical Education:Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Science:A Beka*Observing God's World*

- The study of plants, invertebrates, earth science, astronomy, and basic chemistry

SEVENTH GRADE 2010-2011**Arithmetic:**Saxon

- Regular students: *Saxon 87*
- Advanced students: Finish *Saxon 87* and complete *Saxon Algebra ½*

Art:Japanese and Chinese Art

- History, Theory, and Replication

Bible:Baker Books

- *A Popular Survey of the Old Testament*
- *ESV Study Bible*

History:Christian Schools International*Story of the Old World, Chapters 8-14*

- Traces the development of Western Civilization from the middle ages through the age of exploration: Crusades, rise of cities and nations, Renaissance, Reformation, the discovery and exploration of the New World

Language Arts:Wordly Wise 3000 Book 7

- Vocabulary and Spelling

Easy Grammar Systems

- *Daily Grams 7*

Literature Studies

- C.S. Lewis, Shakespeare and other selected poetry, short stories, and novels

Writing Workshop

- Covers a variety of genres including narrative, expository, and persuasive

Latin:Classical Academic Press

- *Primer C*

Scott, Foresman, and Co.

- *Ecce Romani I*

Logic:Canon Press

- *Introductory Logic*

Music:

General Music:

- Choral, rhythm, and theory

Music Appreciation:

- Recognition of the great composers

Physical Education:

Perceptual-Motor Skill Development:

- Physical Fitness Awareness
- Teamwork and Cooperation

Science:

A Beka

Order and Reality

- The study of soils, plants, physical science, our atmosphere, weather, classification, cells, creation vs. evolution, insects, and arthropods

EIGHTH GRADE 2010-2011

Arithmetic:

Saxon

- Regular students: *Saxon Algebra ½*
- Advanced students: *Saxon Algebra 1*

Art:

Japanese and Chinese Art

History, Theory, and Replication

Bible:

Baker Books

- *A Popular Survey of the Old Testament*
- *ESV Study Bible*

History:

Veritas Press

- United States History - 1815 to present

Civics Today: Citizenship, Economics and You

- American Government and Civics

Language Arts:

Wordly Wise 3000 Book 8

- Vocabulary and Spelling

Easy Grammar Systems

- *Daily Grams 8*

Literature Studies

- C.S. Lewis, Shakespeare and other selected poetry, short stories, and novels

Writing Workshop

- Covers a variety of genres including narrative, expository, and persuasive

Latin:

Scott, Foresman, & Co.

- *Ecce Romani I and II*

Logic:

Canon Press

- *Introductory Logic*
- *Intermediate Logic*

Music:

General Music:

- Choral, rhythm, and theory

Music Appreciation:

- Recognition of the great composers

Physical Education:

Perceptual-Motor Skill Development

- Physical Fitness Awareness
- Teamwork and Cooperation

Science:

A Beka

Order and Reality

- The study of soils, plants, physical science, our atmosphere, weather, classification, cells, creation vs. evolution, insects, and arthropods

SPIRITUAL TRAINING AND DEVELOPMENT

Morning Devotions and Prayer

The school day begins in the Sanctuary each morning with students saying the pledges to the American flag, the Christian flag and the Bible and school wide announcements are made. The time is ended with prayer and, as the students leave, they sing a song of praise to the Lord.

Bible Study and Scripture Memorization

Bible class is held three to four days per week and students memorize Scripture verses weekly. Our desire is for our children to develop a hunger for reading the Word of God, for sharing it with others and for applying it to their everyday lives. Students are encouraged to share their prayer requests and to pray for the needs of others. They also learn to praise God for answers to their prayers. In addition to weekly Bible memory verses, several long passages of Scripture are memorized by students in K - 8. We want them to keep the Word of God in their hearts. A Bible Memory medallion is awarded to each student in Grades K - 8 who memorize Bible verses throughout the year.

Chapel

Chapel services are held weekly, on Wednesday, for students in K through 8th Grade. Services begin with worship and prayer. Occasionally, students dramatize a Bible story or give a presentation to other classes. Sometimes missionaries, pastors and other guest speakers with special talents or ministries are invited to teach or give their testimonies. Parents are always welcome to attend chapel services.

Christian Character Qualities

We recognize the value of good character and endeavor to develop a foundation that is based on the qualities of Christ. VCCA uses Christian character qualities that come directly from scripture to teach students true strength of character. Examples are drawn from the Bible to illustrate how Christians are to live today.

At the end of the year, teachers in Grades K - 8 prayerfully consider the character qualities that they see evidenced in the lives of their students. Each student is presented with a Character Quality Award Certificate recognizing him/her for the attribute that seems appropriate. Awards are given as an encouragement for the children to continue developing Christian character.

ACADEMIC PERFORMANCE

The following grading scale is used in **Kindergarten and 1st Grade**. It is also used for all grade levels to indicate performance in the areas of work habits, attitudes, conduct and citizenship.

E = Excellent Progress N = Needs Improvement I = Improving
S = Satisfactory Progress U = Unsatisfactory Progress

The following grading system is used by VCCA in Grades 2 - 8:

A+	=	98 - 100	C+	=	78 - 79	
A	=	92 - 97	C	=	72 - 77	
A-	=	90 - 91	C-	=	70 - 71	
B+	=	88 - 89	D+	=	68 - 69	
B	=	82 - 87	D	=	62 - 67	
B-	=	80 - 81	D-	=	60 - 61	F = 59 or Below

A = Superior B = Above Average C = Average D = Below Average F = Failure

Teachers take into consideration a variety of factors in assessing grades such as: chapter tests, quizzes and daily work prescribed in the curriculum; quality, consistency and punctuality of homework turned in; participation in class discussions and activities, reports, projects, and other assignments. The final grade for each student is assigned by the teacher according to his/her best professional evaluation of the student's performance and achievement.

Report Cards are issued quarterly with parent/teacher conferences at the close of first and third quarters. Additional conferences may be scheduled per parent or teacher request. Mid-quarter progress reports are sent home to advise parents of their child's academic progress. Students are expected to take advantage of instruction given in class, to use class time wisely and to complete homework. Persistent effort and strong motivation on the part of students usually result in success.

Academic Honors

Students in **Grades 4 - 8** are recognized at the end of each grading quarter for their academic efforts. Those who have earned a place on the Principal's List or Honor Roll are awarded a certificate of achievement. VCCA uses a 4.0 system:

A = 4 points B = 3 points C = 2 points D = 1 point

Principal's List

Students qualifying for the Principal's List must meet the following criteria:

- *Grade point average of 3.5 or higher in all major academic subject areas*
- *All grades must be a "B" or above*
- *Grades in all Special Area classes must be an "S" or above*
- *All conduct/behavior grades must be an "S"*

Honor Roll

Students qualifying for the Honor Roll must meet the following criteria:

- *Grade point average of 3.0 or higher in all major academic subject areas*
- *All grades must be a "C" or above*
- *Grades in all Special Area classes must be an "S" or above*
- *All conduct/behavior grades must be an "S"*

Promotion/Rentention

Promotion to the next higher grade level involves assessment of the student's overall performance, including grades earned, and standardized achievement test results, and daily classroom involvement and ability.

