



## **Parent Handbook**

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4220 3rd Avenue West  
Hibbing, Minnesota 55746  
Phone 218.262.6550 • Fax 218.262.0695  
[www.vcahibbing.com](http://www.vcahibbing.com)

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# General Information

## Purpose of Handbook

The purpose of this booklet is to provide information for parents regarding education and policies at Victory Christian Academy. In this handbook, the term “parent” refers to parent/guardian. The school board retains the right to change any policy or procedure at any time at its sole discretion. These changes will be relayed to parents through the weekly Note Home (See *Parent Involvement*).

## VCA Mission Statement

Victory Christian Academy exists to provide a Christian education and team with parents to train and equip students to submit to the Lordship of Jesus Christ in thought, word, and deed.

## Doctrinal Statement

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Tim. 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Gen. 1:1, Matt. 28:19, John 10:33).
3. We believe in:
  - a. The deity of Christ (John 10:33).
  - b. His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35).
  - c. His sinless life (Heb. 4:15, 7:26).
  - d. His miracles (John 2:11).
  - e. His substitutionary and atoning death ( I Cor. 15:3, Eph. 1:7, Heb. 2:9).
  - f. His resurrection (John 11:25, I Cor. 15:40).
  - g. His ascension to the right hand of the Father (Mark 16:19).
  - h. His personal return in power and glory (Acts 1:11, Rev. 19:11).
4. We believe in the necessity of the regeneration by the Holy Spirit for salvation because of man’s sinful nature. We are justified by faith in the shed blood of Christ. We are saved only by God’s grace, through faith alone (John 3:16-19, 5:24, Rom. 3:23, 5:8-9, Eph. 2:8-10, Titus 3:5).
5. 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 (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Rom. 8:13-14, I Cor. 3:16, 6:19-20, Eph. 4:30, 5:18).

## History and Philosophy of VCA

Victory Christian Academy began in 1981. We are a member of the Association of Christian Schools International (ACSI), which is headquartered in Colorado Springs, CO.

The Biblical view of parental responsibility is to “Train up a child in the way he should go, and when he is old, he will not depart from it” (Prov. 22:6). Victory Christian Academy is a God-

centered, Bible based, inter-denominational, evangelistic school established to support and supplement the Christian home and Christian church. Qualified Christian teachers, committed to a Christian life, maintain high academic standards without sacrificing quality education in an atmosphere of firm, yet loving discipline.

VCA was created, first and foremost, to give glory to God (I Cor. 10:31). It is based on the authority, authenticity and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice (II Tim. 3:16-17).

Man was created in the image of God (Gen. 1:26); therefore, at Victory Christian Academy we believe that knowledge of the Bible and of Jesus Christ is essential to the development and growth of the individual. Areas of development include: physical, mental, social and spiritual. Christian education enables the student to see the unity of natural and divine revelation, which directs children to a commitment to their Savior, Jesus Christ. It also provides and develops knowledge and wisdom.

## Enrollment Information

### Qualifications for Enrollment

1. Parents must be in agreement with the Doctrinal Statement (see p. 3).
2. Students must meet Minnesota birth date and grade level requirements.
3. Entrance exams may be required and some students may be placed in a lower grade if it is deemed academically advisable.
4. Immunizations must be current with the requirements of the State of Minnesota.

### Admissions Interview

All students, Grade 5 and above, will be required to have an admissions interview for the purpose of determining their desire to enroll in VCA. No student will be enrolled who does not have the desire to have a Christian school experience. Younger children may be interviewed if deemed necessary.

## Enrollment

### Enrollment Policy

1. Opens: April 1st
  2. Fees (KK – 12th): \$95.00\*
- \*Subject to Board Approval

### Re-Enrollment Policy

1. Opens: March 1st
  2. Fees, Sliding Scale (K – 12th):
    - a.) March 1st – April 30th : \$35.00 \*
    - b.) May 1st – July 31st: \$65.00 \*
    - c.) August 1st – September 30th: \$95.00 \*
- \*Subject to Board Approval

## **Probation**

All new students will be on a 9-week probation period for the purposes of determining students'/parents' willingness to follow all school policies and also for examining academic proficiency. This probation period may be extended if deemed necessary. Full acceptance, continued probation or termination will be determined by the administrator, and if necessary, the school board.

## **Academic Program**

Victory Christian Academy has classes available for pre-school (age 4) through Grade 8.

### **King's Kids**

Our pre-school program is available to any student who will be 4 on or before September 1 of the school year. This program runs 3 mornings a week: Monday, Wednesday, and Friday from 9:00 a.m. until 12:00 p.m. The school year usually begins the second week of September and a graduation program for the students is held mid-May. If space is available after May 1st, those 3½ on September 1 will be eligible for enrollment.

### **Early Fives and Kindergarten**

Our Early Fives program is for children who are not yet ready for kindergarten but are 5 years old at the start of the school year. This program runs Monday through Friday, 8:00 a.m.-12:00 p.m. The children work on letters, numbers, social skills, and various other activities to help them prepare for kindergarten. There is an optional extended day program available for those children who wish to participate.

Kindergarten at Victory Christian Academy is a morning program. Class begins at 8:00 a.m. and goes until 12:00 p.m. Our program uses a combination of traditional phonics and hands-on experiences for a balanced academic approach. The children work on their numbers, letters, and social skills, have Bible time and also have a weekly cooking time. By the end of the year, many of the children are beginning to read and do some math. There is an optional extended day program available for those children who wish to participate.

### **Elementary**

Grades 1-6 are often in dual traditional classrooms with combined 1st & 2nd, 3rd & 4th, and 5th & 6th grades. Class begins at 8:00 a.m. and ends at 2:20 p.m. Class size may range from 10-20 students. Some subjects are taught as a group, but others, such as math and language, are taught at each grade level. Students that need enrichment may be given additional opportunities for learning. Additional help is given as our facility and training allows.

## ACSI Events

Through our membership in ACSI, the students are able to participate in local and regional events, such as geography, math, science fair, speech, creative writing, spelling bee, art festival and music festival. All students have the opportunity to participate in the school events. Those who qualify may go on to the regional events.

## Curriculum

All students will take the following courses:

**Bible** - The study of building Biblical character

**Language Arts** - Including phonics in early childhood and lower elementary

**Math**

**Social Studies**

**Science**

**Health** - The study of our bodies as temples where the Spirit of God chooses to dwell and how to keep those bodies fit so they will glorify God.

**English**

**Physical Education**

**Art**

**Music**

Not all subjects will be taught every day.

## Library

The school has a library that is connected with CMA church's library. Classes have scheduled library time or opportunities to use the library. Books are checked out for up to one month. Students cannot check out new books until books that are due have been returned. Replacement cost of a lost or damaged book will be the responsibility of the person who checked it out.

## Field Trips

Field trips are viewed as an opportunity to apply classroom teaching to life situations. They are part of the teaching curriculum and should not be viewed as an option. Fees associated with field trips are the responsibility of the parent. VCA makes every effort to keep costs to a minimum.

The office must be notified in advance every time a class leaves the school campus. The following information will be at the office:

1. Time of departure
2. Destination
3. Expected time of return
4. Mode of transportation
5. Names of drivers

Prior to leaving the building, students are required to have a signed permission slip from a parent/guardian. If this is unavailable, a parent's verbal permission may be obtained.

The school requires that a First Aid Kit with specific supplies and emergency forms be taken on every school field trip. The First Aid kit is located in the school office. Teachers check

this box out of the school office and take it on all field trips. The office is responsible for maintaining an inventory on the kit.

Often parent helpers are needed to facilitate field trips. They are necessary to be drivers/supervisors for the field trip. An explanation of this opportunity is included in Addendum E.

## Student Affairs

### Schedule

#### Days

Generally, Victory Christian Academy will keep the ISD 701 (Hibbing public school) calendar for classroom and vacation days. A VCA calendar will be presented to each family at the beginning of the school year showing conference dates, activities, events, etc.

