

**Valiant Christian
Academy
Student Handbook**

ATTENTION

Students and their parents/guardians **must** sign the statement of cooperation at the back of this handbook and return it to the school with all other forms. This form is a necessary part of your child's registration process.

SCHOOL HOURS

- **PRE-KINDERGARTEN & KINDERGARTEN begins at 8:30 a.m.** - Students should not arrive at school earlier than 8:00 a.m.
- **1st – 12th grade classes begin at 8:00 a.m.** – Students should not arrive earlier than 7:30 a.m. Students arriving between 7:30 a.m. and 7:50 a.m. will report to the cafeteria.
- **Students are dismissed at 2:50 p.m.** - All children must be picked up no later than 3:15 p.m. After school fees will be charged for all students in the building after 3:15 p.m.

BUILDING ENTRANCES AND EXITS

DROP OFF

When parents drive into the parking lot, they will follow the driveway around to the right and drop off their children on the back dock between 7:30 am & 7:50 am. Students arriving after 7:50 will enter the school through the front doors.

All tardy students must come to the reception desk to sign in and receive a tardy note. Any student not in their classroom by the 8:00 am bell is considered tardy.

PICK UP

School dismisses at 2:50 p.m. Parents may pick up their child(ren) at the back between 2:50 p.m. & 3:15 p.m. Students remaining in the building after 3:15 will incur a \$5.00 per day charge from 3:15 until 4:00 p.m. Students remaining after 4:00 p.m. will incur a \$17.00 per day charge for after school care.

VISITORS

All visitors must stop at the front reception desk to sign in and receive a pass. To minimize disruption to the classrooms, parents are not permitted in the school hallways after 8:00am.

SCHOOL CLOSINGS

In the event that we deem it necessary to close school (due to inclement weather or other unforeseen circumstances), we will broadcast an announcement on the major television stations in the Kentuckiana area: WAVE 3, WHAS 11, WDRB 41, & WLKY 32. Every effort will be made to have the announcement aired no later than 6:00 a.m.

On rare occasions, it may be necessary for school to close prior to the normal dismissal time. In such cases, it is necessary for parents to pick up their children earlier than usual and all after-school activities would be canceled. Please be aware that when JCPS closes early, we will too. In the event that we feel it is necessary to close school early when JCPS does not, we will contact parents by phone.

ADMISSIONS

POLICY

Valiant Christian Academy does not discriminate on the basis of race, gender, disability, color, ethnic origin or nationality in administration of its educational policies, admissions policies, athletics, and other school-administered programs. Selection of students is based on past achievement, interviews with the administration, and openings in their particular grade. Family life and general behavior are also carefully considered. At this time, we are not equipped to accept children with special educational needs.

REGISTRATION

The following forms are **NECESSARY** for enrollment:

- Birth Certificate (certified, full-sized copy)
- Medical Examination (most recent or current year for Kindergarten and 6th Grade students.)
- Immunization Certificate
- Registration Form and Fee
- Copy of final report card from last school attended

REGISTRATION FORMS

A current registration form must be on file at all times. This form must have current phone numbers where the parent or another adult can be reached in the event of an emergency. It is imperative that the office has current, up-to-date phone numbers and addresses.

PERSONS AUTHORIZED TO PICK-UP YOUR CHILD

All Pre-Kindergarten and Kindergarten parents must fill out the Authorization form to authorize persons other than the custodial parent or guardian to pick up a student. We can only dismiss Kindergarten students to those persons authorized by the custodial parent or guardian. In the event someone other than one previously authorized is to pick up your child, we must have one-hour notice (phone call) or a hand-written note from the custodial parent or guardian. This is for your child's protection. Pre-Kindergarten and Kindergarten students must remain with the teacher following dismissal.

If your child is in 1st through 6th grade and has restrictions on who may have contact with him/her, please fill out this form, provide an explanation on the bottom or reverse side, and present it with your Registration Form. Child will need to remain with the teacher to await the arrival of authorized persons.

