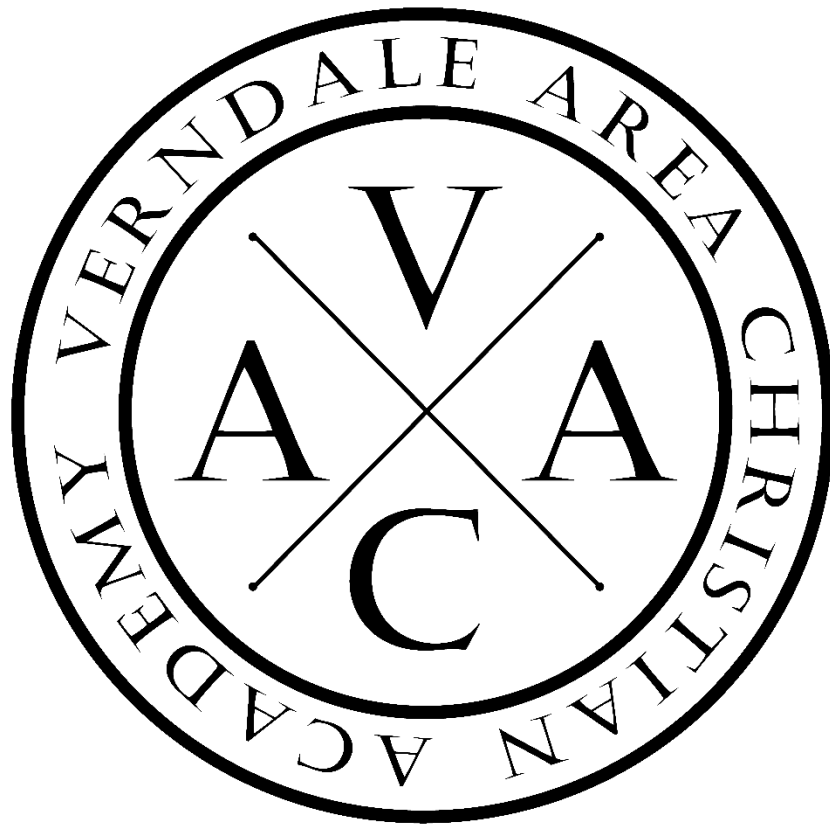


Parent/Student Handbook



Verndale Area Christian Academy

Elementary School

Kindergarten – 6th Grade

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Administration

Rev. Kenneth Kjeldergaard.....Pastor of Christian Education
Since July 2020
Megan Baity..... Administrative Director
Since March 2021
Jacquelin DiGiovanni.....Principal
Since July 2021

Teachers

Jeannie Engebretson..... Kindergarten
Since July 2023
Jacqueline DiGiovanni 1st Grade
Since August 2023
Kara Kern.....2nd Grade
Since July 2022
Jacqueline DiGiovanni 3rd Grade
Since July 2021
Kristy Haman.....4th Grade
Since July 2024
Pastor Tillman Phagen.....5th – 6th Grade
Since December 2023
Jill Tuinstra.....Educational Therapist
Since August 2023
Kristina Frie.....Search and Teach
Since September 2023
Sarah Spicer.....Math/Reading Intervention
December 2023

Teacher's Aides

Vicky Thompson.....5th – 6th Grade
Since July 2024

Brief History of VACA

In March 2018, Verndale Area Christian Academy (VACA) opened as a licensed Child Care Center in Verndale, MN, thanks to the generous support of Verndale Family Life Church, which donated space, resources, and finances to get the initiative started. The vision was to begin with Child Care, with the goal of launching a K-6 Elementary School in the near future.

In July 2020, Verndale Family Life Church voted to launch the K-6 Elementary program, with Rev. Kenneth Kjeldergaard leading the way. With over 16 years of experience in Kid's Ministry, Pastor Kenny felt called to establish a school in central Minnesota, aiming to create a spiritual foundation in children rooted in living life through a Biblical Worldview. Despite the challenges of the COVID-19 pandemic, classes began in Fall 2020, starting with a Kindergarten and 1st grade class of six students.