#### Times

School will run as follows:

King's Kids	9:00 – 12:00	Monday, Wednesday, Friday
Early Fives	8:00 – 12:00*	Monday-Friday
Kindergarten	8:00 – 12:00*	Monday-Friday
Elementary	8:00 – 2:20	Monday-Friday
Jr. High	8:00 – 12:40	Monday-Friday

\*Optional extended day program for Early Fives and Kindergarten is offered. Students who chose to participate in this program will be at the school until 2:20 p.m.

Students are expected to be in the gym ready to begin promptly in the morning and remain in their class until dismissed. Any exceptions need to be cleared with the office. Students late because of busing are automatically excused.

#### Lunch/Recess

VCA students will eat lunch from 11:25-12:05. They may leave the school grounds if they sign out, are accompanied by an adult, and have written parental permission.

#### Leaving/Returning During School Day

If students leave the school grounds during the day, they must sign out on the clipboard in the office. Upon returning to the school, they must sign in.

### Tardy

Students who arrive at school late must report to the office for a Tardy Slip prior to joining their class. Office personnel will determine whether the tardy is excused or unexcused. Generally, an emergency, such as car trouble, will be excused. Most other situations will not. With an accumulation of five tardies, students are required to serve one hour of detention.

VCA does allow parents to serve the detention and/or pay a fine if the parent caused the tardiness. Excessive tardiness may result in suspension and/or expulsion.

## **Absences**

It is vital that all students be in classes the entire school day.

### **Illness or Emergency**

If a student will not be in class for the day or will be arriving late, a phone call to the school should be made as soon as possible. If an absence is expected to be longer than 2 days, arrangements should be made for work to be brought home to the student.

### **Prolonged Absence (illness or family emergency)**

If a student is ill more than 2 weeks, a doctor's excuse will be required to re-enter the class.

If a student will be gone more than 2 weeks because of a family emergency, the school administration must be notified as soon as possible. Work missed must be made up in a timely manner as established by each teacher.

### **Early Dismissal**

If the student needs to leave the school day early, it must be arranged for in advance. A note or phone call from the parent is required, stating the time and reason for the request. Note: Only dismissals for illness, a genuine family emergency, or an appointment which cannot be scheduled outside of school hours, will be excused.

### **Planned Absence**

Two weeks prior to a planned absence, parents are to inform the school in writing of their reason for the student's absence. Arrangements must be made with the teacher for work missed or replacement assignments ahead of time. Board approval may be necessary.

### **Chronic Absence**

If a student is absent more than 20 days in a year, the following actions may be taken at the administrator's discretion:

1. Retention
2. Tutor required to help keep up with work
3. Referral for family counseling

If a student shows a chronic absentee problem, the proper action will be taken:

1. A conference with the family, teacher, and administrator will be arranged. The purpose of this conference will be to determine what course of action should be taken by the school, what the parent's responsibilities will be in this action, and what the student's responsibilities will be.
2. If step one does not bring about a resolution to the problem, the school will notify the proper authorities.

No student will be passed to the next grade until all make-up work is completed to the teacher's satisfaction.

## Transportation

Students living in the Hibbing school district may use public school buses to be transported to and from school, following the ISD #701 guidelines. If public school transportation cannot be arranged, or if the schedule does not follow VCA class times, the parents will be responsible for getting their children to and from school. Students from neighboring districts may be able to ride public transportation. It is the parent's responsibility to check.

If a parent is driving the student to or from school, please be respectful of the buses. School buses have the right of way. Do not park in the bus loading zone. Please park in the parking lot next to the school. There is NO PARKING in the FIRE LANE at any time.

The school must be notified by a parent (in writing if possible) if someone other than a parent/guardian is picking up a student or if the student has permission to walk home. Parents must notify the school if a student is not going home in their normal transportation mode. This can be done by note (preferred) or phone early in the day. If parent notification is not received, the child will go home in the usual transportation mode. The school will not take a student's word for transportation changes.

## Homework

Since homework is an integral part of VCA's curriculum, it is expected that each student will complete their homework and/or assigned work on time.

### MISSED HOMEWORK POLICY

Each student is allowed one grace per quarter for the first homework and/or assignment missed. After that step, procedure will be as follows:

1. **If student fails to return homework and/or assignment on assigned day:** A homework slip is issued to the student which must be signed by a parent and returned the following school day. Any student not returning their homework slip the following school day signed will result in a one (1) hour mandatory detention to be served on the next detention day. Detentions are served every Tuesday and Thursday from 2:30pm - 3:30pm in room #18.
2. **If student returns homework and/or assignment the next school day:** Any homework and/or assignment returned one (1) day late will receive 50% off earned grade. (Example: A 90% paper will be given a 45%)
3. **If student returns homework and/or assignment after the second school day:** Any student returning homework and/or assignment two (2) days late will result in a zero for that homework and/or assignment.  
\*If three (3) homework slips are earned by a student in a given quarter, a conference with the parent and teacher, and/or administrator, will be set up to discuss the issue and possible solutions. *Under extraordinary circumstance, and with good cause, the teacher may adjust this penalty.*

### OTHER MISSED HOMEWORK

1. **Illness:** Students will be given two days for each day sick to complete any assignments missed due to illness. (Example: If student is sick two (2) days – student will be given four (4) days to complete and return any missed assignments)
2. **Pre-arranged Absences:** Parents must make arrangements with their child's teacher prior to a scheduled absence. All missed assignments will be completed, and are due,

upon the first day the student returns to school from the scheduled absence. If not, the above steps for the Homework Policy will be followed accordingly.

## **Grade Reporting**

The school year is divided into four 9-week reporting periods. Report cards are issued at the end of each grading period. Parents should review the report cards closely. The final report card is mailed to the home, addressed to the parents. If parents have any questions they should contact the teacher.

## **Philosophy of Serving Students with Special Needs**

Victory Christian Academy attempts to meet needs of individual students as much as possible. Students with learning disabilities, behavior problems or other factors contributing to their education are welcome at VCA as long as parents are familiar with our special education policy and agree to abide by such procedures as are necessary to secure an education for their child and others in the class.

Each student entering VCA as a special needs student will have an IEP (Individual Education Plan) or a 504 Plan to be followed and clear parental expectations will be given. IEP or 504 Plan staffing will be held on a regular basis to make sure goals are being worked on and make adjustments as necessary. Some homework assignments may be changed or revised to assist students with special needs. This work will be determined by faculty and parents and treated in the same way as work from other students.

Individual tutoring may be available and is scheduled based on the student's needs. There is an additional fee for this service.

See Addendum A for our Special Education Policy.

## **Handling Grievances**

Any disagreement with a student, staff member, parent or other helper should be handled according to the Matthew 18 principle. Briefly, this principle expects the person to go to the one who offended them and discuss the situation, seeking to reconcile the matter directly. They are not to share the problem with others. If they are unable to obtain satisfaction then they are to involve the parent, teacher, staff member, helper, or administrator. Copies of the school's Conflict Resolution Policy are available for the asking. Remember that our means of dealing with conflict is a measure of our Christian maturity.

If a parent becomes dissatisfied with a teacher, the parent will first discuss the matter directly with the teacher. A parent should not discuss problems with other parents or friends.

Parents and teachers will work together in seeking a godly solution to the difficulty. They will pray together to put aside personal feelings and view the matter objectively. Likewise, if a teacher has a grievance, he/she will discuss the matter first with the other party. Problems should not be discussed among other parents or teachers. Both parties must be open and honest in discussion and willing to change, as the Lord leads.

If this method proves unsatisfactory, a third party, preferably the school administrator should meet with the involved parties.

In the event of a serious, unresolved dispute, involved parties will meet with the chairperson of the VCA Board to pursue resolution. Should a dispute remain unsettled, the matter will go to arbitration with an arbitrator designated by Peacemakers Ministry.

# Discipline

## Discipline Policy

Learning obedience to parents, teachers, and others in authority is a child's first step in learning obedience to God. Victory Christian Academy recognizes the importance of having obedient children. Discipline thus becomes an important factor in the child's total development. At VCA, we believe that discipline should be according to Scriptural principles, lovingly applied.

