

***VILLAGE CHRISTIAN HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2010-2011***



***A National Blue Ribbon School (2003)  
Accredited by Western Association of Schools and Colleges***

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# VILLAGE CHRISTIAN HIGH SCHOOL

## Student/Parent Handbook

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## INTRODUCTION

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The Village Christian High School Student/Parent Handbook is your guide to a successful school year. The Handbook details our spiritual goals and many aspects of campus life that affect the lives of our students and the operation of the high school.

Parents and students are expected to read the handbook carefully. This information will help you understand what VCHS has to offer you as well as, what is expected of students and parents to have a successful year, which will glorify our Lord Jesus Christ.

II Timothy 3:16-17 states, "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be perfect, thoroughly furnished unto all good works." Therefore, this is the foundation for the teaching of faith and for giving direction to one's life.

### ***MISSION STATEMENT***

It is the mission of Village Christian Schools to provide a distinctly Christian education by:

- Encouraging students and parents to have a relationship with Jesus Christ.
- Teaching discipleship through example and practical application.
- Encouraging students to develop to the fullest the spiritual, intellectual, aesthetic, physical and social gifts given to them.
- Offering students every opportunity to excel in academic studies, athletic competition, and social growth.
- Keeping before them their need for spiritual maturity in proportion with their age and experience in faith, so that every student can become a productive member of society.

### ***OBJECTIVES AND GOALS***

Village Christian Schools (VCS) stresses the basics in education, as well as a relationship with Jesus Christ. As a result, our traditional courses of study not only meet the requirements of the State Department of Education, but also include additional requirements and electives. Emphasis is placed on mastery of the fundamentals in all subject matters. We strive to see that students become skilled in reading (the basis of which is phonics), problem solving, and oral and written communication. Bible is taught as an academic subject and is required. The high school curriculum is college preparatory; however, general education courses are available. In addition to academics, music, athletics, and social activities are provided for those who are interested. The entire curriculum is designed to meet students' needs spiritually, mentally, physically, and socially. In all areas, high achievement is encouraged.

### ***EXPECTED SCHOOLWIDE LEARNING RESULTS***

In order to provide a well-rounded education, our emphasis is to teach the authority of the Word of God, to exalt Jesus Christ as Savior, Lord and Friend, and to assist our students in attaining spiritual maturity. To accomplish this, we are dedicated to the following Expected Schoolwide Learning Results (ESLR):

- Each student will be encouraged to develop a personal relationship with Jesus Christ.
- Each student will describe a biblically-based relationship with Jesus Christ.
- Each student will acquire a basic core of knowledge that is foundational to academic success.

- Each student will develop skills in reading, writing, and problem-solving that will enable the student to be a life-long learner.
- Each student will develop skills that will allow him or her to productively use technology.
- Each student will demonstrate personal responsibility.
- Each student will demonstrate courtesy and respect toward all individuals.

### ***STATEMENT OF FAITH***

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
- We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life; and by whose infilling the believer is equipped for service.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers of Christ.

To amplify our Statement of Faith, we also believe:

- that the principal emphasis of the school is to encourage and to lead students to accept Jesus Christ as their Savior and to commit themselves to Christ as Lord of their lives.
- that the Bible is relevant to current social, political, and moral events; therefore, we seek to teach scriptural principles, apply them to daily living, and integrate them into the academic fields.
- that in fulfilling the Great Commission (Matthew 28:19-20) we desire to effect the spiritual maturity of the Christian students, to equip the student to lead others to Jesus Christ, and to train students to be sensitive to God's leading toward service for Him at home or abroad.
- that evil and sin should be known and understood by precept, not by experience or by the concentrated study thereof.
- that every soul is of equal importance to God; therefore, we do not accept any form of unbiblical discrimination.
- that the home, church, and school should complement each other to develop the student's spiritual, academic, social and physical growth.
- that the guiding principles for the school are found in God's Word, such as excellent instructions in daily living found in Colossians 3:1-17 and the importance of our responsibility found in Hebrews 13:17. Therefore, any behavior which is not pleasing to God is subject to corrective counseling and, if necessary, appropriate discipline.
- that students are to show respect for spiritual things, governments and flags, teachers and other school employees, school property, fellow students, and the rights of others.

- that the administration reserves the right to withdraw any student who is undermining, by the student's attitude or actions, the principles of Christian education which VCS stands for, whether or not the student conforms to specific regulations.

### ***NONDENOMINATIONAL STATEMENT***

Village Christian Schools is a nondenominational school by affiliation and statement of faith. VCS clearly presents the Bible to be "the inspired, the only infallible, authoritative Word of God." While we are not a church, we do and will teach truth, which is God's Word. Any dogma, doctrine, or other concepts that contradict, add to, or subtract from the completed Word of God as presented in the 66 books of the Bible will be held up and judged against the Bible for trustworthiness. Anything that contradicts, by omission and commission, God's completed Word will be presented as such in class discussions, lectures, chapels, or whenever questions on these issues are dealt with.

While it is not the school's desire to antagonize, attack or single out different denominations and religious groups, those that deny or add to the Bible as the only authoritative Word of God must be exposed as counterfeits. By definition a counterfeit is a close facsimile of the real thing made with the intention to deceive. Satan would have us deceived. Thus, Village Christian Schools' position on such groups or beliefs, which pervert the truth of God's Word, is to acknowledge them as counterfeit. Teachers have the freedom to answer questions that come up in class discussions or to make presentations as a part of their curriculum that would judge such groups in light of God's Word.

The flip side to the above questions come in terms of making dogmatic interpretations of subjective passages of Scripture (i.e., the timing of the second coming of Christ, security of the believer, gifts of the Holy Spirit, etc.). On these questions, where we are not questioning the "inspired, only infallible, authoritative Word of God" but rather looking at various interpretations of the Scriptures themselves, the school takes a nondenominational position. Village Christian Schools will present the various passages of Scripture concerning the same topic. Then we will ask the student to talk to his/her parents and pastor to come to the interpretation that they would hold. If a teacher were asked what he believed he would have the freedom to non-dogmatically present his belief based on specific Scriptures. In no instance would the school wish to make an issue over matters of various interpretations of a subjective passage of Scripture.

Finally, Village Christian Schools' Articles of Faith cover those areas in which the school holds to a dogmatic doctrinal position and are published in our literature and application material. We will never compromise these cardinal truths.

### ***NOTICE OF NON-DISCRIMINATION***

Village Christian Schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its policies and programs.

### ***DIRECTORY INFORMATION DISCLOSURE NOTICE***

Village Christian Schools will, with certain exceptions, obtain written parental consent prior to the disclosure of personally identifiable information from your student's education records. However, Village Christian Schools may disclose appropriately designated "directory information" without written consent, unless you have informed the school to the contrary in accordance with the school's procedure below. The primary purpose of directory information is to allow Village Christian Schools to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports rosters, media guides, and programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, VCS may provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have informed the school in writing that they do not want their student's information disclosed without their prior written consent.

If you do not want Village Christian Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by September 30 of the current school year. The written notice must bear a parent's signature and specify which directory information the parent wants to remain private. Village Christian Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, scholarships, and awards received
- College, university, or other post-secondary plans
- Grade point average for valedictorian and salutatorian
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

#### ***DISCLOSURE OF DISCIPLINARY RECORDS NOTICE***

In addition to academic performance, colleges or universities have an interest in learning about the personal conduct and character of its applicants. Upon request, a student is expected to honestly and fully disclose if he or she has been subject to disciplinary action that resulted in probation, suspension, withdrawal or dismissal from high school. Additionally, when requested by a college or university, a counselor or administrator may disclose disciplinary action taken against a student for an infraction that resulted in probation, suspension, dismissal or withdrawal from school.

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## STANDARDS OF CONDUCT

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Village Christian Schools believes in heeding the admonition from the Bible to "Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6).

Based upon that Christian belief, VCS has adopted Standards of Conduct ("the Standards") to be applied to the students of VCS as an integral part of the Christian education provided by VCS. The standards are set forth in their entirety in the most recent edition of the VCS Student/Parent Handbook ("The Handbook"). It is the Christian belief of VCS that the Standards are based on the teachings of our Lord Jesus Christ as set forth in the Bible. More specifically, but not by way of limitation, it is the strong and sincere Christian belief of VCS that the Standards are based on the biblical principles of glorifying God in all that we do; of obedience, of respect, of being an example, and of moderation, as those principles have been taught and exemplified by our Lord Jesus Christ (I Corinthians 10:31; Romans 12:1, 2; Romans 14:19-21; Philippians 4:5; Galatians 5:22).

Enrollment at VCS is a *privilege* and shall be granted to students who are willing to conduct themselves in accordance with the Standards and who desire to carry out the aims of this Christ-centered school.

It is the belief of VCS that these Christian teachings and principles can and should be made more specific to the VCS students so that the students may more clearly understand and follow them. The Standards include, but are not limited to, prohibitions against actions such as cheating, lying, smoking, fighting, profanity or vulgarity, stealing, disrespect to people and property, use or possession of alcoholic beverages or non-prescribed drugs, gambling, possession of pornographic literature or pictures, sexual immorality, and disobedience, either on or off the campus of VCS.

### ***PARENT & SCHOOL COOPERATION***

Throughout the Student/Parent Handbook, a theme of cooperation between the parents and the school is expected. The goal of the administration is to work together with parents to foster growth and maturity for our students.

The school is committed to teaching responsibility, respect, good decision making, punctuality and organization. To accomplish these goals, the school seeks parent support.

If a problem arises, it is imperative for the school and parents to work together toward resolution. Problems must be addressed as soon as they become evident. Attempt to resolve the problem with the person with whom the issue arises. If a resolution cannot be achieved, then speak with the administration.

Parents are encouraged to interact with teachers, staff members, and administrators with respect and dignity, without anger and frustration, with patience and understanding, without threats or warnings, realizing that both parties have the best interest of the student in mind.

Resolving a problem as soon as possible can avoid resentment, bitterness, and a false perspective about another person. This accomplishes our goal of having the type of school community, in which everyone can learn, grow as individuals, and become all that God has intended us to become.

It is our belief that the "training" referred to above in Proverbs 22:6 should, for the best interest of the student, be a result of the parent and the school working together. We request that each parent impress upon the student the importance of maintaining Christian standards of conduct (whether the standards are written or implied) and of being worthy representatives of our Lord Jesus Christ, both on and off campus.

If a student does not comply with the Standards, or with the other rules and regulations set forth in the Handbook, VCS will discipline the student. In dealing with a student pertaining to any violation or purported violation of the Standards, it is our Christian belief that we should pray with the student and provide them with social, moral,

emotional, physical, and spiritual counsel, as appropriate. We also believe that it is important to contact the parents when the seriousness of the offense warrants such action.