In July 2021, the decision was made to adopt a Balanced School Calendar, extending the academic year to 11 months instead of the traditional 9. The school year began on July 12, 2021, with Kindergarten through 4th grade, enrolling 19 students. By July 2022, enrollment had grown to 32 students, and by July 2023, the school year started with over 50 students, offering Kindergarten through 6th grade.

Surpassing the 50-student milestone highlighted the need for an Elementary Principal, leading to the promotion of Jacqueline DiGiovanni to this role. In March 2023, a Building Campaign was launched to expand the facilities north of Family Life Church. This exciting journey of growth has been a testament to the ministry's reliance on the Lord for success.

Fundamental Biblical Beliefs

This establishment accepts the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the following Doctrine:

1. We believe the Scriptures Inspired

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man - the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; I Thessalonians 2:13; 2 Peter 1:21).

2. We believe in the One True God

The one true God has revealed Himself as the eternally self-existent "I AM", the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit. (Deuteronomy 6:4; Isaiah 43:10, 11; Matthew 28:19).

3. We believe in the Deity of the Lord Jesus Christ

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

- a. His virgin birth (Matthew 1:23; Luke 1:31,35)
- b. His sinless life (Hebrews 7:26; 1 Peter 2:22)
- c. His miracles (Acts 2:22; 10:38)
- d. His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21)
- e. His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4)
- f. His exaltation to the right hand of God (Acts 1:9,11; 2:33; Philippians 2:9-11; Heb. 1:3)

4. We believe in the Fall and Salvation of Man

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26,27; 2:17; 3:6; Romans 5:12-19). The only hope of redemption for man is through the shed blood of Jesus Christ the Son of God.

a. Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

b. The Evidences of Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

5. We believe in Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12: 1,2; 1 Thessalonians 5:23; Hebrews 13:12). The Scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Spirit, we are able to obey the command, "Be ye holy, for I am holy" (1 Peter 1:5). Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5)

6. We believe in the Ministry of the Church

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in: (1) Evangelization of the world (Mark 16:15-20); (2) Worship of God (John 4:23,24); (3) Building a body of saints being perfected in the image of His Son (Ephesians 4:11-16).

7. We believe in the Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Christian (1 Thessalonians 4:16-17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52).

8. We believe in the Millennial Reign of Christ

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27,30; Revelations 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21,22; Zephaniah 3:19,20; Romans 11:26,27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3,4).

9. We believe in the Final Judgment

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelations 19:20; 20:11-15; 21:8).

10. We believe in the New Heavens and the New Earth

"We, according to His promise, look for the new heavens and a new earth, wherein dwelleth righteousness" (2 Peter 3:13; Revelations 21,22).

Our Mission

Verndale Area Christian Academy is a Christ-centered school with the mission to foster independent thinking, with a Biblical worldview, to build a solid foundation of remarkable education.

Our Vision

Believing that **all children** are created for God's glory and endowed by Him with an undeniable potential to **acquire wisdom** and knowledge, Verndale Academy covenants with rural families to equip their children to **become responsible servant leaders** for the 21st Century. Committed to truth, discipline, and values of the gospel of Jesus Christ, Verndale Academy pursues this aim by mobilizing educational, business, and community leaders towards the important goal of serving children with a remarkable education, permeated **with a God-centered perspective**. This inter-denominational school will seek to unleash **kingdom citizens** who work for justice, hope for the family, and joy in the community.

Our Values

Redemption – We are passionate about God's transformational work to restore all things through the gospel of Christ

Relationships – We believe the necessity of building deep, authentic, loving relationships with God first because it empowers health with one another.

Revolutionary Dependence – We exercise a daily, moment by moment, profound dependence on God and His Word facilitated by the active surrender to Holy Spirit's transformation in us.

Remarkable – By God's power at work within us, we pursue excellence that goes above and beyond all that is expected or imagined

Five Core Distinctives of VACA

1. **Faith Based Education** - The curriculum we use is made with a Biblical World View in mind.
2. **Discipline & High Expectation** - Our lower Student to Teacher Ratio, 1:16, allows better Discipline as well as holding our students to a high expectation.
3. **Parental Involvement** - We work directly with our parents to make sure what is taught at school is practiced at home too.
4. **Accountability** - All students are taught that there are consequences for their actions...both good and bad.
5. **Partner Funding Model** - We are partnering with local businesses and churches to keep the cost of tuition down as well as build Christian community buy in.