Promotion in the Kindergarten and lower elementary grades is largely dependent upon the readiness and maturation level that students demonstrate in regard to required academic and social skills. If a teacher believes that a student should be considered for retention in his/her present grade, parents will be notified as early as possible. The teacher and principal will meet with parents to discuss the possibility and ramifications of retention versus promotion before a final decision is made.

In grades 2-8, students must receive a "C" average in core subjects averaged over all four quarters in order to be considered for promotion. If a student has an "F" average in a core subject, averaged over four quarters, they will not be considered for promotion

If a student is struggling or showing signs of concern for achieving the appropriate grade levels in core subjects, the teacher will notify parents as soon as possible.

Achievement Testing

A complete battery of nationally recognized standard achievement tests is administered to students in Grades K - 8 in the spring of every year. Parents are asked to ensure that their children are present every

day for the testing and that they arrive on time. Achievement test results are available to parents as soon as they are returned to the school from the scoring service.

Conferences

Parent/Teacher Conferences are scheduled at the end of the first and third grading periods each year. Teachers are required to meet personally with at least one parent (preferably both parents) of every student in their classroom at these times. Conferences are very important learning opportunities for both parents and teachers since they observe students in two completely different settings. Conferences help develop the relationships needed between home and school for the continued success of students

ENROLLMENT INFORMATION

Enrollment for all new and continuing students is by invitation. Continuing students are to submit a complete required paperwork every year and may be required to meet with one of the administrators.

New students seeking enrollment should include these items with the application packet:

- Copies of report cards and achievement testing for the two previous years
- A copy of their birth certificate
- 3 completed recommendations
- Proof of immunization (see immunization requirements).
- Schedule an interview with a school administrator
- Completion of grade level screening evaluation (by VCCA personnel)
- Application Fee (non-refundable)

In order to be considered eligible for enrollment, new students should be eligible to re-enroll in good standing at previously attended schools. “Good standing” encompasses spiritual, behavioral, academic and financial areas as well as parent/school relations. The enrollment of all new students is on a provisional basis for one quarter. We reserve the right to contact previous school administration, teachers and/or references prior to acceptance.

Student Placement

All new students enrolling in Kindergarten – 8th grade participate in a readiness screening by VCCA personnel to determine eligibility and correct placement. The assessment is done, when

possible, in a group setting, and parents are responsible for insuring that their student is present for their appointed meeting. Results are normally available within five working days.

All children must be five years old by September 1 in order to be eligible for Kindergarten, and six years old by September 1 to be eligible for First Grade.

SCHOOL FINANCES

Registration and tuition payments do not cover the entire cost of operating the school and educating our children therefore, we still find it necessary to raise additional funds through various programs to purchase educational materials and equipment. Some of our most costly programs are the most crucial such as computer hardware and software, science equipment, maps, musical instruments, library books, audiovisual equipment and educational videos. Parents and students are asked to participate actively in fundraising events so that we can maintain the highest quality of education.

VCCA also welcomes gifts and outside financial support from individuals and private businesses. All gifts to VCCA are tax deductible because we are a non-profit organization. Tax receipts are given for monetary donations and for non-cash items. For donations of goods and services, a tax receipt is given describing the gift and the donor establishes the value according to Internal Revenue Service guidelines.

Registration, Tuition and Extended Care Fees

A non-refundable application fee must be submitted with the completed enrollment packet before the packet can be processed; however, acceptance of the application fee does not guarantee that an invitation will be extended by the school.

An annual materials/activity fee is charged to each student in order to cover administrative costs, use of textbooks and/or curriculum materials, student accident insurance, ACSI membership/activity fees, and standardized achievement testing. A large portion of the fee is used for consumable curriculum and field trips. These items are purchased for students when they enroll and therefore, it is necessary to collect the materials/activity fee at the time of enrollment. We are unable to refund this fee for students who disenroll.

Pre-paid tuition may be made in advance for a discount, or parents may choose to make bi-annual or monthly payments. All monthly tuition payments for K-8th grade will begin August 1 with 10 equal payments ending May 1 payable through bank draft. Please refer to the payment agreement for information regarding our payment policy. *Extended day activities* charges are in

addition to registration and tuition fees because not all students require before and after school care. *Extended day activities* fees are billed monthly and considered late 10 days after billing.

The Endowment Fund

The School Board of Valley Classical Christian Academy will be working to establish an Endowment Fund for the purpose of providing long-term financial resources for the school. The bulk of the monies will be invested in growth funds for future use. However, a portion of the proceeds has been designated for financing special school programs, as the VCCA Board deems necessary.

Scholarships and Financial Assistance

Although VCCA has limited tuition assistance available, we actively seek to increase the level of funding that we make available to families on the basis of need. The use of an outside company, Family Financial Needs Assessment (FFNA), allows for an objective, standardized method of evaluating the amount of assistance each family is qualified to receive. It is our desire to assist in finding financial resources that are available throughout the state. We support the current Arizona Tax Credit A.R.S. section 43-1089, passed in 1998, which offers 100% dollar for dollar tax credit up to \$1000.00 for married households or \$500.00 for single households filing an Arizona State Tax return. For current information regarding this and other available resources, contact the school office.

Delinquent Accounts

If an account becomes 30 days overdue, students will not be allowed to attend school until the account is brought current. If extenuating circumstances exist, parents are responsible for making payment arrangements with the School Board. All special arrangements are subject to approval by the School Board.

Refunding of Fees and Tuition

If it is decided that the school cannot accommodate a student before the student has begun attending classes activity fees will be refunded in full. If a student has been accepted by the school, but withdraws before August 1 all fees except the non-refundable application fee will be refunded. If a student withdraws after he/she has started attending classes, unused tuition will be refunded minus two weeks tuition.

Student School Supplies

A list of supplies needed by students for everyday work and special projects throughout the school term is provided to parents each year. These consumable items such as paper, pencils, rulers, crayons, etc. should be purchased before school starts and replenished throughout the year so that students will be prepared for classes. Parents are also financially responsible for their student's fines for overdue library books and the cost of replacing lost or damaged library books, textbooks, school/church property or the personal property of others.