With regard to disciplining a student, depending upon the seriousness of the offense, the school may give a student a warning, assign a detention or Saturday school, put a student on probation, suspend or expel the student, or impose other forms of discipline as the school deems necessary and appropriate.

### ***STUDENT CONDUCT***

Students who enroll in Village Christian High School agree to live within the framework of the Standards. While some students may not have personal convictions in accordance with the standards in this handbook, agreeing to these standards obligates the student to assume responsibility for honorable adherence to them, whether on campus or off campus. At the time of filing for admission or upon annual re-registration, both student and parent must agree to abide by the Standards and to give wholehearted cooperation to the school in upholding and enforcing the Standards. Parents understand that students may be required to see the guidance counselor, dean of students, or the principal for mediation of conflicts that arise in personal or academic areas. Such agreement of the student and of the parent shall be a condition for admission, or re-registration, of the student to the school.

### ***CAMPUS CONDUCT***

- No gum is allowed on campus.
- No food or drinks in any carpeted area.
- Radios, cassette or CD players, iPod's, MP3 players, blackberries, cameras, video recorders, and all similar technology may not be operated during school hours (8:00 a.m. to 2:40 p.m.) without specific permission from school officials. Please remember that VCS is not responsible for devices that are lost or stolen.
- Students wishing to use personal laptops on campus must register the laptop with the high school office. Students must have their teacher's permission to use laptops in the classroom.
- Cell phones and other wireless communication devices may not be operated during school hours. Students who bring cell phones and other wireless communication devices to school must keep them turned off during school hours. ALL telephone contacts during school hours must be made with permission from the school office. Students using cell phones and other wireless communication devices during school hours, from 8:00 a.m. to 2:40 p.m., will have the device confiscated and taken to the high school office. Consequences for prohibited use of communication devices include parent conference with principal, detention, Saturday School, suspension, and/or probation at the discretion of the principal.
- Students are to refrain from demonstrating inappropriate personal affection, including but not limited to embracing, caressing, and kissing, at anytime on campus or at school functions.
- Students may not enter facilities designated for faculty/staff only.
- VCS is a closed campus. All visitors must secure a visitor's permit from the high school office. Permits for student visitors will be granted for lunchtime only, when approval has been received from the administration 24 hours prior to the visit. All visitors must dress appropriately for the school environment.
- The elementary and middle school areas (including restrooms and playgrounds) are off limits to high school students.
- All funds raised or money collected for school sponsored events must have the principal's approval.
- Students are not permitted to solicit funds on campus for non-school-sponsored events or activities.

- School policy does not permit, tolerate, or condone pranks by students directed in any way at the campus or school property. Any student violating campus security for whatever reason will be suspended, may be expelled from school, and will be liable for any and all expenses related to vandalism.
- VCS does not condone gangs, the actions of gangs, nor gang dress, which represents or gives the appearance of gang membership. Any personal belongings (backpacks, notebooks, etc.) brought to school, which have gang graffiti on them, will be taken away at the student's expense. Students involved in gang activities will be expelled.
- VCS does not sponsor or host events where dancing is the only activity.

### ***CLASSROOM CONDUCT***

- Each teacher will establish classroom rules designed to promote an effective teaching and learning environment. If a student violates a classroom rule there will be a consequence. Excessive problems or major infractions will result in student referral to the office.
- Students are not to be in any classroom unless a teacher is present.
- The teacher's desk, computer, printer, bookshelf, file cabinets and supplies are off limits to students.
- Food, drink, and chewing gum are not allowed in the classrooms or offices.

### ***VCS ONLINE CODE OF CONDUCT***

Online access to the Internet offers a tremendous opportunity for students to broaden their intellectual horizons. By communicating with and retrieving information from sources worldwide, students now have the ability to research questions, investigate issues, and correspond with individuals in ways that would have been difficult, if not impossible, a few short years ago. The potential benefits to the individual students, their classes, and the school as a whole from such an open and rapid exchange of information are immense. But with the benefits and opportunities come risks as well. Not all of the information available online is truthful, accurate, or beneficial; some of it is offensive, inaccurate, or even illegal.

However, we believe that students, parents, and the school can agree on certain guidelines governing online behavior, the potential benefits do outweigh the potential risks. Within responsible limits, the principles of freedom of inquiry and freedom of speech will be honored for our students. The responsibility for establishing, understanding, and working within those limits is a shared responsibility amongst the student, parents, and the school.

- It is the responsibility of the school to provide a secure and functioning online environment where learning can take place. The school has an Internet filtering system in place to assist with this responsibility.
- It is the responsibility of the student to behave in a mature and ethical way when using the school's online resources and to abide by the established guidelines outline in the Online Code of Conduct.
- It is the responsibility of the parent to ensure the student adheres to the school's Online Code of Conduct.

The school online resources are provided for students to conduct research and communicate with others. Access is a privilege—not a right. Access entails responsibility. Access to online resources is given only to students who agree to act in a considerate and responsible manner. Individual users of the school computer networks are responsible for their behavior and communications online. It is presumed that users will comply with school standards and will honor the Code of Conduct they have signed. Beyond the clarification of such standards, the school is not primarily responsible for restricting, monitoring or controlling the communication of individuals utilizing the network.

Given sufficient evidence or reasonable suspicion of misuse of the school's online resources, school administrators may review files and/or communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that online communications and/or records of usage are private. Students who

fail to follow the Code of Conduct will have their access rights suspended or eliminated and may be subject to further discipline.

Students using the Internet will be held to the following Code of Conduct as well as the preceding paragraphs.

### ***STUDENT ACCESS ONLINE CODE OF CONDUCT***

Recognizing that online access utilizing the resources of Village Christian Schools is a privilege, not a right, I agree to abide by the following Code of Conduct:

- I understand that much of what takes place online is in a very public forum, and I will represent myself, other students, and my school in such a way as to bring honor and respect to all. I will be polite. I will use appropriate language in my communications.
- I will not send, or encourage others to send, abusive messages—messages that contain or suggest pornography, racism or sexism; involve or solicit unethical or illegal activities; harass, insult, attack or defame another person or persons; or disclose information that would violate another person’s privacy.
- I will use the school’s online resources only for appropriate purposes directly related to school activities.
- I will not use the school’s online resources for unauthorized commercial activities (like buying or selling anything).
- I will not attempt to access a site or retrieve information that is inappropriate due to content.
- I understand that I am not permitted to use school online resources for email, instant messaging, social networking, or any other personal communication.
- I will not engage in online vandalism—the malicious attempt to harm or destroy the property (including data) of any other person or persons, or to disrupt the normal operations of their computer system(s).
- I will not attempt to access areas of the school’s system or any other system without proper authorization to do so. Such unauthorized access is trespassing.
- I will respect the privacy of others by refusing to reveal security and access passwords, home addresses, or personal phone numbers without prior authorization by their owner. I will not attempt to obtain security and access passwords by unethical means, or to use passwords that are not my own.
- I will respect and protect the property rights of others by not violating copyright law in the use or distribution of images and text. I will not use online access to acquire or distribute “bootlegged” or “pirated” software or computer files.
- I will ask for help when I need it, and promptly report any problems with the school’s online resources or problems arising from their use, to appropriate faculty or staff members.

### ***STUDENT HARASSMENT POLICY***

Village Christian Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, bullying, and harassment, including sexual harassment. Sexual harassment between any persons, including students, employees, parents or campus visitors, is prohibited. VCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Even if harassment or bullying originates off campus (either in person or through the use of any technology, including but not limited to cell phones or the Internet), if it causes or threatens to cause substantial and material disruption on campus, or if it interferes with the rights of any VCS students to be secure on campus, then those students perpetrating the harassment may be disciplined, up to and including termination or expulsion, for their conduct.

Students who feel that they have been subjected to conduct of a harassing nature are to immediately report the matter to their principal, the dean of students, or a counselor. All complaints will be investigated immediately. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student’s parent/guardian and appropriate civil authorities as the circumstances warrant.

## ***PROHIBITION AGAINST HAZING AND INITIATION***

No student or other person in attendance at any public, private or parochial school, or any event or activity associated with any public, private or parochial school, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending or associated with the institution.

Hazing and initiation includes any method of initiating or reinitiating into a student organization, or any pastime or amusement engaged in with respect to such an organization, which causes or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm. Hazing and initiation does not include customary athletic events or similar contests or competitions approved by the school administration. Any infraction will result in consequences that will be appropriate and consistent with school policy as determined by the administration.

## ***WEAPONS POLICY***

Weapons of any type are not to be brought to school. Any firearm, knife, explosive, or other dangerous object is not allowed on campus, unless the student has obtained previous written permission from the school principal to possess, for academic reasons, any of the above items.

Knives are not allowed on campus. A student in possession of a knife will be suspended for three to five (3-5) days and possibly expelled. A student in possession of a knife with a blade longer than 3 1/2" will be automatically expelled. Any exception to this policy requires superintendent and school board approval.

Guns are not allowed on campus. Guns include, but are not limited to, BB guns, firearms, pellet guns, cap guns, paint ball guns, replicas of real guns and any device that propels an object by means of an "explosion." A student in possession of a gun will be automatically expelled. Any exception to this policy requires superintendent and school board approval.

## ***FIGHTING POLICY***

Fighting is not permitted at Village Christian Schools. The administration takes a zero tolerance policy regarding fighting. If, in the opinion of the school administration, a fight has occurred, an automatic suspension will be enforced.

## ***DETENTIONS***

Behavior problems are generally handled by the classroom teacher, who will communicate concerns in a timely manner to the student and parent. Teachers may assign detention for inappropriate behavior. The notice of detention (white copy) is to be taken home and *signed* by the parent and returned to the office the next day. Detention will be served on long lunch even days. Students will be allowed to eat lunch the last 15 minutes of lunch. The student may serve the detention on either of the next two detention days. If the detention is not served within this time period, the student will receive a Saturday School. The detention must still be served in addition to the Saturday School.

Detention supersedes all other lunch activities, including all sports, club meetings, etc. Repeated detentions and behavioral problems may lead to a probation contract.

Detentions may be issued for infractions such as, but not limited to class disturbances, disobedience and/or disrespect, or infractions of classroom rules.

## ***SATURDAY SCHOOL***

Some infractions are more severe than others. At the discretion of the administration, students will be assigned to Saturday School for two to four hours on Saturday morning (7:30 a.m. - 11:30 a.m.), depending on the severity of the offense.

Following are examples of offenses that may lead to Saturday School:

- Excessive tardiness
- Defiance or disrespect
- Profanity and/or vulgarity
- Gambling
- Cheating/Lying/Forgery
- Cutting class or Awaken; leaving campus without permission; truancy; unexcused absences

Only a school administrator may assign a student to Saturday School. Students who fail to attend Saturday School may be suspended.

