

ing learning or behavioral difficulties that persist after curriculum adjustments have been made the teacher may refer parents to Cottonwood-Oak Creek school district of services that will provide screening for the child to determine if the child will need special services.

#### **FIELD TRIP PROCEDURES**

**A written permission form and plan will include the following:**

- A written permission from a parent before the enrolled child participates in a field trip
- The permission/plan form will consist of date, time, emergency info for parent contact, and description of the field trip
- The name, street address, and telephone number, if any, of the field trip destination
- The staff member and teacher-caregivers will verify the presence of each enrolled child from the student roster
- Sufficient water to meet the needs of each enrolled child participating in the field trip

**\*\*\*See further Field Trip procedures on page 31\*\*\***

## ***Welcome to VERDE CHRISTIAN ACADEMY***

We are pleased to provide this Parent/Student Handbook for your use. As parents and students of Verde Christian Academy, it is hoped that you will thoroughly read the enclosed information. It is extremely important that each parent and student know how the school functions and what is expected.

If you have any questions regarding information in this handbook, please feel free to contact the school office. We will be happy to answer your questions.

\*Please visit us on the Internet at [www.myvcacademy.com](http://www.myvcacademy.com)

#### **STATEMENT OF FINAL AUTHORITY**

VCA reserves the right to accept, or deny enrollment. VCA has final authority to decide if a child's enrollment is in the best interest of the school, as well as the individual child. VCA may ultimately deny enrollment based on enrollment policies and/or Biblical principles embraced by the school.

#### **NON-DISCRIMINATION STATEMENT**

Verde Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin and administration of its educational policies, enrollment policies, scholarship programs, athletics, other school-administered programs.

- \*Open house/Meet the Teacher
- \*Weekly newsletters
- \*Principal newsletters/emails
- \*Class Pet is sent home with the child and the parents with the Child's participation have the opportunity to provide input
- \*Thematic Show and Share activities
- \*Weekly Lesson Plans posted and sent home
- \*Occasional family projects related to theme
- \*Field Trips related to the curriculum

#### **PARENT TEACHER CONFERENCE**

It is the policy of VCA that parent teacher conferences are offered two times a year, in the fall and spring. In addition when teachers send progress reports home a parent teacher conference is offered.

#### **CHILD ASSESSMENT PROCEDURES**

The Verde Christian Academy uses the three year Curriculum Objective Checklist, Preschool-Plan-It Developmental Checklist, Readiness Assessment , and Learning and Teaching with Preschoolers Student Assessment Data Sheet, and other informal instruments to assess ongoing development in our preschool students. We also provide ongoing progress monitoring, which is a continuous assessment process of gathering evidence of developmental process and learning of students. The curriculum goals and the objectives guide teachers' ongoing assessment of children's progress. Developmental screenings and referrals for diagnostic assessment are used when needed to identify children who may need instruction that is more specialized. In assessing students, teachers are sensitive to each family's values, culture and home language. Progress reports will be given three times a year.

#### **SCREENING AND REFERRAL POLICY**

It is the policy of VCA that when a child demonstrates learning or behavioral difficulties, it is up to the classroom teacher to closely observe and document the child's behavior. In order to support the child who is having difficulties, the teacher will discuss with Smart Support Consultant to adapt the activities and environment to meet the child's distinct learning or behavioral needs. The teacher will also enlist the help of the child's parents as they are the primary source of information concerning the child. If the child is demonstrat-

### **INSPECTIONS REPORTS**

Preschool inspections are made once a year by a qualified personal from the AZ Health Department.

## **TRANSITION PLAN**

### **PRESCHOOL ADMISSION & RELEASE**

Parents or guardian is required to sign the child in and out in the designated book for class Pre-3 or Pre-4. **(For information on Parental access and visitation see page 19.)**

### **HOME TO PROGRAM**

It is our policy at Verde Christian Academy (VCA) for the parents to fill out an Enrollment Application and tour the classroom. **(For more information on Enrollment and Disenrollment see pages 8-11)** During the summer the teacher sends out a welcoming letter to the child and their family. An open house will be hosted before school starts. During this time the child will be introduced to the classroom, teacher and the curriculum. The child with their families get to spend time exploring the classroom.

### **WITHIN THE PROGRAM**

It is our policy at VCA that near the end of the school year the children attend the classroom that they will be moving into the following year, with that teacher present.

### **EXITING PROGRAM**

The majority of children here at VCA remain at VCA and attend Kindergarten. It is our policy at VCA that near the end of the school year the children attend the classroom that they will be moving into the following year, with that teacher present. Toward the end of the school year the pre-K teacher schedules with the Kindergarten teacher and students several activities, such as a field trip to the library, to help the children transition to the next grade.

### **SHARING CURRICULUM WITH FAMILY**

Curriculum is frequently shared with families through many methods including:

\*Program handbook



**“Igniting Hearts, Unleashing Minds”**

**“But those who hope in the Lord  
Will renew their strength.  
They will soar on wings like eagles;  
They will run and not grow weary,  
They will walk and not be faint.”**

**Isaiah 40:31**

## TABLE OF CONTENTS

STATEMENT OF FINAL AUTHORITY	1
NON-DISCRIMINATION STATEMENT	1
HISTORY OF VERDE CHRISTIAN ACADEMY	5
CORE VALUES	6
EDUCATIONAL VIEWPOINT (PHILOSOPHY)	9
STATEMENT OF FAITH	11
VCA EXPECTED STUDENT OUTCOMES	12
ADMINISTRATION	14
ASSOC. OF CHRISTIAN SCHOOLS INTERNATIONAL	14
ENROLLMENT PROCEDURES	15
ENROLLMENT PROCESS	16
VCA CLASS EXPANSION PROCEDURE	17
GENERAL GUIDELINES & PROCEDURES	18
BEHAVIOR	21
SPECIALS	23
GRADES & REPORT CARDS	25
HEALTH	26
DRESS CODE	27
STAFF/PARENT CONFLICT RESOLUTION PROCESS	29
FINANCES	29
AZ TAX CREDIT PROGRAMS	30
FIELD TRIPS	30
ADDITIONAL TOPICS	32
PRESCHOOL	39

room bulletin board for all to see.

Please make sure allergy section in enrollment application and Family Input Form is filled out as well.

### **ACCIDENT & EMERGENCY**

For Accident & Emergency information see pg. #24

### **LIABILITY INSURANCE CARRIED BY:**

Licensee Church Mutual Insurance Co.

### **PESTICIDE APPLICATION PROCEDURES**

Pesticide company sends out a notice with the date of spray. Date is on a weekend or day school is not in session. The notice is posted on the outside bulletin board for parents to see.

1. Page 29 – Pesticide application procedures:
  - a. The notice of pesticide application is posted at least 48 hours prior to the date of application
  - b. Information on chemicals used is provided by the licensed pesticide company and is available for review in the school’s office
  - c. The notice is also posted in each DHS licensed classroom
2. Page 29 – Inspection reports: Please add:
  - a. This facility is regulated by The AZ Department of Health services. Address: 150 N 18<sup>th</sup> Ave Suite 400, Phoenix, AZ 85007 602-364-2539
  - b. All inspection reports are available for review in the Director’s office.
3. Page 29 – Parent responsibilities/information:
  - a. Parents have access to their enrolled child at any time during the licensed program’s hours of operation.

### **CLEANING OF CLASSROOMS, RESTROOM AND TOYS**

Classrooms are deep cleaned and sanitized every quarter.

Daily - All tables , doors, door frames and bathrooms are cleaned and sanitized.