TUITION

Tuition rates and other required Fees are detailed in the **Schedule of Tuition and Fees** form. Complete information concerning tuition payments can be found on the **Financial Agreement Statement**, which must be signed and dated by the parent and returned with the Student's Registration Form, Fees, and electronic debit entry form.

MEDICAL AND HEALTH INFORMATION

MEDICAL & IMMUNIZATION RECORDS

Kentucky law requires all children enrolled in school be immunized against various communicable diseases and tested for tuberculosis. The original certificates of immunization and TB test should be presented to the school (shot record cards are not acceptable). All Kindergarten and 6th grade students must have a current year Medical Examination Form, completed by

a physician, on file. The school must maintain these records and will notify you if your child's records are incomplete or expired.

MEDICATIONS

Students are not to have any type of medication, including aspirin/non-aspirin or substitutes, in their possession at any time. All medication should be turned into the office, in its original container, and a medication authorization form (available in school office) completed by the parent or guardian. School personnel will dispense medication per doctor's instruction.

In the event a student becomes ill or injured during the school day, the student is to report to the office. The office personnel will administer basic first aid or determine if the student needs further medical attention. The parent/guardian will be contacted by phone if the situation warrants. **UP TO DATE PHONE NUMBERS ARE A MUST!**

In the event your child is injured during school, an accident report will be made to the Office. Parents will be given a copy of this form. Parents will be notified immediately if an injury requires more than basic First Aid.

CHILDHOOD DISEASES

The following information pertains to childhood and communicable diseases. More information may be obtained from the health department or a physician.

Disease Exclusion from School

- ◆ Common Cold/Flu – must be fever free for 24 hours. Any student who has a temperature of 99.6 degrees or more will be sent home.
- ◆ Chicken Pox - 7 days after rash appears – no open blisters
- ◆ Conjunctivitis (Pink Eye) – 48 hours after medication is first administered
- ◆ Diphtheria - 14 days after onset of symptoms
- ◆ German Measles - Until rash is not apparent
- ◆ Impetigo - Lesions must be covered
- ◆ Measles - 7 days after rash appears
- ◆ Mumps - Until swelling is gone or 9 days after onset
- ◆ Scarlet Fever/Strep Throat – 24 hours following first dose of antibiotics
- ◆ Whooping Cough - 21 days after cough begins, shorter period with physician's statement
- ◆ Ringworm - May return after using over-the-counter medication & lesion must be covered at all times
- ◆ Lice - Student must be nit free (generally three days after treatment).

TEXTBOOKS AND EQUIPMENT

Students are responsible for supplying their own pens, pencils, and other daily items. A supply list is included with your Registration Packet. Please be sure your child has these items on the first day of school. On rare occasions, your child's teacher may require additional fees where necessary for in-depth instruction in a given area. Educational equipment is also available for student use. Damage to or loss of textbooks, workbooks, or school equipment will result in parent having to pay replacement or repair costs.

ATTENDANCE

Students are to attend school daily and arrive **ON TIME**. Students are to be in their assigned classroom by 8:00 a.m. Students arriving after 11:30 am or leaving before 11:30 am are considered in attendance for one half (½) day.

Kentucky School Law KRS 159.150 states, "Any child who has been absent without valid excuse for more than three (3) days, or tardy without a valid excuse on more than three (3) days, is a truant..."

ABSENCES

In the event your child must be absent from school, call the school office at 368-0080 every morning by 10 a.m. The day your child returns to school, he/she must provide a signed and dated note to the school office explaining the reason for the absence. All absences without a valid note will be considered unexcused. If the student's absence was due to a physician/dentist's office visit, a note from said office must be presented to the school office. We ask that if at all possible, such visits be scheduled after school hours.

A valid excused absence includes: student illness, visits to a physician or dentist, death in the family, or other extenuating reasons approved by the school. Students are allowed five (5) hand-written notes for illness per nine week grading period before they must have a doctor's note.