Fee: Students will be charged \$30 for the four-hour Saturday session or \$20 for two-hour session. The fee must be paid no later than the Wednesday prior to the assigned Saturday School.

## ***SUSPENSION***

Suspension is the removal of a student from ongoing instruction. A suspension is a severe but necessary form of discipline in some cases. After reviewing the offense, the administrator may suspend a student for up to 10 days. A conference must be held with the administrator before a student may be readmitted to school. A suspension becomes part of a student's discipline file.

Students who have been suspended may be recommended by the administration for expulsion. Appeals of such disciplinary action may be made by a parent or guardian according to the procedures in this handbook.

Suspended students may complete school assignments while on suspension. These assignments must be turned in the day the student returns to school whether the class meets that day or not. Suspensions are not an excuse to turn in previously assigned work later than the due date.

During suspension, students may not come to school nor attend or participate in any school-related activities.

## ***MAJOR OFFENSES AUTHORIZING SUSPENSIONS AND/OR EXPULSIONS***

- (a) Cheating/lying/forgery.
- (b) Excessive suspensions.
- (c) Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
- (d) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (exception; in the case of *possession* of any object of this type, the student had obtained written permission to possess the item from the principal).
- (e) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, non-prescribed or illegal drugs, an alcoholic beverage, or an intoxicant of any kind.
- (f) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (g) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (h) Committed or attempted to commit robbery or extortion.
  
- (i) Caused or attempted to cause damage to school property or private property, includes writing on walls, desks, doors, etc. Parent/guardian shall be held liable.
- (j) Stolen or attempted to steal school property or private property.
- (k) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (l) Committed an obscene or immoral act or engaged in habitual profanity or vulgarity, possession or distribution of pornographic literature, pictures or video. Immoral conduct that is not in keeping with the moral standards taught in the Bible, as determined by the VCS administration.
- (m) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (n) Knowingly received stolen school property or private property.
- (o) Possessed an imitation firearm.
- (p) Committed or attempted to commit a sexual assault or committed a sexual battery; committed sexual harassment.
- (q) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding.
- (r) Engaged in, or attempted to engage in, hazing.
- (s) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- (t) Harassment, threats, or intimidation, directed against school district personnel or pupils. Harassment of another student, including but not limited to, racial, ethnic, sexual, gender, religious, or threats and intimidation.
- (u) Terrorist threats against school officials or school property, or both. Terrorist threats, even if made in a casual manner, will be taken seriously.
- (v) Possession of any dangerous object of no reasonable use to the student.
- (w) Assault or battery upon any school employee.
- (x) Brandishing a knife at another person.
- (y) Possession of fireworks, firecrackers, matches, lighters, and/or other flammable materials or incendiary devices.

### ***BEHAVIOR PROBATION***

Probation is a type of disciplinary action taken in an effort to correct unsatisfactory behavior. The length of the probationary period will be determined at the discretion of the school administration. The parent or guardian shall be notified of the action taken. Appeals of such disciplinary action by a parent or guardian may be made according to the procedures in this handbook.

### ***APPEALS OF BEHAVIOR PROBATION OR SUSPENSION***

Upon placing a student on probation, or upon suspending a student, the school shall immediately notify the student's parent/guardian of such action. The parent/guardian may schedule a conference with the administrator to discuss or appeal such action (this conference may be in lieu of, or in addition to, the conference between the administrator and the parent/guardian prior to the student's re-admittance to the school as agreed upon by the administrator and parent/guardian). If the parent/guardian desires to discuss or appeal such a matter further after a conference with the administrator, the parent/guardian may schedule a meeting with the superintendent. The decision of the superintendent shall be final in such matters.

### ***EXPULSION***

Occasionally it becomes necessary to expel a student who does not abide by the rules and regulations of the school.

When a student is asked to withdraw or is expelled from VCS, they will be restricted from being on campus or at any school activity for a minimum of one semester. After one semester the student may request the administration to lift this prohibition.

## ***PROCEDURE FOR EXPULSION***

If it becomes necessary, in the opinion of the school administration, to expel a student who does not abide by the Standards of Conduct contained in this Handbook, or who exhibits other behavior contrary to the Christian testimony of the school, the matter shall be referred by the superintendent to the Board of Directors of the school for disposition. The administration has the authority to suspend the student indefinitely until a final decision of the Board of Directors has been reached. In the event that the decision of the Board of Directors is to expel the student, the superintendent shall have delivered to the student's parent/guardian written notice of that decision. In the event that the parent/guardian wishes to request the Board of Directors to reconsider its decision, the parent/guardian must request such reconsideration in writing, and must have such written request delivered to the superintendent on or before fifteen days after receipt of the notice of the Board of Directors' decision. If such request for reconsideration is timely received, the Board of Directors shall schedule a meeting for reconsideration of the matter and shall provide written notice to the parent/guardian of the disciplined student as to the date, time and place of such meeting. The parent/guardian and the student shall be given an opportunity to address the Board of Directors with respect to the conduct, which is the subject of the disciplinary action. After such a meeting for reconsideration, the superintendent shall have delivered to the student's parent/guardian written notice of the decision of the Board of Directors in the reconsideration of the matter.

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**VCS POLICY REGARDING ALCOHOL, TOBACCO AND OTHER DRUGS  
(ATOD)**

Village Christian Schools, as an educational institution, promotes the belief that tobacco, alcohol, and other drugs are detrimental to the healthy development of adolescents. In keeping with this principle, we maintain a policy prohibiting students' use of these substances, and provide information and support to allow students to develop productive Christian lifestyles free of chemical encumbrances.

Village Christian School's basic policy related to student use of alcohol, tobacco and other drugs is:

Possession of, use of, or consumption of any **TOBACCO** product on campus or at any school function (on or off campus) is strictly prohibited. Possession of, use of, or consumption of any tobacco product off campus, at non-school activities, is strictly prohibited.

Possession of, use of, or consumption of any beverage or substance containing **ALCOHOL**, or being under the influence of such substance, on campus or at any school function (on or off campus) is strictly prohibited. Possession of, use of, or consumption of, or being under the influence of any beverage or substance containing alcohol off campus, at non-school activities which, in the opinion of the school, impugns the good reputation of VCS, is strictly prohibited. Note: A student's involvement in the giving or selling of alcohol of any kind to anyone is considered even more serious.

Possession of, use of, consumption of, or being under the influence of illegal **DRUGS** (including *prescription* drugs) on campus or at any school function (on or off campus) is strictly prohibited. Any possession of, use of, or consumption of, or being under the influence of illegal drugs off campus, at non-school related activities which, in the opinion of the school, impugns the good name of VCS, is strictly prohibited. Note: A student's involvement in the giving or selling of prescription drugs, illegal drugs, drug paraphernalia, or look-alike drugs of any kind to anyone is considered even more serious.

VCS students agree to live within the framework of the school's Standard of Conduct as stated in the S/P Handbook. While some students may not have personal convictions in accordance with the standards in the handbook, agreeing to these standards obligates the student to assume responsibility for honorable adherence to them, **WHETHER ON CAMPUS OR OFF CAMPUS**.

At the time of filing for admission or upon annual re-registration, both student and parent/guardian must agree to abide by and support the standards and to give wholehearted cooperation to the school in upholding and enforcing the standards. Such agreement, signed by the student and the parent/guardian, shall be a condition for admission or re-registration of the student to the school. Choosing not to sign the consent form, by parent or student, will result in non-admittance or inability to re-enroll. Parents choosing not to allow their student or refusal by a student, to submit to any part of the policy conditions will result in dismissal from the school.

Students may be required to submit to substance abuse **TESTING** if the administration suspects that the student has a history of substance abuse, investigates or observes evidence or signs of substance abuse on the part of the student, or believes that a report of substance abuse, by students, parents, or other individuals, may be accurate.

Substance abuse testing shall be by urinalysis and/or examination of hair follicles. Multiple tests may be required. Testing that results from the administration's belief or strong suspicion that a student is using any type of drugs, including alcohol, will be at the expense of the student and/or his or her parent/guardian. Such testing will be done at a facility selected by the administration.

Confirmed positive results from any substance abuse testing will result in the student's immediate **SUSPENSION** pending an administrative hearing to consider consequences, including **EXPULSION** from VCS.

When the administration has a reasonable basis to believe that a student may be in possession of alcohol, tobacco or other drugs, that students book bags, purses, lockers, desk or vehicle will be subject to **SEARCH**. Furthermore, the student will be required to empty his/her pockets, purses or billfolds and allow these to be searched.

The CONSEQUENCES for possession of, use of, or abuse of alcohol, tobacco or other drugs (including abuse of prescription drugs) on or off campus while a student at VCS are:

- Possession of tobacco products
  - 1st offense: 3 day suspension with probation contract
  - 2nd offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Smoking and other use of tobacco products
  - 1st offense: 3 day suspension with probation contract
  - 2nd offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Possession of alcohol
  - 1st offense: 5 day suspension with probation contract and referral for assessment
  - 2nd offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Use of alcohol
  - 1st offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- Possession of drugs or drug paraphernalia
  - 1st offense: 10 day suspension with administrative hearing to consider 12 month expulsion
- Sale or giving of tobacco
  - 1st offense: 10 day suspension with administrative hearing to consider 18 week expulsion
- “Under the influence” of alcohol or other drugs
  - 1st offense: 10 day suspension with administrative hearing to consider 24 month expulsion
- Sale or giving of alcohol, drugs or drug paraphernalia
  - 1st offense: 10 day suspension with administrative hearing to consider permanent expulsion from VCS with notification to law enforcement

Students expelled from VCS for violating the ATOD policy who seek re-admittance to the school after the expulsion period must complete a **SUBSTANCE ABUSE RECOVERY PROGRAM (SARP)** approved by VCS. The program will consist of the following:

- The student will undergo a complete substance abuse assessment by a medical/psychological professional selected by the administration that is highly trained in the areas of substance and chemical dependency and mental health.
- The entire family of the suspended student must also agree to participate in the substance abuse assessment with the student.
- The student and family must agree to and, in fact, comply with all the recommendations and treatment protocols contained in the substance abuse assessment.
- The parents and the student must agree that the student will submit to random drug testing during the recovery program and expulsion period at the request of the administration.
- The medical/psychological professional must verify the student has successfully completed the prescribed program.

Students who have successfully met the time requirement of the expulsion period, completed the recovery program and received a positive recommendation from the medical/psychological professional who performed the substance abuse assessment *may* re-apply to VCS. A student seeking re-admittance to VCS will appear before a discipline review committee formed by the **HEAD OF SCHOOLS**. This committee will make a recommendation to the head of school. Following the head of school’s review of the committee’s recommendation, the head of school will submit a recommendation to the **BOARD OF DIRECTORS** for final dispensation. The Board of Director’s decision will be final.

