



≡ HIGH SCHOOL ≡

VACAVILLE CHRISTIAN SCHOOLS

2018-2019

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PARENT & STUDENT HANDBOOK

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## **OUR HISTORY**

VCS is a private, coeducational, interdenominational Christian school that began as a vision to establish a place where faith and educational excellence could be integrated. In 1975, Vacaville Christian Schools opened its doors, and the families of 35 students were welcomed. Since our beginning as Vacaville Christian Academy, it has been our mission to provide a quality Christian education in a nurturing environment, equipping young people to achieve their full potential in life and in practical service to Jesus Christ.

Today, by the grace of God, the school continues to grow in both size and excellence. With the addition of many academic, sports, and extracurricular programs over the years, VCS has flourished to serve more than 1,000 students annually, from infants to high school seniors.

VCS is recognized by the community as a leader in Christian education and was voted The Best of Solano County 2007, 2009, 2015 and 2016 by the Daily Republic and The Reporter newspapers. Our outstanding academic program offers AP and Honors courses for college-bound students. To that end, the students of Vacaville Christian Schools are equipped for lifelong learning and success.

**“THE CHILDREN AT VCS ARE RECEIVING AN EDUCATION THAT WILL PROVIDE THEM WITH MANY OPPORTUNITIES THROUGHOUT THEIR LIFETIMES.”**

**—Mayor Len Augustine, City of Vacaville**

**F**

FAITHFUL FOLLOWERS OF CHRIST.

**A**

ACHIEVERS OF ACADEMIC EXCELLENCE.

**L**

LIFELONG LEARNERS.

**C**

CRITICAL THINKERS.

**O**

OUTSTANDING COMMUNICATORS.

**N**

NURTURING, GODLY LEADERS.

**S**

SERVANTS OF OTHERS.





## SECTION 1—CHOICE OF EXCELLENCE

### Mission Statement

Vacaville Christian Schools exists to provide, in partnership with home and church, a distinctive, Christ-centered education in a nurturing environment, which equips young people to excel in life and in service to Jesus Christ.

### Lifestyle Statement

The Bible, not personal judgment, determines what is true and right. Scripture provides instructions for how we are to live, both privately and publicly. The New International Version (NIV) is the version of the Bible used by Vacaville Christian Schools.

### Statement of Faith

VCS was founded and functions on the basic fundamental principles of the Word of God, and it espouses the Historic Christian view of life as presented in the Bible.

**We believe** the Bible to be the only Word of God, divinely inspired, inerrant, infallible, completely expressing His purpose to mankind. We accept the Bible as our final authority and the all-sufficient and complete rule for faith and conduct (2 Timothy 3:15–17; 1 Peter 1:21).

**We believe** there is one God who is eternally existent in three persons: God the Father, Creator and Ruler of the universe, by Whom all life exists (Genesis 14:22; 1:1; Colossians 1:17); Jesus Christ, God the Son, sent to take the form of a man in order to put God’s plan for humanity into effect (John 17:5; Philippians 2:5–11; Hebrews 1:2); God the Holy Spirit, who reveals Jesus Christ and God’s plan to the Christian and bears witness to God’s work in our world (John 16:13–14; 1 Corinthians 2:9).

**We believe** in the person of Jesus Christ, God’s only eternal Son. Born of a virgin, He lived a sinless life, performed mighty miracles, died for the sins of the whole world, and rose again to conquer sin, death, and hell. He ascended to the right hand of His Father to intercede on our behalf and will return to earth again for those who have personally accepted forgiveness of sin through Him (Isaiah 7:14; Hebrews 7:26; 1 Corinthians 15:3–4).

**We believe** all mankind is born sinful and is

separated from God. Individual repentance and forgiveness through Jesus Christ are essential to obtain right standing before God (Romans 10:9–17; John 3:16; Titus 2:11–13).

**We believe** in the continuing ministry of the Holy Spirit, who dwells within every Christian and enables him or her to live a godly life (Ephesians 5:18; 4:30; 1 Corinthians 3:16).

**We believe** in the resurrection of the dead, both for those saved through Jesus Christ and for those who are lost through their own rejection of Christ’s forgiveness. Those who are saved will be resurrected unto life and those who are lost unto separation from God forever and damnation (1 Thessalonians. 4:16–17; Revelations 19:20; 20:11–15).

**We believe** in the spiritual unity of all believers in the Lord Jesus Christ (Ephesians 1:22–23; Romans 8:9).

### School Philosophy

VCS partners with families who desire to reinforce Biblical values at home, church, and school. The administration, faculty, and staff are committed to working hand-in-hand with parents to ensure a Christian learning environment. This Christian learning environment is founded on the following criteria and standards:

- The belief that all truth in the created universe emanates from God.
- The foundational truth that Jesus Christ, God’s Son, is the only way to God and that repentance of sin and belief in Him assures one of eternal life.
- The conviction that Jesus Christ is central to all understanding and wisdom, not only in the Bible, but in history, geography, science, mathematics, music, the arts, extracurricular activities, and all aspects of the universe, including one’s personal daily life.
- The belief that responsibility for a child’s education comes directly from God to the parents. Our school seeks to partner with parents as an extension of this Biblical principle.
- The conviction that consistent Christian values and a Biblical world-view are to be reinforced at home, church, and school.

- The commitment to Christ-centered instruction of the highest quality so that pupils are prepared to take their place in the home, the church, and the world in a manner that glorifies God.
- The conviction that the Lord Jesus Christ and His Word should be the guiding standard for all VCS board members, administrators, faculty and staff members, students, and parents.

## Spiritual Emphasis

As a private Christian school, the leadership of VCS believes that spiritual growth is not a one-time event, but a journey toward Christ-likeness (Ephesians 5:1–2). It is our desire that students who do not know Jesus as their Lord and Savior come to know him as such and that students who do know Jesus as their Lord and Savior continue to grow and mature in their relationship with Him.

Throughout the course of the school year, VCS students may be exposed to presentations from outside organizations, speakers, and churches. Events include chapels, concerts, and conference-like seminars. Our chapel leadership group and student government will assist in planning events and themes for spiritual emphasis. In line with the Great Commission, some events may be conducive to inviting outside guests and friends to hear God’s Word and meet VCS students and staff.

## Chapel

As a private Christian school that integrates classroom academics and Christian instruction, VCS considers the students’ growth in faith is of utmost importance. Students worship during a scheduled chapel time with their peers at which attendance is required. Students are encouraged to worship regularly with their parents in a local church of their choice. Parents are always welcome to attend chapel with their children. All students must follow their grade-level dress code policy for chapel dress. Please refer to grade-level specific dress code policies within this handbook.

## Bible

VCS believes the Bible is the infallible Word of God and, therefore, the standard by which all values, as reflected in all school programs, policies and traditions, are measured. Bible classes are required as an integral part of our curriculum. High School and Middle School students use the NIV version

of the Bible for classroom instruction. Bibles are to be protected in a Bible cover, and students are required to bring their Bible (standard book format, not an iPad app) to Bible class each day. Students in grades 2–12 are required to have an NIV Bible at school. Class sets are provided for use in first grade. Early Education use the New International Version translation for classroom teaching.

## Church Attendance

It is vital that families recognize the value of church attendance and the positive impact it has on their children. We ask that families partner with VCS by committing to attend a local church regularly.

## SECTION 2-ENROLLMENT

### VCS ESLRs: (Expected School-Wide Learning Results)

**VCS exists to educate students so they will become:**

- F** Faithful Followers of Christ
- A** Achievers of Academic Excellence
- L** Lifelong Learners
- C** Critical Thinkers
- O** Outstanding Communicators
- N** Nurturing, Godly Leaders
- S** Servants of Others

## Accreditation

VCS is dually accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). Our preschool is also accredited by ACSI. With these accreditations, VCS meets the standards of both the academic community and the community of faith.

## Racial Nondiscrimination Policy

VCS admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs,



and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admissions policies, scholarships, athletics, and other school-administered programs. If you believe that an incident of discrimination has occurred, you are urged to bring the matter promptly to the attention of the Head of School or other administrator under the complaint procedure described in VCS's Harassment Policy (See Section 6).

### **Admissions Statement**

VCS seeks applications from families whose children embrace Christian values, are of good character, and demonstrate a desire for academic achievement. Acceptance is based upon the evaluation of a personal interview, references, educational performance, support for our statement of faith, and the student's desire to attend VCS. Acceptance and enrollment is at the sole discretion of the school.

### **Expectations for Student and Parent Conduct**

It is a privilege to attend VCS. Students should realize that they are responsible at all times to conduct themselves in a manner that brings credit to the name of Christ, their family, themselves, and their school. By virtue of enrolling at VCS, each student agrees to live within the framework of the school's standards of conduct. Re-enrollment each year is contingent upon maintaining these standards.

VCS reserves the right to discontinue Student's enrollment based upon Student's uncooperative, disruptive, or other unacceptable behavior and/or poor levels of academic achievement, as determined by the Head of School in his or her sole discretion.

Furthermore, a positive and constructive working relationship between VCS and Student's parent(s)/guardian(s) is essential to the fulfillment of VCS's educational purpose. I/we understand that VCS reserves the right to dismiss a student if the Head of School, in his or her sole discretion, determines that the actions of a parent(s)/guardian(s) impair the positive and constructive relationship with VCS.

VCS's expectations about the behavior and actions of its students and their parent(s)/guardian(s) include both on- and off-campus behavior and actions.

### **Re-enrollment**

A yearly application is required of all students who desire to attend VCS. In review of the application, such factors as behavior, attitude, academic achievement, and maintenance of the policies of VCS are taken into consideration. VCS reserves the right to deny re-enrollment to any student, for any reason, at its sole discretion. VCS offers the opportunity to submit a re-enrollment application to current students and their eligible siblings before enrollment is made available to the public each year. Early enrollment is strongly recommended, since space is limited and classes fill up quickly.

All students except infants and toddlers need to submit applications to enroll in the summer session if they plan to attend. Packets for summer registration are available in early May.

### **Retention**

Students must maintain satisfactory grades and progress in order to be promoted to the next grade level. In some cases, a student may be required to attend the summer remediation program in order to be promoted to the next grade level. In other cases, a student may be retained after a conference with his or her parent, teacher, and principal, if it is agreed that retention is in the best interest of the child. The final decision rests with administration.