Students who have nine (9) absences in a nine week grading period will receive a failing grade if the absences were for any reason other than doctor excused absences or for extenuating circumstances approved by Mrs. Salvo.

When a student is absent, the school administrative staff will:

- ◆ Notify the parent/guardian by telephone.
- ◆ Notify the parent/guardian after the 9th unexcused absence in a semester. We will also notify the Department of Pupil Personnel at Jefferson County Public Schools.
- ◆ It is necessary for the school to maintain accurate records of excused absences to avoid loss of driver's license for a student between the ages of 16 and 18. (For more information regarding student driver's licenses, please see the section entitled **Student Automobile Policy**.)

TARDINESS

Students arriving to their classroom after the 8:00 a.m. bell are tardy. Students arriving at school AFTER 11:30 a.m. or leaving PRIOR to 11:30 a.m. are considered in attendance for one-half ($\frac{1}{2}$) day.

KRS 159.150 states any child who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any child who has been reported as a truant three (3) or more times is a habitual truant. Being absent for less than half of a school day shall be regarded as being tardy.

If a student drives and is tardy more than nine (9) times in a 9-week grading period, they will lose their driving privileges for the rest of the grading period. At the beginning of the next grading period, the driving privileges will be restored.

Students with excessive or extremely late tardies could have their driving privileges revoked for an extended period of time to be determined by the school principal.

Parents will be contacted when a student attains (3) tardies and again at six (6) tardies. Parents will also be notified when driving privileges are revoked after the ninth (9th) tardy.

MAKE-UP WORK

Any student returning to school after an absence must present an absent note and request their make-up work on the first day back to school. The work will include only written daily work, tests, and major projects. Students with unexcused absences are also allowed to do their make-up work. However, it will only count for a partial credit on the condition that it is turned in the day after it has been given. Students with an excused absence will have the number of days absent plus one (1) school day from the time he/she receives the make-up work to turn it in to the teacher. When counting days, weekend days will also be included; not only school days. Teacher discretion may be used to handle a special situation.

REPORT CARDS

Report cards will be sent home every nine weeks for all grades.

PARENT-TEACHER CONFERENCES

One Parent/Teacher Conference Day is scheduled to discuss student grades and conduct. The conference day is scheduled to occur near the end of the first nine-week grading period. If a parent wishes to have more than one conference, they may contact the school office to schedule a meeting with their child's teacher at any time during the school year. Parents **must** follow the procedures listed under the **Visitors** section when attending conferences before, during and after school.

PROGRESS REPORTS

Elementary students (Pre-Kindergarten - 6th grades) will receive a progress report every week in their child's weekly folder. It is not necessary to sign and return these forms. High school students (7th - 12th grades) will be issued access codes to _____ for access to your child's weekly progress report grades. Teachers will post grades every Tuesday.

GRADE LEVEL PROMOTION REQUIREMENTS

Placement of students in 9th through 12th grade is typically determined by the number of credits earned.

| | |
|----------------|-------------------|
| Freshman..... | 0 – 4.99 credits |
| Sophomore..... | 5 – 10.99 credits |
| Junior..... | 11–15.99 credits |
| Senior..... | 16 + credits |

DRESS AND APPEARANCE

Students must adhere to the following dress code:

- ❖ Shirts - Short or Long Sleeve Polo or Oxford Shirt – in any color. May have a stripe in one alternating color. **Shirts must be tucked in at all times. Students wearing tight or low cut tops will be required to call home to have appropriate clothing brought to the school.**
- ❖ Pants – Navy Blue, Black, Gray, Brown or Khaki pants with belt loops. Students in Pre-Kindergarten – 2nd grade may wear elastic or fitted waistband pants with belt loops). May also have a small stripe of color, but must be in approved pants colors. During the warm months, August through October 1st, and March through end of school year, boys may wear uniform shorts in school colors and girls may wear Capri pants in school colors. **Students wearing tight pants will be required to call home to have appropriate clothing brought to the school.**
- ❖ Belts must be worn on all pants with loops.
- ❖ Skirts – same colors as pants. Skirts must be no shorter than the bend in the back of the knee. **Girls wearing skirts that are shorter than the back of the knee will be required to call home to have appropriate clothing brought to the school.**
- ❖ Tennis shoes or casual shoes. No open-toed or open-heeled shoes. Heels must not be higher than 2 inches.
- ❖ Sweatshirts and Sweaters may be worn in school colors over the polo shirt. There should be no writing or pictures on the Sweatshirts or Sweaters. **Coats are not allowed to be worn in class.**