The goal of classroom discipline is to enable the teacher to teach, and enable the student to learn in an atmosphere conducive to both. This goal is based on two principles:

1. That whatever is done as a class shall glorify God. "So whether you eat or drink or whatever you do, do it all for the glory of God." (I Cor. 10:31)
2. That the students will learn to love one another. "Dear friends, since God so loved us, we also ought to love one another." (I John 4:11)

The purpose of discipline is to correct inappropriate behavior. If the behavior is not corrected we will have progressive consequences until the behavior changes. If there is a failure to change the behavior after a number of consequences have been applied, expulsion may result.

## Guidelines of Student Expectations

1. Students **will show respect** to one another, teachers, others in authority, and school visitors.

For example:

- a. **Listening and obeying** instead of being defiant and disobedient.
  - b. **Keeping hands, feet and other body parts to self** instead of fighting, hitting, biting, kicking, using negative physical contact, or obscene gestures.
  - c. **Speaking politely** instead of using obscene, degrading or vulgar language.
  - d. **Listening to one another** instead of interrupting when someone else is talking.
  - e. **Treating your body with respect** instead of using alcohol, tobacco, or illegal drugs.
2. Students **will respect** others' personal property.  
For example:
    - a. **Asking for permission to use or borrow someone else's things** instead of stealing.
  3. Students **will take care of CMA/VCA** property.  
For example:

- a. **Taking care of CMA/VCA** property and reporting damages to someone in authority instead of damaging facilities and/or equipment.
  - b. **No chewing gum or eating candy** in chapel or gym, on field trips, or as directed by those in authority.
  - c. **Remaining in VCA areas** unless otherwise directed by those in authority instead of entering CMA areas.
4. Students **will work diligently** and follow teacher directives.  
For example:
- a. **Doing your own work** instead of cheating.
  - b. **Following directions and following the rules** instead of causing disruptions.
  - c. **Sitting quietly** instead of talking when the teacher is talking or when doing seat work.
  - d. **Raising your hand to be recognized** instead of blurting out.
  - e. **Working quietly and minding your own business** instead of interrupting others who are working.
  - f. **Talking softly and quietly** instead of talking loudly or yelling.
5. Students **will use school materials wisely and appropriately**.  
For example:
- a. **Using school materials as directed by the teacher** instead of misusing them.
  - b. **Taking care of materials properly** instead of leaving them out of place or messy.
6. Students **will work to keep the school**, lunchroom, playground, restrooms and surrounding areas a **safe** place for students to grow and learn.  
For example:
- a. **Playing appropriately** on the playground on the playground or in the snow instead of throwing rocks or snowballs.
  - b. **Walking** instead of running except in designated places and at designated times.

**NOTE: The above examples do not include all situations.**

These expectations and VCA's discipline procedures will be reviewed with the students at the start of the year or when a new student enters the school.

Discipline procedures follow in Addendum B.

## Student Life

### Chapel

VCA students will attend weekly chapel services.

### Dress Code

Students are expected to use good judgment in their choice of attire. Our desire is that students reflect modesty in dress to further their Christian testimony. Students dressed in

ways that do not fit with our Christian witness may be asked to call home for a change of clothing.

The following are examples of types of attire that will NOT be worn at school:

1. Tank tops, halter tops, bare midriff outfits, see-through or mesh clothing (except as a sweater or second covering)
2. Strapless tops or strapless dresses
3. Hats
4. Sunglasses
5. Short shorts, mini-skirts, biking (Lycra or spandex) shorts. (Shorts, skirts, or slits must be within fingertip length when arm is hung relaxed)
6. Any garment that displays:
  - a. Sexually suggestive pictures or words
  - b. Pictures or words that advertise drugs, alcohol, tobacco, gambling illegal items, or violence.
  - c. Offensive or vulgar writings or language
  - d. Unacceptable characters/logos
  - e. Unacceptable placement of words or design
7. Any object or ornament that is distracting or is capable of being considered a weapon, such as collars, chains, spikes, etc.
8. Any other attire deemed inappropriate by VCA administration.

Body piercing is limited to ears only.

Appropriate clothing is necessary for all school outdoor activities.

Gym clothes include a t-shirt or sweatshirt, shorts (of the appropriate length) or sweatpants and non-marking tennis shoes that stay on the student's feet. Gym clothes may or may not be required, depending on the activity.

The procedure for dealing with any infraction will be:

1. Teacher refers the student to the school administrator or his/her designee.
2. The final determination as to the appropriateness of the student's attire will be made by the administrator or by his/her designee.
3. Appropriate action will be taken, which may include:
  - a. Warning
  - b. In-school restriction
  - c. Requiring a change of clothing
  - d. Sending student home/suspension

Students involved in ACSI regional events need to dress nicely. Boys should wear dress pants (not blue jeans) and a nice button down shirt. Girls should wear dressy pants or skirts, with a dressy blouse, or a dress.

# Emergency Situations

## Accidents

Children are closely supervised by an adult at play times or other activity periods during the school day.

In case of an accident requiring first aid or special medical attention, a child or non-supervising adult will be sent to the office for help. If the situation is serious, but not life-threatening, a parent will be called to come and get the child to determine if medical attention is needed. The parent then becomes responsible for the child. If the child is critically injured, emergency first aid procedures will be done by the nearest certified adult. The Fairview University Medical Center-Mesabi ambulance will be called and parents notified. An accident report will be completed for all accidents that require first aid while the student is under the supervision of school personnel. A copy of the accident report will be sent to the parent or guardian. Accident reports will be kept on file.

## Tornado

1. Tornado drills will be carried out a minimum of twice a year. The alarm consists of steady, short blasts of the fire alarm.
2. Teachers will give needed instruction prior to each drill.
3. Teachers will proceed with their children in an orderly manner to the downstairs hallway, using the exit nearest to their individual classrooms. Teachers will make sure that students are not in direct line of windows and glass.
4. Students will crouch on the floor with their heads down and facing the wall. They will place their hands on their heads and stay in this position until the “all clear” signal is given. In case of an actual tornado, students will remain in the school with their teacher until picked up by parents or buses.

## Fire

1. Fire drills are held at the discretion of the Administrator with or without notification to faculty/staff members.
2. When the fire alarm sounds, all children and adults in the building will follow fire procedures.
3. Fire exits will be posted, listing primary and secondary exits.
4. Students line up at the classroom door bringing nothing with them. Students are to wear footwear at all times.
5. Students and teachers shall leave the building through the nearest safe exit, cross the pavement, and wait on the other side of the parking lot with their class in an orderly manner, until the building is safe.
6. Teachers count to make sure all students are present after leaving the building.
7. In the event that a child is missing, a teacher will see to the safety of her class, notify the Administrator immediately, and then re-join the class.
8. Students involved in an activity other than their class will exit the nearest safe exit and rejoin their class across the parking lot.

## **Weather**

1. In the event of weather emergencies, Victory Christian Academy closes whenever the Hibbing Public Schools close. Announcements are given on radio stations WNMT 650 AM, WMFG 1240AM and WTBX 94FM and KUSA 99.9FM.
2. Teachers will be notified by phone before 7:00 a.m. by the Administrator, in case of school cancellation or late start.
3. If school closes early because of weather conditions:
  - a. Parents of third graders or younger who do not have an older relative in school will be notified by phone, as well as those living outside of the Hibbing busing area. Older students will be bussed to their usual location.
  - b. If parents cannot be reached, the emergency contact person will be notified.
  - c. In the unlikely event that no one can be reached, a staff member will take the child home with them, until the parents arrive. A note with information for the parent will be taped on the outside school door. A message will also be left on their home phone, if possible.