Daily-Toys, that have been contaminated that day, are cleaned and sanitized.

### **DESCRIPTION OF ACTIVITIES & PROGRAMS**

Bible stories, Practicing letter & numbers, bible verses, colors, stations etc...Christmas & Spring Programs.

### **DISCIPLINE GUIDELINES/METHODS**

VCA preschool teachers treat students with grace and respect. Our staff works with students to train appropriate behaviors in all situations. Students who struggle following rules and procedures will have opportunities to; be encouraged to follow procedures, practice following procedures, and brainstorm positive behaviors. Students who continue to struggle will have the opportunity to counsel with the lead preschool administrator. Parents will be consulted as needed and a team-based approach sought. Students who continue to struggle after all options have been sought may be asked to leave VCA until such time as emotions, behavior, maturity develop to support positive behavior habits.

### **ASSESSMENT OF SPECIAL NEEDS**

If a teacher observes some changes in behavior habits of any student please notice the following procedures:

- Teacher will observe and document behavior
- Observations will be discussed parent(s) and administrator
- Parents will be informed about Child Find (district testing)
- Based on results the teacher will modify the classroom accordingly

### **PARENT RESPONSIBILITIES**

It is our belief that a student's learning experience is made much more powerful with family support and involvement. As such we ask families to commit to 15 hours of service to the school throughout the 2018-19 school year. This service can be through our PTF, in the classroom, or in the office (class field trips are not considered as part of the 15 hour yearly commitment).

### **MEDICATION ADMINISTRATION PROCEDURE**

VCA does not administer medication to preschool students. If meds are required parents will need to come administer the medication.

### **ALLERGIES**

If a student has a severe allergy (nuts, gluten, dairy etc...) please notify the classroom teacher. An alert, with the particular allergy, will be posted on the

## **HISTORY OF VERDE CHRISTIAN ACADEMY**

Establishing a Christian School in the Verde Valley was born in the minds and hearts of several members of Verde Baptist Church in 1979. After much prayer and consideration, a Christian School Committee was appointed by the Church Board of Deacons, which became the Board of Directors of the School. The Board of Directors began with Dr. Richard Penaluna, Mr. Ken Railey, Mrs. May Girdner, and Mrs. Judy LeTarte. Dr. Robert Warren, Pastor of Verde Baptist Church, served as an ex-officio member. The purpose of the school, its philosophy, procedures, and the various details of getting a school started began in earnest, and policies were formulated. Registration of students and employment of teachers began in 1980, with the result of nine student applications being received by March. The first school session opened August 25, 1980, utilizing the facilities of Verde Baptist Church. The building of a second floor to the educational plant of the church began the latter part of March in order to house the educational facilities of Verde Valley Christian School. In 2016 the Deacon board of Verde Baptist Church felt that their name needed to fit with their vision for the community. The name was changed from Verde Baptist Church to Verde Community Church. In 2016 the leadership team of Verde Valley Christian School began discussions of a possible name change as well. In 2017 the Leadership Team of Verde Valley Christian School and the Deacon Board of Verde Community Church agreed upon the name Verde Christian Academy, feeling the word Academy better describe the level of education that students were receiving. Now over thirty years since the founding of VCA, many children and grandchildren of previous families still trust Verde Christian Academy for the primary education of their children. Today, VCA is a thriving preschool through 5<sup>th</sup> grade school.

## CORE VALUES

**BIBLE-BASED WORLDVIEW** - "But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect."

**1 Peter 3:15**

*We seek to produce graduates who believe that the inerrancy and completeness of Scripture forms the foundation of a Biblical worldview. Therefore, truth and virtue are based on this foundation.*

We are committed to:

- Governing ourselves according to Biblical principals
- The fact that all Truth is God's Truth
- Integrating faith and learning in all subjects and throughout all extracurricular activities
- Giving students myriad opportunities to learn about, memorize, and recite Scriptures and stories from the Bible
- Teaching Bible as a core subject in the academic curriculum

**CHRIST-CENTERED** - "I press on toward the goal to win the prize for when God has called me heavenward in Christ Jesus." **Philippians 3:14**

We seek to produce graduates who are passionate about following the call of Jesus Christ in their lives.

We are committed to :

- Seeking and retaining qualified employees whose actions and attitudes reflect that of Christ
- Giving students multiple opportunities to place their faith in Christ
- Discipline students through chapels, monthly character trait focus, and classroom discussions
- Seeking His guidance through daily prayer and devotion as a staff
- Seeking His guidance through daily prayer and devotion in each classroom

## PRESCHOOL

Verde Christian Academy  
102 S. Willard St.  
Cottonwood, AZ 86326  
928-634-8113

### HOURS OF OPERATION

VCA Preschool Three Yr. Olds 8:00am - 11:30am  
VCA Preschool Four Yr. Olds 8:00am - 11:30am  
VCA After Academy Three & Four yr. olds 11:30am - 3:00pm.

### TUITION & FEES

Tuition and Fees are subject to change—a current copy of the Tuition/Fee schedule can be obtained in the VCA office or the web-site [www.myvcacademy.com](http://www.myvcacademy.com)

### RATIOS FOR PRESCHOOL

Pre-3 1 teacher to 8 students  
Pre-4 1 teacher to 11 students

### PRESCHOOL SCHEDULE

7:30 Morning Greeting invitation to **Open Centers**  
Example listed below (Free Play)

8:30 **Circle Time**  
Pledges and prayer, Day of the Week,  
Weather Bear, Calendar, Letter, #, Color, Shape, Bible Verse, &  
Song/Poem for week.

8:50 **Wash hands—Snack and Outside Play**  
(Free Play)

9:45 **Open Centers** (Free Play)  
Examples: fine motor, blocks, dramatic play, math, cozy book rea,  
games, music, drama, sensory table, nature/science, art, writing,  
and tablets

11:05 Clean up

11:10 **Share/Story**-Child's Special Day Share & Story Time

11:30 Parent/Caregiver Pick up

raising events. By working together tuition charges can be kept as low as possible.

**PARENT TEACHER FELLOWSHIP (PTF)**

All parents are encouraged to participate in the PTF. This group coordinates our fundraisers during the school year, recognizes staff birthdays, provides staff lunches on special occasions, etc... Fundraisers may include candy sales, and the Spaghetti Dinner/Pie Auction. The PTF meets at 8:00 a.m. the first Friday morning each month during the school year. Signs are posted with directions to the school room. Questions can be directed to the PTF committee by calling the school at 928-634-8113 for their student(s).

- Encouraging families to lead their children in a growing relationship with Christ
- Partnering with families who are supportive of Christian education

**EXCELLENCE** - "Whatever you do, work at it with all your heart, as working for the Lord, not for men." **Colossians 3:23**

We seek to produce graduates who are well-equipped with tools to meet current and future challenges. We believe in the importance of the Arts as demonstrated academically, in our extra-curriculars and through public performance.