### **Withdrawals**

It is not the policy of VCS to enroll students for less than a full school year. The budget is based on receipt of a full year's tuition. That being said, the school understands that sometimes due to unforeseen circumstances, parents may need to withdraw their student from VCS. Should this occur parents must notify the business office in writing.

The signature of all departments is required on the withdrawal form to ensure that there are no outstanding fees (library, sports, electives, camp, etc.). Registration and student fees are not refundable.

**Infant/Toddler Program:** This is a 12-month enrollment program and does not offer a summer-



off option. Students whose parents opt to drop the program in summer will be placed on a waiting list and may lose their enrollment space for the fall.

**Early Education:** This contract is for the entire school year. Accordingly, to withdraw a child from the early education department, a form in the business office must be completed by the parent. Thirty days' written notice is required for withdrawal from VCS. Parents should understand that they are responsible for tuition until VCS receives a signed notification of withdrawal and for the thirty days following, even if their child does not attend VCS. (This applies to the thirty days prior to the first day of school. The first tuition payment is due by August 1st and will be due unless notice is received before July 1st.)

**K-12:** This contract is for the entire school year. Accordingly, in order to withdraw a student, written notice to VCS is required. A withdrawal form must be completed by the parent and submitted to the business office. Prorated tuition and fees, through the last day of the child's attendance, will be assessed. Parents understand and agree that they are responsible for the balance of tuition, regardless of the reason for withdrawal.

**International Students:** This contract is for the entire school year. Accordingly, in order for International families to withdraw a child from VCS after the student has been accepted, a withdrawal form must be completed by the parent and the agency representative, and submitted to the Admissions Office. If withdrawing after acceptance, including prior to the 1st day of school and during the 1st semester (prior to January 1st), 50% of the tuition balance will be refunded. If withdrawing during the 2nd semester (after January 1st), the entire school year tuition amount is non-refundable. You are responsible for the balance of tuition regardless of the reason for the withdrawal. This includes withdrawal at the request of the school.

## SECTION 3-FINANCE

### Financial Policies and Tuition

A secure financial structure is vital to maintain the high academic standards of the school. The following policies have been instituted to protect the school's financial stability:

All application and registration fees are due upon submission of application and are nonrefundable. Tuition reductions or refunds are not made for absences, illnesses, or holidays.

Any student with an account that is thirty days past due may be removed from school enrollment. All accounts must be paid in full for all current charges when exams are administered. All accounts must be paid in full in order for students to take final semester exams and to participate in year-end graduation or class programs.

Tuition payments must be paid through the SMART Tuition Management Program.

A charge of \$35 will be added to accounts for each check returned and for any failed auto-debit transaction. Any occurrence of a returned check may require future payments to be paid in cash or by bank check.

A late fee of \$35 will be charged by VCS for any late payment. A \$40 follow-up fee will also be charged by SMART Tuition for any late payment.

HIS Club hours must be completed as defined under Parental Involvement and Responsibilities for the current school year. See below.

Students may not register for or begin classes in the fall until all accounts are paid in full. This includes Summer Enrichment, Summer Day Camp, and all registration fees.

### Release of Records, Report Cards, Grade Notices, and Final Exams

Students whose accounts are not current will not be permitted to attend field trips. Middle school and high school students will not be permitted to take exams or finals until their tuition accounts are paid. Students will not be issued a final report card until final exams are administered. Accounts that are not fully cleared prior to year-end events will exclude students from participation in graduations, year-end events, and field trips.

All library books, textbooks, and sports uniforms must be accounted for. Late fees, fines for damages, or costs for replacements must be cleared before final exams can be administered.



## Extended Care/Financial Policies

Morning Extended Care is available from 6:30 to 8:00 a.m. for elementary and 6:30am - 7:30am for middle school students.

Morning Extended Care is provided at no additional charge beginning at 7:30 a.m. for elementary students who carpool with a middle school or high school student.

Afternoon Extended Care is available from regular school dismissal until 6:00 p.m. for elementary and middle school students.

Elementary and middle school students will be signed into Extended Care and billed accordingly if not picked up by the time carpool is over.

Elementary students will be signed in at 3:25 p.m., and middle school students will be signed in at 3:05 p.m.

Minimum Days: elementary students must be picked up by 12:05 p.m., and middle school students must be picked up by 11:30 a.m.

Extended Care fees on Minimum days are included only for students enrolled in Full Time Extended Care from 6:30 a.m. to 6:00 p.m. Early education students must be picked up no later than 12:00 p.m.

Tuesday Early Dismissal Days: elementary and middle school students who are not picked up by 2:25 p.m. will be signed into Extended Care and charged at the hourly rate.

Students who are not signed up for the 6:30 a.m.– 6:00 p.m. Full Time Extended Care program will be charged based on an hourly drop-in rate.

Late pick-up fees will be applied after 6:00 p.m. at a rate of \$15 per 15-minute increment or portion thereof, per occurrence, per child.

After two occurrences, the late pickup charge will increase to \$30 per 15-minute increment, per occurrence, per child.

Extended Care during holidays: Extended Care is available on specific days during Thanksgiving, Christmas and Easter Break.

## Tuition Assistance Policies

The tuition assistance policy of VCS is designed to assist families in meeting their tuition obligations

by helping to subsidize a portion of their tuition costs. Tuition assistance is provided from a limited fund and is awarded based on need, which is determined through an application process. Parents who have a financial need and are interested in applying for a tuition grant should apply online at <https://smartaidforparents.com>.

SMART Tuition will publish the deadline for tuition assistance applications.

## Parental Involvement and Responsibilities

VCS has established a required parent work program called HIS (Hearts in Service) Club. VCS desires to maintain a high level of parental involvement. The quality of each student's education is greatly enhanced through his/her parents' active involvement at school. It is important that parents become involved in the school in whatever capacity they are able.

HIS Club keeps tuition affordable by reducing labor expenditures through service contributions. The parent work program also helps to equitably distribute school-related tasks among the school community.

Each VCS family is responsible for completing a minimum of 20 hours of service for the benefit of the school community or payment of \$500 in lieu of work. Single-parent households and families with a parent who is deployed for more than 5 months of the school year are responsible for completing 10 hours of service or payment of \$250.

The work requirements must be met for the current year by the last day of school and the HIS Club form must be completed and turned in to the business office no later than May 31st. Any work completed after the last day of school will count toward the next school year.

Parents are responsible for recording their hours on a HIS Club form, available in any office. Parents are asked to obtain the signature of their child's teacher or of the staff member who assigns the project, and to submit the form to the business office. The classroom teacher or supervisor will validate these hours.

It is our hope that families will opt for work hours over the payment plan, as it is more beneficial to the school and helps to keep tuition lower.

## Answers to frequently asked questions about “HIS” Club Hours

Events or fundraisers where your child is rewarded with cash, credit, or other benefits for your volunteered efforts do not count toward the twenty-hour requirement.

Personal time spent in supporting fundraisers, such as selling candy, magazines, or gift-wrap on behalf of your child, does not count toward HIS Club hours. However, counting money, tabulating results, distributing orders, making posters and flyers, obtaining prizes for the school, and other approved work related to the school-wide organization of the fundraiser can count toward HIS Club hours.

Hours spent driving for field trips and sports or supervising student camps and retreats (both waking and sleeping hours, as long as you are responsible for other children in addition to your own) may be counted toward HIS Club hours.

Work hours cannot be counted for attending or participating in school functions in which your child is involved, unless you were specifically assigned to work on the set-up, clean up, or preparation for the event. The time you actually attend the event does not count.

Students may not earn hours for parents.

Money spent while working on projects cannot be converted to hours.

HIS Club forms must be used to record hours worked.

VCS is not responsible for contacting parents with projects. Volunteer opportunities may be communicated by electronic newsletters, as they occur.

Parent/Teacher Fellowship (PTF), principals, and teachers are not responsible for tabulating, recording, or turning in hours. Parents must submit their own HIS Club forms with appropriate signatures to the business office. Please keep a copy of your HIS Club form for your records.

VCS makes the final decision as to which projects are credited for work hours.

HIS Club hours will be doubled only as approved by the administration for the following responsibilities: security, some graduation functions, and Saturday work days as scheduled by maintenance.

## SECTION 4–CAMPUS OPERATIONS

### Board of Directors

VCS is an independent, interdenominational, Christian school run by a self-governing board of directors. The board is the authority on all school policies. The board gives authority to the administration to carry out the day-to-day functions and policies of the school. Board members are chosen from interested persons who qualify and apply under board procedure and policy. For more information on how to become a board member, please visit our VCS business office.

### Campus Administration

VCS is made up of many departments that work together to provide a unique educational opportunity. VCS is a twenty-three-acre campus with facilities for children from six weeks old through 12th grade, a possible eighteen-year experience. Our current department leadership consists of the following positions: Head of School, Principals of Elementary, Middle, and High School, Early Education Directors, Director of Operations, Director of Enrollment, Director of Marketing and Athletic Director.

### Campus Hours of Operation

The campus is operational from 6:30 a.m. to 6:00 p.m. daily, Monday through Friday. The campus is closed Saturdays and Sundays. Events taking place outside operational hours, such as sports, dances, or other gatherings, are scheduled through the appropriate school administration office. For the hours of operation for individual schools, please see the grade-level specific sections of this handbook.

### Electronic School Communications

Instant information can be found on the school website: [www.go-vcs.com](http://www.go-vcs.com). Weekly publications are provided by school administrative staff. If you are not currently receiving school emails, please contact your school office.

### Contacting Students in the Classroom and Parents Visiting Classrooms

Unexpected classroom visits are distracting and disruptive to the students. For this reason, we



ask parents not to go to the classroom to pick up a child, drop off a forgotten lunch, etc. Parents should go to the appropriate school office, and the office staff will contact the student. To release your child from class for an appointment, please send a note to your child's teacher (elementary) and sign them out in the appropriate school office. Should a parent desire to visit a classroom, we request that any plans to visit be made at least a day in advance through contact with the teacher. Please check in at the office upon arrival to receive a visitor's pass.

## Communications Procedure

Please help us handle concerns effectively and in a Biblical manner by following these scriptural guidelines.

Disputes or concerns about school policy or operations should be expressed directly to the person in charge of the department.

**Step 1** Schedule an appointment with the responsible person. We desire to resolve most situations at this level and believe relationships and trust are built by face-to-face discussions between those involved. This follows the biblical principal found in Matthew 18.

**Step 2** If the situation cannot be resolved, schedule a meeting with the responsible person and his or her immediate supervisor.