Admissions Policies and Procedures

Verndale Area Christian Academy admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities available at the academy. We do not discriminate based on race, color, and national or ethnic origin in the administration of our educational, admission, scholarship, athletic and/or other school administered programs.

Admission to Verndale Area Christian Academy is determined by:

- a personal interview with the administration to determine a student's interest in academic and spiritual matters
- by possible academic testing, and
- by the prospective student's general attitude toward the school and its mission.

We desire to educate as many young people as possible, however, class size may limit admission.

We do our best to teach students of all academic and social abilities. In the event we are unable to adequately meet a child's needs, we will work with the Freshwater School District and Verndale Public School for assistance or referral.

Families must agree to abide by school policies, to assist the school and support school leaders in the implementation of its policies.

Students of VACA shall grow in the highest moral character and be obedient to all Biblical principles, including, but not limited to, prohibitions against sexual activity, drug use, alcohol use, pornography, homosexuality, gossip, slander, bullying, disrespect toward teachers and leaders.

Students will be encouraged to grow in the understanding and application of the fruit of the Spirit as stated in Galatians 5:22-23 - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Enrollment Process

The enrollment process consists of the following:

1. A completed registration form, which includes emergency contacts, current school year tuition plan, and immunization form or exemption.
2. History of previous school your child attended. If your child's previous school does not send a record of your child's immunizations, or it is incomplete, we will be requesting that the information or immunizations be brought current prior to their first day of school. Those students entering Kindergarten should submit an immunization record from your doctor or immunization exemption form if family elects against immunizations.
3. Sign the tuition payment plan and the Statement of Cooperation.

Re-enrollment Process

Re-enrollment forms are sent home with current students each February. Forms need to be filled out and returned to the office before the open-enrollment period from May – June to be guaranteed a spot for the next school year.

Transfer Students

Students desiring to transfer to VACA at the beginning of a school year should follow the normal enrollment procedures discussed above. Transferring to VACA after the school year has begun will be considered on a case by case basis as space is available. A meeting with the school administration, prospective student, and parents will determine whether or not a transfer will be possible.

Health and Safety

Verndale Area Christian Academy works diligently to maintain a safe and healthy environment for all students. Parent and student cooperation with school health and safety policies is necessary in order to avoid accidents and to properly care for students.

Potty Training

To enroll in VACA Elementary, a child must be potty trained. This requirement ensures that children can manage basic self-care skills, including using the restroom independently. Being potty trained helps to create a more focused and efficient learning environment for both students and teachers.

Immunizations

Minnesota State Law requires that each child's file contain proof that his immunizations are current or that a waiver is on file. Please check your child's medical records, complete the following shots, and report them to Verndale Area Christian Academy BEFORE attending. Your child's previous school may have this record, and you can transfer that to VACA via email or mail, as may your doctor's office.

All students going into kindergarten (and any student in the 1st-6th that has not had these shots) DTP (diphtheria, tetanus, & pertussis), Polio, MMRs (measles, mumps, & rubella), Hepatitis B- the 3 shot series takes 6 months to complete (once given, it is good for life).

If immunizations are needed, you may go to your family doctor or make an appointment.

If you conscientiously object to your child being immunized or if a doctor certifies that it would be unhealthy for your child to be immunized, you may complete a form indicating the exemption. The form was part of your enrollment packet.

Sickness

In the interest of every child's well-being, parents are requested to keep their child home when they are sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge, diarrhea, or pink eye, please keep your child home. If your child develops symptoms at school, they will be sent to the office, and you will be notified to pick up your child as soon as possible. Your child is to be kept at home until they are symptom free for 24 hrs or whatever your doctor recommends.

Medication

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, or backpacks. All medication must be stored in the school office in a clearly marked Ziploc bag with the child's name, date, dose, number of doses, and the time to be taken. Designated school staff will administer all medications in the school office. We only give non-prescription pain relievers (such as Ibuprofen or Acetaminophen) with parent permission.

Healthcare Appointments

Whenever possible, all medical and dental appointments should be made outside of regular school hours. Academic excellence is best achieved when students maintain consistent schedules with their classes.