We are committed to:

- Teaching students to give their best effort in academics, arts, sports, and personal life
- Teaching students to show excellence in academic scholarship, requiring them to learn to read well, write well, think well, and speak well through academically-rigorous course work in all subjects
- Professional growth at all levels of the institution, seeking to be a humble, continuously improving community growing in excellence
- Providing a Christ-centered, high-quality fine arts program reflecting commitment to the Biblical aesthetic and exposing students to multiple opportunities to learn, create, and present their gifting's in various artistic modalities

**COURAGEOUS LEADERSHIP** - "Be strong and of good courage—do not be afraid." **Joshua 1:9b**

*We seek to partner with families to raise students who are transformed through their relationship with Christ; students who are building leadership qualities by following in His footsteps and growing in Him.*

Students who:

- Are equipped with a strong Biblical foundation
- Have strong convictions of service to school, communities, and country
- Have the ability to speak/perform well in small and large group settings

- Have strong and developed character qualities which are nurtured/ developed throughout their education
- Have high integrity to reflect and glorify God
- Have a strong prayer and devotion life
- Have opportunities to identify gifting and leadership skills by taking advantage of extracurricular programs, specials, and clubs in various mediums (music, sports, art, academics, technology)

**COMMUNITY** - "These commandments that I give you today...Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. ... Write them on the doorframes of your houses and on your gates." **Deuteronomy 6:6-9**

*We seek to build a strong community within our school and body in order to support families. The Christian Family is God's training ground for preparing future generation to know and serve Him.*

We will:

- Develop relationships with our school community through family events
- Foster a sense of unity in Christ with in our school community
- Encourage families to become a part of a vibrant local body of believers
- Develop relationships with families and provide support and training resource for them

**GRATEFUL STEWARDSHIP** - "As each has received a gift, use it to serve one another, as good stewards of God's varied grace." **1 Peter 4:10**

*We seek to develop graduates who are appreciative of God's provision and blessing their lives.*

Students who:

- Use their talents to further the body of Christ
- Learn and practice Godly principles of handling money
- Take pride in caring for our school and all of the facilities and equipment therein

development of the student. S. L. T. policies are carefully followed.

**TELEPHONE**

The school's telephone lines are for business purposes. Students may use the school phone for emergencies and with permission. Calls regarding student illnesses will be handled in the office. ***Cell phones are not permitted to be used during school hours without specific permission from the student's classroom teacher or the school Administrator.***

**TEXTBOOKS**

Non-consumable textbooks are loaned to students and are the property of Verde Christian Academy. Proper care should be used in handling. They are not to be written in and should be kept clean and neat. A replacement charge will be made for lost or damaged books. Textbooks are to be returned to the teacher at the close of the school year, or when they are no longer in use.

**TRANSPORTATION**

Parents are responsible for transportation of their child(ren) to and from school. School will be responsible for transportation for school activities. *In the event that someone other than the parent is to pick up a student, a note signed by the parent must be given to the child's teacher, or an approved supervisor, or the school office.* Parent permission forms are required for all trips away from school (field trips, sports activities, etc.)

**SCHOLARSHIPS**

Scholarships are offered to all families. Scholarship factors include; family income, multiple student enrollments, ministry employment, and employees of Verde Christian Academy or Verde Community Church. Any family needing tuition assistance in K-5 may request scholarship assistance by completing the Scholarship Application and completing online STO applications. (List can be obtained at the school office)

**FUND RAISERS**

Special projects greatly help to support the continued operations of VCA. Tuition payments cover only a part of the costs of education. Both parent and students are encouraged to become actively involved in these fund-



### MESSAGES AND DELIVERIES

Non-emergency messages and deliveries disrupt the school day. The office will usually contact the student at recess, lunch or after school.

### NAME LABELS

Put name labels on all lunch boxes, athletic clothing, coats, sweaters, or anything easily misplaced. Each year lots of unidentified clothing is given to charity.

### PARKING AREAS

Extreme caution is to be taken when bringing children to school in the morning and picking them up in the afternoon. Students are to remain on sidewalks and sign out with their teacher before going to parents vehicle.

### PLAYGROUND REGULATIONS

- Playground equipment is to be used by students only during activities supervised by a teacher or aide. Equipment must be used properly, for its particular designed purpose and returned to the proper storage area.
- Students must follow teacher (or other adult supervisor) directions.
- Children may use sidewalk chalk to play hopscotch on the concrete areas but away from the basketball hoop.
- Children may use balls during recess time, but must return them to the proper storage area when recess ends.
- Children are to practice kindness, thoughtfulness, and respect for property and authority.

### PROBATION

Students having academic or disciplinary difficulty may be placed on probation. This will not occur until careful analysis and a meeting with the parents. Probation is usually set for one grading period to allow for improvement and/or change. The teacher and Administrator will assess to determine if that the student will profit from further enrollment. Students having behavioral difficulty will be placed on probation for 30 days or more.

### RETENTION

At times, it is necessary to consider retaining a student in his/her present grade for an additional year. Parents are included in this decision long before the close of a school year. Retention is not used as a disciplinary tool but can be considered when it appears necessary for proper physical and/or academic

- Caring for God's creation through recycling, reusing, and not wasting

**HUMBLE SERVICE** - "Whoever wants to become great among us must be your servant, and whoever wants to be first must be your slave-just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." **Matthew 20:26-28**

*We seek to develop graduates who are trained, directed, and inspired to acts of humble service.*

We are committed to:

- Demonstrating service and mission work from a school and staff level as an example to students
- Creating opportunities for serving each other (classmates, staff, facility) within our school
- Serving our neighborhood (hospital, nursing homes, CES/CMS, Clemenceau Museum)
- Serving our broader community (the mission, needy, food pantry)
- Serving the world; (Queen Street Baptist Sister School, Belize City, Belize)

## EDUCATIONAL VIEWPOINT (PHILOSOPHY)

- **GOD AND EDUCATION;** We believe that the Word of God is the foundation for all Christian education, and that the Scriptures are the foundation source of all knowledge. The true aim is to give glory to God: II Timothy 3:16,17; I Corinthians 10:31.
- **MAN AND CREATION:** God made all creation good in six days and rested on the seventh (Genesis 1). He made man to have dominion over His creation, and holds him responsible for it. He must love it, sustain it, and use it for the glory of God.
- **GOD AND MAN:** God is the one in whose image and after whose likeness man is made. Man's life must begin and end with being true to the image of God. Man, being created in the image of God, must think God's

thought after Him, must ever will to do God's will, and must love God because God requires it.

- **A WORLD OF SIN:** Because of Adam's son, man is fallen by nature and lives apart from God. For the image bearer of God to live apart from God is death; man is "dead in trespasses and sins" (Ephesians 2:1). Through the fall of man, creation is "groaning" under the curse of sin (Romans 8:22).
- **BELIEVERS IN A SINFUL WORLD:** Whoever is in Christ is a "new creature" (II Corinthians 5:15) with a new nature. But the pollution of sin still clings to him as he travels the road of sanctification throughout life. In principle, the old things have passed away; in practice, they have not completely. This creates the necessity of Christian Discipleship and training.
- **THE HOME, THE SCHOOL, AND EDUCATION:** God's Word gives Christian parents the responsibility to educate their children in the knowledge of God as Creator, Lord, and Savior and that the proper response to Him is repentance, faith, worship, and love. Parents are to teach their children to be servants of the Lord, stewards of His creation, and to make with all their heart, soul, mind and strength; and their neighbor as themselves. The Christian school is an extension of the Christian home to help accomplish those goals in the heart of a child. Full cooperation and support between the school and the home is required for successful Christian education of the child.
- **THE CHRISTIAN SCHOOL:** The school is dedicated to educating the child in a positive Christian way. The school recognizes:
  1. The Bible as the inspired Word of God, the light which must permeate all subject matter and method of instruction.
  2. That man's highest good is to glorify God.
  3. That man's responsibility to man is derived from his responsibility to God.
  4. That children must be taught obedience to Divine authority and divinely constituted authority of the home, school, church, and state.

time and effort to teaching the truths of Christian holidays, rather than dispelling other traditions related to these holidays which may be practiced in the home.