Special Fees and Extra Expenses

Expenses that are not covered by registration, tuition or *Extended day activities* charges include: Student Bible; uniforms; individual school supplies such as paper, pencils, and crayons; lunch; milk or juice for lunch; promotion/graduation celebrations; individual or class pictures. A one-time non-refundable materials/activity fee is charged to each student to cover the costs of off-campus field trips; special productions or presentations brought on campus; and special projects for art, science or music. For extended outdoor educational field trips, students are required to pay additional fees associated with transportation, lodging, food, and miscellaneous entry fees for attractions. Opportunities to earn funds to cover the cost of the trip are offered to students who choose to participate.

HEALTH SERVICES

Medical Information

Medical information for students is kept on file in the school office. Parents should notify their child's teacher in writing of any health problems or needs. Any medical or physical problems that would limit or excuse a child from participation in any school activity must be documented in writing from a parent or physician.

Communicable Diseases

If a child has any type of childhood illness, communicable disease, or any other medical condition that may be contagious; the school office must be notified so that a health notice can be sent out to other parents. In addition, the student's records must be updated, and certain illnesses are required to be reported to the County Health Department.

For the protection of other students and teachers, the school reserves the right to determine whether a child has returned to school too soon following a communicable disease. Parents may be called to come to school and take a child home if there is a possibility that the child's illness is still contagious. ***A student who has had a fever or has been vomiting within the last 24 hours must not be brought to school.***

Illness and Injury

If a child should be injured or become ill at school, parents will be notified as soon as possible. Since the school is not equipped to care for students during illnesses, arrangements must be made immediately for the child to be taken home, especially in the case of a communicable disease. Such arrangements are the responsibility of the parent or guardian.

Emergencies

In emergency situations involving a student, the school office will first try to notify the parent or legal guardian. If the parent or guardian cannot be reached and emergency medical treatment is needed, the student's family doctor or the paramedics will be called.

Parents should notify the school office immediately, in writing, if there is a change in home or office telephone numbers, addresses or any other vital information that may be needed in an emergency. **Unlisted phone numbers and work numbers are particularly critical.**

Student Accident Insurance

Each year Valley Classical Christian Academy purchases accident insurance for all students enrolled in Kindergarten through 8th grade. The student insurance purchased is for accidents and injuries only. It does not cover illness or routine doctor or dental visits. The school policy carries a small deductible and has limits established by the insurance company. It is secondary to any family health or automobile policy.

Medication for Students

No medications may be kept in the possession of a student or in the classroom. All medication must be taken to the school office and logged in with school personnel. If your child needs cough drops, they need to be given to his/her teacher. School staff may administer medication to students only under the following conditions:

1. The medication must be prescribed by a physician.
2. The medication must come to school in the original prescription container.
3. Parents must fill out a medication form (available in the school office or extended care) authorizing school staff to administer the medication. The form requires the student's name, name of the medication, dosages, times to be given, and parent's signature.

IMMUNIZATIONS

Every child entering VCCA must be immunized and records must be kept current in order for students to attend school. Proof of immunizations for all students must be submitted and bear the official signature of a licensed physician or medical clinic staff. Waivers are not granted based on personal preference or religious convictions. The only exemptions granted are for medical reasons of endangerment to the student that are documented and signed by a licensed physician

IMMUNIZATION REQUIREMENTS

<u>POLIO</u>	4 Doses Total	3 doses given after six weeks of age, 1 booster between ages 4-6 years
<u>DPT</u>	5 Doses Total	4 doses given after six weeks of age, 1 booster between ages 4-6 years
<u>MMR</u>	2 Doses Total	1 dose at 15 months, 1 booster after age 4

<u>HIB</u>	4 Doses Total	3 primary doses, 1 booster between ages 15 months and 5 years
<u>HEPATITIS</u>	3 Doses Total	1 dose at birth, 1 dose at 2 months, 3 rd dose given at 16 – 18 months. Consult your physician for children over 18 months.
<u>VARICELLA</u>	1 Dose	
<u>TETANUS BOOSTER</u>	- Every 10 years	

FOOD ON CAMPUS

Lunch

Students must bring a lunch each day. We appreciate your support in providing a healthy, nutritious lunch for your child. Recognizing that a healthy lunch adds to your child’s ability to concentrate and perform in school, we ask that you would refrain from including items high in sugar and food dyes. Soda pop and candy are not permitted, either during lunch or in extended care.

We are not able to refrigerate student lunches, if perishable items are brought to school, they should be packed appropriately. In the event that a student forgets to bring lunch, the school office will call their parents to make arrangements.

Snacks

Students in grades K - 8 are permitted to bring a healthy snack for morning break at first recess, and another snack for after school if they stay for *Extended day activities*. Please remember no soda pop or candy is permitted.

Parties

Classroom parties are held at Thanksgiving, Christmas, Valentine’s Day, Easter and End of the Year. Room mothers or fathers may help teachers plan and host them. Halloween is not observed or celebrated at VCCA.

Students may celebrate birthdays by bringing cupcakes, cookies or other individually sized treats to school to be served at the teachers’ discretion. If planning a private party for your child, please send invitations through the mail if not all students in the class are invited.

On-Campus Lunch with Students

Parents are encouraged to come on campus to have lunch with their child. However, for the safety of all our students, we ask that the following campus visitor procedures be followed.

1. Please come to the office first and sign in with school office personnel.
2. A “Visitor” badge will be issued and must be worn at all times while you are on campus.

3. The office staff must be informed of the student with whom you are meeting, **please take only your child for lunch.**
4. Before you sign out, please return the student under your care to teacher supervision. Please note, students must return to teacher supervision before their class resumes, or they will be considered tardy. If the student is tardy, he/she must go to the office for a pass before returning to class.
5. Please sign out before leaving campus. When you sign out, please return the “Visitor” badge. This will inform office staff that the student under your care has/have been returned to teacher supervision.

Off-Campus Lunch with Student

We also allow a parent or parent-approved adult to take a student off-campus for lunch. **However, due to time constraints, this is not encouraged.** Once again, for the safety of our students, it is very important that we all follow the same procedures.

1. Please call ahead and office staff will make plans to have your student ready for you when you arrive on campus.
2. Please come to the office first, and sign student out with office personnel.
3. If student is not in the school office, office personnel will call the student’s teacher to have him/her sent to the office.
4. After lunch, please remember to provide your student’s bathroom break before returning to school office.
5. Please return student to the office and sign them back in. Office staff will then return the student back into school supervision before their class resumes. Please return at least five minutes early to complete this process, or the student will be considered tardy.

FIELD TRIPS and OFF-CAMPUS ACTIVITIES

Field trips and off-campus activities may be planned for enrichment and first-hand learning experiences, or they may be recreational in nature. Occasionally, older students may go on an overnight or weekend field trip. All school rules and policies apply (including the dress code) unless specific notification to the contrary is given in writing.

Parents will be notified about field trips as far in advance as possible so that appropriate plans can be made. Parents are asked to sign and have notarized the “Activity and Field Trip Consent/Medical Release” authorization form in the enrollment packet at the beginning of each year. In addition, permission slips for each activity must also be signed just prior to the date of the event.