We will have “Casual Dress” and "Spirit Wear" Days every Friday. We ask that all students abide by the following guidelines.

The following clothing is **unacceptable**:

(As clothing styles change, the staff may deem it necessary to change this list.)

Pants:

| | | | | |
|---------------|---------------|-------------|--------------|----------|
| Stretch pants | Form-fitting | Hip-huggers | Ripped seams | Leggings |
| Dirty or torn | Sagging pants | Shorts | | |

Shirts:

| | | | | |
|-----------------------|---------------|---------------------|-------------|------------------|
| Tight or form fitting | Revealing | Tank tops | See-through | Spaghetti straps |
| Belly/half shirts | Dirty or torn | Shirts with writing | | |

Only shirts with Christian writing or official VCA spirit wear is allowed at any time in the school.

Low-cut front or back: The front must be no lower than 1½" below the hollow of the neck (where collarbones meet). The back must be no lower than four inches below the base of the neck (top of shoulders).

- ✓ All skirts & dresses must be no shorter than the bend in the back of the knee.
- ✓ Earrings may only be worn by girls.
- ✓ NO BODY OR FACIAL PIERCING WHATSOEVER.
- ✓ Only securely fastened shoes are allowed.
- ✓ Headwear is not to be worn inside the building at any time, unless it is on specially designated days.
- ✓ Winter coats must not be worn during school hours.

HAIR**Boys' and young men's hair:**

- ✓ Must be clean and in good taste.
- ✓ Must not hang in the eyes and at an acceptable length in back.
- ✓ Should not be shaggy in appearance.
- ✓ Facial hair must be kept short and neat in appearance.
- ✓ No excessive unnatural colors (blue, green, purple, etc.)

Girls' and Young Ladies' Hair

- ✓ Must be clean and in good taste.
- ✓ Must not hang in the eyes.
- ✓ Should not be shaggy in appearance.
- ✓ No excessive unnatural colors (blue, green, purple, etc.)

GYM Dress

The following items of clothing are acceptable for Gym class:

Pants: Sweatpants, warm-up pants, or "wind" pants. Shorts with sewn hems only. Shorts length – standing position, arms straight down, hem must come to the fingertips.

Shirts: Only plain T-shirts and sweatshirts or those with official VCA or Christian writing are allowed for Gym class.

Shoes: Only securely fastened tennis shoes.

Dress Code violations will be dealt with on an individual basis. However, the guideline for violations is as follows:

1st – Student is verbally warned unless article is deemed inappropriate to continue school day.

2nd – Child will be sent to office to call home for appropriate clothing.

3rd – Further action determined by Administrator.

Severe or repeated violation of the Dress Code will be considered a violation of school rules and will result disciplinary consequences.

VISITORS TO THE SCHOOL AND CLASSROOM VISITATION POLICY

Visits by parents and others are welcome. However, there are both policies and procedures that must be followed to ensure the security and safety of our children and to ensure visits produce minimum disruption during the school day. All parents, guests, and other visitors to our school must adhere to the following procedures:

1. **All** parents, visitors, and guests **must** sign in at the office prior to going to the classroom. The faculty and staff cannot protect our children without this measure. This ensures that we know who is in our building at all times. We need to ensure that persons who are not to have contact with particular children (because of court orders, etc.) do not do so.
2. In the interest of common courtesy, classroom visits **MUST** be scheduled in advance with teachers. Visitors must conduct themselves in an appropriate manner to minimize disruption of the instructional process. Parents are welcome to celebrate their child's birthday with the class. However, the visit must be scheduled with the teacher in advance. Please keep classroom visits to a minimum as visitors to the classroom causes a distraction to students.
3. Clothing which is immodest, is not to be worn by an adult who comes into the building to drop off, pick up children, or visit the school. We do not expect the adults to abide by the school uniform dress code, but we do **insist** on modesty.
4. We must ask that adults refrain from smoking while on school property.