**Halloween** is not observed, and no decorations and symbols of this holiday will be used in the classroom. **St. Valentine's Day** is observed without the use of symbols of cupid because of the non-Christian practices related to this character of Roman mythology.

Other holidays are regularly observed and the true reasons for such observances taught (i.e. Labor Day, Thanksgiving, President's day, Memorial Day, etc.).

#### **HOMEWORK**

Homework is an integral part of learning. Each teacher will assign homework to help the student learn and be prepared for the next day's instruction. Parents have the responsibility to provide a time and place where the student can best concentrate upon the assignment. Parents may assist, but should not do the work for the student. Study should become a rewarding, pleasurable experience. A general guideline on homework will be the student's grade level multiplied by 10 minutes (example 5th grade= 50 minutes).

#### **LATE WORK**

All work is to be completed on time unless excused due to illness or family emergency. If work is not completed in the allotted time, the grade will be lowered accordingly .

#### **LIBRARY**

The library hours will be established by the librarian in cooperation with the teachers and administration. Students have the privilege of borrowing books from the library to enrich their reading opportunities and to assist in research. A fine will be charged for overdue books.

The library at Verde Christian Academy can be accessed on the internet. A student or parent can search for books by Title, Author, Subject, and Accelerated Reading level. At the beginning of school, the librarian will send home information about internet access.

### FOOD

Nutritious hot lunches are available daily for purchase. The lunch menu is included in the monthly calendar and on the school's website. Lunches are sold each Monday morning. Food and drinks are to be consumed in designated areas only.

Teachers turn in a lunch list each morning. Students tell if they are having a hot lunch or cold lunch (i.e. brought from home). If a child fails to bring his/her lunch, the school will provide a peanut-butter-jelly or cheese sandwich. If a child orders a hot lunch, but decides not to have the food, it must be paid for. The child may choose to have a peanut-butter-jelly or cheese sandwich. Students are not allowed in the kitchen and may not use unless they are a part of a teacher-supervised project using that facility.

### GIFTS

Student personal gifts for teacher birthdays, special events, etc. should be limited to a maximum value of \$50. The class homeroom mother/leader may coordinate collecting money or items from students or families for special events.

### GUM

Gum is not to be chewed at any time while at school (either in the classroom or on the grounds).

### HAZARDOUS WEATHER

When visibility is poor or roads are hazardous, school may be closed or start delayed. Announcements will be made through Gradelink over local radio stations, KVRD (105.7) and KKLD (95.9) following announcements by the public schools.

On some occasions, the school will begin an hour later to allow roads to be cleared. This will also be announced on the radio. Dismissal times will remain the same.

### HOLIDAY OBSERVANCE

The Biblical meaning of Christian holidays shall be taught, promoted, and practiced. For example: **Christmas** shall be celebrated as the birthday of the Savior, Jesus Christ; and the **Easter** season celebrated as commemorating His death, burial, and resurrection. School personnel are asked to devote

5. That living faith in Christ is necessary for salvation and true happiness.
6. That the universe is to be studied as God's handiwork.
7. That history is to be studied as God's handiwork.
8. That history is to be studied as God's interaction with His creation throughout time.

## STATEMENT OF FAITH

### WE BELIEVE...

1. in the verbal inspiration of scripture, infallible, without error in its original writings. II Tim. 3:16-17; II Peter 1:20-21
2. in one God, eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit. Identical in nature, equal in power, possessing the same attributes. Matt. 28:19; John 1:1-14
3. that man was created in the image of God, that he sinned and thereby brought upon himself physical and spiritual death. Eph. 2:1-3
4. that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, lived a sinless life, and is true God and true man. He is head of the Church and is the only Mediator between God and man. Matt 1:18-25, I Tim. 2:5
5. that the Lord Jesus Christ came to seek and to save we who were lost by dying in our place on the cross. Luke 19:10; I Peter 2:22,24
6. that the Lord Jesus Christ rose on the third day after His crucifixion and ascended bodily into the heavens and is now at the right hand of God. I Cor. 15:3-4; Romans 8:34
7. that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and experience the forgiveness of their sins through the cleansing power of the blood of Christ and thereby become children of God. John 1:12; I John 1:7-9; John 14:16
8. the institution of marriage is a sacred covenant by God and is the foundational institution for human society. Marriage is exclusively the union of one man and one woman and sexual activity occurs exclusively within this union. Genesis 1:27-28; 2:15-24; Leviticus 18:22; Romans 1:26-27; I Corinthians 7:14

9. that all Christians are sealed by the Holy Spirit unto the day of redemption, thus assuring the believer that his eternal salvation can never be lost. Eph. 1:13-14; Hebrews 7:25

## VCA EXPECTED STUDENT OUTCOMES

### STUDENTS ARE CHRIST FOLLOWERS WHO LIVE OUT A CHRISTIAN WORLDVIEW (INTERNAL)

Mt. 22:37 "Love the Lord your God with all your heart and with all your should and with all your mind."

#### STUDENTS WILL;

- \* Have a personal relationship with Christ
- \* Have a life-long desire to live and grow in Christ
- \* Apply scripture to their daily life
- \* Use the Bible as the standard for their choices and act with integrity
- \* Understand the Bible is God's truth and use scripture to defend their faith (apologetics)
- \* Demonstrate a heart of service

### STUDENTS EXHIBIT GODLY CHARACTER AS THEY INFLUENCE COMMUNITIES FOR CHRIST (EXTERNAL)

Mt. 22:38 "Love your neighbor as yourself."

#### STUDENTS WILL;

- \* Look for opportunities to share their faith
- \* Cooperate and work well with others
- \* Exhibit good manners and social skills
- \* Respect and relate appropriately with integrity to the people with whom they work, play, and live Display empathy, compassion, and humility
- \* Demonstrate good stewardship in community and self

### STUDENTS DEMONSTRATE HIGHER LEVEL THINKING SKILLS IN ALL DISCIPLINES.

#### STUDENTS WILL;

- \* Engage in;
  - Inquiry
  - Debate
- \* Real world problem solving
- \* Experience learning in all levels of Blooms Taxonomy
  - Knowledge
  - Comprehension
  - Application

### COMPUTER AND INTERNET USE

- No personal software maybe brought or installed on school computers.
- Food and drinks are not permitted in computer lab.
- Students are not permitted to visit web sites that violate Christian ethics or moral values.
- Students may not access chat rooms, game rooms or blogs.
- E-mail accounts may be accessed in conjunction with school assignments.
- Internet access will only be permitted where there is direct supervision by a classroom teacher or designated staff person and with the explicit permission.
- The school is responsible for providing appropriate software to block access to inappropriate web sites.

### DAMAGED PROPERTY

Church and school property should be respected. It is a privilege to use these facilities. Any loss, damage, or breakage by a student must be replaced, and/or paid for by the student or his/her parents. Any loss, damage, or breakage must be confessed and made right according to Matthew 18:15-17, James 5:16, and I John 1:9, as a condition for remaining in school.

### FIRE AND EMERGENCY DRILL NOTIFICATION

Parents will be notified by e-mail, on the day of, when a fire drill or hard/soft lock down drill has occurred.

### FIRE AND EMERGENCY DRILLS

Fire drills will be scheduled on a regular basis. Each classroom will be under the supervision of the teacher. A fire drill chart is posted in each classroom. Everyone in the building at the time of the drill is expected to participate and to leave the building as quickly, quietly, and as orderly as possible, to proceed single file to the designated areas, and to remain until the signal is given to return.