## **Mandatory Reporting**

Since State law requires that all cases of suspected child abuse and/or neglect be reported to proper authorities, VCA will comply with State law by following these procedures:

1. Teachers will receive periodic in-service training on the symptoms of child abuse.
2. If a teacher suspects child abuse or neglect, the school administrator will be notified. The teacher may contact social services directly with a courtesy notification to the administrator.
3. The administrator will report such abuse to the St. Louis County Social Services Intake Department or the county where the child resides.
4. The matter will be kept confidential. If the Social Services Department takes action the VCA Board Chairperson will be notified.

## **Miscellaneous Emergencies**

1. No student will be allowed to leave the school with anyone other than their parents unless verbal or written permission is obtained from parents beforehand.
2. If a student is not picked up from school within 30 minutes of the regular time, the parents will be called. If no parent can be reached, the child's emergency contact person will be notified. If no one can be reached, the VCA bus room monitor or another staff member can take the child home with them or to the Public Library, if the parent has agreed to this ahead of time, until such time as a parent can be reached. A note will be put on the school door and a message left on the home phone, if possible.
3. If a student brings any kind of weapon into the building, or uses any instrument (such as scissors or pen) as a weapon, the child will be sent to the administrator's office where parents will be notified. There may be a suspension from school for up to three days; repeat offenses may result in expulsion.
4. If any non-school personnel enter the building unlawfully for the purpose of causing harm to any student or faculty member, a CODE RED will go into effect. All teachers will try to remove their children from the building and away from the area. Proper authorities will be notified. Those dealing with the person will remember that the safety of the children and the faculty/staff is the first concern.

5. The administrator may close the school at his/her discretion for any emergency that may arise. In that event, staff members will be notified and will contact the parents of their students.

# Parent Involvement

## Parent/Teacher Conferences

The purpose of parent-teacher conferences is to enhance the ability of the school and the parents in promoting the spiritual, academic, and social maturity of the student through the sharing of insights and ideas about the student.

Parent/teacher conferences are scheduled two times per year usually in November and March. The administrator schedules all conferences with changes to the schedule made directly with the teacher. All attempts will be made during the conference to stick to the time schedule. A longer or more frequent conference may be scheduled by either the teacher or the parent.

Conferences are designed to:

1. Encourage freedom in communication between parent and teacher.
2. Provide the teacher with insights about the student from the perspective of the parent.
3. Motivate the parent and teacher to consider short-range and life goals for the child.
4. Develop a cooperative strategy to address immediate concerns about the child.
5. Encourage the parent and teacher to pray for the specific needs of the child.

Before the conference, consider what you want to ask the teacher regarding your child. Talk with your student to see if there is anything he/she would like you to bring up with the teacher. Ideally, both parents/guardians should attend the conference. To make sure all issues are discussed, you are encouraged to bring personal notes relating to the conference.

After the conference, positively discuss and pray with your child about his/her strengths and weaknesses.

Teachers are available by phone daily from 2:25-3:00 at VCA and at home in the evenings. They can also be contacted via their school email. If a parent has concerns, an additional conference needs to be scheduled.

## PTF Meetings

PTF (Parent Teacher Fellowship) meetings are generally held twice each year, once in the fall and once in the winter. These are mandatory meetings. An adult from each family (or their proxy) is required to be at each meeting, as pertinent school issues are discussed.

A time of fellowship follows, allowing parents to visit and get to know other parents as well as their child's teacher.

## Background Check Policy

All VCA staff and adults working with VCA students and not in the accompaniment of VCA staff are required to have background checks as deemed appropriate by the VCA Board.

## Parent Service Policy

Monthly Parent Service Hours for VCA is as follows, regardless of the number of children in a family:

<b>King's Kids</b>	<b>not required, but greatly appreciated</b>
<b>Early Fives and Kindergarten</b>	<b>3 hours per month per family</b>
<b>1<sup>st</sup> through 12<sup>th</sup> grades</b>	<b>5 hours per month per family</b>
<b>Single Parent Families</b>	<b>3 hours per month per family</b>

### **Are parents the only ones able to fulfill these requirements?**

No, Parent Service Hours may also be fulfilled by relatives and/or friends.

### **What jobs are available for these hours?**

Time spent at PTF and/or VCA Committee meetings are permitted. Bulletin Boards, supervising a reading group, recess, or lunch room are all available options. Also, your time spent preparing baked goods for the above meetings and/or requested outings are also acceptable. If you choose to purchase baked goods, or another item needed for your child's classroom, the equivalent of \$5 per hour may be exchanged for one (1) hour of Parent Service Hours. Please speak with either the office or your child's teacher for further suggestions.

### **What if my hours exceed the requirement for that month?**

Any Parent Service Hours that exceeds the monthly requirement is carried over into the following month of that school year.

### **How are these hours recorded?**

Located on the 1st floor, to the right of the office window, is our VCA Service Center. Locate the binder labeled Parent Service Hours. Inside you will find your last name listed alphabetically. Please record the date, activity, and time you served on this page.

### **OUTSTANDING PARENT SERVICE HOURS**

If a family does not meet their required Parent Service Hours allotted amount by the last day of school, a bill will be issued for the remainder of the balance. An exchange of \$5 per hour will be charged. As with tuition, all balances must be paid prior to a student's continued enrollment for the following school year.

## Communication with Parents

At the end of each school week, a note is sent home communicating a variety of current issues to parents. These may be service opportunities, fund-raising information, upcoming non-school days, or many other things. Please ask your child for this Note Home if you do not see it.

# Tuition/Fees/Fundraising

## Fundraising Policy

Fundraising Policy for VCA is as follows:

<b>King's Kids</b>	<b>not required, but greatly appreciated</b>
<b>Early Fives and Kindergarten</b>	<b>\$175 in <u>net proceeds</u> for each student</b>
<b>1<sup>st</sup> through 12<sup>th</sup> grades</b>	<b>\$250 in <u>net proceeds</u> for each student</b>

Net proceeds are defined as the amount of money the school will receive from the fundraising transactions.

**No family shall be required to raise more than \$475.00 in net proceeds per year, regardless of how many students are enrolled in VCA.**

### CASH-OUT OPTION

The fundraising obligation may also be satisfied by making, or obtaining, donations for required amount.

### OUTSTANDING FUNDRAISING BALANCE

If a family does not meet their required fundraising goals by the last day of school, a bill will be issued for the remainder of the balance. As with tuition, all balances must be paid prior to a student's continued enrollment for the following school year.

## Tuition, Registration, and Re-enrollment Fees

A registration fee is charged to students as they enter King's Kids and any student enrolling in Early Fives through 8<sup>th</sup> grade. Once a student is enrolled in the elementary program, a re-enrollment fee replaces the registration fee. The registration and re-enrollment fees are non-refundable unless the registration is unable to be approved.

Tuition is set on an annual basis. Discounts apply if the full tuition is paid by August 15. Payment plans are available for either a 9-month or 12-month payment option. These payments are due by the 15th of each month.

The tuition schedule is available on or about March 1 for the following school year.

## NSF Policy

A fee of \$20.00 per check plus bank fees will be attached to each NSF check. After a second NSF check is received from the same family, further payments must be made by cash, money order, or cashier's check.

## Field Trips/Activity Fees

Because tuition does not cover all costs, students may be assessed fees. We will attempt to keep these fees to a minimum, but parents will be responsible for providing these funds.

## **Tuition Discount Policy**

Victory Christian Academy may offer scholarship/tuition discount help to eligible families at the discretion of the school board within the following guidelines:

1. Tuition discounts will only be given to the extent that space is available in the classrooms.
2. A maximum cap of \$10,000 will be available for tuition discounts for students in King's Kids through 6<sup>th</sup> grade.
3. Parents of returning students must apply for tuition discounts with all forms turned in by May 1 prior to the school year for which they wish to receive a discount. Failure to do so will forfeit any consideration of a tuition discount for the next school year.
4. The amount of tuition discount will be based on the VCA Board's approval and parents' income as demonstrated by a signed photocopy of their most recent Federal 1040 form. Tuition discount amount is 40% or less of the individual student's tuition rate.
5. Tuition discounts will be processed by re-application each year.

A copy of the Tuition Discount Scale is included in Addendum F.