Any student re-admitted to VCS by decision of the Board of Directors will be placed on probation for the duration of the student’s time at VCS and may be reinstated to co-curricular and extracurricular activities as defined in the probation contract.

*School Board approved  
June 2009*

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## DRESS FOR SUCCESS

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### STUDENT DRESS AND APPEARANCE

A neat and properly attired student has a definite influence on the school atmosphere, which is conducive to study, and good work in a Christian school.

Parents and students should determine prior to the departure for school whether the student's attire is appropriate and within school standards. Students are responsible for wearing proper attire. Should a student violate the dress standard, parents will be notified and may be asked to bring the appropriate clothing. Depending on the infraction, the student may not be allowed to attend class until such time as he or she is properly dressed. Dress code violators are assigned an unexcused absence for the time out of class.

Students are expected to wear school uniforms upon arrival on campus in the morning and until leaving campus following dismissal at the end of the school day. Clothing that is neat, clean, modest and appropriate is expected for school events and summer school.

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### ACCEPTABLE AND UNACCEPTABLE STANDARDS

#### Fit

- All clothes must fit properly.

#### Socks, Tights, Leggings

- Must be solid colors: white, VCS red, gray, navy, and black only.

#### Belts

- If the clothing article has belt loops, then a belt must be worn.
- Belts can be black, brown, khaki, navy, white or red. Belts are to be plain without logo, writing or studs.
- The belt buckle must be moderate in size without objectionable wording or slogans.

#### Shirts

- A True Grits polo must be worn at all times even under a sweatshirt.
- Oxford shirts must be buttoned.
- Layering: Undershirts must be solid colors: white, VCS red, gray, navy and black only.
- Students may wear VCS club, class, or team shirts every even day. True Grits bottoms are still required.

#### Hats

- Village hats are acceptable but must be removed indoors during school hours.
- Solid color beanies are acceptable and must be removed indoors.

#### Girls Hair

- No extreme hair styles or colors. No rollers or curlers.

#### Boys Hair

- No extreme hair styles or colors. No hair hanging in the eyes (below the eyebrow line), over the ears (past the ear lobe), or past the bottom of the shirt collar; no ponytails.
- No beards; no side burns below the ear lobe; no goatees.

### Girls Accessories

- Girls' jewelry and accessories should be simple, in good taste and not distracting. No spiked accessories. No body piercing is allowed, including that which would normally be covered by clothing, other than the wearing of appropriate earrings. No tongue studs.

### Boys Accessories

- Boys' jewelry and accessories should be simple, in good taste and not distracting. No earrings. No spiked accessories. No tongue studs. No body piercing is allowed, including that which would normally be covered by clothing. No make-up or nail polish.

### Skirts

- VCS preferred length: top of the knee. Minimum length: no more than 2 inches above the top of the knee while standing. Skirts are not to be rolled.

### Shorts

- Girls: length must be no shorter than mid-thigh.
- Boys' shorts must be worn on the waist, exposing no undergarments.

### Pants

- Girls' pants may not be pegged; capri length pants are unacceptable.
- Boys' pants must be worn on the waist, exposing no undergarments.

### Class/Club/Team Shirts

- VCS Class/Club/Team shirts are allowed to be worn on even days.

### Outerwear

- A True Grits top must be worn under outerwear.
- All True Grits and VCS jackets (sport, club, class, tours) cardigans and sweatshirts are acceptable.
- VCS sports/class/club sweatshirts/letterman jackets are acceptable and encouraged.
- Blazers, sweaters, and sweatshirts in solid colors (white, VCS red, gray, navy and black only) without logos or lettering are acceptable.
- College sweatshirts are approved for seniors in second semester (senior privilege).
- No trench coats.
- Coats and jackets must be removed in the classroom. Hoods must be removed indoors.

### Designated Theme Days

- Theme days must have administrative approval.

### Game Days

- Athletes will wear True Grits bottoms and designated team tops (with head coach and athletic director approval) on game days.

### School Banquets

- Formal or semi-formal attire that conforms to the school's general dress standards of neatness, cleanliness, modesty and appropriateness.

### After School Activities

- Neat, clean, modest and appropriate attire is required.
- Students who show up to school events and activities dressed improperly may be required to leave the event and have a student and/or parent conference with school officials.

**The administration makes the final decision regarding the appropriateness of student attire at school and school activities. The administration may revise the dress code at any time to adjust to fashion/fads/trends that it deems appropriate or inappropriate.**

***DRESS CODE VIOLATIONS/CONSEQUENCES:***

Violation slips are handed to students by teachers, administrators and staff members. Students are to report immediately to the high school office. Violations of the Dress Code will be handled in the following manner:

First Dress Code Violation. The student will call their parent and will be given the opportunity to correct the problem in order to return to class.

Second Dress Code Violation. The student will call their parent and will be given the opportunity to correct the problem in order to return to class. A detention will be issued.

Third Dress Code Violation. The student will call their parent and will be given the opportunity to correct the problem in order to return to class. Saturday School will be issued.

Fourth Dress Code Violation. The student will call their parent and be assigned a one day in-school suspension after conference with an administrator.

Fifth Dress Code Violation. The student will call their parent and be assigned a two day out-of-school suspension after conference with an administrator. Student will be placed on behavioral probation.

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## ATTENDANCE POLICIES

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We are concerned when a student misses school for any reason. When absences become excessive they create problems for the student, school, and the community. Regular attendance in school is the parents' and students' responsibility, and as your partner in the pursuit of a quality Christian education, VCS has established the following guidelines to promote and enforce regular school attendance.

Written work and reading assignments may be made up, but discussions and in-class projects are impossible to replicate. Therefore, unless the absence is excused, no substitution of assignments will be given to replace the missed class activity. Teachers may elect to give students participation grades in their classes. Students earn participation grades by attending and participating in class.

### ***PROCEDURES TO FOLLOW***

- All school days on the school calendar are considered full school days unless otherwise specified. All minimum days, final exam days, and activity days are considered compulsory attendance days.
- Each day that a student is absent from school, parents are asked to call the attendance office between 7:30 a.m. and 10:00 a.m. to report the absence. This may be done in lieu of a written note.
- If the student is absent three (3) or more consecutive days, parents must call the attendance office to report the absence.
- Student will need to check the teacher's website during their absence so that they will be able to keep up with missed work.
- Upon returning from an absence, all students must check in at the attendance office to receive a re-admit slip whether the class meets that day or not. If a note is required (because a phone call was not made the morning of the absence), it must state the student's name, the date of the absence, and the specific reason for the absence. If a note is not turned in, ONE day grace will be granted; after that, the absence will remain unexcused. Parents/legal guardians are the persons authorized to call in or write and sign student notes. Students that are 18 years of age are not exempt from this procedure. The student must have all of the teachers from whose classes they were absent sign the slip. The completed re-admit slip must be submitted to the attendance clerk at the end of the day the student returned to school.
- Students may make up homework, missed quizzes, tests, and assignments for excused absences. It is the responsibility of students to make up all work missed and to find out from the teacher what and when assignments are due. Failure to make up work as specified by each teacher results in a zero for the missed work. Students will be expected to make up tests and quizzes according to each teacher's class policy.
- Extended absences of five (5) days or more must be excused by a doctor's note. In the case of long-term absences, parents must make special arrangements with the principal and teacher for the student to complete class credits.

### ***EXCUSED ABSENCES***

- Authorized school activity or event (athletic competition, field trip, etc.)
- Illness with note from parent or doctor.
- Emergencies deemed so by the administration.
- Funeral with note from parent or guardian.

## ***UNEXCUSED ABSENCES***

- Absences that are not excused by school authorities or a parent phone call or written signed note pursuant to school attendance policies are *unexcused*.
- Credit for work missed due to unexcused absence(s) will be earned by serving a 2 hour Saturday School.

## ***EXCESSIVE ABSENCES/TEN (10) ABSENCE POLICY***

- Students are limited to 10 periods of excused or unexcused absences per class per semester, excluding school-sponsored activities. A block period is equivalent to 2 periods.
- A student may be dropped from a class and lose the credits or receive academic penalties on the semester grade when he or she has reached the 11<sup>th</sup> period of absence in a single semester.
- A student dropped from a class will be placed in another class specified by the administration.
- The student will be allowed to make up a dropped class during the summer or following school year.

## ***SPECIAL CIRCUMSTANCES***

If parents are out of town and must leave their student in the care of an adult relative/guardian, the school must have the following information on file: name of the adult guardian, address, home, work and cell phone numbers, email address, dates/length of stay. Parents must comply with this request.

The administration understands that unique opportunities may arise and necessitate family travel during the school year. An opportunity such as this will not fall into the 10-absence policy *IF* it has been *pre-approved* by the administration. Students will not receive any assignments from teachers without administrative approval. Only the principal and the dean of students may grant pre-approval.

## ***WHAT STUDENTS DO AFTER AN ABSENCE***

- Bring a note from your parent to the attendance office the day you return.
- On the day you return, you must see all of your teachers. "All of your teachers," means all of your teachers, not just the teachers for the classes that meet the day you return! Find out what you missed, turn in work that was due, and have them sign your readmit slip.
- Work that was due while you were absent is subject to your teacher's class policies.
- Communicate with your teachers; it is your responsibility to find out what was missed.

## ***ATTENDANCE REQUIREMENTS FOR ATHLETIC AND EXTRACURRICULAR PARTICIPATION***

To participate in an athletic/extracurricular event or practice, a student must be present for a majority of the school day. Students seeking an exception for any reason must contact the principal prior to the event, practice or activity.

Student-athletes are required to meet with their teacher(s) prior to leaving school early for athletic competitions. Student-athletes must turn in all assignments due on the day of the competition and make arrangements to complete all assignments, including tests and/or quizzes, missed during the period(s) absent. Teachers may require a student-athlete to take a test or quiz before the scheduled dismissal time. Student-athletes who fail to comply with these requirements may earn zeroes on work missed due to absence. Sports schedules are planned months in advance and student-athletes have ample time to make arrangements with their teacher(s) prior to missing class for an athletic competition.

## ***EARLY DEPARTURES DUE TO ILLNESS OR PARENT REQUEST***

If a student needs to leave school early, prior permission must be obtained. Students ***MUST*** check out through the attendance clerk in order to be excused. Failure to follow this procedure may result in disciplinary action. Remember students may not leave campus before they are finished with the last class of the day.

If a student becomes ill at school, he must be referred to the nurse by a teacher or the attendance clerk. If the nurse deems it appropriate to send the student home, proper arrangements will be made through the nurse's office.