**Step 3** If the situation is unresolved after steps 1 and 2, please contact us by using our Ombudsman (Customer Care) link on our website, [www.go-vcs.com](http://www.go-vcs.com), and click on Contact Us. Your concern will be reviewed, and our Ombudsman department will contact you the next business day, though in some instances, response may take longer.

## General Concerns, Ideas, and Suggestions

As we strive to improve our operations, we encourage you to communicate your concerns, ideas, or suggestions. You can do so by visiting us at [www.go-vcs.com](http://www.go-vcs.com), clicking on Contact Us, and emailing us your concerns using the Ombudsman (Customer Care) email link.

## Library Guidelines

Students in grades 2 through 5 may take books home from our elementary library following normal checkout procedures. Books are due on

or before their due date. A fine of \$0.10 per day (amount subject to change) will be collected on all late books (no exceptions). Library privileges are suspended until fines are paid. Library books must be turned into the Librarian, not the school office. Books that are lost or damaged must be replaced by the student at the list price of the book plus a \$2 handling fee.

## Transportation

Please be respectful of our staff, parents, and students when entering VCS grounds. When operating your vehicle on campus, we ask you to adhere to state motor vehicle laws and regulations at all times. It is the policy of VCS that all children arrive and leave school premises in proper vehicle child restraints. All seatbelt laws are followed on school field trips. We ask that you do not leave children unattended in your vehicle. Operation of a motor vehicle on the VCS campus is a privilege, not a right. Please be advised that failure to adhere to campus transportation and safety regulations will result in your on-campus driving privileges being revoked.

## Field Trips

Our teachers organize well-planned field trips throughout the school year to support classroom studies. Field trips are a valuable educational learning experience and every student is expected to attend. The cost of each field trip will be billed to your account. The registration form used at VCS includes permission for all students to attend all field trips.

Classroom teachers will notify parents in advance of scheduled field trips and special activities. Permission slips for field trips are typically sent each time a field trip will occur.

Students are expected and required to demonstrate behavior in accordance with VCS standards. If a student is unable to do so, appropriate disciplinary action will be necessary. Disciplinary action may consist of excluding the child from the next field trip or requiring a parent to attend future field trips with the child. Students will receive an unexcused absence if parents choose to have their child not attend a field trip.

Eligible parents are needed to drive and chaperone for field trips. It is understood that every parent who assists as a driver on a field trip must have a valid

driver's license and evidence of legal minimum coverage for insurance. Proof of current driver's license and a copy of insurance must be given to the teacher before field trips. All seat belt regulations apply when transporting children. This includes the use of car seats or booster seats for students under 8 years or a height of 4' 9". Each child is to have his or her own seat belt—double-buckling is not allowed. VCS takes stringent precautions to ensure the safety and well-being of all students, but assumes no responsibility in the unlikely event of loss, injury, etc. on field trips or activities.

For overnight field trips, VCS requires all parent chaperones to be fingerprinted.

Students are generally not permitted to attend field trips of siblings. Younger siblings may only attend if special permission from the teacher has been granted. Parents will be given a copy of the field trip guideline handbook when driving/supervising on field trips. Further volunteer guidelines are listed below.

### **Volunteer Guidelines**

All chaperones, drivers, coaches, classroom and extracurricular helpers, etc. are expected to follow the school guidelines and maintain a Christlike example at all times.

We expect that volunteers are not now nor have ever been engaged in inappropriate conduct toward minors (inappropriate conduct includes but is not limited to verbal, physical, or sexual abuse as defined by Scripture and state law) nor have inclination toward such conduct.

We expect that volunteers will manifest an example of the highest Christian virtue and personal decorum, serving as Christian role models (1 Tim. 4:12).

While supervising VCS students, volunteers should refrain from smoking, drinking alcohol, taking illegal drugs, or condoning or allowing any other illegal infraction or act to occur. Volunteers should refrain from inappropriate language or conversations, either on campus or while off site at VCS related functions (i.e. field trips, etc.).

All drivers must have a valid California driver's license and insurance.

Music and talk programs that contradict the biblical philosophy of VCS are not permitted while traveling.

Christian music is encouraged.

Only G-rated movies for elementary and G or appropriate PG movies for middle and high school are permissible in transport vehicles.

Drivers should follow each other as a caravan and should not detour from the group unless the teacher has given permission ahead of time.

Volunteers should speak respectfully to students and staff on trips and should refrain from discussing concerns about students, parents, or staff. Concerns should be referred to the teacher and/or department leader.

Volunteers should be examples to the students by dressing modestly and appropriately while volunteering (please refer to the student dress code section of this handbook for guidelines).

### **Carpool Rules**

- Do not use cell phones while driving on campus.
- Arrive at the appropriate time to pick up your child: not before 3:00 p.m. M/W/Th/F or 2:00 p.m. on Tuesdays.
- Turn music down (and ensure it is appropriate for our school) so that you can hear carpool workers if they need to direct you.
- Follow the directions of carpool workers.
- Do not leave your car running if you are not in it.
- Do not leave children unattended inside your vehicle.
- Do not exceed the campus speed limit of five miles per hour.
- Drop off and pick up in designated areas of the campus.
- Do not leave cars unattended in the carpool lanes. This includes striped lanes and crosswalks.
- Park in designated parking stalls only. Violators will be towed at owner's expense.
- Do not block or park in fire lanes.
- Multipurpose room yellow zone is used for loading and unloading elementary students during morning carpool. This area is not a designated parking location.



- Student drivers must park in approved areas and must display a permit in their windows.

## **Closed Campus**

The VCS campus is closed to the public at all times.

## **Campus Visitor Policy**

Visitors (parents, alumni, previous staff, etc.) must always sign in at the school office.

Students not enrolled at VCS may attend VCS events and must abide by VCS campus rules. Special permission from the school office may be required for certain events for middle and high school.

Students visiting the middle and high school are welcomed on scheduled shadow days. Visitors will be permitted only after arrangements have been made in advance through the middle and high school office.

The following procedures must be followed for student-scheduled shadow days:

- The parent of the visiting student must complete an emergency data/contacts form and turn it in to the office.
- The visitor must sign the visiting student form, stating compliance.

## **Campus Rental Policy**

Campus facilities are not open for use by the general public.

Facility rental is available by contacting Danielle Salamone in the Operations Department at 707-446-1776, ext. 5200.

## **Parent Organizations**

### **Parent/Teacher Fellowship (PTF)**

The purpose of the Parent/Teacher Fellowship (PTF) is to establish a supportive organization that unites the spiritual and educational aims of the school with those of the home. The primary functions of PTF are to coordinate and serve in special school activities and fundraising events, to show appreciation and support for teachers and staff, and to encourage prayer on campus. Meetings are held each year to carry out these functions. A parent committee, approved by the school administration, governs the PTF organization. The Head of School,

Principals, and Early Education Directors give guidance and support to the work of PTF.

All parent leadership positions must be approved by VCS Administration.

### **The Partnership Committee**

VCS Partnership Committee, is an essential pillar in the school's organization, working to build community among parents and between the VCS staff and school family, assist the PTF in the coordination and execution of many of the school's events. The Partnership Committee is also an open dialogue with the Head of School to provide a forum for discussion.

The goals of the Partnership Committee are:

1. To support excellence in the Christian education of children at VCS.
2. To enhance communication among parents, faculty and administration.
3. To encourage and stimulate parental participation in the community of VCS.

Each family enrolled at VCS is a member of the Partnership Committee. Parents serve in classrooms, participate on committees, plan events, and assist staff with projects. This active involvement ensures the continued excellence of the academic and enrichment environments for our students.

Under the direction of the Partnership Committee Executive Board, parent-led committees work to implement each year's plans.

All parent leadership positions must be approved by VCS Administration.

### **Athletics Booster Club**

The purpose of the Falcon Athletic Booster Club, hereinafter referred to as the Booster Club, is to support Vacaville Christian Schools hereinafter referred to as (VCS), athletics by raising funds, distributing money and materials to athletic teams, soliciting memberships, offering activities for members, promoting participation in athletic teams, encouraging attendance at athletic events, and assisting the Athletic Director and coaches.

Any current VCS family, alumni or alumni's VCS family, or direct family members of a VCS student in VCS athletics can be a member of the VCS Athletic Booster Club.

Membership in the Booster Club is available throughout the year. A membership year begins on August 1st and ends on July 31st to roughly coincide with the school year.

## SECTION 5–HEALTH AND SAFETY

### Emergency Drills

**Lock Out:** As part of our regularly scheduled inspections, we perform “lock out drills.” During a Lockout, the perceived danger is outside of the school. School administrators move all students and activities inside and ensure the building’s perimeter is secured. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction. The campus becomes closed and no one is permitted to leave or come onto campus until the area is secure and the drill is concluded. The drill is designed to protect our students should we perceive a threat on campus.

**Lockdown:** As part of our regularly scheduled inspections, we perform “lockdown drills.” In this exercise, all students, staff, and faculty take shelter in a secured area, designated by campus location, where all doors and windows will be locked. After all areas have been secured and all persons are accounted for by leadership, the drill is concluded. This drill is designed to protect our students should we perceive a threat on campus.

Lockdown (whether a drill or an actual emergency) occurs whenever VCS perceives a situation that may put our students or staff at risk. It is a precautionary measure and does not necessarily indicate imminent danger. For the safety of our students and staff, if a lockdown is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop off/pick up students until lockdown has been lifted.

**Fire Drill:** As with lockdown drills, fire drills are also performed periodically throughout the year. Schools will reenact an actual fire drill and will be evacuated to designated areas on campus by our staff. After all areas have been secured and all persons are accounted for by leadership, the drill is concluded. This drill is designed to protect our students should we have an actual fire on campus. Students are instructed not to use their cell phones to text or call parents during this drill. Parents

who visit the campus during this drill will not be permitted access to the buildings or their child until the drill is complete.

### Event of Emergency

In the event of an emergency, VCS will contact parents/guardians as listed on the emergency contacts and medical information form. This form is completed as part of the enrollment process. It is necessary that parents notify the school regarding changes of address, phone number, or job information for anyone listed as an emergency contact. VCS cannot be responsible for misinformation if the office is not notified of changes. All changes must be made by completing a file maintenance form (available in the business office). All applicable departments will be notified. Verbal changes will not be accepted.

### Security Measures for Releasing Students to Adults

Children will not be released to anyone obviously under the influence of alcohol or any other drugs. Anyone not familiar to staff who is picking up a student will be asked for an I.D. We will not release a student to anyone not listed on the emergency pick-up list.