All students must be accounted for by each teacher who must report fire and emergency drill attendance to the Administrator. The drill will not be concluded until all children are accounted for.

## ADDITIONAL TOPICS

### SPECIAL ACTIVITIES AND ANNOUNCEMENTS

A monthly calendar and special memos will be sent home with the students, announcing future school events. These activities may include Open House, parties, picnics, field trips, sports events, parent meetings, and special programs. Parents are also encouraged to frequently check the official school website [www.myvcacademy.com](http://www.myvcacademy.com).

### BICYCLES

Bicycles are to be parked immediately in a designated place provided and remain there until the close of the school day. Bicycles are not to be ridden during recess. The school cannot assume responsibility for damage and recommend that bicycles be locked.

### CHAPEL

There will be a weekly chapel period for Pre-K 4 and higher grades. This time is set aside to meet together, to sing, to worship the Lord, and to grow in faith, love, and obedience to Christ. Every effort is made to provide Chapel services and speakers that will be beneficial and interesting to all students. Parents and other visitors are always welcome to attend. For Chapel Dress Code please see pages 23.

### CHEATING, LYING AND STEALING

These are not accepted practices in a Christian school and will be dealt with individually according to Christian principles.

### CLASSROOM VISITATION

Parents are encouraged to be involved in the child's classroom and are welcome to observe. Arrangements for involvement and visits should be made with the school secretary or Administrator and the classroom teacher in advance. Too many visitors at the same time may be disruptive to learning.

***\*\*Parents are welcome on campus anytime. When you come to visit with your child during recess, lunch or special activity in classroom, you will need to come by the school office to sign in and obtain a Visitor's Pass. When your visit is over please return to the school office and sign-out***

- Analysis
- Synthesis
- Evaluation
- \* Apply prior knowledge in new and creative ways
- \* Utilize resources to process information
  - Technology
  - Manipulatives
  - Graphic organizers
- \* Students will communicate effectively in both oral and written forms

### STUDENTS EXPRESS THEIR BELIEFS AND VALUES THROUGH THE ARTS

#### STUDENTS WILL;

- \* Engage in various methods of performance arts through;
  - Public speaking
  - Worship
  - Performance drama
  - programs
  - Classroom activities
- \* Recognize and engage in authentic worship through chapels and performances
- \* Have an awareness and appreciation of other cultures through arts
- \* Have multiple opportunities to recognize and utilize God-given gifting's
- \* Have an appreciation of the principals of art and performance through specials classes and clubs
  - Art class
  - Music and drama
  - Set design club
  - Sewing club
  - Balloon club
  - Cooking club
  - Art club
  - Technology club
  - Piano

### STUDENTS WILL DEMONSTRATE EXCELLENCE IN ALL SUBJECTS, ACCORDING TO VCA CURRICULUM GUIDE STANDARDS.

- \* Language Arts
- \* Mathematics
- \* Social Studies/History
- \* Science
- \* Bible Physical Education
- \* Performance/Drama/Music
- \* Computer/Technology
- \* Art
- \* Foreign Language

## ADMINISTRATION

The Verde Christian Academy is governed by a School Leadership Team (S.L.T.) approved by the Verde Community Church Board of Deacons. The V.C.A. School Leadership Team consists of five members who serve three year rotating terms. Four members are from Verde Community Church (two of which must be from the Verde Community Church Deacon Board). The fifth member may be from other Bible-believing churches in the community or also from Verde Community Church. Officers include a Chairman, Vice-Chairman and a Recording Secretary. The Chairman and Vice-Chairman must be members of Verde Community Church. The Senior Pastor of Verde Community Church and the Administrator of Verde Christian School are ex-officio members of the S.L.T. The S.L.T.'s main function is to develop and supervise the policies of the school. Any parent may request a list of the members of the Verde Christian Academy Leadership Team.

The Senior Pastor of Verde Community Church is the Chief Executive Officer and is over all ministries of Verde Community Church. The School Administrator reports to the Senior Pastor and is responsible for the daily operation of the school and the supervision of all faculty and staff members. The Administrator recruits and evaluates student applicants and is responsible for the enrollment of the School.

The Administrator works cooperatively with the faculty and staff to carry out the mandates of the S.L.T. to ensure that Verde Christian Academy operates to provide a quality education that is distinctly and dynamically Christian.

## ASSOC. OF CHRISTIAN SCHOOLS INTERNATIONAL

Verde Christian Academy is an active member of the Association of Christian Schools International. ACSI is a strong national and international organization of Christian schools with over 5,423 Christian schools in membership representing more than a million students in 95 countries.

Its purpose is to provide guidance and training to member schools. Its research enables these schools to maintain quality educational standards grounded in a Biblical World View. The Association of Christian School International provides numerous services to member schools, such as:

transport and safe experience during the visit. The following guidelines will ensure that VCA students can experience field trips safely while having fun.

### CHAPERONES

- Safety must always be an overriding concern in determining supervision during a field trip, and what field trip control measures are needed.
- Non-teacher chaperones are expected to assist in maintaining appropriate student conduct, and to accept responsibility under the direct supervision of the teacher.
- Only chaperones and students are allowed to participate in the field trips. Parents and other adults are not to be accompanied by young family members requiring substantial supervision since the chaperones' full attention should be given to the students participating in the field trip.
- Specific students may be assigned to a specific chaperone, to ensure the students' safety and a positive off-site learning experience.
- Chaperones other than professional staff and student teachers, must be at least 18 years old. This requirement applies also to brothers, sisters, and other relatives of student participants who are serving as chaperones.

### BEHAVIOR

Field trips are an opportunity for VCA students to shine and bring glory to God. As such behavior on field trips is an extremely important facet. Students who have behavior struggles may not be allowed to participate in field trips without special accommodations. Students may lose field trip privileges based on behavior in class or on field trips.

### PERMISSION SLIPS

Signed permission slips from the parents, with emergency information, will be necessary in advance of each trip. **\*\*If a student does not have a signed permission slip and a parent cannot be contacted, to obtain a signed permission slip, the student will remain at school.**

### TRANSPORTATION

Verde Community Church vans will be used to transport students on field trips. Teachers will be responsible for obtaining drivers and chaperones as needed. Only students, faculty, approved drivers, and chaperones will be allowed on trips due to insurance requirements.

**\*\*Note:** "for students leaving VCA; all records will be withheld until all balances are paid in full".

#### **REFUND POLICY**

Refunds are not made for a partial month. Refunds for months not yet attended may be given.

### **ARIZONA TAX CREDIT PROGRAMS**

Any resident of Arizona may make a donation to the **Northern Arizona Christian School Scholarship Fund (brochures in office)** and receive a dollar for dollar tax credit on their Arizona tax return. Arizona as well as out-of-state donations can be used as part of their Federal Itemized Deductions. Each family is encouraged to enlist relatives, friends, co-workers etc... to make a tax credit donation to the above organization with a recommendation that the money be given to Verde Christian Academy as a scholarship. We have many families who are able to pay all the tuition for their children in grades Kindergarten – Grade five by utilizing this program. Individuals or couples cannot recommend that the tax credit donation be applied as a scholarship to their own child. Grandparent, aunts, uncles, and other relatives can make that recommendation.

#### **TAX CREDIT WORKSHOPS**

Are available each month for families to come and learn about the tax credit program. Families that have not received \$2000 in recommended Tax monies will be notified by letter and are required to attend one of these workshops.