Upon request, children of full-time pastors will receive a 40% tuition discount and children of part-time pastors will receive a 30% tuition discount.

Children of full-time teachers and staff will receive a 60% tuition discount. This applies to children for whom they are parent or legal guardian.

No multi-student discounts or early payment discounts will apply on tuition discounts.

## **Late Payment Policy**

Tuition payments are due by the 15<sup>th</sup> of the month. Payments received after the 15<sup>th</sup> will be assessed a \$15.00 late fee, unless prior arrangements have been made with the Treasurer.

## **Late Tuition Policy**

VCA's late tuition policy is as follows:

1. Tuition payments which are not received by the due date as set forth in the payment schedule shall be considered overdue and the parents or guardians will be assessed a \$15 late fee and/or where applicable the fee assessed according to the FRACTS contract, unless prior arrangements have been made with the Board or administrator.
2. In the event that a parent or guardian shall have maintained a negative account balance for more than thirty days, then the student(s) shall not be allowed to attend school until the parent or guardian has set up a meeting with either the administrator, the school board, or a committee of the school and an agreement to remedy the situation acceptable to VCA has been reached. At the administrator's discretion the student may be allowed to continue to attend the school during the interim between when the meeting is set up and the meeting held.
3. Parents or guardians who are experiencing financial difficulties are urged to arrange a meeting with the administrator, the school board, or a committee of the school board prior to the occurrence of overdue payments so that the matter can be adjusted in a timely manner without disruption to the child's education.

## **Early Withdrawal Policy**

Since VCA has an obligation to its employees, students are considered enrolled for the entire year.

However, if a student is withdrawn from Victory Christian Academy at any time before completion of the school year, the tuition is calculated by the school quarter, unless special written exception has been authorized. If a student leaves the school for any reason, or enters after the school year has begun, then charges are pro-rated according to quarters. An exception may be made to pro-rate to actual days school was in session plus curriculum costs, if approved by the School Board in an appeal stating reasons, with supporting documents.

Under no circumstances shall any application fees, curriculum or facility fees be refunded. No portion of tuition shall be refunded for a student dismissed by expulsion or disciplinary reasons.

## **Other Policies and Information**

### **Prescription Drugs/Over-the-Counter Medicine**

Children who have been prescribed medications are able to receive these medications during the day if they are needed. These medications must be kept in the Administrator's office (unless specifically requested to be kept by the teacher, as in the case of asthma). Short-term prescription medications must be brought to the school by an adult, be current and stored in the Rx container in the school office. A date/time record will be kept on all medications dispensed to students. The above procedures must be followed with all other over-the-counter medications. Students requiring a daily prescription medication must also turn in a form signed by the prescribing physician.

If a child is feeling ill during the day, they will be directed to the Administrator's office where it will be determined if they simply need to rest or to go home. If an over-the-counter medicine is needed, a phone call to a parent will be made to receive permission to give the child this medication, unless a blanket permission slip for that student is on record in the office.

### **Media Policy**

Personal electronic devices require a note of approval from the teacher or his/her representative prior to coming into the school building before, during or after any school function.

All personal media, including, but not limited to, games, tapes, CD's, videos, printed materials, must be shown to the teacher or his/her representative prior to their use. Any media must have prior written approval before coming to school.

Consequences of not following the procedures include the following:

1. Confiscation of material, which will be kept in the office until a parent, notified through the office, can sign for receipt of material.
2. Second offense can result in confiscation of the item with its return to the parents at the end of the school year.

## **Temperature Policy**

Students will be going outside before school or during lunch time if the temperature with or without a wind chill is 0 degrees or above. Appropriate outdoor clothing is necessary (snow pants, boots, hat, mittens, etc.). Outdoor all-day field trips will take place if the temperature with or without a wind chill is 0 degrees or above.

If your child is to stay indoors during the lunch or morning times, a written excuse from your doctor will be required.

## **Yearbook**

A yearbook is usually prepared annually and is available in May of each year. Requests for the yearbook must be made in advance and accompanied by payment.

## **Musicals**

Each year VCA may produce one or two musical programs: one at Christmas and one in the spring. All students are expected to participate. Usually videos and DVDs may be ordered following the musical.

# ADDENDUM A - Special Education Policy

## Prologue

Believing that God desires all children to have the opportunity for education in a Christian environment, VCA, as part of its philosophy, desires to support parents in their attempt to provide a Christian education for all of their children. Parents desiring to enroll their exceptional child in VCA must have Christian training as the vital component in their child's educational goals.

## Definitions

*Exceptional Child* - Any child who, because of physical, emotional, or intellectual limitations, needs a school environment specifically adapted to suit their needs. These students may include the developmentally challenged, physically handicapped, learning disabled, or emotionally behaviorally disabled (EBD).

*504 Plan* - A 504 plan is a means by which a student's curriculum may be adapted to fit a student's special learning needs. It does not change the content of the curriculum. This plan is not legally binding.

*IEP (Individual Educational Plan)* - A means by which a student's curriculum is modified to meet a student's special learning needs. It changes curriculum content to reflect a student's educational needs.

## Section A

Parents desiring to enroll their exceptional child in VCA must agree and adhere to the following:

1. Students will be taught using an Individual Educational Plan (IEP) or 504 Plan which will contain goals set by parents, current teachers, former teacher (when applicable), administrative designee, and any other persons the IEP team desires, such as therapists, speech clinicians, etc. This IEP or 504 Plan will be reviewed and updated during the second semester of the year, or more frequently, as needed. Students using an IEP will have a report card based on their IEP and will include the letter M for modified expectations rather than, or in addition to a standard report card. An IEP may include changes in curriculum or outcomes necessary for graduating to the next grade level. Any changes in curriculum, whether through a public school IEP or a 504 plan, will be noted on a student's permanent record by a letter M following the grade. The program plan will be kept on file and available on request. This plan will also be part of a child's record as he leaves Victory Christian Academy.
2. Students will be placed in classes with their age group for non-academic subjects, such as Bible, art, music, physical education, lunch, etc. and any other subjects agreed upon by the IEP team. The IEP staff will determine academic grade level placement.
3. If the classroom teacher and Special Education coordinator determine that a full or part-time aide is required for the exceptional students, it will be the parent's responsibility to provide such an aide within 30 days of the decision. This may involve several options:
  - a. The parent may find helpers willing to help.
  - b. The parent may hire an aide at the parent's expense, subject to school acceptance.

4. Parents must understand that teachers need to consider the well being of all students in the classroom. If a child's behavior or performance becomes such that it is detrimental to the learning process of other students, after the steps in point three have been taken, other options may be considered by the IEP team, including re-evaluation of placement or finding other opportunities for their child's education.
5. Any parent not following through on these agreed upon statements may lose the right to have their child enrolled in the school.

**Section B**

Students already enrolled at VCA may become part of our Special Education Department in the following way:

1. A conference is called, consisting of parents, teacher, Special Education Department representative, administrator and any others deemed helpful to determine classroom interventions. This conference may be requested by any of the above.
2. Approximately two weeks after implementing a minimum of two interventions, the conference committee will discuss the child's area(s) of need and determine a course of action. If further assessment is needed, the following will occur:
  - a. VCA will request testing by ISD 701.
  - b. Following testing, a staffing will be held to discuss test results. If the student meets IEP criteria, an IEP will be written by the public school Special Education teacher. The public school and VCA staff will then implement this IEP.
  - c. If criteria are not met for public school assistance, a 504 plan will be written to ensure a child's academic progress. This plan is not legally binding.
  - d. In the case that testing is denied ISD by 701, the committee will meet to develop a 504 plan to ensure the child's academic progress. Copies of the testing refusal by the public school will be placed in the child's permanent record.
  - e. In the case that testing is denied by the parent, a refusal form is signed and kept in the student's permanent record.

Parents are a vital part of the IEP or 504 team. They will be given the opportunity to give their input throughout the process. A parent may refuse to agree to any or all of a projected IEP. If attempts to adapt the plan are unsuccessful, then no curriculum modifications will be made.