### Medical Policy

#### General Health Statement

Please be sure to keep students at home whenever they are experiencing signs of illness. A child should be fever-free for 24 hours before returning to school. Parents should always be aware of the crucial role that sufficient sleep, a nutritious diet, and exercise play in a child’s progress and wellbeing.

### Notification of Accident or Illness

If a child should become ill or be injured in an accident during the school day, parents will be contacted to pick up their child within the hour of notification. Accident reports will be given to parents when a child is hurt or injured at school. Please ensure that all contact phone numbers are kept up to date in all school offices to guarantee that the office staff will be able to reach you.

## Medicines

School personnel will cooperate with parents when a physician prescribes medication to be taken during school hours. All medication must be in the original container and correctly prescribed for the indicated student only. All medication must be kept in the school office. The student is responsible to know the required times to come into the office to take his or her medication.

Administration policies for all medications are on the emergency contacts and medical information form. Medication can only be given between 8:00 a.m. and 4:00 p.m., except for emergencies. Medicines left at the end of the school year will be discarded after one week.

Prescription medications must have a physician's order. Over-the-counter medications must be accompanied by a form filled out by the parent stating the desired dosage for administering the medication. Forms are available in the school offices.

## Inhalers

Any upper-elementary, middle, or high school student having an immediate need for asthma inhalers during school may carry the necessary medication on his or her person when certain conditions are met. A student wishing to carry his or her own inhaler may pick up an authorization for self-carry form in the office. This form will need to be completed and returned to the appropriate school office. Otherwise, inhalers must be kept in the office and administered as prescribed.

## Allergic Reactions

If your child is allergic to bee stings, pollen, or anything else that would require immediate attention, please notify the appropriate school's office of the procedure to be followed to assist your child in case of an emergency. If medication administration is part of the procedure, please provide the office with the appropriate medication, along with a signed medication authorization form.

## PE/Restriction of Physical Activities

A note from a parent is required for a student to be excused from PE. A physician's note is required if a student needs to be excused from PE for more than

three school days.

Middle school and high school students will still be required to dress out (if possible) and to participate to the extent possible, even if that means observation and listening to instruction given. Middle school and high school students who have a doctor's note for an extended exemption—depending on the length of time, severity of injury, and period of the term—may be alternatively placed, and it may be necessary for the student to repeat physical education during another semester.

For elementary students, if a child comes to school, he or she should be well enough to participate in the total school program, including recess and physical education. It will be assumed that a student who is excused from physical education activities should not participate in other physical activities during the school day, including recess, after-school daycare play, and sports.

## Communicable Diseases

A student shall not be permitted to attend classes or other school-sponsored activity if the student is afflicted with or liable to transmit any contagious or infectious disease unless the administration or its designee has determined, based upon medical evidence that:

1. The student is no longer infected or liable to transmit disease.
2. The student is afflicted with a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

If a student is suspected of being infected with a communicable disease (i.e., conjunctivitis, chicken pox) the school will send the student home and the student will not be permitted to return to school without a signed release from a physician. If a parent has knowledge that his or her child has a communicable disease, he or she must inform the school immediately. Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school and may be grounds for termination of a family's relationship with the school.



not valid for students at VCS . (Health and Safety Code § 120335(g).)

## Head Lice

Children who have head lice will be excluded from school until the hair has been properly treated and all eggs (nits) have been removed as instructed. Children must be checked by and given a written release from the Health Department, a private physician, or the school office before returning to school.

## Immunization Policy

Each student must have an up-to-date immunization record or waiver on file. Please be sure that this information is kept current in case of an emergency. No student will be allowed to start at VCS without completed emergency and health forms.

VCS immunization guidelines are designed to prevent the spread of illness and preventable diseases in our community. Unless a student's parent or legal guardian provides VCS with an acceptable signed waiver (see Exemptions section, below), a student must be immunized against certain communicable diseases, as provided in California Health and Safety Code section 120335. A student is prohibited from attending school unless, prior to admission to the school, the student has been fully immunized. Immunization documentation is required for our entire student body. Parents must show their child's immunization record as proof of immunization.

### A. EXEMPTIONS

VCS will no longer accept personal belief exemptions unless otherwise required by law. A student with a personal belief affidavit filed at any public or private elementary school (i.e., kindergarten through 6th grade) prior to January 1, 2016, will be allowed to enroll in or remain in VCS through 6th grade without being fully immunized, but must receive all required immunizations before starting 7th grade. A student with a personal belief affidavit filed at any public or private secondary school (7th through 12th grade) prior to January 1, 2016, will be allowed to enroll in or remain in VCS through 12th grade without being fully immunized. Personal belief affidavits filed prior to January 1, 2016, at a daycare, toddler center or preschool are

VCS will continue to accept medical exemptions under the following conditions: (1) a parent or guardian files a written statement by a licensed physician that the student's physical condition is such, or medical circumstances relating to the student are such, that immunization is not considered safe; and (2) the physician's statement indicates the specific nature and probable duration of the medical condition or circumstances, including family medical history, for which the physician does not recommend the student be immunized. If the foregoing conditions are met the student will be exempted from vaccination to the extent recommended by the physician.

### B. TEMPORARY EXCLUSION

If VCS reasonably believes that a student has been exposed to a disease listed in subdivision (b) of Health and Safety Code Section 120335 and his or her documentary proof of immunization status does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code, § 120370(b).)

### C. SCHOOL ADMISSION

The School will not deny admission or enrollment solely based on vaccination status of a student if the personal belief exemption or a medical exemption applies as specifically provided above.

## Reporting Child Abuse

While everyone should report suspected child abuse and neglect, the California Penal Code (sections 11164–1174.3) states that professionals, including teachers, teachers' aides, coaches, school staff, school administrators, local pastors, and lay ministry persons, must report suspected abuse to the proper authorities. Parents will not be notified in this event.

## Internet Use and Safety

Internet use is to be appropriate, and all materials accessed are to be wholesome and within the guidelines of the school.. An Acceptable Technology



Use & Social Media Policy agreement (See Appendix B to this Handbook) must be signed by the parent and student before access to the Internet is allowed.

In its continued efforts to comply with the Children's Internet Protection Act, VCS shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service-provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes.

Every student and parent must read, sign, and return to the appropriate school office the Internet Use and Safety Agreement. For a complete review of this agreement, see the back pages of this handbook or request a copy from the appropriate school office.

## Section 6--Student Conduct & Discipline

### General Principles

All students at VCS have given testimony that they desire to be in attendance at VCS and adhere to the school's policies and guidelines. Policies regarding student conduct at VCS are governed by principles drawn from God's Word. Each student will conduct himself or herself in accordance with Christian standards on and off-campus. This means that the school's standards of conduct apply in the school setting, including school-sponsored functions, whether occurring on or off-campus. In some instances, the school's standards of conduct will also apply to conduct that occurs off-campus and outside of school sponsored activities (including on the weekends), where such conduct adversely impacts any individual(s) in the school's community, is disruptive to the school's operations,

reflects poorly upon the school's reputation or is inconsistent with the school's religious values. These standards are applicable in these situations because they reflect Christ's character and life. These standards are conveyed in both this Handbook and in the school-specific section of all parent and student handbooks. A student's conduct is a reflection of his or her relationship with Jesus and with his or her own family. A student's conduct also affects how others view VCS. When disciplinary action toward a student becomes necessary, it is firmly carried out and tempered by good judgment and understanding.

### Respect for authority

"Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and always to be gentle toward everyone" (Titus 3:1-2). Students are expected to be prompt, willing, and cooperative in their obedience and respect toward their teachers and all VCS staff members. Students are permitted in a classroom only when a teacher or administrator is present.

### A good testimony before the world

"The integrity of the upright guides them" (Proverbs 11:3).

Honesty is expected at all times. Students should never be in possession of stolen property, nor should they in any way assist in an item being stolen.

### God-honoring conversation

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen" (Ephesians 4:29). "With the tongue we praise our Lord and Father, and with it we curse human beings, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers and sisters, this should not be" (James 3:9-10).

Any form of communication unbecoming of a Christian is unacceptable. This includes but is not limited to profanity, vulgarity, putdowns, and other offensive language, whether verbal or written. Creation of, maintenance of, or participation in any website that contains material derogatory to VCS,

or any of its student or employees, is inconsistent with our religious values and is therefore unacceptable.

Cheerful obedience “Do everything without grumbling or arguing, so that you may become blameless and pure, children of God without fault” (Philippians 2:14–15).

### **The Biblical Foundation for Behavioral Guidelines**

Students will demonstrate a distinctively Christian lifestyle. “Do not conform to the pattern of this world, but be transformed by the renewing of your mind” (Romans 12:2). “So whether you eat or drink or whatever you do, do it all for the glory of God” (1 Corinthians 10:31).

### **Guidelines for Students Regarding Avoiding Prohibited Activities; Littering; Gum; Food in Class; and Agreement to Abide by Rules**

Smoking and consumption of tobacco products, alcohol, and nonprescription drugs are not permitted on or off-campus.

Students should not remain at an activity where drugs or alcohol are being consumed or where minors are consuming alcohol or smoking.

Littering is prohibited. Students are expected to show respect for their school by keeping the campus clean.

Gum is not allowed on campus. The first offense will result in a consequence that is grade appropriate.

Food is not allowed in the classrooms unless specifically permitted by the teacher for special events.

All middle school and high school students, as well as parents, will sign the student agreement stating that they desire to attend VCS and will live within the rules of the school. This agreement is their commitment to abide by the school rules with a willing attitude.

Students will demonstrate Christ-honoring conduct by following directions given by all VCS staff members and other adults promptly with a positive attitude.

Students will exercise self-control at all times and show courtesy to everyone.

## **Zero-Tolerance Drug and Alcohol Policy**

The VCS Board, administration, and staff are committed to providing a safe and positive Christian environment for our students. VCS enforces a zero-tolerance policy regarding drug possession and drug use and removes students from school who are found in violation of this policy. As a part this policy, VCS contracts with a company that uses highly trained dogs to search for drugs, alcohol, and explosive materials. This is a routine procedure that the school follows throughout the year. If you have information about alleged drug possession and/or drug use by a VCS student, we ask you to contact VCS Administration at 446-1776 ext. 5450 immediately. Please leave your name and phone number if you are leaving a message. Your name will be held in confidence by our office, except when disclosures are necessary in the course of an investigation or to comply with the law.