School Closings

Family contact information is placed within our automated messaging system. This system is used to contact families for emergencies, cancellations, updates, etc... You will receive a text and/or email notifying you on any weather-related closings. If school closes early due to bad weather, students should be picked up as soon as possible.

Emergency Drills

Fire, tornado, and lock down emergency drills will be conducted throughout the school year in accordance with regulations. Evacuation maps are located in each classroom.

Head Lice Policy

If lice or nits are found on a student, they will be removed from class, and the parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be nit free before they are allowed to return to the classroom. Parents are encouraged to give notice to the school in the event that they find head lice or nits on their child at home. This will help prevent the spread of head lice at school.

General Policies and Procedures

Attendance

One of the keys to successful academic achievement is regular attendance at school. School attendance is not only required by state law, but it also becomes a permanent part of the student's record. Because Verndale Area Christian Academy discourages taking extra days of vacation while school is in session, please see the school calendar for scheduled days off. A student may not accumulate more than 12 absences per semester in order to pass the grade (or class). Exceptions will be considered for extended illness which will require a doctor's excuse.

The school day begins at 9:00 a.m. and ends at 2:30 p.m. each day. Students who arrive after 10:30 a.m. or leave before 1:00 p.m. will be counted a half day absent. All absences will be recorded even if a note is brought to school. Medical or dental appointments during the school day will count toward the student's number of absences. Any school-sponsored activity will not result in absences for the participant. (i.e. leaving early for athletic functions).

Absences

Please notify the school office by 8:50 a.m. if your child is going to be absent (please leave a message if there is no answer). If we do not receive notification that your child is going to be absent, we will be contacting you.

Tardiness

Punctuality is a matter of primary importance in the education process. Students who are tardy disrupt the educational process and jeopardize their own academic achievement. All VACA students need to be in the classroom and seated by 9:00 a.m. If students are tardy for any reason, they must check in with the office and present a signed and dated note from their parents stating the details of the tardiness (unless the office has been notified by phone). The student will sign in and be permitted to class.

Signing Students Out of School

Verndale Area Christian Academy is a closed campus, and no student is to leave at any time without previous written parental permission. A student will be considered truant and parent will be contacted if they leave without permission.

If the student needs to leave school early, they must bring a signed note from their parents with the date, time, and reason that they need to leave. The student will present this note to their classroom teacher at the beginning of the day. All Students are currently too young to drive and will not be released to anyone other than the student's parents, or the designated people that the parent has authorized.

Visitors

All visitors are required to check-in with the academy office at the Main Office entrance of the building as all other exterior doors will be locked during normal school hours.

Parents are welcome to visit the classroom, but prior arrangements are requested. Parents are asked not to go directly to the classrooms, but they are required to come to the academy office to sign out their child or bring child belongings.

Prospective school-age students may attend if invited by an VACA student and approved by the Pastor of Christian Education at least 24 hours before the visit. Visitors must sign in and out at the school office, even if they are visiting only for lunch. All visitors must abide by school dress code and behavior policies while on campus.

Drop Off and Pick Up

Students should report directly to their classrooms when they arrive in the morning. Students are required to leave the school building and the school grounds immediately after the 2:30 p.m. dismissal. Students involved in school-sponsored activities must report to the teacher or coach responsible for the activity immediately after school.

Computer Usage

General Purpose:

- Student access to VACA's internet connection is intended for educational purposes only.
- VACA computers will be used to conduct school-related research and/or produce school-related documents or projects.
- School computers will only be used under the supervision of school personnel.

Expectations and Responsibilities:

- Students are expected to maintain the highest ethical standards when using school computers, specifically avoiding plagiarism, copyright violations, cheating, and offensive or inappropriate content.

- Students should not attempt to circumvent the web filters that are in place and are required to report immediately any failure of the web filter system.
- The student is responsible for any damage – physical or electronic – to school-owned hardware, software, or data which occurs because of abuse or negligence.
- Equipment should only be disconnected or moved by IT support staff.

Information Privacy and Storage:

- All data created, sent, received, or stored on VACA computers, server, or network are the property of VACA and may be reviewed by the IT manager at any time.
- Students should only save information to their assigned network user directory. School computers may be erased occasionally without notice for maintenance or repair.