## **ADDENDUM B - Discipline Procedures**

“For as by one man’s disobedience many were made sinners, so by the obedience of one shall many be made righteous.” Romans 5:19

Because of the importance of obedience, the following procedures will be used by those in authority at Victory Christian Academy.

In case of extreme violation of the *Guidelines of Student Expectations* (physical abuse, weapons in the school, etc.) any of these steps may be bypassed.

### **Step 1**

Verbal warning, praying and re-instruction of VCA’s *Guidelines of Student Expectations* given by one in authority (teacher, administrator, secretary, aide, etc.)

**Starting at Step 2, parents will be notified.**

### **Step 2**

If Step 1 has been ineffective, at the discretion of the teacher, one or more of the following consequences may be used (and parents will be notified):

1. Essays.
2. Extra homework.
3. Restriction of privileges (such as break times, field trips, etc.).
4. Detention (transportation home is the responsibility of the parents).
5. Up to four-fold replacement of stolen or willfully damaged articles.
6. Other consequences may be used at the discretion of the teacher in consultation with the administrator.

Whenever any of the above consequences are used to deal with willful disobedience, parents and the administrator will be notified with the intent to:

1. Inform parents and administrator of the discipline problem with the student.
2. Request for parents to review VCA’s *Guidelines of Student Expectations* with their child and to take necessary action to help correct the problem.
3. Parents will receive a form requiring signature, which will be returned to VCA and placed in the students file.

### **Step 3**

If Step 2 has been ineffective use the Fix-It Plan (see Addendum C). A copy of the Fix-I Plan will go to the Board meeting.

### **Step 4**

If Step 3 has been ineffective, the teacher will request a teacher/parent conference in consultation with the administrator.

When Step 4 has been reached, notification will be given to the school board and recommendation given that the student talk to his or her pastor and/or receive counseling from an approved counselor. VCA can give suggestions of counselors.

### **Step 5**

A student that flagrantly violates the *Guidelines of Student Expectations* may be suspended for 1 to 3 days at the administrator’s discretion. The parents will be called to immediately come in and

pick up their child. The administrator has the discretion to use in-school suspension. Approved counseling will be required at this step if Steps 1-4 have been ineffective.

**Step 6**

If the student continues to show habitual disregard for the school's *Guidelines of Student Expectations* without repentance or change of behavior, he/she may, upon approval of the school board, be expelled.

**\*\*Attendance at Victory Christian Academy is a privilege – NOT a right!\*\***

## ADDENDUM C - Fix-It Plan

### SAMPLE "Fix-It" Plan

Name:

Date:

Grade:

What happened?

Where did it happen?

Who was involved?

I will "fix" the problem by looking up Bible verse(s) that deal with problem. After reviewing these verses I learned . . .

In the future, I will . . .

Student Signature

Teacher Signature

Date "Fixed"

Submit to VCA Administrator's Office to be filed in student record.

## ADDENDUM D - Parent Service Positions

The following table lists ongoing areas of need for parent service hours. If you have an idea or an area in which you see a need, check with the administrator who will give you direction.

	Art Gym Library Substitute Teaching	Music Computer Tutoring	Shop (Jr. High) Sewing (Jr. High) Cooking (Jr. High)
WORKING WITH STUDENTS:	Hot lunch server Lunchroom Helper Gym Supervisor (noon) Gym Supervisor (before school)	Bus Duty Field Trip Helper Reading Aide Instrumental accompanist Student Council	Drill math/spelling Vision/hearing helper Help with musicals Baby-sit for another parent helper Speech coach
WORKING WITH ADULTS:	School Board member Coordinator of Parent Hours	Phone calling	Hospitality
COMMITTEES:	Admissions Fundraising Building & Maintenance	Education Long-range planning PTF	Finance Publicity/Marketing Prayer Team
COORDINATORS:	Box Tops for Education Bike-a-thon	Campbell's Soup Labels Give 'em Five (Kemps Promotion)	
WORK WITH EQUIPMENT:	Secretarial Make drill cards/games	Library records Posters	Bulletin Boards
OTHER AREAS	Research new equipment	Research programs	Research as directed

# **ADDENDUM E - Parent Service Details**

## **Working with Students**

### **Classroom Aide**

1. Arrive on time.
2. Wear clothing appropriate for your position in the classroom. Remember, you set the example for the students.
3. Wait for directions from the teacher on the duties for the day.
4. Become acquainted with the school and classroom rules and consistently follow the teacher's classroom discipline. Each teacher has a list of classroom rules. Ask questions BEFORE class begins on anything that you may not understand clearly.
5. Follow directions or instructions given by teacher on daily duties. Examples of duties for grades 1-6 would be:
  - a. Preparation of teaching materials
  - b. Supervising seat work and checking for completeness and accuracy
  - c. Working with students or groups of students as the teacher directs
  - d. Teaching a particular aspect of a subject, as directed
6. Allow the teacher to teach by answering children's questions and dealing with problems as they arise.
7. Do not interrupt the teacher while teaching. If a situation arises, deal with it as best you can and then later discuss with the teacher how to handle similar situations in the future.
8. Do not discuss individual students with others. School matters are to be kept confidential. If a student is having trouble in school, it is the teacher's responsibility to discuss the situation with the parent. When you leave the classroom, forget the classroom.
9. If a disagreement arises between you and the teacher, discuss the matter with the teacher first. If still dissatisfied, go to the Administrator. Do not discuss the problem with others. If the problem cannot be resolved, the teacher has the right to refuse that person.
10. Pray for the teachers and students in the classroom. Ask also for wisdom and discernment in your duties.
11. Leave when dismissed by the teacher or when assigned duties are completed.
12. If for some reason you cannot come into the classroom, please notify the teacher, VCA secretary or Administrator as soon as possible.
13. Always speak to the students in a positive manner. Never demean or belittle students.
14. Teaching aides are in a ministry of service. A good aide SUPPORTS and ENCOURAGES the teacher and students.

### **Teaching a Skill**

The school realizes that parents who have never taught before may need some coaching from the staff on how to run a class. Organize your lessons so you tell or show students what you are going to teach, teach, then review with them. Parents are asked to keep communication open between themselves and the staff as they "learn the ropes" of teaching. Honest communication between faculty and parent will solve most problems. In all cases,

parents will work under the supervision of the classroom teacher and in close cooperation with the teacher's schedule.

You are expected to:

1. Maintain an orderly atmosphere.
2. Arrive on time.
3. End on time.
4. Wear clothing appropriate for your position in the classroom. Remember, you set the example for the students.
5. During the teaching time, you are in charge and should follow the *Guidelines of Student Expectations*. Familiarize yourself with these guidelines.

**Art Class (Grades 1-8)**

In consultation with school faculty, set up a scheduled program of varied artistic activities for children. Relate subject activities to the teacher's curriculum, as much as possible. Plan and organize the art materials needed for this program, obtaining administrative pre-approval for purchases to be reimbursed. Come to each art class prepared to help each student understand the basic principles of visual arts, the proper use of a variety of art materials, and encourage each student to express his/her creativity through the media used.

**Tutoring a subject**

This may involve either a short time commitment or a lengthy commitment, depending on the needs of the particular student being tutored. In close consultation with a faculty member, work with the student on particular learning areas they need help with. This person must be sensitive to the student and creative in developing new ways to work with the subject material.

**Library (Grades K-6)**

Commitment involves working with all class levels, as teachers request, to show students the layout of the school library, introduce them to library organization, the Dewey-Decimal system, use of reference materials, help students check out books and return books, and read stories aloud.

**Music Class (Grades 1-6)**

In consultation with faculty, plan and organize lessons in music geared to the students' level. Cover areas such as music history, music theory, composition, performance, appreciation, and/or classroom singing.

**Physical Education (Grades 1-8)**

In consultation with faculty, plan, organize, and conduct physical education classes with varied activities, to include rules and skills in life-time, individual, dual and team sports, conditioning and movement exploration. Teach at the students' level.