## ***STUDENTS WITH HOME 1 AND EARLY DISMISSAL 7***

***Home 1/Early Dismissal 7:*** *Home 1* is not a class; rather, it indicates that the student does not have a first period class, but starts after first period. The student is not required to be on campus during first period, but must report on time to their first class. Once a student arrives on campus, he or she is not permitted to leave campus without school permission until he or she is finished with classes for the day and is authorized to leave. Students with *Home 1* who need to arrive during first period should report to the lunch tables or areas designated by the administration. *Early Dismissal 7* is not a class but signals to the student and parent that the student's classes have ended for the day. Having completed regularly scheduled classes, the student should leave campus. Students who need to remain on campus due to athletic practices or other reasons should report to the lunch tables or areas designated by the administration.

## ***AREAS THAT ARE OFF-LIMITS TO STUDENTS DURING "HOME 1," "EARLY DISMISSAL 7," AND LUNCH***

- A and B halls, except during inclement weather (students may sit quietly in the hallways).
- The parking lots and parked cars in other areas.
- Areas in the surrounding hills.
- Areas behind the central office, nurse's office, or outside the library.
- Inside the gymnasium (including the lobby) or weight room.
- Any area around middle school classrooms or elementary classrooms, lunch areas, or playgrounds.

## ***PARTICIPATION GRADES***

Teachers may elect to give students participation grades. Students earn participation grades for consistent attendance and positive participation in class.

## ***TARDIES***

- Students who are more than ten (10) minutes late to a class are considered absent.
- Students are tardy to class if they are not in the classroom in their assigned seats at the class starting time.
- Excessive excused tardies are not acceptable. Excused tardies may not exceed six (6) per semester. Students are referred to the administration for excessive excused tardies.
- A tardy not excused within one (1) day by a parent/school authority will remain unexcused.
- After the third unexcused tardy to a particular class, the teacher will contact the parent and let the administration know. Consequences for exceeding the unexcused tardy limit include parent conference, detention, Saturday School, suspension, probation, and/or grade reductions to semester grades at the discretion of the administration.
- The accumulation of tardies starts over at the semester.

### ***TRUANCY***

Students who go off campus/miss class without administrator approval and the knowledge and consent of parents are considered truant. Truancy includes leaving school before the end of the day without permission or missing any part or all of a scheduled class without permission. Students who are truant lose the opportunity to make up work and will receive a grade of zero for any missed work. Truancy results in Saturday School, behavior probation and/or suspension. A student may be expelled for repeated truancy.

### ***AFTER SCHOOL HOURS***

Students are not to remain on campus after school unless they are involved in after-school activities. Students are not permitted in classrooms unless they are in the presence of a teacher or staff member.

### ***WITHDRAWING FROM VILLAGE/TRANSFERRING TO ANOTHER SCHOOL***

Please contact the admissions office for proper withdrawal procedures. The pupil must check in all school property, such as library books, textbooks, etc., and clear out his/her locker. All financial obligations, such as tuition, book fines and assessments must be paid at the time of withdrawal.

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## STUDENT INFORMATION

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### ***ATHLETIC PARTICIPATION***

Participating in athletics at Village Christian Schools is a privilege. As a VCS athlete you represent the school to the community and to other schools against whom we compete; as a result, you are expected to maintain high standards of behavior. While participating in any athletic program at VCS, student athletes are required to abide by the current school ATOD policy, along with the VCS athletic policy, which states: If you are present at a party or a gathering where any of these behaviors are occurring (refer to ATOD policy and Athletic handbook), whether you are participating in the activity or not, and you do not remove yourself immediately from the situation, you will be subject to suspension from one or more contests (games/meets/matches) and/or removal from the team.

### ***ELIGIBILITY FOR ATHLETICS AND OTHER SCHOOL ACTIVITIES***

To be eligible for athletics, dance team, or cheerleading, a student must maintain a 2.00 GPA without any failing grades. Co-curricular activities are those in which grades are given for participation in a class requirement (e.g. band/choir concerts and tours). Eligibility for co-curricular (field trips, music tours, etc.) and unique extra-curricular activities will be determined per activity.

Eligibility is checked at interims and end of quarters and will be based on the cumulative semester grade. Students who are ineligible remain so until the next grading period. Any student failing a class or having a GPA below 2.00 at the end of the second semester must make up the class or raise the GPA before they will be eligible for fall activities.

Athletes that are ineligible may not leave campus early to attend athletic events. Ineligible athletes must attend all of their daily classes.

Any student who misses the majority of their classes because of illness may not participate in practice that day. Participation in games, productions, or competitions, will be determined by the principal.

Students entering high school from 8<sup>th</sup> grade must have achieved a 2.00 GPA at the conclusion of the previous grading period to be academically eligible in the fall of 9<sup>th</sup> grade.

All students that are on a team roster will be enrolled in an athletics class for PE or elective credit. High school students will receive one semester of PE credit for participation in one season of sport (varsity, JV and freshman). Students may receive credit for only two sports per year and a total of four sports for PE credit. Four additional sports may be used for elective credit. Successful participation in four seasons of sport within four years will cover the PE requirement for graduation. Students may choose to take a PE class while playing a sport. Students who drop a sport, other than for medical reasons, later than six weeks after the official CIF start date for the season will not receive PE credit and the class will show as a "Withdraw F" on their transcript. Credit for PE will be made up with another sport or in their junior and/or senior year. Any student dropped from a team for disciplinary reasons will result in an "F" grade for that semester.

Athletics will show on a student's schedule as meeting daily during eighth period, but student athletes will not necessarily meet daily during that time. Practice and game schedules will be determined by the coach and are posted on the VCS website. For example, students will show as enrolled in basketball all first semester, but practices might not officially start until November. Once practices begin, the students will be expected to fulfill the coach's requirements, which will normally continue past the end of eighth period.

## ***PHYSICAL EDUCATION***

Four semesters of PE are required for high school graduation. PE clothing must be worn and should be purchased from the True Grits store. Students in 9<sup>th</sup> and 10<sup>th</sup> grade who participate in dance team, cheerleading, drumline, or sports can earn their PE credits through these activities and are not required to take PE classes.

Parents may request in writing that a student be temporarily excused from physical activity for ONE DAY. Excuse notes should be submitted to the Health Office.

For exemption extending beyond one day, a written note from a doctor is necessary. This notice must be presented to the school nurse. Parent notification will be accepted if the doctor's note is forthcoming. Parents are to notify the school nurse in writing when the student is able to return to the regular physical education program.

## ***CHAPEL (AWAKEN) AND ASSEMBLIES***

Chapel is an important part of campus life at Village Christian Schools. All students are required to attend chapel and sit in their assigned area. Students are to enter chapel promptly, courteously, and reverently, and to show respect at all times. Students who miss chapel are considered truant and consequences will be enforced.

## ***HALL PASSES***

No student may leave a classroom for any reason unless the teacher deems it an emergency or the office calls them out. These students must then have a hall pass. Personal needs are to be taken care of during passing periods, nutrition break and lunch.

## ***LOST AND FOUND***

Found textbooks and all other found articles should be taken to the high school office.

## ***TECHNOLOGY***

The use of technology is limited to appropriate school activities as directed by the teacher and/or the librarian. This includes, but is not limited to, VCRs, computers, TVs, and all visual and/or audio media. Students are not to install games or programs on any computer. USB flash drives, CDs, DVDs, floppy disks or any other media storage device are not allowed. School suspension may result for this infraction. All students have been provided with access to SchoolWebLockers to facilitate the transfer of files for school purposes between their home and the school.

## ***LIBRARY***

The library will be *open* during scheduled school days from 7:30 a.m. to 4 p.m. The library will be *closed* during scheduled school days from 12:30 p.m. to 1 p.m. The library may also be closed *periodically* for library-related business before, during, and after the school day. The closings will be posted on the library door the day of the closing.

The library is a place for quiet study and research. To maintain this environment the following rules will be enforced:

- Quiet talking is limited to group study, project collaboration, and tutoring.
- Any student not looking for a book needs to be seated in a chair.
- Computers are to be used only for school-related research and assignments.
- The library entrance area and sidewalk in front of the library are off-limits to students who want to socialize, eat or drink.

Library books may be checked out for two (2) weeks. Students are responsible to return books on time. There will be a charge of 25 cents per day, excluding weekends, holidays and excused absences, for all overdue books. If fines

are not paid, appropriate disciplinary action will be taken. Full payment must be made for lost books. Damaged books will be charged according to the type and extent of the damage.

High school students may use the library when available during class and open periods. Students must present a library pass, completed by the teacher, when coming to the library during class time.

The library will be closed on a *regular* schedule to accommodate 5<sup>th</sup> and 6<sup>th</sup> grade classroom visits, for one-half hour each. The closings will be posted on the library door the day of the closing. A schedule of all *regular* library closings is available from the Librarian upon request.

### ***TEXTBOOKS***

Textbooks are loaned to students at no additional cost. Each student is responsible to take good care of the textbooks issued for each class. Each book must be covered with a protective cover. Books are not to be written in or damaged in any way. Students will be expected to pay for lost or damaged books. Students will also be charged for books that are uncovered or left lying around campus. Also, students are not to leave their textbooks in classrooms. Do not share books with other classmates. You are responsible and accountable for the proper care of your textbooks.

### ***LOCKERS***

Lockers are provided for students to store textbooks and personal belongings. Students have the responsibility to keep their lockers locked, clean and orderly at all times. Students are not to write on any portion of any locker, whether it is assigned to them or to someone else. The administration reserves the right to search any locker(s) at any time without notification. In order to maintain tight security, locker combinations are not to be given to other students. In addition, students are not to exchange lockers nor use another student's locker. After the end of the school year, any articles left in lockers will be disposed of or donated to charity at the discretion of administration.

### ***PERSONAL PROPERTY***

**Village Christian School is not responsible for any personal property that students bring to school, including personal electronic devices.** Students must not leave their books, backpacks, purses, etc. lying around unattended at any time. Students should keep with them or in a locked locker.

### ***NOTICES AND ANNOUNCEMENTS***

Students must obtain permission from the ASB advisor before posting any notices, flyers or announcements at school.

### ***STUDENT DROP OFF AND PICK UP***

Students must be dropped off and picked up on school property in the designated areas (the elementary school drop-off area or the A-Hall parking lot) or at school shuttle sites, not on the local streets surrounding the school. The service road behind A, B and C halls is off limits to parents and students for drop off/pick up and parking during school hours.

Parents and visitors to the school may park along the fence in the spots designated as *Visitor Parking*. There is no parking allowed on the local streets surrounding the campus (Penrose, Wildwood, Village Ave, or Ledge) by parents or students.