STUDENT AUTOMOBILE POLICY

The Kentucky Department of Transportation requires that before a student who is under 18 years old can get a learner's permit, he/she must prove that he/she is attending school and passing. Students are required to have passed at least five (5) courses and have fewer than nine (9) unexcused absences in the previous semester (18 week grading period). This proof is provided by the school and can be picked up in the school office. However, one day notice must be given to the office for this form to be completed.

At the end of each semester, the school will report to the Kentucky Department of Transportation the names of students who have dropped out of school, had more than nine (9) unexcused absences, or failed to pass at least five (5) courses.

If the Transportation Cabinet revokes a student's license, he/she may contest it by requesting a hearing in District Court.

Additionally, as stated earlier under the Attendance section, driving students who have nine (9) or more tardies will have their school driving privileges revoked.

STUDENT/VISITOR PARKING

Parking spaces are available for students in the right side of the parking lot.

Visitors may park in the left parking lot

Please do not park in the driveway surrounding the building, even if you only plan to be in the building a short period of time.

Only vehicles with a valid state handicap permit or those temporarily handicapped may park in designated spaces.

In addition to the above, students must abide by the following regulations:

1. Cars are to remain parked until student leaves for the day.
2. Cars are not to be occupied during school hours. Students are not to sit in or on parked cars while waiting for school to begin, nor are they to approach vehicles that are dropping off students.

3. Student cannot have excessive tardiness or absences. Students with nine (9) or more tardies in a nine-week grading period will have their driving privileges revoked until the beginning of the next nine-week grading period.

Students failing to abide by Parking Guidelines will be subject to disciplinary procedures.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICY

Students are expected to display appropriate behavior at all times. This includes using quiet voices in the building, walking quietly in the hallways and showing respect for themselves and others. Students are expected to follow all school and classroom rules and regulations as well as any instruction given them by teachers and staff members.

The punishment of students is reserved for those few students who willfully disregard orderly and prescribed conduct. Therefore, the discipline of students is progressive and becomes more severe in the face of recurring violations of the same rules of conduct. Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors on school premises.

In order to provide the safest possible learning environment, students are required to abide by the following guidelines. Students will:

1. Follow directions the first time they are given.
2. Stay in their assigned area.
3. Keep their hands, feet and objects to themselves.
4. Show respect by NOT calling each other names, teasing, nor using bad/inappropriate language.
5. Value the school's and others' property.
6. Conduct themselves in a manner fitting their age level and maturity.
7. Have respect and consideration for the rights of others while on school property and while engaged in school related activities whether on school grounds or not.
8. Sign in at the office if late to school.
9. Sign out at the office when leaving the building before the end of the school day.

The following behaviors are deemed **unacceptable** and will result in appropriate disciplinary action as outlined below.

THE FOLLOWING EXTREME BEHAVIORS WILL RESULT IN DETENTION OR SUSPENSION:

1. Physical fighting.
2. Profanity/Vulgarity.
3. Theft
4. Defiant behavior (repeated failure to follow directions).
5. Leaving assigned area without permission ("cutting" class or school).
6. Violent outburst (physical or verbal).
7. Gambling.
8. Cheating.
9. Sleeping during class, chapel or homeroom.
10. Plagiarism – to take the writings of another and use as one's own.
11. Littering or throwing objects.
12. Violations of parking/driving guidelines.
13. Running, pushing, shoving, kicking, or tripping.
14. Rude, discourteous, disrespectful, uncooperative behavior or poor attitude.
15. Yelling or screaming.
16. Other acts of unacceptable behavior as identified by school personnel, not previously listed in this policy, as they occur.