Applications for Northern Arizona Christian School Scholarship (NACSSF) can be obtained in the VCA office and also on VCA web-site [www.myvacademy.com](http://www.myvacademy.com). All other STO apps. can also be completed on their web-site. A list of those STO's can be picked up in the school office.

### **FIELD TRIPS**

Field trips are a very important part of the educational experience at VCA. Through field trips our students experience curriculum in a real and engaging way. In order to provide a safe and fun field trip, teachers focus on safe

- \* Curriculum Materials
- \* Standardized Tests
- \* Teacher Certification
- \* School Accreditation
- \* Consultation Services
- \* Educational Publications
- \* Christian Education Journals
- \* Insurance for School Personnel and Students
- \* Seminars for Administrators and Board Members
- \* Regional & National Christian Education Conferences

### **ENROLLMENT PROCEDURES**

1. Parents must agree to support the school's mission and core values.
2. Parents must allow the child to be educated by the school according to the educational philosophy outlined in our Mission Statement, Statement of Faith, and Core Values. (Please see pages 5-10) A child entering for the first time may be academically evaluated before enrolling. A child transferring from another school shall also provide school records from all previous schools. A child transferring from home school shall provide home school records.
3. A Kindergarten child shall be five years old on, or before, September 1 of the coming school year. Exceptional circumstances may allow enrollment of a slightly younger child. Each case shall be based on a thorough evaluation by faculty.

**\*\*Verde Christian Academy is not equipped to handle students with severe academic, social, or behavioral struggles. A major criterion for entrance into a Christian school is that the student be academically capable to deal with the curriculum and to work acceptably with others.**

**Preschool/Kindergarten/First Grade Age Requirements** - Pre-3, Pre-4 and Kindergarten students must be three, four, and five years old (respectively) by September 1, and first grade students must be six years old by September 1. Rare exceptions may be made after following a rigorous process.

**Entrance Tests** - Basic tests may be given or evaluated for each child as necessary to determine academic achievement and placement.

**Standardized Tests** - The Terra Nova Achievement Test is administered each year to all students in grades K-5. The In-View Test is given to all students in grades 1, 3, and 5. Test scores are shared with parents as soon as they become available.

**Transfer Students** - The school will not accept transferred students in grades where their accomplishments, according to school records, are not up to acceptable standards. This will be determined by an examination of entrance test results, transferred grades, and previous work habits.

## ENROLLMENT PROCESS

All families desiring to enroll at VCA must successfully complete all parts of the Enrollment Process.

**Step 1** - Fill out the necessary applications and provide vital records: Birth Certificate, Immunization Record, Enrollment App., Scholarship App., Enrollment Agreement and Records request—grades 1-5.

**Step 2** - Family tour & interview with the School Administrator  
During the family interview the Administrator will inquire to ensure the family is in agreement with the school's Mission Statement, Statement of Faith, and Core Values. Additionally, the Administrator will evaluate the student's attitude, demeanor, and educational ability and answer any questions the family may have. Following the family interview the Administrator will take the family on a school tour. Within the following week a letter explaining your child's enrollment placement, enrolled or waiting list, will be sent.

## STAFF/PARENT CONFLICT RESOLUTION PROCESS

We encourage all conflicts to be resolved using Matthew 17:15-16 as our guideline. Here are three steps that need to be followed in a prayerful and loving manner.

1. The parent needs to address the problem with the school employee(s) involved.
2. If the problem is not resolved in a timely manner, then the parent needs to make an appointment with the Administrator to work out the problem. This step also involves the Administrator meeting with both parties together to possibly reach consensus on a solution to the problem.
3. If the parent feels that the problem is not properly resolved, then the parent needs to write a letter explaining the problem and personally give it to the VCA School Leadership Team (S.L.T.) Chairperson.

## FINANCES

### REGISTRATION AND FEES

A registration fee is to accompany each **new application for enrollment.** This fee covers the interview, entrance testing, when necessary, and processing costs.

The fee is payable once at registration and is non-refundable. Books and classroom supplies are included in the tuition for Kindergarten – Fifth Grade. Book / Supply fees are charged for Pre-K3, Pre-K4 and After Academy.

Tuition may be paid in ten monthly payments starting August 1 and continuing on the first of each month through May 1.

**Receipts for all monies received will be given.**

### DELINQUENT PAYMENTS

Payments not made by the tenth of the month are delinquent. Parents are contacted if an account becomes more than a month past-due. **If an account is more than two month past due, the child may be asked to leave school until the balance is paid.**



ments pajamas, (except school declared days) straps and chains are permitted. Clothing, jewelry or other personal items advertising drugs, tobacco, alcohol, gang, racial, and sexual connotations, or violence are strictly prohibited. Attire that is ripped, cut or torn as a style of clothing is not permitted.

Boys and girls may wear appropriate pants, neat jeans, or shorts. Shorts/skirts must be no more than 3-4 inches above the knee, even if tights or leggings are worn underneath the skirt or dress. NO excessively baggy, or torn clothing will be permitted. Excessively tight or revealing clothing is not permitted. Bare feet are not permitted for health and safety reasons, closed toe shoes are the best. If wearing sandals straps on back of heels are needed.

(No flip-flops)

#### **GIRLS:**

Girls may wear dresses or appropriate pants. Shorts should be worn beneath skirts or dresses if girls climb, swing, or hang from bars or limbs. Backless, halter tops, torn or cut clothing, sun suits, tank tops, spaghetti straps, bare midriffs, and sheer garments or skirts are not permissible.

#### **BOYS:**

Neat slacks, jeans or shorts are appropriate. Sport shirts, sweatshirts or T-shirts may be worn. Tank tops and muscle shirts may be worn only over a T-Shirt.

**Hair** - Colored hair (blue, green, red, etc...) is not allowed excepted for special days such as Dr. Suess day or special class occasions. The color must be washed out for the following school day. Always best to call the school office or check with your child's teacher the day before.

If the teacher thinks a student's hair or dress does not meet these standards, the parents will be contacted.

#### **CHAPEL DRESS:**

This special time together is designed to be the highlight of the week. Appropriate attire includes:

**BOYS:** Long pants and shirts with collars (no T-shirts)

**GIRLS:** Dresses or skirts and blouses.

Students may bring regular school clothes to change into for recess.

**Step 3** - When the family has been notified of enrollment, they will meet with the Administrative Assistant to finalize the enrollment process. The Administrative Assistant will also ensure that registration/supply fees are paid at the time of enrollment.

## **VCA CLASS EXPANSION PROCEDURE**

### **WAITLIST PROCEDURE**

At VCA we often have more qualified students than we do space. In order to continue to provide the highest level of education academically and spiritually, we consider many factors when determining the enrollment of a prospective student. As we do not only consider application date we do not communicate specific waitlist positions. It is important to note that we are a mission-based school and as such faith in Christ is not a pre-requisite for acceptance at VCA.

When enrolling new students we will consider many factors including:

- Sibling Enrollment Status
- Family Interviews
- Student/Family Interest in Attending VCA
- Academic History
- Application Date/Completeness
- Family -Multiple students
- VCA Faculty/Staff Status
- Placement Testing
- Classroom Space
- Student Conduct and Attendance History
- Student Conduct and Attendance History
- Church/Community Involvement
- Written Parent Testimony

Pre-qualified students who remain on the waitlist after school starts in August may have an opportunity to enroll during the school year should an opening occur provided that their child is the most qualified candidate at the time. Wait-list students are automatically carried over to the following school year. After the re-enrollment of VCA current students concludes in January/February, new student acceptance letters will be mailed in March and mid-

April and then throughout the summer as individual openings emerge.