### **Student Searches**

In order to maintain a safe and positive learning environment, a student’s outer attire, personal property, or school property, including books, desks, and school lockers, may be searched by administration. (See Education Code Section 49050.) VCS reserves the right to search all personal effects such as backpacks, lunch boxes, purses, cars, etc. Drug detection dogs may be used for inspection without notice.

### **Weapons**

Under no circumstances should weapons of any kind be brought to VCS. This includes any type of knife, gun, pepper spray, or martial arts apparatus. In most cases, possession of weapons is grounds for immediate expulsion. Combs made to look like switchblades; laser pointers; smoke bombs; stink bombs; firecrackers; incendiary devices of any kind, including matches; and toys that have the general appearance of a real weapon are not allowed on campus.

### **Vandalism/Pranks**

Students who abuse school property in any way, whether deliberate or accidental, are subject to disciplinary consequences and must pay all repair/clean-up costs as set by the school. Campus

pranks that jeopardize school security or facilities or that create extra custodial work time and costs are not permissible.

## Academic Integrity

There is a clear expectation that all students will conduct themselves with honor and integrity on all school work, assignments and tests. This includes doing their own work, citing sources, and giving proper acknowledgment when work is not their own. **ACADEMIC DISHONESTY OR CHEATING CAN TAKE MANY FORMS AND INCLUDES, BUT IS NOT LIMITED TO:**

- Copy, fax, e-mail, exchange or duplicate assignments that will each be turned in as “original work”;
- Use “cheat sheets” or have writing on your person or property during a quiz or test;
- Use cell phones to text message information to another student;
- Exchange answers with others (either giving or receiving answers);
- Take someone else’s assignment and submit it as your own;
- Allow parents, family members, or friends to do work for you;
- Submit material created by someone else without giving the name of the author and the source, publication, or website;
- Produce assignments in conjunction with other people (e.g. another student, a tutor) that should be the student’s own independent work;
- Duplicate in any manner of another’s work during a test or exam; and
- Submitting one’s own work that has already been submitted for assessment in another subject or class.

Students who engage in academic dishonesty will be disciplined, up to and including expulsion. The following disciplinary guidelines may be followed, but the school reserves the right to modify or bypass some or all of the below guidelines in its sole discretion:

- Zero on the test, paper or assignment
- Parent notification and/or meeting
- Director and Academic Counselor notification
- Possible suspension or expulsion

## Harassment

Discriminatory harassment is a particular form of personal disrespect that VCS DOES NOT TOLERATE among students, among employees, or between employees and students. VCS is committed to providing a safe educational environment free of discriminatory harassment. This policy defines discriminatory harassment.

Discriminatory harassment of a student includes harassment based on actual or perceived sex, race, color, religion, ancestry, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age, sexual orientation, gender identity, or gender expression.

Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy.

Discriminatory harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between students of the same or different gender.

Examples of the types of discriminatory harassment prohibited by this policy include, but are not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;

d. Threats and demands to submit to sexual requests as a condition to avoid loss and/or offers of other benefits in return for sexual favors; and,

e. Retaliation for having reported or threatened to report harassment.

All of the above guidelines also apply to online and electronic communication.

Students who violate this policy may be subject to disciplinary action, up to and including expulsion.

No student shall create a hostile or offensive environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student.

All students shall report any conduct that fits the definition of discriminatory harassment to the Head of School or other appropriate authority figure.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, to comply with the law, in order to take subsequent remedial action and to conduct ongoing monitoring.

The school will investigate all reports of possible discriminatory harassment. All students shall cooperate with any investigation authorized or conducted by VCS into any alleged act of discriminatory harassment.

## **Sexual Harassment**

VCS prohibits unlawful sexual harassment of or by any student by anyone in or from the school. Conduct which constitutes sexual harassment of students impairs the ability of students to make full and effective use of the school's instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness. California Education Code section 212.5 defines sexual

harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment, academic status, or progress.

3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Students who engage in sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school.

Any student of VCS who believes that she or he has been the victim of sexual harassment is urged to bring the problem to the attention of the principal so that appropriate action may be taken to resolve the problem. The school will investigate all reports of possible sexual harassment.

Such reports should ordinarily be brought to the attention of the principal or head of school because they are responsible for maintaining a suitable learning environment on the school campus, are trained to investigate misconduct, and are authorized to impose appropriate disciplinary action.

However, the school recognizes that, due to the possibly embarrassing nature of sexual harassment conduct, individual students may instead choose to make a report to another trusted adult employee such as a counselor, nurse, or teacher. VCS employees who receive such reports are expected to take appropriate action to ensure that students are not subjected to sexual harassment.



Additionally, should the sexual harassment constitute child abuse, reporting shall be made in the manner provided in the Employee Handbook.

All VCS staff involved in the receipt of, or investigation of allegations of sexual harassment are to hold such information in appropriate confidence to the extent possible so as to ensure the privacy of the individuals concerned.

## **Bullying**

VCS believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Bullying is exposing a person to abusive actions repeatedly over time. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated. Bullying involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Examples of the type of behavior prohibited by this policy include:

- direct physical contact, such as hitting or shoving;
- verbal assaults, such as teasing or name-calling;
- social isolation or manipulation.

VCS reserves the right to use discretion in determining student bullying.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off-campus, and during a school-sponsored activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including suspension or expulsion.

VCS expects students and/or staff to immediately report incidents of bullying to the Head of School or designee. Staff is expected to immediately intervene when they see a bullying incident occur.

Each complaint of bullying should be promptly

investigated. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

## **Personal Responsibility, Hands-Off Policy/PDA, and Sexual Immorality.**

“ . . . that each of you should learn to control your own body in a way that is holy and honorable . . . ”  
(1 Thessalonians 4:4).

VCS strictly enforces a hands-off policy, which prohibits horseplay, pushing, slapping, punching, kicking, and grabbing. Since small things can quickly escalate or be misinterpreted by others, students are to keep their hands to themselves. The rights and property of others are to be respected at all times. Students should not handle or move the property of others without permission (even as a “joke” or a “game”).

Boy-girl relationships and friendships are important and can be enjoyed without displays of public affection. Kissing, holding hands, frontal hugs, and cuddling are not appropriate behaviors on campus. Sexual immorality in any context and in any form is not permitted. Consequences may range from suspension to expulsion based on the situation and the decision of the VCS administration. The ultimate goal is to see a change of heart in the offender and true repentance for sin. While there are consequences, we also want to extend grace and reconciliation after those consequences have been carried out, while upholding the beliefs and standards of VCS and setting a clear understanding that sexual immorality is not acceptable. In the meantime, we strive to ensure there is a support system in place to help the student to feel connected to the school; to ensure academic progress; to encourage participation in counseling and classes that will ultimately promote Biblical contrition, restoration, and reconciliation, and benefit them in the future; and to assist in pointing the student toward God’s Word.

## Expulsion

Expulsion is the immediate dismissal of a student from school. Recommendation for expulsion is at the discretion of the principal and must be approved by the Head of School. Expelled students will not be allowed to visit the school campus or attend any school-sponsored activity or event. VCS reserves the right to decide under which circumstances expulsion or some lesser penalty, such as warning, detention, or suspension, is appropriate. Confirmed possession of a controlled substance may result in a legal prosecution and expulsion.

A decision of expulsion may be appealed within 5 days of the expulsion decision by submitting a written request for appeal to the Head of School. Upon timely receipt of the written notice of appeal, a meeting or conference call will be scheduled between the Head of School, any other administrator that the school deems appropriate, the parents, and in cases where the school deems appropriate, the student. During the meeting, the parents and/or student will have full opportunity to present their position as to why the expulsion decision should be reconsidered. After the meeting, the Head of School—who has sole discretion to make the determination—will inform the parents and/or student of the outcome of the appeal, which decision will be final.

## Use of School Telephones and Personal Electronic Devices

The school phone system is for official school business only. Classroom phones are for teacher use only. Students needing to make emergency phone calls can do so in the school office.

DS gaming devices and other similar electronic devices are not allowed at school.

Elementary students are not allowed to carry cell phones while on school grounds.

Middle and high school students may carry cell phones; however, cell phones may not be seen, heard, or used in class or Extended Care.

A teacher or administrator may choose to collect cell phones at his or her discretion.

Students may not use their cell phones or iPads to text, email, or call friends, listen to music, watch videos, take pictures, or play games. Pictures and

videos taken on phones/iPads should always be of a positive nature and never demeaning, hurtful, illegal, immoral, or inappropriate.

Cell phones at school are the purpose of making contact with parents before or after school or during lunch, never in class or during Chapel, or during passing periods. iPads are to be used for educational purposes as directed by the teachers during passing periods.

The following cell phone violation consequences will be in place for students:

### 1st Violation

Cell phone will be confiscated and kept in the office. Parents may pick it up at the end of the school day.

### 2nd Violation

Cell phone will be confiscated and kept in the office for two school days. Parents may pick it up at the end of the second school day.

### 3rd Violation

Cell phone will be confiscated and kept in the office for three school days. Parents may pick it up at the end of the third school day. A conference will be held between the parent(s) and the administration and a behavioral contract will be issued and signed by the student, parent(s), and administration.

If you need to reach your child, please contact the appropriate school office for assistance, by dialing their direct line:

|                                |                         |
|--------------------------------|-------------------------|
| <b>Early Education Office:</b> | <b>707 - 724 - 6035</b> |
| <b>Elementary Office:</b>      | <b>707 - 724 - 6034</b> |
| <b>Middle School Office:</b>   | <b>707 - 724 - 6033</b> |
| <b>High School Office:</b>     | <b>707 - 724 - 6032</b> |

## SECTION 7-EXTRACURRICULAR ACTIVITIES

### Available Options

VCS offers a variety of activities for students. Team sports, cheerleading, student government, music, choir, drama, and various clubs are open to interested students who meet eligibility requirements. Extracurricular activities at VCS are designed for the physical, emotional, social, and spiritual advancement of the student. Participation



is a privilege that is earned by the student meeting the outlined criteria with regard to behavior, academics, and attendance.

## Sports Rules

Participation in athletics requires record of a recent physical on file (middle and high school students), acceptable school standing, and that payment of all fees is current. Athletes are required to have insurance coverage before they participate in any sport. Parents must provide proof of insurance to the Director of Athletics. The school does not offer an insurance plan for students. Parents must take full responsibility for investigating their insurance coverage.