THE FOLLOWING EXTREME BEHAVIORS WILL RESULT IN EXPULSION FROM SCHOOL AND MAY RESULT IN REFERRAL TO LOCAL POLICE DEPARTMENT:

1. Physical assault on any person
2. Profanity directed at any adult
3. Possession of drugs or alcohol
4. Possession of weapons (guns, knives, explosives, etc.)
5. Vandalism – intentionally damaging or defacing property belonging to the school or another person.
6. Use or possession of drugs (including tobacco) or alcohol.
7. Illegal entry (breaking and entering)
8. Arson
9. Gang-related behavior.
10. Possession of dangerous substances or objects – chemicals, ammunition, fireworks, knives, guns, etc.
11. False fire alarms, bomb threats, or setting off fire extinguishers.
12. Harassment/Discrimination – persistent efforts to annoy or worry another person with repeated attacks or threats of physical violence or the expression of hatred, contempt or prejudice toward an individual for any reason.
13. Fighting – either verbal or physical.
14. Illegal entry – (breaking and entering).

| <u>Offense</u> | <u>Disciplinary Action</u> |
|-----------------------|---|
| 1 st | Writing Assignment |
| 2 nd | Writing Assignment doubled |
| 3 rd | 1 hour detention after school |
| 4 th | Student is “frozen” for one (1) day. (FROZEN: Student will not be allowed to change classes and will have to spend the day in a classroom chosen by teacher.) |
| 5 th | Student is “frozen” for one (1) week, |
| 6 th | Student is sent to the office for further disciplinary action, including possible suspension or expulsion from school. Corporal punishment may be enforced when necessary. Parents will be contacted regarding all disciplinary measures. |

Continued misconduct of any kind may result in expulsion from V.C.A.

Please note that all disciplinary notices sent home must be signed by the parent/guardian and returned the following school day. If notice is not returned, parent/guardian will be called.

Every semester, students will begin with an “A” conduct grade. This means that students will be given a chance to start each nine (9) week grading period afresh.

PHYSICAL RESTRAINT

Under KRS 161.180, school staff may use reasonable force to restrain a student whenever it is necessary for self-defense, to protect people or property, or to keep order in the school.

STUDENT SEARCHES

Students have protection against unreasonable search and seizure of their property. However, school personnel have the right to search students and their property if there is reason to suspect that the student may be in possession of something that violates school rules or endangers others.

LUNCH

A lunch calendar will be sent home each month listing the various meals provided during that month. Students who bring a sack lunch to school must have the student's name clearly marked. Students should NOT bring items in glass containers. V.C.A. will provide milk and snacks for students for a nominal fee. Microwaves are available for student use in the cafeteria. We also offer take out food from local restaurants on a weekly basis. A list of restaurants and menu items is available in the school office.

CAFETERIA BEHAVIOR

All students are expected to conduct themselves properly and exhibit good table manners. Students will stand respectfully in line while waiting to be served. No shouting or yelling. After completing their meal, students will clean their eating area, placing trash in its proper place. On occasion, it will be possible for students to eat lunch outside on the back dock and playground area with a staff member to supervise the students.

SPECIAL AREAS

All students are regularly scheduled in some of the Special Areas listed below. Students are expected to follow all school and classroom rules while attending.

COMPUTER LAB

The Computer Lab is equipped with computers for student use. Students will learn to use various software and keyboarding techniques along with proper use and care of computers. All families must pay a computer lab fee, please see Tuition & Fees Sheet for pricing. Any student that breaks a piece of equipment in the computer lab will be responsible for paying the replacement cost of said item.