Often, students are graded on assigned projects related to the field trips. Parents are welcome and often needed as chaperones. Participation in field trips, special class events and off-campus activities are limited to students in the class, no siblings are able to attend field trips. Adults

helping must sign a “Volunteer Agreement” form (sample below). If they are driving a school vehicle or their own, they must also fill out a “Driver Agreement” form indicating that they will drive safely within the speed limit and insure that all students are buckled into their own seat belt. All drivers must have a copy of their current valid driver’s license and automobile insurance card on file in the office before driving on any school-sponsored activity.

PARENT/VOLUNTEER AGREEMENT & INFORMATION DISCLOSURE

We at VCCA appreciate the help that parents and other volunteers are willing to give to make our school better and more effective. We need you, your support and the valuable resources that you share with us. Our goal is to provide as many positive educational, social, emotional, and spiritual experiences as we can to all of our students. In the process, however, we must always think of safety in every area, and to that end, we have in force some very important policies to protect students, parents and other volunteers as well as the school and the goals that we have. In order to work together successfully, we ask that all parents and volunteers understand, agree to, and abide by the following stipulations.

1. Proper modest attire in keeping with the school dress code must be observed by everyone participating in or helping with any school activity both on and off campus.
2. Respecting the authority of the teacher and working with students. When parents and volunteers are working with students, they must realize that the teacher or school employee/representative is in charge and has the responsibility for the discipline of students. We want students to respect and cooperate with volunteers who are supervising them and to follow directions. We want children to be kept safe, as well, however, we need a balance. To that end we have enumerated the following policies:
 - a. Never undermine the authority of a teacher or try to take charge of the class. If you have a question or complaint about what is happening, ask the teacher about it at an opportune time (not in the middle of an activity or in the presence of students unless there is immediate, potential danger). If you are still unhappy, report the problem to the principal.
 - b. On field trips, chaperones of children are responsible for keeping students in the right location at all times. Please do not take your group to another area or on side trips without direct, explicit permission from the teacher in charge. It is not sufficient to just let someone know where you are going. The teacher in charge must know and approve beforehand the who, where, when, what and how concerning every group and activity.
 - c. Limiting physical displays of affection. Hugging a child when you are beside them is generally acceptable if the situation is appropriate (comforting a child who is hurt or upset or responding briefly to a child who wants to thank you or say “hello”), but other physical displays of affection are not appropriate. Kissing

children, holding them on your lap, having them give you a neck massage (or vice versa), or hugging them continually just because they are sweet and cute are examples of inappropriate physical contact with children under your supervision. Male volunteers and supervisors must be especially careful in this area with both girls and boys.

- d. Any physical discipline of children is strictly prohibited for all school staff, and quite naturally applies to volunteers, as well. Physical discipline includes spanking, squeezing an arm, neck, or other body part, pulling hair, pulling on the child or clothing, pushing, shoving, jerking, slapping, hitting or any other kind of violent or aggressive action. These descriptions of physical discipline were taken from publications of the Arizona Department of Health Services.
 - e. Verbal abuse of students is prohibited. This includes yelling and “chewing them out” or embarrassing them in any way. If there is a problem with student behavior, we ask that you instruct them or remind them of previously given instructions or rules. Correct them kindly, but firmly. Contact a teacher or school representative for help as soon as possible if students will not cooperate. Report all problems that you have with the students to the teacher.
 - f. Physical examination of students is prohibited. If you suspect that there is a physical or health problem (scrapes, abrasions, lice, ringworm, or anything else), please report it to the teacher. Please do not under any circumstances remove or look under clothing, go through a child’s hair or examine them yourself. If you suspect that a child has a contagious disease, try to separate them from the other children as inconspicuously as possible and with the teacher. Do not discuss the problem in front of other students or parents.
3. Parents/volunteers who drive on field trips must have first filled out a form in the office and have a copy of their driver’s license and insurance card on file in the office. All drivers must be approved by our insurance company before driving any students anywhere on a school-sponsored event.
 - a. If you drive your child from home directly to an off-campus event such as the ACSI Spelling Bee and meet the group there, you are merely providing your own child with transportation to school. However, if you drive from the school campus to the event, you are then considered to be driving in an official capacity for a school-sponsored event and must comply with all school policies – even if you take only your child.
 - b. If other parents want you to take their children in your vehicle and go directly to a school-sponsored event from home, they should send a note to school advising us that they are making a private agreement with you to provide transportation for their children. However, even if they sign a note authorizing you to take their children on a school sponsored event, we cannot authorize it unless you have documents on file in the school office and approval from our insurance company to drive for the school.
 - c. Those who drive on school-sponsored events must have their own insurance. The reason for this requirement is so that our insurance company can verify that all drivers for our students are insurable. The church and the school both have insurance policies of our own.

4. We do not want to impose unreasonable hardships on those who want to help and volunteer their time and energy on our behalf, however, at the risk of seeming harsh, we must provide the safest and most positive atmosphere that we can for our children at school and at all school-sponsored functions.

PARENT RESPONSIBILITIES

Parent-Teacher Fellowship (PTF)

Parents play a critical role in the educational achievement of their children. Students tend to be more confident at school when their parents become actively involved in what they are doing. That confidence has a profound influence on their success--not only in school, but also in later life.

The PTF is a service organization designed to promote family and faculty fellowship while ministering to specific school needs. This organization offers opportunities for parents to serve and support their children at VCCA in a variety of ways, such as: participating in special events designed to develop a sense of community; extending supplemental support and encouraging teachers in individual classrooms; cultivating open family-faculty communication through constructive dialogue within special "parent institute" workshops geared toward relevant educational issues and information; and contributing ideas and energy to new fundraising projects. The VCCA Parent-Teacher Fellowship welcomes your participation and input. We invite you to join together with other enthusiastic parents dedicated to supporting educational excellence and school unity!

Volunteers

Without the help of faithful volunteers, the teachers and staff would have a very difficult time getting everything done to educate our children. Teachers appreciate help in the classrooms at different times, such as when students are saying memory verses or when students really need one-on-one help with reading or math. Sometimes teachers need help grading papers, getting art projects done or driving/chaperoning for field trips. There are many opportunities to get involved and you are encouraged to get involved.

Visitors on Campus

For the safety of our children, school personnel must be able to identify all visitors and know where they are at all times while on campus. Visitors must sign in and out with school office personnel. A visitor's badge will be issued and must be worn at all times.

Telephones and the School Office

Student use of telephones is for emergencies only. If there is an urgent need, which requires a message to be given to a student, please communicate through the school office so that classes are not, interrupted.