Restrictions:

- No software – including plug-ins – will be downloaded and/or installed by a student unless the student is given specific instructions from a teacher to do so.
- No electronic mail or other communication software (IM, etc.) will be used by the student at any time unless the student is given specific instructions from a teacher to do so.
- The student will not attach any hardware to a computer (zip drives, external CD drives, digital cameras, etc.) unless the student is given specific instructions from a teacher to do so.

Consequences:

- If a student chooses to disobey these guidelines, the student’s access to the VACA network and VACA computers will be suspended for one week. Repeated violations will be handled by the Pastor of Christian Education and their teacher and may result in a permanent loss of computer privileges. The VACA administration and the computer teacher will make the final decision regarding the interpretation of these rules.

Internet

Purpose:

Our foremost purpose in implementing this Internet Use Policy is to cultivate a Christ-centered and secure online environment that aligns with our Christian values. We seek to guide our students in using technology for educational enrichment while upholding principles that reflect the teachings of Jesus Christ.

Guidelines:

- **Educational Use:**
 - Acknowledging the internet as a tool for learning, students are encouraged to employ it for academic purposes, guided by the principles of wisdom and discernment found in God's Word.
- **Respectful Communication:**
 - We emphasize the importance of treating others with love and respect, both in person and online. Any form of cyberbullying or inappropriate behavior goes against the teachings of Christ and will not be tolerated.
- **Privacy and Security:**
 - In valuing the sanctity of every individual, students are reminded to protect their personal information online and report any concerning activities to uphold the safety and well-being of the community.
- **Copyright Compliance:**
 - As Christians, we are called to be honest and just. Students must adhere to copyright laws and honor the intellectual property of others, giving credit where it is due.
- **Software and Apps:**
 - By using only approved software and applications, students demonstrate obedience to authority and contribute to a harmonious learning environment.
Attempting to circumvent security measures contradicts the values we hold dear.
- **Device Management:**

- Recognizing our responsibility as stewards of the resources entrusted to us, students are called to maintain their devices in a manner that reflects good stewardship and responsibility.
- **Monitoring and Filtering:**
 - We believe in accountability and strive to create an atmosphere of purity and integrity. The school reserves the right to monitor internet usage to ensure adherence to our Christian values.
- **Consequences for Violations:**
 - Just as in our spiritual journey, there are consequences for straying from the path of righteousness. Violations of this policy may result in disciplinary action, seeking correction and restoration in a spirit of grace and love.
- **Parental Involvement:**
 - Parents, as the primary nurturers of their children's faith, are encouraged to actively engage in their child's online activities. By fostering open communication, we aim to build a community that supports the holistic development of each student.

In embracing these guidelines, we aim to create an online environment at Verndale Area Christian Academy that reflects the teachings of Christ, where technology is a tool for growth, learning, and building a community that glorifies God.

May the Lord bless our endeavors as we journey together in faith and learning.

Lockers

VACA lockers are the property of VACA and are made available for students' use for a period of one academic year. The lockers are subject to inspection by school officials without notice or prior consent. Inappropriate pictures or posters will not be allowed.

Lost and Found

The “Lost and Found” area is located on bench by the pop machine. All students who have lost articles should check periodically for those articles. Any Article not claimed by the end of a current academic quarter will be donated to a worthy cause or discarded. To reduce the accumulation of “Lost and Found” articles, we ask that every student have his or her name on all articles of clothing or other belongings. School-owned textbooks and small jewelry items will be placed in the school office.

Outside Play and Severe Weather

Outside play is encouraged at VACA and children will be outside every day as weather allows. VACA will consider the latest Child Care Weather Watch guide to whether the children will be outside to play each day or not. Please send your child with appropriate clothing to accommodate the ever-changing Minnesota weather.

Chapel

At the very heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, chapel services will be planned to spiritually challenge the students. VACA provides speakers from churches and our community, as well as from our own staff. All academy students are expected to bring their Bibles that are provided by VACA and participate in the chapel services.