Students may not participate in any extra-curricular activity on a day or in the evening of a day in which they have been suspended. Students must attend a minimum of 6 periods (or 5 periods if a senior has less than 6 periods). Middle and High school, to attend or participate in an extra-curricular event (if Saturday, 6 periods or 5 periods if a senior has less than 6 periods, must have been in attendance on Friday).

Absences for a doctor or dentist appointment is the exception to this rule but the student must turn in an Office Visit slip from the doctor or dentist in order to be excused. Middle School and High School students leaving early for school athletic competitions must turn in all work due that day prior to their departure from school in order to have the work be considered on time.

All activities are under the supervision of the school and students are expected to be as responsive and cooperative at an activity as they are in the classroom. All school rules, dress codes, and behavioral guidelines apply at such events.

All plans for student activities must be approved by sponsors and the administration.

Team members or participants must use authorized school transportation only. Students may not drive themselves.

## Eligibility

(Board Policy Number 600.4)

Vacaville Christian Schools and Vacaville Christian High School require and enforce an eligibility standard more rigorous than the minimum eligibility standard set forth by the California

Interscholastic Federation (CIF). No probationary period is provided for students. Students are either eligible or ineligible.

Students participating in extra-curricular activities must maintain satisfactory school conduct and academics. Students must maintain a 2.0 grade point average with no grades of "F". Suspended students are not allowed to attend or participate in events.

## High School, Middle, and Elementary Eligibility

Eligible Students wishing to participate in athletic and other extra-curricular activities must maintain a 2.0 grade point average with no "F"s for middle and high school students, for elementary students must maintain at minimum, a "C" in every subject.

An ineligible student is defined as having less than a 2.0 grade point average and/or a grade of "F" in any class. Ineligible students may practice with a sports team but will not be allowed to suit up, sit, or stand with the team during any game or contest (league, non-league, scrimmage, tournament, etc.) and may not travel with the team. Ineligible students are to remain in the bleachers. An ineligible student's academic progress is reviewed every 4.5 weeks to assure VCS standards are met. If eligibility is achieved, full participation will resume. A student's status on academic probation will be reevaluated at the end of each grading period (progress reports and quarterly report cards), not on a week-to-week basis.

## Section 8-Miscellaneous

### Interviewing and Photographing Students

From time to time, the public media or school media may wish to interview or photograph students when covering educational and sporting events at school. We want you to be aware that your son/daughter could be interviewed or photographed in such situations.

In addition, from time to time VCS will hire professional photographers and film crews for the sake of promoting the school with billboards, TV commercials and new images for VCS websites and social media.

During new student enrollment and re-enrollment, all parents are provided a Release of Specific Student Information sheet to either give or deny permission for photography and photos to be used



**“FOR WISDOM WILL  
ENTER YOUR HEART,  
AND KNOWLEDGE  
WILL FILL YOU WITH  
JOY. WISE CHOICES  
WILL WATCH OVER YOU.  
UNDERSTANDING WILL  
KEEP YOU SAFE.”**

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**(PROVERBS 2:10-11 NIV)**





## SECTION 9– HIGH SCHOOL GENERAL INFORMATION

### Vacaville Christian High School Bell Schedule

For Mondays, Wednesdays, Thursdays,  
and Fridays

|                  |  |
|------------------|--|
| 7:40–8:35 a.m.   | First Period                               |
| 8:35–9:25 a.m.   | Second Period                              |
| 9:30–10:20 a.m.  | Third Period                               |
| 10:25–11:15 a.m. | Fourth Period                              |
| 11:15–11:20 a.m. | Announcements                              |
| 11:20–12:05 a.m. | Lunch                                      |
| 12:10–1:00 p.m.  | Fifth Period                               |
| 1:05–1:55 p.m.   | Sixth Period                               |
| 2:00–2:50 p.m.   | Seventh Period                             |
| 6:00–8:00 p.m.   | VCS Radio Symphony<br>(Mon. & Thurs. only) |

### Chapel (Tuesdays)

|                  |                          |
|------------------|--------------------------|
| 7:40–7:45 a.m.   | Attendance in 1st Period |
| 7:45–9:00 a.m.   | CHAPEL                   |
| 9:05–9:35 a.m.   | First Period             |
| 9:40–10:10 a.m.  | Second Period            |
| 10:15–10:45 a.m. | Third Period             |
| 10:50–11:20 p.m. | Fourth Period            |
| 11:20–12:00 p.m. | Lunch                    |
| 12:05–12:35 p.m. | Fifth Period             |
| 12:40– 1:10 p.m. | Sixth Period             |
| 1:15–1:45 p.m.   | Seventh Period           |

### Non-Chapel (Tuesdays)

|                  |                |
|------------------|----------------|
| 7:40–8:20 a.m.   | First Period   |
| 8:25–9:05 a.m.   | Second Period  |
| 9:10–9:50 a.m.   | Third Period   |
| 9:55–10:35 a.m.  | Fourth Period  |
| 10:40–11:20 a.m. | Fifth Period   |
| 11:20–11:25 p.m. | Announcements  |
| 11:25–12:15 p.m. | Lunch          |
| 12:20–1:00 p.m.  | Sixth Period   |
| 1:05–1:45 p.m.   | Seventh Period |

### Minimum Days- No Chapel

|                   |                |
|-------------------|----------------|
| 7:40- 8:10 a.m    | First Period   |
| 8:15- 8:45 a.m.   | Second Period  |
| 8:50- 9:20 a.m.   | Third Period   |
| 9:25- 9:55 a.m.   | Fourth Period  |
| 10:00- 10:30 a.m. | Fifth Period   |
| 10:35- 11:05 a.m. | Sixth Period   |
| 11:10- 11:40 a.m. | Seventh Period |

### Office Hours

Monday–Friday, 7:00 a.m. - 4:00 p.m.  
General Office Direct Line:  
(707)- 724-6032

### Personnel

#### Principal

Mr. Joseph Rowland  
joseph.rowland@go-vcs.com

#### College/Career Counselor

Mr. Aizell Kittles  
aizell.kittles@go-vcs.com

#### High School Administrative Assistant

Mrs. Danielle Salamone  
danielle.salamone@go-vcs.com

#### High School Receptionist

Mrs. Lis Hajszan  
lis.hajszan@go-vcs.com

#### Registrar

Katie Eads  
katie.eads@go-vcs.com  
(707) 446-1776, ext. 5010

#### Director of Athletics

Mr. Michael Gomez  
michael.gomez@go-vcs.com  
(707) 724- 6258

## ACADEMIC POLICY

VCHS' Graduation requirements are specifically designed to meet, and/or exceed the requirements for a UC/CSU school. Our program is designed for all graduates to be prepared to attend a four-year

university, if that is the family's plan. Please see our Course Catalog for subject listings, located at [www.go-vcs.com](http://www.go-vcs.com), under the School's heading and High School.

## Freshman UC/CSU Admissions Requirements for High School Students:

Source: [http://www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm/freshman/subject\\_reqs.html](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html)

If you will be applying for admission to the fall term or beyond, you will need to meet three minimum requirements:

- 1.) Complete 15 college-preparatory courses ("a-g" courses), with at least 11 finished by the end of your junior year. At a minimum, you must take:

|   |                |
|---|----------------|
| <b>a. History/Social Science</b>  | <b>2 years</b> |
| <b>b. English</b>   | <b>4 years</b> |
| <b>c. Mathematics</b>   | <b>3 years</b> |
| <b>d. Laboratory Science</b>  | <b>2 years</b> |
| <b>e. Language other than English</b>   | <b>2 years</b> |
| <b>f. Visual and Performing Arts</b>  | <b>1 year</b>  |
| <b>g. College-preparatory elective<br/>(chosen from the subjects listed<br/>above or another course approved<br/>by the university)</b> | <b>1 year</b>  |

- 2.) Earn a GPA of 3.0 or better (3.4 if you're a nonresident) in those courses, with no grade lower than a C.
- 3.) Take the ACT with Writing or the SAT Reasoning Test with Writing by December of your senior year .

SAT Subject Tests: The UC schools will not require SAT Subject Tests for admission, but you may submit scores on these if you want to show your mastery of a particular subject. Some campuses may recommend certain Subject Tests for some competitive majors.

## Academic Integrity in our Work

The principle rule of academic integrity is that each member of the school community will do his/her own work, to the best of his/her ability. Because Vacaville Christian seeks to develop responsible

students and scholars, the school acknowledges the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism, cheating, or copying another student's work, in any form, are wrong, nonproductive and contrary to the school's educational objectives and the student's best interest. Any breach of academic integrity will be addressed by the instructor, in consultation with HS administration, and will result in a failing grade (a zero) for the assignment and disciplinary action. The student potentially may be removed from a course if it is an advanced or a AP class.

### Definitions:

To cheat, according to the Merriam-Webster Collegiate Dictionary, is to violate rules dishonestly, using deceit or fraud. In a school, to cheat means to give or receive unauthorized information so as to give or gain unfair advantage. Cheating will result in a zero for the assignment, plus disciplinary action. Some examples of cheating would include but are not limited to:

Copying information from someone else's work, or allowing someone to copy information from your own work

Using materials or methods that have not been authorized by the instructor, such as working in collaboration with others or using books, study notes such as Spark Notes or Cliff Notes or even one's own notes when they are not authorized, calculators, and the like

- Using or sharing others' information via cell phone, email, iPads, messaging, signals, notes, or words
- Sharing or receiving unauthorized test or quiz information from students taking the same class in a previous period or year
- Changing a test answer or other work after the testing period or the due date of the assignment
- Choosing to be absent on the due date of a project in order to have more time to complete it

Authorized help for assignments (unless otherwise instructed by the teacher) means the following:

**Quizzes and Tests**—No outside assistance is allowed.

**Papers**—Parents may help with editing; peer editing is encouraged.

**Projects**—Parent guidance and ideas are allowed. If it is a group project, group members are required to work together.

**Homework**—Parent guidance/assistance is allowed, teacher help/tutoring and math lab are all encouraged.

**Never authorized:** Directly copying even one problem of someone else’s work or copying from any other source. Allowing someone to copy your homework assignment (even a small one) is the same as copying someone’s assignment yourself.