**RE-ENROLLMENT PROCEDURES**

Re-enrollment packets will be sent home with specific dates and due dates for students attending VCA, as well as sibling and open enrollment.

Re-enrollment and New enrollment schedule:

Re-enrollment	January (2 weeks)
Siblings Enrollment	February (2 weeks)
Open Enrollment	March

**DISENROLLMENT PROCEDURES**

A student dis-enrolling from VCA needs to have a withdrawal form signed by a Parent/Legal Guardian before or on the last day student attended VCA . A copy is then given to the Parent/Legal Guardian and one is put into the students file.

**Note:** Tuition will still be charged until withdrawal is signed.

**GENERAL GUIDELINES AND PROCEDURES**

**ABSENCE/TARDY POLICY**

**PURPOSE:**

Student school attendance is one of the greatest indicators of academic success. As such it is extremely important that school attendance is a high priority.

Tardiness causes much classroom disruption as lessons and learning come to a halt when a tardy student enters the room and begins to prepare for the day after others are quietly in seats.

According to the state of Arizona, "15-803. School attendance; exemptions; definitions Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1."

As such five days per quarter or twenty days in a year is considered excessive absence.

\*\*Preschool attendance is not considered in this policy. Preschool grants

***the child is to remain home 24 hours to ensure the fever is gone.*** If your child becomes ill during the school day, you will be notified so arrangements can be made to take the child home.

**CONTAGIOUS ILLNESS**

Parents will be notified by email and a posting outside the classroom, should a contagious illness occur. (Strep, Chicken pox, etc...)

**MEDICATION**

If a child needs medication during school hours, the medicine must be left by the parents at the school office in the original pharmacy bottle containing the instructions for administering. *Medications are not to be left with the student or teacher to administer.*

Over-the-counter medications, such as Tylenol, Aspirin, Motrin, etc. may only be given by office personal or Administrator when there is a consent form in the student's file signed by the parent or guardian.

**ACCIDENTS AT SCHOOL**

In case of injury, the parents will be contacted immediately if possible. If parents cannot be reached, or there is a life-threatening emergency, the school office will call 911, and then notify the parent(s).

**CHILD ABUSE**

In accordance with State law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect.

**DRESS CODE**

Outward appearance is a reflection of inward intent and thought. Through our clothing and hair styles, we represent ourselves. Students are expected to dress and groom conservatively and appropriately for school and school activities.

All clothing should be clean, neat, and modest. Students should wear practical clothes that will not interfere with normal classroom or playground activities. *Christian messages are permissible on clothing, but no vulgar or inappropriate pictures or messages. Hats and sunglasses are not to be worn indoors. Hats may not be worn backwards or angles at any time. No exposed undergar-*

of each other. This will allow consistency in dealing with the student. This will also help the school and home complement one another spiritually, academically, and in the most important area of discipline. We encourage parents to visit with the teachers and Administrator as often as necessary.

#### **HONOR ROLL**

At the end of each school semester, Honor Awards will be given for scholarship, faithful attendance, Christian growth, and citizenship.

## **HEALTH**

Effective January 1, 1992, *all Arizona schools require verifiable documentation of immunization* before a student can attend classes. The documentation must show the date and type of each dose administered OR verified laboratory evidence of immunity. Exemption will still be permitted for personal/religious reasons with a parent or guardian's signature. Forms are available in the school office for this purpose.

#### **COMMUNICABLE DISEASES**

A student suffering from a communicable disease shall be excluded from school for his/her own welfare and also to protect others. Early recognition of a communicable disease is of *prime importance*. ***The child should not return to school until he/she is no longer contagious as verified by a doctor.***

Parents are required by State law to provide a history of the communicable diseases for each student. Records will be kept by the school. If a child has a communicable disease, the school office must be notified so records can be updated. Parents are to make certain all health records are current each year the student is re-enrolled.

Policies regarding the Human Immunodeficiency Virus (HIV), related diseases, and other diseases for which there is no cure, are based largely on the guidelines and recommendations published by the Center of Disease Control. The S. L. T. has adopted policy guidelines that will be followed in any such cases.

#### **ILLNESS**

Please inform the school office (928) 634-8113 before 8:00 a.m. if your child will be absent. Temperatures of 99.5 or higher is an indication your child is running a fever and is contagious to other students. ***Once the fever is broken***

have attendance stipulations however VCA doesn't require below attendance standards in preschool.

#### **VCA PLAN:**

Each quarter absences will be reviewed by administration. The following steps will be taken to ensure faithful school attendance for the benefit of each child.

#### **ABSENCES:**

- 7- (In Quarter 1 or 2) Written Contact From Classroom (Email, note, documentation)
- 10- Referral to Administration- Written Contact From School
- 15- Meeting With Administration (probationary status) Dr Note needed for any further absences
- 20- Meeting With Administration (possible withdrawal of student)

#### **TARDIES:**

- 9- (in Quarter 1 or 2) Verbal Contact From Classroom
- 13- Referral to Administration- possible probationary status
  
- 20- Meeting With Administration (possible withdrawal of student)

\*For the purposes of perfect attendance 5 tardies will equal one absence

#### **ATTENDANCE REQUIREMENTS**

Punctual and regular attendance at school is a shared responsibility of the student and his/her parent or guardian. Regular attendance prepares the student for the world of work and adult responsibilities. Verde Christian Academy expects all students to be present and on time. Students are expected to bring appropriate materials with them. Number of days the school will meet is in keeping with the laws of the State of Arizona. Students are expected to attend and complete all requirements for every course offered. Attendance records are kept by the office and reported on the student's report card each quarter.

1. **UNPLANNED ABSENCES:** If a student needs to be absent from school for one to two days, for any reason, parents should contact the school office by note or phone as soon as possible.

2. **PLANNED ABSENCES:** If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) to compile necessary schoolwork that would be otherwise missed. Parents should make arrangements to get
3. **EXTENDED ABSENCES:** We will gladly cooperate with families taking their children from school for vacations, trips, etc. However, when extended absences are voluntary (versus emergency or illness) all school work needs to be completed. Prior to any planned extended absence, the student(s) should work ahead as much as possible. This eliminates both the need to work on vacation or doing a significant amount of make-up work.
4. **MAXIMUM ABSENCES:** In the event the total number of planned (that is, parent-approved) absences for one quarter is equal to or exceeds five days in one quarter or ten days for the semester, the student may not receive credit for that time period. In the event a student is absent from a class or from school, for more than ten days during one quarter (for any reason), the student's parents will meet with the Administrator (and teacher if necessary) to determine whether the student will receive a letter grade or a grade of P (pass) or F (fail) on his report card. In the event the total number of absences, whether planned or unplanned, is equal to or exceeds fifteen days in one semester, the student may not receive credit for that semester.
5. **ILLNESS:** If a student becomes ill during the school day, the student will notify the teacher. The teacher will determine if a visit to the office is appropriate. Office staff will determine whether parent contact and/or parent pick-up is needed.
6. **ATTENDANCE IRREGULARITIES:** The parent must send a signed permission slip or call the school office if for any reason a child is to:
  - Leave the campus during the day
  - Be picked up by someone other than the authorized person(s). A 3, 4, or 5-year-old child left at school after 11:45 a.m. will be put in After Academy and the family will be billed.
  - Any child who is not picked up by 3:15 p.m. will be sent to the school office until 4:00 p.m. when the office closes.
7. **Arrival and Departure Times:** Students should arrive at school shortly before classes begin. No students should arrive before 7:30 a.m. Stu-

Southwest, Spanish is an extremely important language to learn in order to communicate effectively with those God is calling.