DAILY HOURS OF OPERATION SCHEDULE

(Monday - Friday)

School Office Hours 8:00 a.m. - 4:00 p.m

School Office	(602) 955-5959
FAX	(602) 395-3900
Extended Day Mobile	(602) 509-1745

Kindergarten through 8th Grade

Regular Session 8:15 a.m. - 3:15 p.m.

EARLY MORNING HOURS

6:30 a.m. – 8:00 a.m.

AFTERSCHOOL HOURS

3:30 p.m. – 6:00 p.m.

EXTENDED DAY ACTIVITIES

VCCA program is an activity based aftercare program limited to those students who are enrolled in a regular VCCA K-8th grade school program. We offer a wide variety of activities, which might include crafts, sports, drama, music, dance, gymnastics, study hall, and other recreational activities to stimulate and promote education, social and spiritual growth. Additional class fees for materials or charges from outside instructors will be billed separately before each class begins.

Extended day activities charges are based upon class dismissal time starting at 3:30 p.m. All students must be picked up by 6:00 p.m.

Parents who fail to sign their student(s) out when they pick them up from extended day activities will be billed for the entire time from 3:30 p.m. until 6:00 p.m.

Students picked-up after our 6:00 pm closing time will be assessed a late charge of \$1.00 per minute, per child. The accepted official pick-up time will be determined using the time from an available mobile telephone. Repeated late pick up may result in your use of our extended day program being terminated.

STUDENT DROP OFF AND PICK UP PROCEDURES

AM PROTOCOL

1. Between 6:30 a.m. and 8:00 a.m.

Park your car in the north parking lot (playground side) and take your student(s), Kindergarten through 8th grade, to the foyer of the Activity Center or Gym. ***Students must be signed into Extended Day with the staff member on duty each day.***

When leaving campus in the morning and traveling east please exit onto Central Ave and make the turn east from Central Ave. If you are traveling west, please exit right onto Glendale Ave from the exit on the far west side campus.

2. Between 8:00 a.m. and 8:10 a.m.

Students in Kindergarten – 8th grade, may be dropped off at the playground area for recess before chapel begins. Student sign-in is not required after 8:00 a.m. All teachers will pick their students up from the playground or gym area at 8:10 a.m. to prepare for chapel.

***PLEASE NOTE:** CHAPEL BEGINS AT 8:15 A.M. EACH MORNING. STUDENTS ARRIVING AFTER THAT TIME MUST REPORT TO THE SCHOOL OFFICE FOR A TARDY SLIP. (Please see our discipline policy for tardy consequences).

PM Protocol

1. Between 3:15 p.m. and 3:30 p.m.

Kindergarten - 8th grade student pick-up is from 3:15 p.m. to 3:30 p.m. **Students will only be released from the bench and lawn area by the fountain. Students will not be released from their classrooms or walkways.** Please check out with one of the staff members on duty. If there is someone picking up your child who is not listed on the blue emergency card, the office must be notified by phone or written notice. This person should be prepared to show identification to the staff member on duty. This is for their safety! Thank you for your cooperation.

2. Between 3:30 p.m. and 6:00 p.m.

All students not picked up by 3:30 p.m. will automatically be checked into ***Extended Day**** in the Activity Center. ***Students must be signed out of Extended Day with the staff member on duty***

each day. If your student(s) is staying for *Extended Day*, please send a nutritious afternoon snack to school with them. All students must be picked-up from *Extended Day* by 6:00 p.m. each day. Late fees will be assessed if not picked up by that time.

*The fee for *Opening and Closing Activities* is \$3.50/hour per child, this amount will be billed monthly and is payable upon receipt.

** Beginning at 6:05 p.m., a \$1/minute late fee will be charged per child. The late fee is due at the time of pick-up and should be paid to the staff member on duty. The official time of pick-up will be determined by the digital clock display on an available mobile telephone.

ATTENDANCE

Arrival At and Departure from School

VCCA does not provide transportation to or from school. Parents are responsible for dropping off and picking up students at the proper time and in the proper, designated areas on campus. All students must remain in a VCCA staff supervised area at all times while on campus, including before, during and after school. K - 8 students who arrive at school after classes are in session must report to the office for their attendance card.

Students who need to leave school early must be signed out in the school office by the person picking them up. Parents should notify the office beforehand either by signed note or by leaving a message on the attendance line explaining the reason the student needs to leave early and who will be signing him/her out. If the student is returned to school, he/she must be signed in again in the office. Students going out to lunch must be signed in and out as described and must observe their regular lunch schedule.

Excused Absence

Regular class attendance is essential to successful student progress. Absences present hardships on students who are required to make up missed work while keeping up with newly assigned material.

In order for an absence to be counted as “excused”, the school must be notified by 10:00 am on or before the date of absence. In the event of a “planned” absence, please notify your classroom teachers as soon as you are aware. This will help the teacher to prepare assignments for your student.

When a student is absent, parents must call the school office at **(602) 955-5959** before 10:00 am. ***Upon request,*** teachers will send books and homework assignments to the office at the end of the school day for students who are absent. Absences for extended periods require written application for approval by the Administration.

Unexcused Absences

All absences interrupt the school day. It is especially disruptive when the school is not notified of an absence in a timely fashion. For this reason, absences that are not reported by 10:00 am on the date of absence will be classified as “unexcused”. An unexcused absence will carry the consequence of the student incurring a 10% penalty for homework, class work and tests missed on the date of the unexcused absence.

Progressive Parental Notice for excessive absences:

9 absences- A letter will be sent to parents indicating the number of absences with a reminder of maximum allowance for promotion.

14 absences – Parents will need to meet with administration to discuss potential impact on promotion as well as the impact on the teacher and classroom.

18 absences- Parents will meet with a member of the board to discuss promotion.

Tardy Policy

Students who arrive at school after 8:15am will be counted as tardy. They must report to the office for a “tardy slip”. Students will be issued an infraction on the fifth and each subsequent tardy in a quarter.

DRESS CODE- K-8th Grade Uniform Requirements:

VCCA maintains an official standard of dress, complete with a school uniform. Unless otherwise permitted all students are required to be in uniform whenever they are at school and at most school related functions.

We maintain this dress code for several reasons:

- To underscore the seriousness of purpose by encouraging students to think of their attire as an aspect of their work.
- To enable students to concentrate on their studies.
- To eliminate the self-consciousness and social competition which fashion tends to promote.

- To promote a sense of identity with the school and among the students as a group.
- It is an outward sign of our inward desire to show honor and respect in all that we do.
- To emphasize learning at VCCA, not clothing.