**Computer Class**

Teach students the basics of how to use a computer. Consult with classroom teacher to establish curriculum.

**Substitute**

Substitute teach for a class when needed.

**Speech Coach (Grades 1-8)**

This involves consulting with the staff to set up a scheduled program of communication skill-building activities for students. It may include formal speech giving, analytical debate skills, poetry reading, dramatic expression or impromptu speaking. This can be any time during the school year, but is most appreciated 8 weeks prior to the annual speech meets. Parents can work with one age group for speech class or serve as a coach, listening to students preparing to compete in the speech meet and giving the children tips for improvement.

**Reading Aide**

Assist the teacher by listening to children read orally, asking questions, and reading aloud to the child(ren) as directed by the teacher.

**Drilling Math/Spelling**

Use a variety of drill games to help reinforce skills. Classroom teacher provides ideas and gives direction.

**Instrumental Accompanist**

A music teacher, classroom teacher or chapel service might appreciate having a piano, guitar or other instrument to accompany singing. This requires good communication with teachers to plan songs ahead of time. A Christmas or spring musical/program may need an accompanist. The ACSI Music Festival may have some students who require accompaniment. This could be a commitment for the year or a specific time period.

**Vision/Hearing Test Helper**

Each fall students are screened for vision and hearing health. Parents are needed to assist the county nurse. Training is provided with no special skills required. This is usually done in one morning, but may include a second day of retesting.

**Provide childcare for other helpers**

You can fulfill some of your parent hours by babysitting for another parent who is serving at the school.

**Classroom Parent**

Assist the teacher as requested. This could be in a variety of ways, depending on the teacher.

**Special Projects Helper**

Assist students on special projects.

**Help with school musicals**

This involves areas such as sets, lighting, sound, costumes, working with the students on choreography, music, parts, solos, etc.

**Hot Lunch Server**

1. Hot lunch must be picked up at the Lincoln School kitchen at 10:55 a.m.
2. Plan to arrive at VCA no later than 11:15 a.m.
3. Set up meal and supplies needed on counter facing gym. Be ready to serve by 11:25 a.m.
4. Serve the lunch using portions determined by INAC.
5. Children are allowed to politely refuse one food item.

6. Teachers or servers will not force children to “clean their plates” unless requested to do so by parent.
7. All dishes (pans, cups, etc) must be washed, dried and put away. INAC dishes must be rinsed out and returned to the Lincoln the same day.
8. Tables, microwaves and counters must be wiped with bleach solution, mixed fresh daily, and the floor must be swept.
9. The server may take home any left overs. Make sure students have had a chance for seconds first. Condiments, bread, butter and peanut butter stay in the refrigerator.

#### **Lunch Room Supervisor**

1. Plan to arrive at VCA at 11:15 a.m. to be ready for the first group of students that comes at 11:25 a.m.
2. Check off student names on lunch sheet as they pick up their lunches and/or milk.
3. Assist with lunch distribution as necessary, usually handling the milks and a la carte orders.
4. Supervise students in lunchroom.
5. Teachers or servers will not force children to “clean their plates” unless requested to do so by parent.
6. Atmosphere in the lunchroom: Students should keep voices at a conversational level and table manners are to be used. The server has the authority to discipline students as needed (refer to the *Guidelines of Student Expectations*). Unruly students will be sent to the office and the administrator/teacher notified.
7. Dismiss first group into gym or outside at 11:45.
8. Dismiss second group to classroom at 12:05.
9. Return lunch check off list to office.
10. All dishes (pans, cups, etc) must be washed, dried and put away.
11. Tables, countertop and microwave will be wiped down with cleaner.

#### **Noon Hour Gym Supervisor**

1. Arrive at VCA no later than 11:20 a.m.
2. First group of students will go into gym/outside at 11:25 a.m.
3. At 11:45 the first group is dismissed to the lunchroom and the second group is dismissed into gym/outside.
4. At 12:05 the second group is dismissed to classrooms.
5. Supervisor has the authority to discipline students as needed (refer to the *Guidelines of Student Expectations*). Unruly students will be sent to the administrator. A trustworthy child can be sent to get the administrator or teacher, if necessary.
6. Students getting out of control during play should sit along the gym wall until the supervisor decides the child is ready to resume play.
7. All gym equipment is to be put away by students before dismissal.
8. If further help is needed in the gym, a responsible student should be sent for help.

#### **Noon Gym Rules**

1. Students will appropriately use gym equipment. A warning is given when misused. If they continue to disobey, a time-out will be given, which will be determined by the supervisor.
2. Games, such as trench, are to be played on the east end of the gym away from the lunch window.
3. Trench Rules:

- a. Students are to be honest with outs, misses and are to stay within their respective lines. Make calls as you see them. Your word is final – no arguing allowed.
  - b. Throws are to be no higher than armpits. If this happens, give one warning. The next infraction means 2 minutes sitting out, then 5 minutes.
4. At 11:45 a.m. have the lunchroom group line up in the lunchroom and then dismiss them to the gym/outside. The gym group is to go to the lunchroom at that time.
  5. At 12:00 p.m. the students must pick up the gym equipment.
  6. After equipment is put away the gym group lines up at the middle gym door and is dismissed to classes at 12:05 p.m.
  7. Students coming in from outside should be reminded to wipe their feet at the door.

### **Field Trip Driver/Supervisor**

1. Parents who have sibling children accompanying them must make prior arrangements with the school.
2. Arrive promptly.
3. Parents driving to and from field trips are expected to accompany and help supervise students on that field trip unless prior arrangements are made with the teacher in charge. Parents are also expected to return to the school in a timely manner, with the same group of students they transported to the activity, unless otherwise directed by the teacher in charge.
4. Students must wear seat belts in the proper manner while traveling for a school-sponsored activity. Students are not to ride in the front seat of the vehicle if there is an air bag. Students are discouraged from riding in the front seat even if an air bag is not present.
5. While traveling in private vehicles on field trips, the parent provides an extension of the classroom. All classroom rules and regulations apply while traveling and during the field trip. See *Guidelines for Student Expectations* for a complete explanation of these rules.
6. Parents are asked to refrain from providing treats or special favors to the students in their vehicle unless permission from the teacher in charge has been procured ahead of time. This will help provide an equitable and fair trip for all students and ensure that students with food allergies or restrictions are not tempted, as some do not follow their restrictions well.
7. Disagreements between a parent and teacher should be handled in a professional manner. Disagreements should NOT be discussed in front of students. If time does not allow for discussion during the class activity, the parent or teacher should contact the person they disagree with after class hours to rationally discuss the point of disagreement. During the field trip, the teacher has the final authority.

## **Working with Adults**

### **Coordinator**

This includes tracking parents' hours, coordinating parent helpers as needs arise, and other tasks as requested by the administrator or secretary.

**Hospitality**

VCA families' names are divided at the beginning of the school year. Half of them will be responsible for food the first half of the year, and the other half will be responsible for cleaning. Then the groups switch. Each family is required to provide food or clean up during their designated time. This applies to events such as PTF, the musicals and other gatherings that happen during the year. Time is calculated at 1 hour/\$5.00 spent on ingredients plus the amount of time incurred to make the food or time spent in cleaning up.

**Phone calling**

The coordinator or office staff will call you with a list of people to call for a specific event or need.

**Fundraising Committee**

Work with a board member to coordinate fundraising events, help with ordering, collection, distribution, incentive awards and encourage classes.

**Publicity Committee**

Work with a board member to coordinate activities, take pictures, write and deliver news releases to area newspapers and radio stations.

**Admissions Committee**

Plan enrollment drive and implementation, review enrollment materials, make up and maintain enrollment packets given to a prospective student's parents, meet with new parents to foster communications that will promote the school.

**Curriculum Committee**

Work with a board member to review the schools' curriculum and make suggestions regarding the same.

**Long-range Planning Committee**

Work with a board member to develop a 1-year, 5 year and extended planning program for direction and growth for VCA, assist faculty and board in implementing and evaluating programs.