Meal Program

VACA understands that healthy meals help students learn at their maximum potential. Parents can either send a qualified cold lunch daily with their child or participate in the VACA meal program. The VACA Meal program offers a variety of healthy menu items daily providing items for both breakfast (Pancakes, Cereal Bars, Fruit, ect.) and lunch (chicken nuggets, hamburgers, pizza, etc.).

As of the Fall of 2023, MN now offers 1 Breakfast and 1 Lunch per student per day free of charge to families. If this ever goes away, the following paragraph will go back into effect.

Parents are encouraged to put money into a lunch account whereby the students are charged as meals are eaten. When the lunch account runs low, a note will be sent home to remind you to put more money into the account. Lunch accounts may be set up in the school office. Meals will be ordered in the classroom before 10:00 a.m. Microwave ovens are NOT available for student use during lunch. Meals need to follow the MDE Child Meal Pattern. If they do not, VACA will supplement a meal and parents will be charged for it.

Parent-Teacher Communication

We desire to keep parents continually informed about their child and school events. Notes from the office, contacts by the students' teachers via telephone or e-mail, and the VACA website are some of the ways that we achieve this. Please ask your children for any communications from their teachers or the school office.

If you need to speak with a teacher, please do not interrupt teaching time to discuss private matters in front of other students. The school office would be glad to schedule an appointment for you with a teacher or the Pastor of Christian Education.

Parent-Teacher Conferences are scheduled for grades K – 6th grade following the first and third quarters. Parents are encouraged to come to the conferences and visit with their child's teacher.

There may be times when your child may have some disagreement with or opposition to our VACA standards as we seek to guide them toward Christian maturity and the achievement of

academic excellence. Such times may cause misunderstandings between the home and the school. We would appreciate open communication between the parties involved as we attempt to resolve misunderstandings. VACA personnel look upon these moments of difficulty as opportunities to work more closely with your family. Our heart is always to work with parents to draw out and cultivate your child's God-given strengths while working through their weaknesses. In the final analysis, we trust they will find God's purpose for their life.

Field Trips

Many times a good educational experience can be achieved by leaving the classroom and going on a field trip. Students are to understand that this is a privilege and with it goes the responsibility of representing our school in a positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip. The teacher in charge of the field trip will provide a permission form giving information concerning the event and cost and will have a place for the parent/guardian to sign and date. This permission form must be returned, signed, and dated before your child may attend the field trip. Generally, school vehicles will be used to transport students on all field trips. Parents will be notified if other vehicles/drivers are used for the field trip.

Defamatory Communication

1. Scope of Policy:

This policy applies to all verbal and written communications that pertain to VACA Elementary, VACA Childcare, Family Life Church, its staff, parents, and operations, including public posts on online platforms.

2. Prohibition of Defamation:

Defamation, including slander (spoken) and libel (written), involves making false statements that harm someone's reputation. Such actions are strictly prohibited and against the law. We encourage you to communicate with truthfulness and love, reflecting Christian teachings about the importance of nurturing and protective speech.

3. Consequences of Violations:

Engaging in defamation will result in 24-hour notice of disenrollment of the offending party's child or children. This measure is crucial for preserving a positive and spiritually enriching environment for all our children.

4. Procedure for Addressing Concerns:

We urge parents and guardians to bring any concern directly to VACA management. Our commitment to Christian values emphasizes open, honest, and compassionate dialogue aimed at reconciliation and mutual understanding.

5. Re-enrollment:

In line with our beliefs in forgiveness and restoration, disenrollment for defamation does not preclude future re-enrollment. Potential re-enrollment will require a public apology and the removal of defamatory content, and each case will be assessed for signs of sincere repentance and a recommitment to our community's values.

Academics

Grading Scale

Grading is indicated by an “A, B, C, D, F” and by the following numbers:

A+ =97-100	A=96-94	A- =93-90
B+=89-87	B=86-84	B- =83-80
C+=79-77	C=76-74	C- =73-70
D+=69-67	D=66-64	D- =63-60
F=0-59		

An “S” for satisfactory, a “P” for Participate, and a “U” for unsatisfactory may be used for non-academic classes.

“I” represents incomplete work.

Report Cards

Since VACA has four nine-week grading quarters, report cards will be issued at the end of each of the nine-week quarters. Report cards are sent home with the student for the parent to review. The last report card of the year for high school may be picked up at graduation as long as your student’s tuition is fully paid, or an agreement has been made previously with the Pastor of Christian Education.