Shirts

We will be ordering new uniform shirts this year containing VCCA's logo. Shirts that would also be considered acceptable for the students to wear are a plain (logo free) red, navy blue or white polo style uniform shirt. Each student is *required* to own at least one red polo shirt with VCCA's logo, which will be worn for school functions and field trips. **Shirts are to be tucked in at all times. Failure to comply when asked, or students who habitually do not have their shirts tucked in will be given an appropriate consequence per our uniform code (see page 63).** If the uniform shirt becomes torn or significantly faded, it must be replaced. Any visible undershirt should be should be solid red, white or blue. A student may choose to wear a sweatshirt during the entire school day in both the classroom and outside. If so, it will be considered part of his/her uniform and needs be solid red, white or blue and the VCCA crest/ mascot it the only acceptable logo. Jackets and coats that will be removed once the student is in the classroom may be the color of his/her choice.

The Middle School students may wear a uniform line button down shirt with long or short sleeves in either white or light blue or the required VCCA polo shirts with the required uniform bottoms. The button down shirt is an option for the Middle School students only.

Bottoms

Uniform bottoms (pants, shorts, skorts, skirts or jumpers) are required of all K-8th grade students in navy blue or khaki. Uniform bottoms must be solid colors, plain and void of embroidery, appliques, lace, ribbon, etc. and **from a uniform line**. Many stores carry official uniform line bottoms; however, please be sure to not purchase corduroy or cargo-style bottoms. These are not part of the VCCA uniform policy. Jeans, cords, sweatpants (shorts), athletic pants (shorts) and cargo pants (shorts) are not allowed. Skirts/shorts must be no shorter than four inches above the knee.

Dress Uniform

Each VCCA student will be required to have a dress uniform. ***For girls***, this uniform will consist of a white uniform line button down shirt, either short or long sleeve, and woodland plaid skirt or jumper with white socks or white tights and brown or black dress shoes. ***For boys***, this uniform will consist of a white uniform line button down shirt, either short or long sleeve, with a woodland plaid tie and navy pants with brown or black dress shoes. The dress uniform will be worn for specified activities throughout the year (i.e.Christmas Program, Spring Program, specific Field Trips).

The VCCA specific plaid is available at Dennis Uniforms. It is called the Woodland Plaid. Dennis Uniforms is located at 4920 E McDowell Rd., Suite 103, Phoenix, AZ 85008. Uniforms may also be ordered online at dennisuniform.com. The School code is QCC

Shoes and Socks

Tennis shoes are part of the VCCA uniform code. Tennis shoes are defined as athletic-type shoes and are rubber soled, fully enclosed, and secured with either Velcro or shoelaces. Shoes which do not meet this requirement (ballet flats, slip-on shoes, boots, mary-janes, dress shoes, etc.) do not fit our policy and are not allowed. Students should refrain from writing on their shoes. Sock or tights must be worn and are to be solid colored (navy blue, red or white), leggings are not allowed. Socks must be visible above shoes. *We feel strongly that the students wear tennis shoes for safety reasons. If a student comes to school in shoes that do not meet dress code requirements, they will be sent to the office until appropriate shoes are brought to school.*

Make-up, Hairstyles, and Jewelry

Middle school girls have the option of wearing light, natural make-up. Nail polish should be light and natural also (light pinks, light taupe, clear); no fake or acrylic fingernails are allowed. Grades K-5 are not permitted to wear make-up or nail polish of any kind. Skin should also be kept free of markings such as pen, marker, stamps or temporary tattoos.

For both boys and girls, hair must be *clean*, neatly groomed and trimmed and of natural color. Unnatural hair colors such as bright red, blue or green are not acceptable. Girls may wear bows, hair-ties, headbands, etc., (navy blue, white or red) which are complementary to the school uniform. A boy's hair length shall be above the collar and bangs trimmed so they do not cover the eyes and face. A girl's bangs shall be trimmed or the hair styled so that hair is not hanging over the eyes or significantly covering the face. Radical or otherwise faddish hairstyles and adornments that distract from the educational process are not permitted.

Jewelry (including but not limited to necklaces, bracelets, earrings and anklets) and other accessories should be modest and not attract attention. Jewelry should be kept to a minimum and must be removed if it becomes a distraction in class. Jewelry and other

accessories should be chosen to enhance appearance rather than to attract attention. Symbols and icons should be consistent with the Christian faith. Girls are permitted to have a maximum of two earrings per ear in the lobe. Large hoops or long earrings can present a hazard during school activities and are not allowed. Boys are not permitted to have piercing of any kind. Piercing, other than ear lobes, is not allowed. Watches are allowed; however, programmable watches should have their beepers, alarms, etc. turned off during school hours.

The school board and VCCA administration reserve the right to interpret the guidelines above the best interest of the school.

Hats, Caps and Eyewear

Students are encouraged to wear hats outside for protection from the sun. Hats, caps, scarves, head coverings and glasses may not be overly ornate and must conform in all other ways with Christian beliefs and standards. Sunglasses may be worn for eye protection outside, but a safety strap should be used during P.E. and recess activities to avoid breakage or loss. Hats, caps, scarves, head coverings and sunglasses must be removed indoors.

Physical Education Attire

All students in the Kindergarten through 5th Grade are to wear the regular school uniform during physical education classes and at all school-sponsored sporting events. Warm ups or sweatpants and sweatshirts may be worn over the uniform for P.E. and sports events during cold or inclement weather.

The Middle School will be allowed to dress out for PE with a solid white t-shirt or VCCA spirit shirt and solid red, white, or blue shorts within dress code limits. Either the regular school uniform or the P.E. uniform should be worn while on campus for after-school activities.

The school board and VCCA administration reserve the right to interpret the guidelines above in the best interest of the school.

Dress Code Violations/Consequences per semester

First offense: Student will be sent to the office to change and a notice will be sent home with the nature of the violation. Parent signature will be required and failure to return with signed notice will result in an “infraction slip.”

Second offense: Student will be sent to the office until the parent brings suitable uniform attire and an infraction will be given.

Third offense: Student will be sent to the office and parents will be called to pick the student up for the remainder of the day and an infraction will be given.

Chronic offenses will result in other disciplinary actions at the discretion of the VCCA administration.

CHARACTER AND BEHAVIOR

Character is the evidence of what we allow to control our thoughts and actions. Our character is revealed in our behavior. One of the major goals of VCCA is to help build Christian character in our children. At the heart of our students' acquiring such character is their development of self-discipline and their acceptance of personal responsibility for their behavior.

Self-discipline is the foundation upon which spiritual growth and development, social skills, social adjustment, emotional well-being, personal achievement and academic learning are built. Self-discipline, however, does not come naturally to children and must be instilled through guidance and direction (discipline) from parents, teachers and other significant authorities in their lives.

HONOR LEVEL DISCIPLINE PROGRAM

Honor is something that is inside of us.

It is that part of us which makes us a person who mirrors the image of God our Creator.

It is that part of us which makes us a person who can be trusted.

It is that part of us which makes us do the thing we know to be the best whether anyone sees us or not.

It is that part of us, which we like and feel good about.