**Plagiarism**—Plagiarism is the uncredited use of someone else’s words or ideas. When a student fails to correctly give credit to the author or originator of information or content, the student is representing the words or ideas as his or her own. Some examples of plagiarism include:

- Copying and pasting information from a webpage into a paper without proper citation
- Copying another person’s spoken or written words without proper citation
- Paraphrasing or summarizing another person’s words or ideas without proper citation
- Using images, music, or other original content from electronic or print sources without proper citation
- Buying or taking someone else’s paper or project and turning it in as your own

Plagiarism may be inadvertent, particularly before the student has mastered citation protocols which are taught in high school. Important information regarding the MLA format for citations can be found on all English teachers’ Moodle pages, distributed to students in hard copy format, and will be taught by the English teachers as part of early lessons in their classes. Correct citation is expected in all written assignments, regardless of subject area. High school students, however, are still learning these protocols, so they will be warned of suspected plagiarism during the “rough draft” stage of writing by their teachers, before reports or essays are finalized and turned in. No penalty in grade will be applied at the “rough draft” stage. Students must be careful to correct all citation errors so that final drafts do not contain plagiarism.

For this reason, the VCHS English Department

has set up consequences for plagiarism in two categories. The first is incomplete or incorrect citation in a final draft, and the second is lack of citation or lack of original work in a final draft.

It is important to note that this Plagiarism standard is VCHS-wide, not just in English classes. A student writing a paper for another class is still held to the same standard.

It is important for students who are learning proper citation to check that they have cited correctly in the early stages of an assignment. We encourage students to check with their teachers before or during the rough draft stage to make sure citations are accomplished correctly. Serious penalties are applied to citation issues in final drafts but not in rough drafts.

For incomplete or incorrect citation in a final draft, the consequence will be two-fold. First, the student must redo the incorrect or incomplete section correctly and return it within 24 hours (or the next school day if over a weekend); and second, a deduction in final grade for the draft will be applied. The deduction will be 10% for 9th graders, 20% for 10th graders, 25% for 11th graders and 12th graders.

If the work is not corrected and returned to the teacher within the specified time; a grade of 0% will be given.

For lack of citation or lack of original work in a final draft, the consequence will be more severe. For 9th and 10th graders, a 50% deduction of credit will be given for the final draft, and for 11th and 12th graders, zero credit will be given for the final draft. Consequences for cheating would also apply at this point a Saturday School, a suspension for a repeated offense, or a similar consequence would most likely be assigned by the administration.

Falsification (lying) is when an untrue statement is made or when elements of the truth are hidden or changed so that the truth is not recognized. Some examples of falsification include:

- Forging someone else’s name or tampering with official records
- Writing incorrect information on a form or document
- Making up data supposedly gathered for academic credit
- Providing incomplete or incorrect information in an

investigation

- Lying to another person

Consequences for falsification will be determined by administration and may include detentions, suspension or Saturday School

## Course Load

All 9th, 10th, and 11th grade students are required to take a minimum of seven courses each semester. The administration reserves the right to allow fewer than seven classes in rare cases in which a concern dictates a need.

Twelfth graders may take a minimum of five courses per semester as long as in doing so, they will have completed all graduation requirements and they have parental permission to enroll in less than seven classes. We highly encourage seniors to take at least 6 classes, if not 7. Classes must be taken consecutively without a break in the schedule. Regardless of schedules, Chapel is required for all students.

International students are required to carry a full academic load (seven classes) all four years of high school.

## Advanced Placement (AP) Courses

AP courses are rigorous; college-level courses. Some AP courses require a summer assignment which is due the first day of school. Students taking AP courses may expect an additional 30 minutes of homework per night for every AP course. AP courses are weighted on a five-point scale: A = 5 .0, B = 4 .0, C = 3 .0, and D = 1 .0 (no additional point values) See the course catalog for a complete list of AP classes.

AP students are offered the opportunity to take the AP exam in May. The cost of the exam is determined by the College Board. Students who score a 4 or 5 on an AP exam will earn an A for the final grade for both semesters of the course. An "opt out" form for AP exams will be available in early March. Students who take the AP exam may still be required to take the end of semester final for their class. An AP student may not be allowed to take the AP test for his/her class if the student's third quarter grade is less than an 80%.

## College Courses

College-level classes from accredited colleges

(that are transferable to a four-year university) will be annotated on the VCHS transcript as a weighted grade (like an AP class). College-level classes from an accredited college (that are not transferable to a 4-year university) will be annotated on the VCHS transcript as if they were high school level classes and will receive no extra weight for GPA. Students may transcript a maximum of 40 credit hours (four year-long classes) from an accredited college and have them count toward their GPA and class standing. It is the responsibility of the student (and/or his/her parent) to provide an official, sealed transcript from the college to the Registrar in order for the class to be recorded on the transcript. Dual enrollment must be approved by the high school administration in advance, to ensure credits will transfer. 1 college unit=3 ½ high school units.

## PowerSchool

PowerSchool is an Internet-accessible program that allows students and parents to see course work, tests, grade schedules, attendance, daily updates, student account balances, and teacher comments. Both students and parents have a user name and password that enable access. Parents and students are highly encouraged to check PowerSchool a minimum of once a week. If you need additional assistance with PowerSchool, please contact our office staff.

## Homework

It is our desire to partner with the family in the appropriateness of the homework load. A student at VCHS taking regular college-prep classes can expect approximately 10 minutes of homework times the grade level per day (a 9th grader would expect an average of 90 minutes per night, a 10th grader would expect an average of 100 minutes of homework, etc.)

As stated previously in the AP details, such courses require extra time in addition to the above homework policy. Parents and students need to keep in mind this time commitment when scheduling classes, sports, church commitments, etc. Homework may be assigned over week ends as necessary to complete the course work. It is VCHS policy that no homework, projects, or papers, may be assigned over Thanksgiving break, Christmas break, or Easter break, to promote rest and family time

## Homework/Assignments when Absent

Whenever a student incurs an excused absence he/she is responsible to find out what assignments were missed. Most assignments are posted in PowerSchool, which can be accessed from the school's website at [www.go-vcs.com](http://www.go-vcs.com). These assignments must be made up according to the amount of time that was missed. Students have one day for each day that they missed to get their work turned in. For example, if a student is sick and absent two days, the student has two days to make up the missed work once he/she returns to school.

Academic work missed due to truancy, unexcused absences, or suspensions cannot be made up and results in a grade of zero (0%).

Whenever a period of absence is planned for a period of two or more days, it must be submitted for approval to school administration at least one week in advance of the absence. Once the absence has been approved, the student will circulate an assignment sheet to all of his/her teachers. A completed copy of the assignment sheet must be turned in to the office prior to the student's departure. All work missed is to be turned in to the teacher upon the day of return.

Students missing class for a school-scheduled event (sports game, class field trip, music festival, etc..) must turn in their work (including homework) prior to leaving for the event. Work turned in the next day will be considered one day late (25% off).

Major assignments (such as tests and term papers) assigned 2 or more weeks in advance may not qualify for any makeup work days (check with your teacher). A student who is absent on the day of a test due to a preplanned absence is required to take the test immediately upon his/her return.

## Late Work Guidelines

1 day late: 25% off (the maximum grade that can be received for a perfect paper is 75%)

2 days late: no credit (grade of zero)

Occasionally, especially in math or foreign language, late work will not be accepted because homework is reviewed and answers are given in class the following day.

Major assignments (such as projects and term papers) assigned two or more weeks in advance

may not qualify for the reduced credit scale listed above, but may have a more severe reduction of grade, if they are accepted late.

Parents are asked to email the high school administration in the event of extenuating circumstances such as medical considerations, ER trips, or a death in the family. Verification of the situation will likely be requested.

## Textbooks

Students will be issued textbooks for the school year. Depending upon the course, students may use certain textbooks that must remain in the classroom and may download a digital copy onto their iPads for use at home or elsewhere. Each teacher will explain how their textbooks will be issued and how they expect the students to prepare for class.

Students will be held responsible for payment of lost, damaged, or stolen textbooks. All lost textbooks must be replaced immediately. Books returned at the end of the year with more than reasonable wear and tear will be charged a damage fee.

All textbooks must be properly covered by the student within three days of issuance. Only non-adhesive book covers may be used to cover books. Because books are the property of the school, it is the student's responsibility to make sure his/her books are properly covered and cared for during the year.

## Student Support Teams

A student support team (SST) is a private parent/teacher conference, set up to support an individual student at the request of administration, parents, or teachers. SSTs vary due to need, but generally consist of the parent(s), teachers, administrators, and the student. The goal of the SST is to provide clear help, direction, and support in areas such as academics, behavior, and motivation, and to provide help if there is an IEP/VCS accommodations request. While VCS is not required to make IEP/504 adjustments, we do our best to meet the needs of the student where feasible. VCS provides accommodations as may be helpful/needed for students who have an IEP or a 504 from an outside agency.

## Final Exams

Final exams will be administered to all high school students at the end of each semester. The final exam constitutes 20% of the semester grade. No pre-approved absences will be granted during finals week. The administration reserves the right to consider any truly exceptional circumstances and make an adjustment if necessary.

## Progress Reports and Report Cards

Progress reports are distributed midway through each quarter, four times a year, and determine sport and extra-curricular eligibility.

Report cards are distributed at the end of each quarter and also determine sport and fine art eligibility.

## Grading Scale

|        |               |    |     |
|--------|---------------|----|-----|
| 100-94 | Excellent     | A  | 4.0 |
| 93-90  |               | A- | 4.0 |
| 89-87  |               | B+ | 3.0 |
| 84-84  | Above Average | B  | 3.0 |
| 83-80  |               | B- | 3.0 |
| 79-77  |               | C+ | 2.0 |
| 76-74  | Average       | C  | 2.0 |
| 73-70  |               | C- | 2.0 |
| 69-67  |               | D+ | 1.0 |
| 66-64  | Below Average | D  | 1.0 |
| 63-60  |               | D- | 1.0 |
| 59-0   | Failure       | F  | 0.0 |

## Incompletes

All "I" (incomplete) grades must be made up within the first two weeks of the following quarter or end of the school year. Any work not made up within 2 weeks will automatically receive a zero and will be averaged to obtain the final grade. No incomplete grade will be given the final semester without administrative approval. Students with an incomplete are not eligible to participate in athletics until the incomplete grade is resolved per CIF policy.

## Academic Probation

Students are placed on Academic Probation if they receive an F in any grading period/report (progress report, quarter or semester) or when the grade point average falls below a 2 .0.

Based on the classes that the student has struggled with, high school administration will assign tutoring for each student on academic probation and will track that the student is indeed attending the prescribed tutoring.

Students on academic probation are not eligible to fully participate in sports or other extracurricular activities. The eligibility for athletics is to maintain a GPA of 2 .0 or higher with no F's. See Section 6-Extra Curricular Activities, page 21 for Athletic Eligibility when on Academic Probation.