## ***STUDENT GUIDELINES FOR DRIVING AND PARKING ON CAMPUS***

Each student is expected to drive his/her vehicle in a safe manner in the local community and while on the school grounds. Students who drive vehicles to school must park in designated student parking areas where each vehicle remains until school closes. Once parked in this area it is considered off-limits for all students during school and lunch hours. Exception to this rule is by proper permission only. Student parking is by permit only. Permits are required and may be obtained in the High School Office or the school website.

Students may not park their vehicle on local streets (Penrose, Wildwood, Village Ave, or Ledge). The school may fine the owners of vehicles parking off-premises and will institute disciplinary proceedings.

Parking/driving fines: \$25 for illegal parking; \$50 for reckless driving or speeding on campus. Students may have driving/parking privileges suspended or denied if unwise and unsafe driving/parking practices persist.

Village Christian Schools is not responsible for any damages to vehicles on school property.

The school's Conditional Use Permit requires full compliance with the above conditions. Failure to comply could result in the loss of the Conditional Use Permit or other drastic results by the city. Therefore, the school will not be flexible in requiring compliance.

## ***BICYCLES AND SKATEBOARDS***

Bicycles are to be placed in the designated area, where they are to remain during school hours. Bicycles, in-line skates, and skateboards may not be ridden on campus.

## ***WORK PERMITS***

Any student under age 18 who is employed during the school year is required by state law to have a work permit. Students may not work more than 28 hours per week during the school week and may not work after 10 p.m. Once the student is hired, the student must pick up a work permit application in the high school office. The work permit will be issued when the completed application is submitted to the office. A new work permit must be obtained every time there is a job change, and at the beginning of each school year. The school reserves the right to revoke a work permit if a student's academic progress or school attendance is affected.

## ***SECURITY CAMERAS***

To enhance the security of our students and faculty, the actions of individuals on the grounds of VCS may be viewed on security cameras by school authorities.

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## HEALTH POLICIES

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### ***WHEN A STUDENT BECOMES ILL AT SCHOOL***

School personnel, including the school nurse and consulting physician, are empowered to render first aid and emergency care only. They may not diagnose or give treatment. Parents are contacted if the services of a physician appear to be necessary.

In case of serious emergency, every effort will be made to immediately contact the family. If the family cannot be reached, school personnel will call, in order, the one or two responsible adults designated on the student registration form. Please keep these names and numbers current by immediately notifying the Central Office, in writing, of any changes.

If a student must be sent home due to illness or injury, parents are notified. A student is never sent home alone, even if he/she is 18 years old. Students sent to the Health Office may rest for up to 20 minutes; after that time, they must return to class or be sent home.

Every family must have plans for the prompt pick-up of their student from school in the event of injury or illness. If both parents work, they must designate friends or relatives who are available during school hours to take the student home. The Health Office cannot provide long-term care for students waiting to go home. Students need to be picked up as soon as possible after the time contact is made.

Students who are sick may not use cell phones to call parents. They must ask for a pass from a teacher or the school office to go to the school nurse.

### ***RE-ADMISSION AFTER ABSENCE***

Students who have vomited, had a fever (100.4 degrees or higher), or exhibit any other signs of illness during the night or in the morning before school should not be brought to school to “try and make it through the day.” Students must be free of fever and symptoms of illness 24 hours prior to re-admission.

After an absence, the student must obtain a re-admit slip through the attendance office. Parents must verify absence by calling the morning of the absence or with a signed note the day the student returns.

Students must be re-admitted through the Health Office for the following: injuries involving crutches or sutures; contagious diseases (chicken pox, measles, pink eye, etc.); PE excuses.

All students returning with casts, braces, sutures, or using crutches must have a physician’s note releasing them to return to school. This note, along with a parent note, must be given to the nurse in the Health Office. For the student’s protection, no student will be allowed to play or even be on the athletic field with sutures, casts, or braces (dental braces excluded).

Communicable illness (strep throat, chicken pox, pink eye, mononucleosis, any unusual rash, head lice, scabies, or other illnesses) must be reported to the Health Office even if the student has been treated and is already well.

All PE excuses are written by the Health Office. A parent’s note will be adequate for up to ONE day. A physician’s note is required if an excuse is needed for more than ONE day.

### ***FIRST AID***

Sores, cuts, sprains, blisters, splinters, etc., occurring at home should be attended to when they occur. The care of day-old injuries does not fall within the realm of first aid given at school. The dressings, which are applied at home or before school attendance, will not be disturbed except in cases where they interfere with the functioning of school

activities. In case of a home injury, please do not send a student to school to consult the school nurse regarding the need for a doctor's examination.

### ***ADMINISTRATION OF MEDICATION***

All medication to be taken during the school day must be brought to the school Health Office. ALL over-the-counter medicines, as well as prescription medications, must have a physician's written order as well as a parent's written permission to be taken at school. Medications, including aspirin and Tylenol, are not to be carried by students on campus at any time, unless they have a signed student contract form on file in the health office, including a physician's approval.

Medication administration forms are available in the Health Office or the doctor may write it on his prescription form. The school nurse or another designated adult administers medications. All medications brought to school must be in the original container (pharmacy labeled). The following information should be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, and date of expiration of prescription. Medication will be kept in a locked cabinet in the school Health Office.

It is the responsibility of parents of children taking regular daily medications to provide a one-month supply that they replenish when needed. Medications that require a one-half tablet need to be brought with tablets pre-cut. Please notify the Health Office of any change in medication. Every medication must be renewed at the beginning of each school year.

### ***ALLERGIES***

If your student has severe allergies to any food or substances, the school must have a doctor's written emergency plan on file in the health office, along with medication ordered, such as Benadryl and/or Epi-Pen.

### ***HEALTH SCREENING***

Vision and hearing screening will occur in the sophomore year. Any parent that does not want their student to participate must come to the Health Office to sign the proper exemption form yearly.

***Please notify the Health Office immediately regarding any changes in your student's health.***

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## ACADEMIC AND CLASS INFORMATION

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### **GRADING SCALE**

Percent	Grade	Gr. Pts.	Percent	Grade	Gr. Pts.
93-100	A	4.0	73-76	C	2.0
90-92	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.0	63-66	D	1.0
80-82	B-	2.67	60-62	D-	.67
77-79	C+	2.33	0-59	F	.0

The cumulative GPA is augmented and calculated by taking an unweighted GPA of all coursework beginning with 9<sup>th</sup> grade, and then adding .025 points for every semester of AP or honors coursework with grades C- or higher. The quarter and semester GPAs reported on report cards are weighted for honor roll purposes, and calculated by adding an additional point for each AP and honors class with a grade of C- or higher. The cumulative augmented GPA is used for selecting Valedictorian/Salutatorian, and is the GPA reported on the transcript. Student Service, often referred to as Teacher's Aide, is graded Pass/Fail.

### **ACADEMIC INTEGRITY**

Because Village Christian Schools seeks to develop responsible students and scholars, the school acknowledges the principle of academic integrity. The principle of academic integrity is that each member of the school community will do his/her own work, executed to the best of her/his ability, exclusively for the assignment for which it is presented. Consequently, all forms of dishonesty, including plagiarism or cheating in any form, are wrong, non-productive, and contrary to the school's educational objectives and the student's best interest.

Any violation of academic integrity will be addressed by the instructor, in consultation with the administration, and will result in a zero on the entire assignment and may result in a failing grade in the course.

A second violation of the academic integrity standard will result in a zero on the entire project, suspension, a probation contract, and a parent conference. The student may also be withdrawn from the course, resulting in a failing grade.

Students who violate the conditions of a probation contract are subject to dismissal from VCHS.

### **HONOR ROLL**

Students have the opportunity to be placed on an honor roll at the end of each semester. Students may be placed on the Gold Honor Roll (GPA - 3.75 or above) or on the Silver Honor Roll (GPA - 3.50 to 3.74). The GPA used for honor roll is based on a single semester and is "weighted" (see grading scale above).

### **PASS (PARENTAL ACCESS SUPPORT SYSTEM)**

Parents may access PASS (Parental Access Support System). This online communications program allows parents to go to the VCS web site and view their children's attendance, grades, schedule, academic plan, etc. Instructions for using PASS can be found on the web site [www.villagechristian.org](http://www.villagechristian.org).

All teachers can be contacted via email through the website. Parents and students are encouraged to use this vital informational tool.

## ***INTERIM REPORTS AND REPORT CARDS***

Interim reports will be issued at the middle of each grading period. Students with incompletes and/or who are averaging 72% in a class or less will receive these reports. Quarter report cards will be issued to students at the end of the first and third quarters. Students are expected to share these grade reports with their parents. Semester report cards will be mailed home at the end of second and fourth quarters. Parents can obtain regular information about their student's grades by checking PASS at least weekly.

## ***FAILING A CLASS***

It is our desire to work hand in hand with parents and students in maintaining the academic standards desired at VCS. Any student receiving an "F" or having a GPA of less than 2.0 for their semester grade may be placed on academic probation. Students remaining on academic probation for more than one semester may be required to leave school. Students are removed from academic probation if they meet the conditions of the probation contract.

Although a "D" in a class will earn high school credit toward graduation, as a general rule, a "D" or "F" in an academic class will be regarded as a deficiency by 4-year colleges and universities and will make a student ineligible for admission.

## ***BIBLE CLASS***

Bible is required for all students, for every semester in attendance, and is a requirement for graduation. Students who fail Bible class will be subject to dismissal from school. Although students are not required to profess Christianity, expressed antagonism to the Gospel of Jesus Christ may result in removal from Village Christian Schools.

## ***HOMEWORK***

Homework is one of the methods used to reinforce concepts taught to promote progress and to teach work habits and responsibility. Projects, book reports, research or term papers, etc., will be assigned an adequate amount of time prior to the due date. Students who repeatedly do not turn in work and receive 0's may be placed on academic probation.

## ***LATE WORK***

Teachers are not required to accept late work. Assignments not turned in on time, and make-up work not completed within the specified time limits, may be assigned a grade of zero at the discretion of the teacher.

## ***WITHDRAWING FROM A CLASS***

Students and parents are given many opportunities to make changes to their fall class schedule before the end of the prior school year. Once schedules are finalized in the summer, schedule changes will be made only in the event the school has made a mistake with the schedule or the student failed to complete required summer work for an honors or AP class. Withdrawing from a class after the 4<sup>th</sup> week will result in a "withdraw F" for the class. Juniors must be enrolled in a minimum of six classes and seniors must be enrolled in a minimum of five classes. Before dropping a class during the senior year, the senior should notify the admissions offices of the colleges he or she has applied to to determine how the change will impact his or her college admission.

Whenever a student has his or her schedule changed for any reason, it is the student's responsibility to inform his or her parent(s) of the schedule change. Parents should also check the student's schedule, attendance and grade information regularly on PASS.