## GRADES AND REPORT CARDS

Report cards of grades will be issued four times a year at the end of each nine-week period. Report Cards Folder should be promptly signed by at least one of the parents (or guardians) and returned to school.

### VCA GRADING SYSTEM (GRADES 1-5)

90 -100 A - Superior	E - Excellent
80 - 89 B – Above Average	S - Satisfactory
70 - 79 C – Average	N – Needs Improvement
60 - 69 D – Below Average	Inc. - Incomplete
Below 60 is failing	

### KINDERGARTEN

S - Satisfactory	N - Needs to Improve
I - Improving	U - Unsatisfactory

### ACADEMIC HONESTY

Students are expected to work independently on tests, homework, and all other assignments unless otherwise specified by the teacher. Any cheating, sharing, or copying of information will result in a grade of zero for the assignment or test. Students will be taught how to use information from the internet without plagiarizing.

### PARENT CONFERENCES, PROGRESS REPORTS AND CONFERENCES

Conferences with parents on progress of the students will be scheduled during the first grading period, as well as at other times as deemed necessary by the parent, teacher or Administrator. Verde Christian Academy considers itself an extension of the home.

Our objectives of producing spiritually-minded and academically-motivated students require that the school complement the home. This is best accomplished through good communication and consistency.

Home and school must communicate to understand the needs and concerns

appropriate research on the internet, are a necessary ingredient in a quality education.

**Extracurricular Activities** - Extracurricular activities are based upon Christian character, good sportsmanship, good behavior, responsibility, and academic eligibility. A student shall have no "F's" or "D's" and maintain a 2.5 G.P.A. or higher to participate. Any student failing to achieve or maintain the above academic standards shall be ineligible until the next official grading check. Students who fail to meet the above academic standards can practice at sporting events but cannot play in competitive events. They can attend meetings but cannot participate in voting or decisions. The Administrator, Coach, Advisor, or Leader reserves the right to select team or group members' positions, meeting times, and locations, plus eligibility to participate based upon Christian character and conduct.

All extracurricular activities are open only to currently-enrolled students and approved home-schooled students. Special academic standards may apply for students with special needs.

**Music** - Music is a major part of Christian faith and practice. Special music instruction and programs are provided to develop the individual musical ability God has given each student. Attendance at certain special musical programs is required.

**Physical Education and Sports** - Students are expected to participate in sports and physical exercise. Physical education is provided for all grade levels according to muscle development, coordination, and age. It is through physical education and fitness programs that athletic skills are developed and healthy, well-coordinated bodies are achieved and maintained. Physical education classes endeavor to foster good sportsmanship and self-discipline during practice and all actual contests. Proper P.E. clothing and non-marking shoes must be worn. Athletic (interschool) games and after-school practice sessions will be announced and will require written parental or guardian permission. For those enrolled in any sports program, attendance and Christian conduct will be expected.

**Spanish** - Knowledge of a foreign language is a critical skill in fulfilling the Great Commission as well as serving our growing multicultural society. In the

dents will report to teacher on duty at the play area until 8:00 a.m. when they are dismissed to their classes.

Verde Christian Academy has a closed campus policy which covers the entire student body. This means students are expected to remain on campus from the opening of a school day until their class activities are concluded for the day. If it is necessary for a student to leave school during the school day, parents are to **notify the office** via note or phone call including the time and reason. **Students must be signed out and picked up at the school office.** If the student is to return to school on the same day, he/she is to be returned to the school office signed back in by the parent. On rainy days or cold days, students will go to the gymnasium. Students may not come onto campus before 7:30 a.m. as there is no supervision available at that time. Students should be picked up promptly at dismissal time (3:00p.m.).

## BEHAVIOR

Students are expected to abide by the following rules, policies, and standards. A Christian lifestyle cannot simply be confined to the school day. Standards of conduct are expected to be upheld on-off campus. Please read the following carefully.

Attendance at VCA is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, modesty, and honest. The following general rules must be adhered to at all times:

1. Prompt and respectful obedience to all school personnel, staff members and guests, addressing them as Mr., Mrs., Miss, or Pastor.
2. Students are not to be in unauthorized areas unless accompanied by a teacher or with special permission.
3. Students are expected to arrive on time in class and to be prepared with books, assignments, pencils, pens, and other material necessary for daily class work.
4. Students should listen attentively to teachers, and other students as appropriate.

5. Students are not to damage or deface any school, or other's personal property. Parents will assume financial liability for any and all damages incurred at school or at school functions.
6. Every student is required to behave in an orderly and Christ-like manner, showing respect and courtesy to fellow students. Students are not allowed to violate another person either verbally, physically, or bullying is not allowed in the classroom or playground.
7. Restrooms should be used with respect and not as a place to linger.
8. We strongly encourage parents to send nutritious food and drinks in the student's lunches. Numerous studies have shown poor diet may cause disruptive behavior and affect the learning environment.
9. Students should be appropriately dressed at all times. Please refer to the dress code in this handbook.
10. Possession of any weapons or dangerous objects on campus will result in disciplinary action (such as: firearms, ammunition, lighters, firecrackers, knives).
11. Use of cellular phones and all other electronic devices are not allowed while on campus during the hours of 7:30-3:00 without permission.
12. No toys, including playing cards and trading cards, are allowed to be brought to school without permission.
13. Each person should do his/her best to help keep the campus clean by placing trash in the proper receptacle and maintaining the beauty and cleanliness of the campus in general.
14. Honor Code: Students are encouraged to show honor to God and to show integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and second, by those persons around them. Students are exhorted to follow Matthew 18 in all inter-personal problem areas, humbly submit to God and one another in love, and voluntarily seek counsel from others in leadership if they have those problems.
15. Discipline will be handled by the classroom teacher. Severe or repetitive discipline will be referred to the Administrator. Discipline will reflect Biblical principles, the school's philosophy, age of the child, the circumstances of the problem, and the social emotional needs of the child. Discipline occurs after complete investigation by the teacher and Administrator
16. Discipline is first the responsibility of the home. The school will communicate and work closely with the parents to administer consistent discipline. Love, compassion, long-suffering, justice, instruction, and fur-

ther training are necessary elements of any discipline administered (Ephesians 6:4). "Train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6)

17. Prolonged, repeated occurrences of inappropriate behaviors will necessitate a parent, child, teacher, and Administrator conference to establish proper interventions and consequences.
18. Discipline Penalties Discipline shall involve the following penalties. They may be imposed either alone or in combination at the discretion of the teacher or Administrator.
  - \* Verbal warning
  - \* Written warning to parents
  - \* Detention during or after class
  - \* Suspension from activities and written assignments
  - \* In-school suspension
  - \* Suspension
  - \* Expulsion

#### **SUSPENSION**

The Administrator is the only staff member who can suspend a student. Suspension will occur when the physical safety of the student, other students, or school is in question. Suspension will be a last resort or emergency effort to correct severe or repetitious, harmful behavior. Suspension is an opportunity to provide counseling to encourage correction and growth.

#### **EXPULSION**

The Administrator can recommend to the S.L.T. permanent removal of student. The S.L.T. will have the final decision on the Administrator's recommendation.

### **SPECIALS**

**Art** - Art instruction is provided for each student. Art is basic for the child's creativity and development, enriching and benefiting a child through adulthood.

**Computers** - Basic training in computer skills is provided in the Computer Lab for most grades. High school, college, and the modern workplace are making greater use of computers. Good computer skills, including how to do