It is that part of us which makes us believe in ourselves and in our ability to be trusted and respected.

It is what gives us an awareness of our own dignity.

To honor another person is to recognize those same qualities in them.

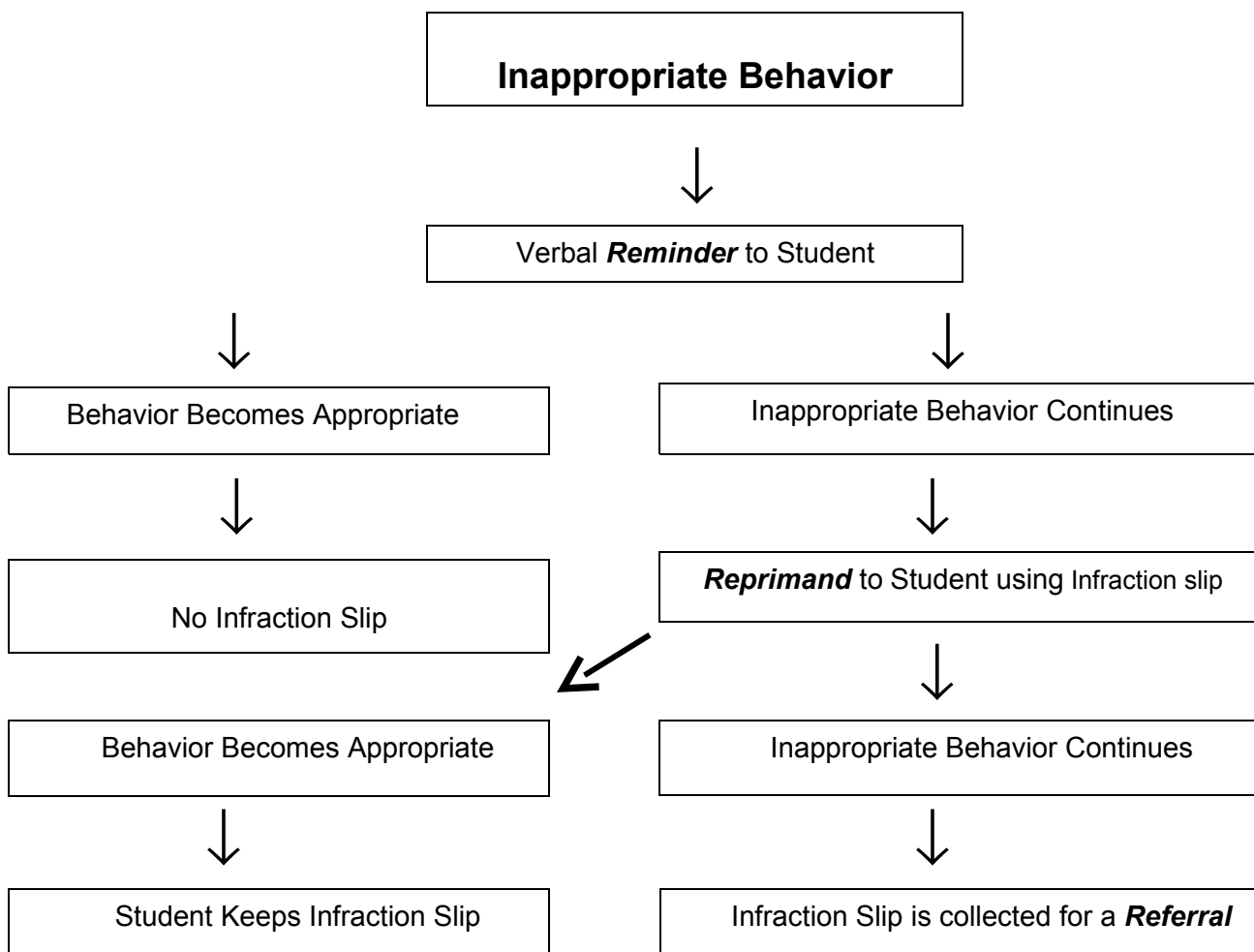
Valley Classical Christian Academy has adopted the **Honor Level Discipline Program**. This program assists in promoting a safe and positive learning environment, increases student morale, and helps students grow into responsible, image bearers of God.

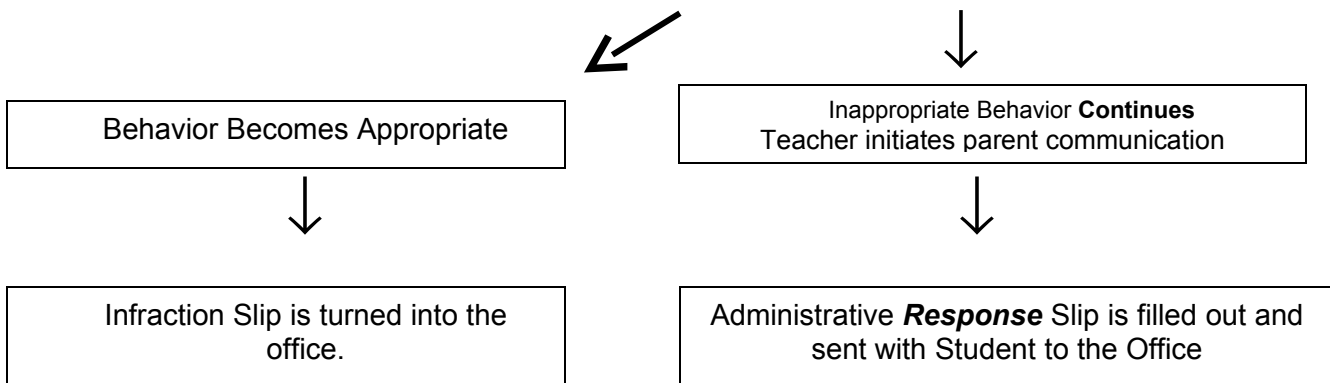
The discipline system recognizes students for their positive behavior. It provides encouragement for students to make good decisions and honors those who are consistently well behaved. Students are given an opportunity to work their way back to having all the rights and privileges of the academy in a time frame that allows them an opportunity to succeed.

An important part of the Honor Level System is the positive reinforcements/incentives that encourage students to maintain their *Honor Level* status. The system provides fair, consistent and progressive consequences for student infractions.

The following school-wide expectations have been created to develop and maintain positive behavior at Valley Classical Christian Academy.

Valley Classical Christian Academy-Honor Level System Discipline Flow Chart





SCHOOL WIDE EXPECTATIONS

BEHAVE

- Arrive to school on time (do not be tardy)**
- Come to class with necessary materials
- Act appropriately in class, playground, extended care, & cafeteria

FOLLOW THE RULES

- Follow school rules before, during and after school

SHOW RESPECT

- Respect school property and the property of others
- Use appropriate language
- Treat peers and adults with respect
- Settle conflicts appropriately

All recorded infractions may result in two separate reactions:

1. Change in **Honor Level** status
2. Consequences based on number of recorded infractions in a **10 day** window for K-3 grades and a **20 day** window for 4-8 grades

For all grades, the day has one segment, 8:15 a.m.-3:15 p.m. If a **Reprimand** is given during the day in their “homeroom” class, it will follow them into special area classes and recess.