## ***HOW GRADES ARE COMPUTED***

The semester grade determines if a student passes or fails a course. The first semester grade is the combination of the first quarter, second quarter, and final exam grades. Likewise, the second semester grade is the combination of

third quarter, fourth quarter, and final exam grades. The total number of points in each semester is divided by the total number of weights to arrive at the semester final grade.

A “weight” is the proportion that the teacher determines the assignment should have in relation to other assignments. For example, a teacher might assign a homework assignment as 1 weight, a quiz as 2 weights, and a test as 4 weights. If the student scored 80 on the homework, 90 on the quiz, and 100 on the test, the 80 would be multiplied by 1, the 90 would be multiplied by 2, and the 100 would be multiplied by 4. The total would be divided by 7, which is the sum of the weights. This would result in an average of 94.29.

Credit for a class will be granted only once. However, all grades will be posted on the transcript even if failed courses are retaken. Students retaking a class will not receive more than 5 credits for that class. In other words, classes retaken for an improved grade will not receive duplicate credits.

### ***SUMMER SCHOOL***

Summer School is provided as a service to the VCS community. To receive summer school credit for an academic class, a student may not miss more than three (3) days per summer school semester (3-week period). The purpose of allowing these absences is to accommodate unexpected illnesses or other circumstances. Parents and students who wish (or need) to attend summer school should not make vacation plans during summer school. Each day of summer school is roughly equivalent to a week of class in the regular year. Summer school students in academic classes should expect nightly homework. The amount of homework will vary, but it will typically be similar to a week’s worth of homework for that particular class in the regular year. Beginning with the class of 2011, only 20 credits (two year-long courses) may be taken in summer school for initial credit that counts toward graduation requirements.

### ***TAKING A CLASS AT ANOTHER SCHOOL AND TRANSFERRING CREDIT***

Sometimes a student can best be served educationally by taking a class outside of Village. For example, a student wanting to take an ROP or vocational class not offered at Village, or a student needing to take a class but not able to fit it into his schedule, will be allowed to pursue a class at another institution and have the credit transferred to the Village transcript. The following restrictions will apply:

- Any class for which a student wishes to have credit transferred must have prior approval, on the designated form, from a guidance counselor. This safeguards the student from taking a class from a non-accredited institution or a home school, or a class that would not advance the student appropriately within the VCHS curriculum.
- Students may take a college class but will have the credit transferred on an unweighted/non-augmented credit (i.e. on a 4.0 scale) basis on the transcript.
- Students will be allowed to transfer up to a maximum of 20 credits while in high school.
- Only credits that go toward meeting graduation requirements may be transferred.

This policy applies to classes taken during the summer or regular school year.

### ***ONLINE COURSE PROCTOR FEE***

Effective September 8, 2010, there will be a \$20.00 fee for each course proctored by a VCS counselor.

### ***HIGH SCHOOL GRADUATION CEREMONY***

Like all senior activities, the graduation ceremony is a privilege and not a right, and a senior may be excluded from participation at the administration’s discretion. Students will normally be able to participate in the graduation ceremony if they successfully complete all graduation requirements. If a student, due to a failed class or other reason, is deficient in credits but able to complete the credits and meet the graduation requirements by the end of the summer immediately following graduation, he or she may be permitted to participate in the ceremony. The high school diploma will not be issued until all graduation requirements have been completed.

If a senior fails any required course(s) at the end of the third quarter or if, having passed all courses at 3<sup>rd</sup> quarter, is failing courses at mid-term of the 4<sup>th</sup> quarter, there will be a required meeting of the parents, student, teacher(s) and

counselor which will include a written contract. The purpose of this meeting will be to outline what the student must accomplish during the remaining weeks of the semester in order to pass the courses needed to receive a diploma.

## ***GUIDANCE AND COUNSELING***

The Guidance Department seeks to assist students by providing information and direction in the following areas: academic counseling, graduation and college admissions requirements, career counseling, information and guidance in areas of special assistance (i.e. emotional/behavioral, attendance, or spiritual problems), and general assistance in helping students mature in honor and service to God. Counselors schedule times to meet with students for general academic advisement. Parents understand that students may be required to meet with the guidance counselors for mediation/conflict resolution concerning academic and/or personal concerns. Students may also request to see their counselor. Request forms are available in the office.

### ***HIGH SCHOOL GRADUATION REQUIREMENTS***

Credit Requirement: Min. 250 (1 semester = 5 Credits)

<b><u>Subjects</u></b>	<b><u>Years</u></b>	<b><u>Credits</u></b>
World History or AP Euro Hist.	1	10
U.S. History	1	10
U.S. Government	½	5
Economics	½	5
English (9-12)	4	40
Mathematics	3	30
Life Science	1	10
Physical Science	1	10
Bible (9-12)	4	40
Fine Arts or Foreign Language	1	10
Physical Education	2	20
Computer Literacy/Career Ed.	½	5
Health Education	½	5
Electives	5	50

- Includes required courses taken in subject areas above that exceed the minimum required. Student Service will not meet an elective or graduation requirement.
- Limit 20 credits from Physical Education (including JV & Var. Athletics, Dance & Cheer)

Students must take a minimum of seven (7) classes in freshman and sophomore years. Students must take a minimum of six (6) classes junior year and five (5) classes senior year.

### ***HIGH SCHOOL SEMINAR***

All students will be enrolled in a seminar class. Students will be required to complete a research paper in their seminar class.

### ***OPTIONAL SENIOR PROJECT***

The purpose of the project is to allow a senior to gain real-world experience in some area of personal interest not directly related to the academic program at VCS.

Seniors who choose to participate will first obtain approval for his/her chosen project and secure a mentor who will oversee the senior's work. If possible, the project and mentor will be chosen in the spring of the junior year. During first semester of the senior year, the senior will write a research paper on a related topic. Within a designated time frame, the senior will then complete (with mentor oversight) 20 or more hours of work on the project; maintain a journal and a portfolio related to the project; and give a presentation to a panel of adults (teachers, parents, community members, administrators). Possible types of projects include missions trips, community service, career-related internship, art show, music recital, and academic science research. Other types of projects may be proposed and will be considered each year. The current version of the Senior Project manual is linked at the VCS website.

## ***CSU/UC “A – G” MINIMUM COURSE REQUIREMENTS FOR ADMISSION***

<b><u>Cat. Subject</u></b>	<b><u>Years</u></b>
a. Social Science World History (1) or AP Euro Hist (1) US History (1) or US His (½) & US Gov’t (½)	2 Years
b. English 9 <sup>th</sup> – 12 <sup>th</sup> (H/AP)	4 years
c. Math (min. Alg 1, Geom, & Alg. 2)	3 years
d. Laboratory Science CSU - Life Science (1) & Physical Science (1) UC – 2 from Biology, Chemistry, and Physics	2 years
e. Foreign Language	2 years same language
f. Visual/Performing Arts	1 year
g. Electives	1 year (any class beyond minimum requirement A – E)

**Although a “D” in a class will earn high school credit toward graduation, as a general rule, a “D” or “F” in an academic class will be regarded as a deficiency by four-year colleges and universities and will make a student ineligible for admission.**

Note: To keep current with admissions requirements, students should see the counselor and visit [www.csumentor.edu](http://www.csumentor.edu), [www.ucop.edu/pathway](http://www.ucop.edu/pathway), and [www.collegeboard.org](http://www.collegeboard.org) on the internet.

### ***SCHOLARSHIPS***

The following scholarships offered through VCHS (except the Principal’s Leadership Award) are available yearly to graduating seniors. Applications are accepted during the spring and are found on the VCS High School home page.

#### **C.S.F. Scholarships**

**Crusader Booster Club Scholarship**

**Middle/High PTF Vocational Scholarship**

**Christopher P. Dyck Memorial Scholarship**

**Jeff Johnson Memorial Scholarship**

**Chris Oliver Memorial Scholarship**

**Nick Roth Memorial Scholarship**

**Dick Wimer Memorial Scholarship**

**Principal’s Leadership Award**

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## C. S. F. ELIGIBILITY AND MEMBERSHIP

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Membership in C.S.F. (for 9th through 12th graders) is based upon scholarship and citizenship and is for the semester following the one, which the qualifying grades, were earned. Membership shall be by application only. Applications will be available during the first two weeks of each semester in the High School office. It is the student's responsibility to return the completed application to the office within the time frame that is announced in the student bulletin. No late applications will be accepted.

### Requirements for Semester Membership

Section 1. No school shall set requirements for membership other than those set in this article.

Section 2. All eligible students must apply for membership during an enrollment period established by the adviser, which must occur sometime during the first four weeks of the semester. Retroactive membership may not be granted to any student who has failed to take advantage of the opportunity to become a member.

Section 3. Membership shall be based on scholarship and citizenship only. Extra-curricular activity points shall not be used in determining eligibility. Members shall not be required to attend meetings or participate in activities; however, a chapter may distinguish between active and inactive members.

Section 4. Membership is held during the semester following the one in which the qualifying grades were earned, and is for one semester only. In order to become a member, the student must submit an application each semester the student is eligible. Grades earned in the second semester of the twelfth grade will count toward life (seal bearer) membership, as needed.

Section 5. Semester membership is by written application only and shall not be automatic or compulsory.

Section 6. To maintain the prestige of over 75 years of Scholarship for Service, it is essential that all chapters conform their Lists I, II, and III to the standards of academic excellence as described below. Each chapter must have current course Lists I, II, and II approved by the CSF Registrar.

To secure eligibility for CSF membership, a student must earn sufficient points from the following course lists.

**LIST I:** Courses on List I are only the core curriculum classes as defined in the state frameworks, which must integrate the following:

- intellectually and academically challenging material
- substantial amounts of reading and writing
- critical thinking and problem solving skills
- individual lab work in the case of sciences.

These courses must be grade-level appropriate (non-remedial) and must fulfill college preparatory requirements.

Section 7. A student must have taken a minimum of three (3) courses from LISTS I and II; at least two (2) of these three courses must be from LIST I only. (However, seniors applying at the start of their second semester or at graduation may use three (3) courses from LIST II and none from LIST I.) Additional courses may be taken from any LIST, including LIST III. A student is limited to a maximum of 5 courses for the computation of CSF eligibility.

Section 8. To warrant eligibility for semester membership, a student must earn a minimum of 10 CSF points. Of these 10 points, 7 points **MUST** be earned in courses from LISTS I and II, while the remaining 3 points **MAY** be earned in courses from any LISTS (I, II, or III). Of the 7 points required from LISTS I/II courses, at least 4 points **MUST** be earned in LIST I courses alone (except for senior applicants as cited in Section 7 above).