**Building and Maintenance Committee**

Work with a board member to coordinate use and maintenance of building with VCA and CMA, maintain plan of upkeep, painting, repair, etc. Coordinate cleaning and maintenance groups, such as stage set up and break down.

**VCA Board Member**

School board members are elected by the sitting board. If you are interested in being on the school board, contact the administrator for further information. The board usually meets monthly.

## ADDENDUM F - Tuition Discount Scale

INCOME	STUDENTS ENROLLED	TUITION DISCOUNT
\$0 - \$15,000	1 or more	35%
\$15,000 - \$17,500	1	30%
	2 or more	35%
\$17,500 - \$20,000	1	25%
	2	35%
\$20,000 - \$22,500	1	20%
	2	30%
	3 or more	35%
\$22,500 - \$25,000	1	15%
	2	25%
	3 or more	35%
\$25,000 - \$27,500	1	10%
	2	20%
	3	30%
	4 or more	35%
\$27,500 - \$30,000	1	10%
	2	15%
	3	25%
	4 or more	35%
\$30,000 - \$32,500	1	5%
	2	10%
	3	20%
	4	30%
	5 or more	35%
\$32,500 - \$35,000	1	0%
	2	10%
	3	20%
	4 or more	30%
\$35,000 - \$37,500	1	0%
	2	5%
	3	15%
	4 or more	25%
\$37,500 - \$40,000	1 – 2	0%
	3	10%
	4 or more	20%
\$40,000 - \$42,500	1 – 2	0%
	3	5%
	4 or more	15%
\$42,500 - \$45,000	1-3	0%
	4 or more	10%

## **ADDENDUM G - Philosophy of Christian Education**

The Christian philosophy of education is based on:

- Principle #1      The authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice.
- Principle #2      The centrality and authority of Jesus Christ in all that is believed, said or done.
- Principle #3      Clearly defined goals and objectives that are found in the Bible.
- Principle #4      The conviction that knowledge of the Bible and of Jesus Christ is essential to the development and growth of the individual in matters physical, mental, social and spiritual.
- Principle #5      A personal commitment to Jesus Christ on the part of all who are involved in the educational process.
- Principle #6      The ministry of the Holy Spirit.
- Principle #7      A proper relationship between the family, the church, and the educational process.
- Principle #8      The establishment of proper priorities in an individual's life.
- Principle #9      The sovereignty of God in all the affairs of man throughout history.
- Principle #10     The creation of man in the image of God apart from any so-called evolutionary process.
- Principle #11     The moral principles of the Bible.
- Principle #12     Meeting the needs of people in their chronological, physical and mental development, as well as in their spiritual growth as believers.
- Principle #13     Christian teachers who understand these basic principles of Christian education, and who are personally committed to them, and who demonstrate effectiveness in their ability to communicate them.

Taken from "Philosophy of Christian School Education" edited by Paul Canaille.

## **ADDENDUM H - How to help your child learn**

1. Start each day right; a calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
3. Praise your child each day for something he/she has done. Have a special place to put your child's schoolwork or whatever is brought home.
4. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day.
5. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
6. Keep the lines of communication open between yourself and your child's teacher.
7. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
8. Take your child to the library and encourage reading for pleasure.
9. Stress organization of school notebooks, materials, etc.
10. Provide pencils, glue, scissors, paper, etc. for your child to use.
11. Work at home with skills taught at school.

## **ADDENDUM I - Scriptures relating to education**

1. Education in Scripture is unique in that its basis, its content, and its goal is TRUTH (II Tim. 3:7).
2. Scripture teaches that all truth is God's truth; and that truth is one; and there is no truth apart from God (John 14:6, Col. 2:3).
3. Scripture teaches that truth is the only integrating factor in knowledge (I Cor. 2, II Tim. 3:7).
4. Scripture teaches that God's Word is truth, and it alone can set men free and sanctify man in this world (John 17:17, 8:32).
5. Scripture teaches that truth is knowable and teachable, and commands us, His people, to be personally involved in both, as He has given us the Spirit of Truth (John 8:32; 14:17 & 26; 15:26-27; 16:13-15; 17:8, 14, 17, 19, 25 and I Cor. 2).
6. Education, according to Scripture, is super-natural: the learner is the image of God, the knowledge is the revelation of God, the teacher is the personal revealer of God, the Holy Spirit is God who illuminates and guides us into all truth (John 14:26; Gen. 1:26).
7. Scripture teaches that God is a self-revealing God and that divine revelation is found in two sources: in the realm of material creation and in the realm of spiritual truth – the Word of God (Rom. 1:19-20; Ps. 19:1; John 5:46; I Cor. 2).
8. Scripture teaches that it is the responsibility of the parents and the church to educate the young. God has not given this authority or responsibility to any other (Deut. 6:1-9; Eph. 4:11-16; II Tim. 3:14-15).
9. Scripture teaches that believing parents have no option but to educate their children according to the teachings of Scripture (Prov. 1:7-9; 2:1-9).
10. Scripture teaches that the "fear of the Lord" is the beginning of both knowledge and wisdom (Prov. 1:7; 9:10).
11. Scripture teaches that to know God is basic to all other knowledge (I Cor. 2).
12. Scripture teaches that the primary motivation in Scriptural education is the personal awareness of need (Matt. 5:3,6; Job 42:5-6).
13. Scripture teaches that education that is Scriptural has a confronting aspect (an absolute standard), a redemptive aspect (divine ownership), a corrective aspect (moral discipline), and a nurturing aspect (growth toward maturity) (II Tim. 3:16-17; I Cor. 6:19-20).
14. Scripture teaches us that its educational process equips God's children to carry out His purpose for them in both the temporal and eternal context (Col. 2:8-10).
15. Scripture teaches us that education embraces the spiritual, intellectual, social and physical needs of our children (Matt. 22:37-39; Luke 2:52).
16. Scripture teaches us that learning is inseparably linked to a vital and personal relationship to God our Father, the Lord Jesus Christ our Savior, and the Spirit of Truth, our Comforter and teacher. (Col. 2:2-3).
17. Scripture teaches us that education requires believing teachers who themselves have been taught according to the scripture and who have matured in knowledge through an intimate relationship with God (II Tim. 3:14; James 3:1).
18. Scripture teaches that the primary role of the teacher is to create an awareness of need and stimulate a hunger and thirst for righteousness through a Christ-like character, which evidences the fruit of the Spirit (Matt. 5:6, 6:33, 10:24-25).
19. Scripture teaches that there is only one true world and life view, and to be educated one must see everything and everyone through God's eyes and from His perspective; we must have the mind of Christ (I Cor. 2:14-16).
20. Scripture teaches that all things are sacred, and the secular is not a concept from Scripture (I Cor. 10:31).

21. Scripture teaches that the universe is God-centered, and that we can only know its true meaning and purpose as we are focused on God (Col. 2:3).
22. Scripture teaches that the goal in education is that each of God's own "Be conformed to the image of His Son" (Rom. 8:29).
23. Scripture teaches that the aims of Christ-like attitudes are necessary to come to the goal of Christ-like character, and that Christ-like conduct proceeds from Christ-like character (Matt. 5-7).
24. Scripture teaches that truth must be communicated through scripture methods including both men and media (I Cor. 2:13-14).
25. Scripture teaches that the method God requires will impart the revelation of God to the image of God in such a way that he becomes the reflector of God (Matt. 5:13-16).
26. Scripture teaches that learning and maturing is a continuing process but makes a distinction between those who need a teacher and those who do not (Heb. 5:12-14).
27. Scripture teaches that there is accountability to God on the part of the teacher who teaches the truth, and on the part of the learner who hears the truth (James 3:1, Matt. 7:24-27).
28. Scripture teaches that self-evaluation in the light of Scripture is constructive and will free us from corporate judgment (II Cor. 13:5).
29. Scripture teaches that education is the communication of the truth through a teacher who knows, believes, loves and obeys it and to the learner who desires to be like his teacher (Matt. 10:24).