ARTS AND HUMANITIES

Students will be introduced to various aspects of art, music, drama and the humanities as is appropriate for their age group. As part of their grade, all students will participate in scheduled Drama Presentations. Students in K4 – 6th grades will take part in the Winter Presentation and students in 7th – 12th grades will participate in the Spring Presentation.

PHYSICAL EDUCATION

Students will be taught physical skills, physical fitness and a healthy lifestyle. All students are expected to participate unless excused by a physician's note.

CHAPEL

All students will participate in Chapel services which are held every Friday. Students in 7th - 12th grades are required to have a Bible with them when they attend Chapel.

OTHER IMPORTANT INFORMATION

FIELD TRIPS

Field trips are an integral part of the instructional program and a privilege. All students going on field trips **must** have a permission slip signed by their parent. The dress code for casual dress days remains in effect for all field trips. Students must abide by the **Behavioral Expectations Policy** while on field trips. Students may be denied the privilege of attending a

field trip for disciplinary reasons. If this happens, the parent will be notified prior to the trip and the student will be assigned to another teacher.

ACHIEVEMENT TESTS

We will annually administer a Nationally recognized achievement test to evaluate our students' progress throughout the year. A copy of each student's results will be sent home with the student's final report card.

HOMEWORK

Homework – assignments and projects to be completed outside the regular classroom time, designed to reinforce classroom instruction and provide enrichment. Our goal is to accomplish as much of the assigned work during class time. However, children who do not use their time wisely during class will be required to complete their schoolwork at home. As with all instructional programs, homework is necessary to enhance and reinforce lessons learned during the school day.

STUDENT TELEPHONE USE

Students must have permission from the office prior to calling home. Students are almost always allowed to call home. Cell phone rules are stated in the Cell Phone Guidelines form that must be signed and returned.

LOST AND FOUND

Lost articles that are turned in may be found in the lost and found located in the cafeteria. All items not claimed after a reasonable amount of time will be donated to charity.

AWARDS

GRADUATION EXERCISES/AWARDS CEREMONY

There will be combined graduation exercises for Kindergarten, 6th and 12th grade students. At that time, students with outstanding achievements will celebrate the year's accomplishments in an awards ceremony. The following are some of the awards students will be working for:

- ✓ Perfect Attendance
- ✓ Most Improved
- ✓ "A" & "A/B" Honor Roll
- ✓ Principal's Award
- ✓ Outstanding Achievement
- ✓ Christian Character
- ✓ U.S. President's Award

JUNIOR/SENIOR BANQUET

Juniors and Seniors will have a Ring Ceremony/Prom Banquet at the end of the year. Students and their families are encouraged to attend. This is a special event for our students and formal dress is required. Girls' dresses must be moderate in appearance.

TORNADO AND FIRE DRILLS

TORNADO DRILL

Directions as to where the students should go are posted in each room and will be explained by the teacher. Students should face the assigned center wall and shield their heads with their arms. In case of extreme emergency, the students should lie on the floor next to the center wall.

FIRE DRILL

Directions as to where the students should go are posted in each room and will be explained by the teacher. People closest to the windows should close them and the last person out of the room should turn off the lights and shut the door. After leaving the building, students should line up at the assigned place at least 30 feet from the building. Drills will be held several times throughout the school year. They will be held during various times of the day so students will learn the proper procedures.

ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK

Please sign and date this sheet and return it to the school office prior to the first day of school. This document is a required form in your student's file.

STATEMENT OF COOPERATION

I have read the current V.C.A. Student Handbook. I agree that I will comply with the policies regarding attendance, disciplinary regulations, academic and sports programs, extracurricular activities, and all other requirements instituted by the Administration.

I understand that regular attendance in Bible classes and Chapel services is mandatory.

STUDENT'S NAME (please print)

Student Signature

Date

As the parent/guardian of above named child, I have read and discussed the following policies with my child.

I shall try to make myself available for conferences with the principal, counselors, or teachers when needed.

I further understand that if my child or I fail to comply with the policies as set forth by V.C.A. that the Administration reserves the right to expel my child.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date