Section 9. CSF Points for courses earning 5 semester credits shall be calculated as follows:

A grade of A . . . . .	3 CSF points
A grade of B . . . . .	1 CSF point
A grade of A or B in an AP or honors course.	1 extra CSF point up to a max. of 2 such points
A grade of C . . . . .	0 CSF points
A grade of PASS (P) in any subject . . . . .	0 CSF points
A grade of D or F in any subject shall disqualify the student from membership for the semester.	

No CSF points shall be given for physical education courses, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking or office/teacher assisting, and courses taken on a pass/fail basis.

Section 10. When the credits earned for a course vary from the standard five semester credits, fractional CSF points shall be granted as follows:

Semester Credits	CSF points For Grade A	CSF Points For Grade B in AP, IB, and UC Designated Honors Courses	
		UC Designated	CSF Points For Grade B
10.0	6.0	4.0	2.0
9.0	5.4	3.6	1.8
7.5	4.5	3.0	1.5
7.0	4.2	2.8	1.4
6.0	3.6	2.4	1.2
5.0	3.0	2.0	1.0
4.0	2.4	1.6	0.8
3.0	1.8	1.2	0.6
2.5	1.5	1.0	0.5
2.0	1.2	0.8	0.4
1.0	0.6	0.4	0.2

Section 11. Students who take college courses as part of their normal class load shall be granted CSF points as follows:

Semester Units of College Credit Granted	CSF Points	
	For Grade A	For Grade B
5	5	3.3
4	4	2.7
3	3	2.0
2	2	1.3
1	1	0.7

Section 12. Summer school courses may be used in the computation of semester membership eligibility ONLY if the student has not taken sufficient LIST I and II courses during the previous semester (see Section 7 above). Summer school courses apply only during the school year following the summer in which taken, subject to the following restrictions:

- (a) The summer school course is listed on LIST I or II as explained in Article IV, Section 6, and
- (b) The student took the course for the first time.

The student may use the course (s) either in the fall or in the following spring semester. If the student took two qualifying courses in summer school, each of which grants 5 semester credits, or one course which grants 10 semester credits in the fall and another 5 semester credits in the spring semester. The total of 10 semester credits may **not** be substituted in the same semester.

Section 13. Transfer students shall be eligible for membership as follows:

- (a) A student who transfers to an affiliated school (one which has a CSF chapter) may apply immediately for CSF semester membership, provided that former school grades for the preceding semester meet the requirements of the affiliated school.
- (b) A CSF member who transfers from one AFFILIATED school to another may transfer prior semester memberships by means of written verification of those memberships from the CSF adviser at the former school.
- (c) A student transferring from an UNAFFILIATED school may have his/her record evaluated by the current CSF adviser, who will grant retroactive membership for the transfer semesters which qualify, ONLY AFTER the student has qualified for CSF membership in the affiliated school on the basis of grades earned in that affiliated school.
- (d) Before any CSF award may be granted, the transfer student must have earned membership for at least one semester in the affiliated school.

Section 14. Any Student who is otherwise eligible but who in the judgment of the advisor and principal is an unworthy citizen may be debarred from semester membership. This may affect life membership. (VCS interprets this to mean that a student may not have an "N" or "U" on semester grades).

Section 15. Requirements for Life (Sealbearer) Membership:

(a) A student completing senior high school work in 5 or 6 semesters (not including grade 9) must earn CSF membership in at least 4 of the last 5 or 6 semesters—one of which must be based on senior grades.

(b) A student completing high school work in 4 semesters (not including grade 9) must earn CSF membership in at least 3 semesters.

Section 16. The benefits of Life (Sealbearer) Membership are the following:

(a) Eligibility for special CSF life membership scholarships.

(b) The Federation chapter seal on the diploma, permanent record, and transcript.

(c) The Federation chapter seal on the life membership certificate, one hundred percent certificate, college or university recommendations, and the certification form for special CSF life membership scholarships, where those optional documents are used.

(d) Automatic membership in the lower division honor society in some colleges and universities.

**Qualifying Subjects for CSF**

List 1

U. S. History

World History

AP U.S. History

AP European History

U.S. Government

AP U.S. Government

Economics

English 9-12

Honors English 9-10

AP English 11-12

Algebra 1

Algebra 2

Honors Algebra 2

Geometry

Statistics

AP Statistics

Pre-Calculus

AP Calculus

Human Anatomy

Biology

AP Biology

Chemistry

Advanced Chemistry

Physics

Spanish 1, 2, 3, 4

AP Spanish Lang

AP Spanish Lit

Mandarin 1, 2, 3

List 2

Accounting

Journalism

Earth Science

AP Environmental Science

Algebra 1A

Algebra 1B

AP Music Theory

List 3

Art (All)

Ceramics (All)

Theater Arts (All)

Choir

Band (Symphonic only)

String Orchestra

Bible (All classes)

Yearbook

Health

Student Council

Computer/Career Ed

Digital Photography

Graphic Arts

MCSE 1 & 2

Programming for Web Design

Video Production

The following courses are exceptions and will not be granted CSF points:

P.E., any course taken in lieu of P.E., student services, and courses taken on a pass/fail basis.

**CSF applicants will be expected to pay \$10 membership fee each semester before being given the membership card or the excused absence day form.**

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## MISCELLANEOUS INFORMATION

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### ***SCHOOL FACTS***

Village Christian Schools is accredited by the Western Association of Schools and Colleges (WASC)

Village Christian High School is a member of:

1. ACSI - Association of Christian Schools International
2. CSF - California Scholarship Federation
3. CIF-SS - California Interscholastic Federation, Southern Section
4. Crusader athletics participate in the Olympic League (Los Angeles Baptist, Maranatha, Valley Christian and Whittier Christian)

*The Crusader* is the high school yearbook.

*The Campus Chronicle* is the high school newspaper.

"Crusaders" is the school nickname. Red, White, and Gold are the school colors.

In 2003 Village Christian Schools was recognized by the U.S. Department of Education as a "No Child Left Behind Blue Ribbon School."

**VCS WEBSITE** [www.villagechristian.org](http://www.villagechristian.org).

Go to the VCS website to view the student bulletins; request transcripts (\$5 fee to Docufide); view college counseling resources, athletic schedules, events calendar, the PASS system, student schedules, teacher email addresses and web pages; download the *Village Voice*; and see other valuable information. All teachers can be contacted via email through the website. Parents and students are encouraged to use this vital informational tool.

### ***PASS (PARENTAL ACCESS SUPPORT SYSTEM)***

Parents may access PASS (Parental Access Support System). This online communications program allows parents to go to the VCS web site and view their children's attendance, grades, schedule, academic plan, etc. Instructions can be found on the website [www.villagechristian.org](http://www.villagechristian.org).

### ***UNIFORMS***

The school uniform is provided by [True Grits](http://www.truegrits.com). They are located at 6120 San Fernando Road, Glendale, CA 91201. Phone number is 818-507-4892. To shop online go to [www.truegrits.com](http://www.truegrits.com) and use **VLC148** for our school code. Store hours are Tuesday 10 a.m. to 6 p.m., Wednesday – Friday 10 a.m. to 4:30 p.m., Saturday 11 a.m. to 4 p.m., closed Sunday – Monday.

### ***EMERGENCIES***

In case of an emergency (such as a closing of the school), you may receive information through the following methods:

- KFWB 980 AM (for school closings)
- School website and eBlasts

### ***THE ALMA MATER***

Village Christian Schools to Thee,  
praises we sing,  
our love and our loyalty to Thee we bring,  
Christian faith has been the gift,  
to guide us through the years,  
and faithful we'll be, until our Lord appears.

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**FINALS SCHEDULES  
2010-2011**

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First semester final exam schedule

January 25: Final Exams

8:00 to 9:20—First Period Final

9:20 to 9:35—Break

9:40 to 11:00—Second Period Final

11:00 to 11:10—Break

11:15 to 12:35—Third Period Final

January 26: Final Exams

8:00 to 9:20—Fourth Period Final

9:20 to 9:35—Break

9:40 to 11:00—Fifth Period Final

January 27: Final Exams

8:00 to 9:20—Sixth Period Final

9:20 to 9:35—Break

9:40 to 11:00—Seventh Period Final

January 28: No School, end of first semester

Second semester final exam schedule

June 6: Final Exams

8:00 to 9:20—Seventh Period Final

9:20 to 9:35—Break

9:40 to 11:00—Sixth Period Final

11:00 to 11:10—Break

11:15 to 12:35—Fifth Period Final

June 7: Final Exams

8:00 to 9:20—Fourth Period Final

9:20 to 9:35—Break

9:40 to 11:00—Third Period Final

June 8: Final Exams

8:00 to 9:20—Second Period Final

9:20 to 9:35—Break

9:40 to 11:00—First Period Final

June 9 & 10: No School, end of second semester

June 21: First Day of Summer School

Note: Finals are not given in any Advanced Placement classes in June.

***FINAL EXAM EXEMPTION/SENIOR PRIVILEGE***

Seniors with a second semester grade of 90% or higher are not required to take the final exam for those classes.

## SIGNATURE PAGE

I acknowledge that I have received the Handbook and have carefully studied the Handbook and specifically the Standards set forth therein. I hereby agree that, in consideration for the privilege of my son/daughter attending VCS as a student, I will be bound by the terms of the Standards and of the Handbook (including the Online Access Code of Conduct) and will give VCS my complete support and cooperation in upholding, applying, and enforcing the Standards and the Handbook. Without limiting the foregoing, I hereby agree that, in the event that I have any dispute, claim or controversy pertaining to the Standards, I shall be bound by the terms and conditions of the Handbook with regard to resolution of such dispute, claim or controversy.

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Mother's Signature/Guardian

Date

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Father's Signature/Guardian

Date

I acknowledge that I have received the Handbook and have carefully studied the Handbook and specifically the Standards set forth therein. I hereby agree that, in consideration for the privilege of attending VCS as a student, I will be bound by the terms and conditions of the Standards and of the Handbook (including the Online Access Code of Conduct) and will give VCS my complete support and cooperation in upholding, applying and enforcing the Standards in the Handbook. Without limiting the foregoing, I hereby agree that in the event that I have any dispute, claim or controversy pertaining to the Standards, or any action taken by VCS pertaining to the Standards, I shall be bound by the terms and conditions of the Handbook with regard to resolution of such dispute, claim or controversy. I further agree that, if I attain eighteen (18) years of age within one year after affixing my signature below, my continued enrollment at VCS shall be deemed approval and agreement by me to remain bound by the terms and conditions of the standards in the Handbook.

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Student's Signature

Date

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Print Student's Name

Grade

Date

**SIGN THIS PAGE AND RETURN ON OR BEFORE SEPTEMBER 23, 2010.**