Homework

VACA Strives to keep homework to a minimum. However, homework is given for several reasons:

1. **Reinforcement:** We believe that most students require practice and drills to master material essential to their education process.
2. **Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **Remedial Activity:** As the instruction progresses, various weak points in a student's understanding of a subject may become evident. Homework, following instruction, is given to overcome such difficulties.
4. **Special Projects:** Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention. We do request a parent's full cooperation in seeing that the assignments are completed.

Dress Code Principles

Our dress code has been established for two reasons: to reflect our personal Christian testimony and to help create an environment conducive to learning. As Christians, we always want to have a proper testimony for Christ in every aspect of our lives. This includes our attire. In addition to our testimony, a classroom filled with well-groomed, neatly clothed students creates a better learning environment and lends a note of seriousness to the task at hand. The dress code has been developed with four principles in mind. These four principles are basic fundamentals of our Christian testimony and will be regularly taught and applied at VACA:

1. **Modesty:** Does this call undue or inappropriate attention to my body?
2. **Distinction between the sexes:** Does this distinguish me as the boy or girl God made me to be?
3. **Distinction from the world:** Does this help me identify with Christ and not the world?
4. **Appropriateness:** Is this proper for the activity at hand?

To help, VACA will be providing each year, as funding allows, five T-Shirts for your child to wear while they are attending VACA. We would like these shirts to be worn each day. Additional shirts can be purchased upon request.

Discipline

Our desire is to use this handbook to develop the habit of living with lasting convictions rather than just temporary compliance to a certain set of rules. Positive reinforcement is a necessary part of a child's learning. Because of this, individual teachers use various methods of encouragement and reinforcement. Teachers use a variety of methods in the classroom. If the attitude and spirit of a child is deemed contrary to the functioning of a Christian atmosphere at VACA, the behavior will be immediately addressed with the Principal or Pastor of Christian Education and parents.

Teachers generally handle discipline in their own classrooms. In serious disciplinary matters, the teacher will involve the parents and/or Principal or Pastor of Christian Education. Continued misbehavior could result in suspension or dismissal. We never use corporal punishment at VACA.

We pray daily your student will grow internally as the Holy Spirit transforms them to become the young man or young woman of God they are intended to become.

We pray this growth develops into leadership that enables them to lead by example and demonstrate true Godly character.

Financial Policies

Financial responsibility is one of the key factors in maintaining a quality Christian school for your child. Your cooperation will enable VACA to maintain a positive Christian testimony by having funds necessary to meet our financial obligations in a timely manner. Other schools issue multiple fees each year to help cover expenses. We do our best to include all those fees strictly in our tuition cost so there are no surprises to parents.

Tuition Payments

1. Annual and monthly payment amounts are stated at the beginning of each school year.
2. Tuition may be paid in full or may be divided into 10 or 12 monthly payments. These payments are generally due at the first of each month, beginning in July and ending in May. You will receive monthly statements in the last week of each month.
3. No student may attend class the next school year if tuition has not been paid in full for the current school year, or a repayment plan has been approved by financial personnel and the Pastor of Christian Education.
4. No report cards and/or student records (transcripts) will be released until all accounts are up to date.
5. Payment Plans and/or Scholarships are available upon request. Please see the Administrative Director or Pastor of Christian Education for more information.
6. Some families need scholarships more than others. If you feel the Lord lead you to help us assist other families with scholarships, please inform the Administrative Director or Pastor of Christian Education of your generosity to pass on the scholarship to another family.
7. VACA understands that financial hardships can happen. Please do not hesitate to contact the Pastor of Christian Education if something may arise.

In Conclusion

We look forward to helping you raise your precious child. We take this responsibility very seriously. As we are guided by scripture, it informs us to, “Train up [children] and the way [they] should go, and when [they are] old [they] will not depart from it.” It is our desire to see your children to become the next generation of Christlike men and women. We desire to empower them for service as lifelong servant leaders to their church, community, family, and friends. We trust this partnership will equip your child to be:

True in Heart

Sharp in Mind

Strong in Body

Brave in Spirit