****Consequences** for students who are **tardy** will not be issued until the 5th tardy in a quarter. Students will be given an infraction for every tardy over four in a quarter.

HONOR LEVELS

PRIVILEGES: VCCA considers it a privilege for students to go on special trips and be part of extra curricular activities. In order to represent the school in an appropriate manner, students must display acceptable behavior on a regular basis. Privileges include, but are not limited to Field trips, Keyboard & Strings, team sports, ACSI activities/competitions, VCCA special events and activities

CONSEQUENCES

***Special Considerations:** If a child's attitude continues not to be in accordance with school policies and principles, parents will be actively engaged in the resolution process. Action that evidences disrespect, indifference, dishonesty, abuse of permission, and other disruptive actions shall be handled by the staff or administration in such ways as deemed best.

In situations that are deemed *chronic*, the school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the total educational process.

Bullying is behavior that devalues another person and will not be tolerated at VCCA. If a student has behavior that is defined as "bullying" by the administration, that student will serve a week of detention during all lunch, recess and before school breaks, and their parents will meet with administration.

Parent Notification

In an effort to maintain consistent communication with parents, an infraction slip will be sent home with students who have not met school expectations. Parents will be required to sign the **Infraction Slip** and it must be returned to their student's teacher the following school day. Additional consequences will be given for students not returning the signed slips the next day.

Detention & In-School Suspension

Students are required to sit quietly in the designated **Detention Room**. Students must remain quiet and cooperate with the Supervising Teacher or staff member responsible for the **Detention Room**. Additional time and/or infraction slips may be assigned to students not following detention rules and guidelines.

Administrative Action

Action determined by the Administration. Action *may include* **Out of School Suspension** or a **Conference** for **possible expulsion**. Disciplinary counsel with a teacher or administrative staff member is designed to pinpoint the heart motives of the student and help the student to see the effects of what he/she has done wrong.

Philosophy of Discipline

Since Valley Classical Christian Academy's philosophies and programs are based upon the principles of God's word, VCCA strives to provide an environment conducive to the spiritual growth and development of our children. One of the prerequisites for success in life is to learn self-discipline. It is by self-control that we learn discipline.

Students are expected to follow the rules listed. Students are taught to obey parents, civil authorities, and all those who have authority over them. VCCA lists a minimal number of behavioral rules. To maintain an environment, which promotes positive behavior and strength of character, it is expected that each student display honesty, kindness and integrity in all he/she does. The school-wide **Honor Level Discipline** plan allows each student to modify his/her behavior as needed. This allows each student to take ownership in developing his/her character.

Our faculty strives to maintain high standards for student behavior. This is modeled through kindness, love, and genuine regard for each child. When disciplinary action is required, it is firmly carried out, tempered by good judgment and understanding. When disciplinary action is required involving the principal, parents will be notified and often involved in the disciplinary action. We strive to communicate in such a manner as to be proactive to any behavioral needs. Parents are encouraged to be involved in, and supportive of, the disciplinary actions of the school.

When a child's attitude is not in accordance with school policies and principles, parents will be actively engaged in the resolution process. Action that evidences disrespect, indifference, dishonesty, abuse of permission, and other disruptive actions shall be handled by the staff or administration in such ways as deemed best.

In situations that are deemed *chronic*, the school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the total educational process.

DISMISSAL

A student at any grade *may be dismissed* from school for disciplinary or academic reasons *at any time that it is determined to be in the best interest of the school or the student*.

In addition to student behavior, attitude or performance problems, dismissal may be invoked because of an unsuccessful working relationship between parents and the school.

Infractions by students, which may result in dismissal, include, but are not limited to:

1. *Continued, blatant* disrespect, or disregard, for authority.
2. *Attitude and behavior that has a negative influence on others*, including *lying, stealing, physical violence* (or the *threat* of it) toward others, or *willful destruction* of property.
3. The *use* or *possession* of tobacco, drugs, alcohol, weapons, pornography, matches, lighters, etc.
4. *Committing* immoral acts.
5. *Fighting, foul* language, *obscene* gestures.
6. *Repeated violations* of school rules and failure to respond positively to other corrective discipline.
7. *Repeatedly* causing strife.
8. *Excessive* absences and/or tardiness.
9. *Cheating* three (or more) offenses.
10. *Repeated* or *intentional* violation of the VCCS student rules.

11. *Excessive* disruption of class.
12. *Excessive* behavior infractions.

13. Allowing “Honor Level” to fall below “Honor Level 6”

Dismissal is considered permanent; *however*, students who are able to demonstrate that their behavior and performance have changed significantly since dismissal may be reconsidered one complete year after the end of the academic year in which they were dismissed. In such cases, re-admission may be considered with three “New Student Recommendation Forms” completed by qualified professionals designated by the administration. Admission is by invitation and the school reserves the right to deny re-admission without proof of cause.

PROHIBITED ITEMS

The following items may not be brought to school or used on campus at any time (before, during or after school). Possession of these items will result in disciplinary action.

1. Tobacco in any form, alcoholic beverages, drugs (prescription or illegal), and paraphernalia that is associated with these items, or imitations of any of these products.
2. Weapons of any type, whether real or imitation.
3. Matches, cigarette lighters, or other flammable products or materials.
4. Symbols, pictures or other representations of items normally associated with witchcraft or the occult.
5. Gum, candy and soda pop.
6. Radios, televisions, tape recorders, cameras, electronic games, MP3 players, cell phone or other toys from home.
7. Magazines, newspapers, pamphlets, catalogs or other printed materials. This includes any other inappropriate pictures, drawings, depictions, replicas, objects, or figures not directly related to official class projects or activities.

IN CLOSING.....

At Valley Classical Christian Academy, we do not intend to communicate legalistic rules and regulations. The rules for discipline, suspension, and dismissal are intended to instill morals and values in accordance with our Christian biblical belief. It is our desire to provide students with a safe, structured environment that is filled with love, encouragement, and hope in a lasting relationship with a Savior who loves them.

**“Walking in Truth”
2010-2011**



PARENT/STUDENT HANDBOOK

I have read and reviewed the handbook with my child.

Parent Name

Parent Signature

I have read the handbook and will do my best to do what is expected.

Student Name(s)

Student Signature(s)

Please note: If there is more than one child in your family, all students are asked to sign on the above lines acknowledging receipt of the handbook. Please return to your oldest student's teacher.