## Communication of Low Scores

When a student earns a grade of 73% or lower on a test or major project, the instructor will email the parent(s). Please ensure that your email is correct in PowerSchool and please respond to the teacher if you receive an email. Our desire is for parents to be aware of scores that could negatively impact their student's overall grade in a class as we seek to partner with parents.

## Class Withdrawal/Changes

Students may request to add or drop classes during the first two weeks of the semester, depending on available class space and provided that all class requirements are met. Class changes require teacher, parent, and administrator approval and are generally approved for academic necessity only. After the second week, students may not add or withdraw from classes without the approval of the high school administration.

## English Placement Criteria

Students must have a minimum of 85% for the previous semester to enroll in Advanced English courses. At the end of the school year, VCHS Administration will review course prerequisites in light of final grades (shown as F2 in PowerSchool). If a student's grade does not meet the 85% requirement the student's course schedule will be adjusted accordingly.



## World Languages/Foreign Language Placement Criteria

Students desiring to advance to the next level in the foreign language program must complete the second semester of their current foreign language course with a grade of C- (69.5%) or above. Some students receiving a D+ or below choose to enroll in summer school, through an accredited summer school program, to ensure readiness for the next level of World Languages. Successful completion / readiness is determined by the student earning a final course grade of 69.5% (C-) or above for French 1/2 and Spanish 1/2. Due to its advanced nature of study, 80% is required to move on to Spanish 3 or French 3.

## Math Placement Criteria

A student must end the year with a grade of C- or better in order to proceed to the next math course. We typically recommend that the student take the course again the following school year in order to maximize their mastery and math foundation. Students receiving a D+ or below may also enroll in summer school, or an accredited summer school program, to ensure readiness for the next math level.

## Awards and Honors

**Principal's Honor Roll:** Students with a 4.00 GPA for the semester.

**Principal's List:** Students with a 3.50–3.99 GPA for the semester.

**Honor Roll:** Students with a 3.00–3.49 GPA for the semester.

**Barnabas Awards:** Two students in each grade who were selected by the faculty and administration as exemplifying the most outstanding Christian character, demonstrating encouragement and helpfulness to others. This award is given at the end of the year.

**Perfect Attendance Award:** Awarded for attending every class, every school day during the school year. This award is given at the end of the year.

**California Scholarship Federation:** Recognizes high standards of scholarship and community service for California high school students.

**National Honor Society:** Students must meet

standards in scholarship, leadership, service, and character via an application process in the fall.

**Valedictorian and Salutatorian:** The graduating senior with the highest cumulative GPA on the fourth-quarter progress report is the Valedictorian.

This includes classes and college level classes (max of 40 credit hours) they have passed and have annotated on their transcript. Student eligibility is based on full-time attendance at VCHS for at least two full years, including all of the 11th & 12th grades. In order for an international student to be eligible, he/she must have been a student at VCHS for all four years of high school (due to the difference in the way grades transfer).

The graduating senior with the second-highest cumulative GPA on the fourth-quarter progress report is the Salutatorian.

## Head of School Award for Outstanding Student Head of School Award for the Highest Academic Achievement:

These awards are given to the students in the 11th grade for the following: the highest GPA in his/her class; the other is for the student voted upon by faculty to best represent the core values of VCS, including spiritual devotion, academic focus and extra-curricular involvement. The recipients must be returning the following year. These students will be awarded a partial tuition scholarship and certificate for their senior year at VCHS.

**Athletic Letters:** Athletic letters are awarded by the VCS Athletic Director to those students who complete an individual sport's requirements. Athletic letters may be worn on VCS letterman jackets.

## SPIRITUAL LIFE

### Bible Classes

1. All VCHS students are enrolled in a Bible class every year.
2. We openly evangelize and disciple our students and encourage all students to grow in their relationship with Jesus Christ and in their commitment to Him.
3. Freshmen study the beginnings of the Old Testament, and Juniors complete the Old Testament with major and minor prophets and the letters of the Bible as well as other books. Sophomores study the Gospels and Acts, and



Seniors read the Pauline epistles and the remainder of the New Testament.

### **Chapel**

On Tuesdays, all VCHS students attend Chapel at the beginning of the school day. Students report to first period class for roll and to drop off their backpacks, and then go to the sanctuary of First Baptist Church for Chapel. Seniors are required to attend Chapel every week. Students may not drive to Chapel because it conflicts with carpool and is an unauthorized time of driving during the school day.

### **Retreat**

This is an off-site activity held annually in September at Alliance Redwoods Christian Conference Grounds. It is required for all students to attend unless administrative permission is granted otherwise due to extenuating circumstances such as medical necessity. All appropriate school rules are enforced at retreat.

### **Service Hour Requirement**

Each high school student is required to perform twenty hours of community service per year, which is tracked through the Bible classes.

Students must perform a minimum of ten hours per semester, although they are allowed to work ahead beginning the summer previous to the school year. The service hour requirement counts as 15% of each semester's Bible grade. Service hours for the semester are due no later than the day of the final exam.

### **Missions Projects**

Vacaville Christian High School actively supports missions and mission's projects. There are club and grade level projects throughout the year and as a school, we also participate in food, toiletries, jackets, and/or blanket drives in support of organizations like the Vacaville Storehouse, Mission Solano, Alpha Crisis Pregnancy Center, and The Leaven.

### **Bible Studies, Prayer Groups & Discipleship Groups**

These groups are sponsored by our high school staff and are open to all students desiring to participate. Some groups may be gender-specific and are only available to those students of that gender.

## **ATTENDANCE POLICY**

Regular and punctual attendance is essential for success in the classroom and is required by California state law (see Attendance Definitions). Parent support is essential in the matter of attendance. There is a positive correlation between school attendance and academic achievement.

### **Procedures for Reporting an Absence**

Whenever a student is going to be absent from school, a parent or guardian should contact the high school office before 8:30 a.m. on the day of the absence. When calling, please give the name of the student, reason for absence, and approximate length of absence. A note is not required for absences reported by parent phone call or parent email.

If the absence has not been reported by phone or email, the student must bring a note signed by the parent stating the date(s) and specific reason for the absence. Absences not excused by a parent note within three days of the student's return to school will be counted as an unexcused absence and will be treated as such.

A physician's note and/or release for some communicable diseases may be necessary to readmit a student into school. In most cases, a physician's note is required if a student has been absent for more than three days for medical reasons.

### **Attendance Policy Definitions: Excused Absences**

These are absences resulting from illness, doctor or dental appointments, a death in the immediate family, school- approved absences, or other absences excused by the administration. Please bring in documentation from your doctor or dentist showing that you were there for an appointment. Students may make up or turn in assignments upon return from a preapproved absence without grade penalty if they do so within the authorized time period.

**Doctor or dentist appointment:** Communication from parents is necessary on the day of the appointment. Please coordinate with the office staff before departure and upon return.

**Vacations or family trips:** Please secure a planned absence form through the office a week in advance of the absence if your trip will be longer than 2



days in length.

Students will be given assigned work to complete during the absence. All work will be due on the first day the student returns to school.

**Unexcused Absences**

Zero credit is given to students for work during an unexcused absence although the work may be required by the teacher.

**Tardy Policy**

A student is considered tardy to class if he/she is not seated in the classroom when the bell rings. Students are expected to attend class fully prepared with the materials needed for class. Students will be considered tardy if they must return to their lockers for materials.

**Excused Tardy:** A family emergency with a parent note or doctor/dentist note are examples of what would be considered an excused tardy.

**Unexcused Tardy:** For the initial unexcused tardy, the student will receive grace. The second unexcused tardy in any given class, per quarter, will result in a teacher detention. The third unexcused tardy and those thereafter will each result in an all-school detention.

**Truancy**

Truancy is defined as a student being absent without the prior knowledge and approval (obtained through a parent phone call or email to the school) of the school administration. Truancy is considered an unexcused absence with no opportunity to make up work. All missed assignments and tests will result in a zero and the student will be suspended.

**Field Trip/School Activity Absences**

An absence from any class because of a field trip or school-sponsored activity (athletics, conferences, performances, etc..) will be recorded as a "school activity excused" on the student's attendance record. A student participating in a school-related activity that results in an absence from any class is accountable for all work required in that class for the day missed. Work due the day of the activity must be handed in prior to leaving for the school activity, and work due the day(s) following the activity will be treated as with any other excused absence. A student whose academic achievements are being hindered by absences because of school-sponsored field trips and activities may be denied further participation until his or her grades

have improved. Typically, a student on academic probation will not be allowed to attend a field trip.

**Excessive Absences**

A student will not receive credit in a course in which he/she has exceeded twelve absences in a semester, excused and unexcused combined. This includes absences for medical appointments and illnesses. In such cases, credit recovery will be required.

**Activity Participation Attendance Requirements**

Any student participating in athletics, cheerleading, jazz band, choir, or any other school-sponsored event must be in class at least six periods (or 5 periods if a senior has 6 periods or fewer) on the day of the activity; otherwise, the student will not be allowed to participate. If the event occurs on a weekend or non-school day, the student must attend at least six periods (or 5 periods if a senior has fewer than 6 periods) on the day prior to the

event, or the day closest (if the event is on a Monday and there is no school, the Friday prior will be the determining day).

**STUDENT LIFE**

As a faith-based school, our policy is to address issues in accordance with God's Word by utilizing the steps found in Matthew 18. The high school administration is here to help resolve any difficulties you are not able to resolve by following these steps. As such, participation in an action that would shine a negative or derogatory light on our school, its employees, or its students may be grounds for disciplinary action. Slander, libel, gossip, harassment, and generally rude behavior are not acceptable. If you have a problem you need help with, please go to the high school office for assistance.

**Student ID cards**

All VCHS students are issued a student ID card that enables them to purchase lunch. ID cards that are lost or destroyed must be replaced for a \$5.00 fee. Students who have been approved for off-campus lunch will have a special sticker attached to the back of their ID card that must be shown upon leaving the building for off-campus lunch.

**Student Leadership: High School Student Council**

The high school student council includes a

President, a Vice-President, a Spiritual Life Coordinator, a Secretary, a Treasurer, two Social Chairs, grade-level Representatives, two Tech Coordinators, and two Rally Coordinators.

All students desiring consideration for one of these positions must submit an application to the Student Council Advisor, give a speech as part of the election process, and share their Christian testimony as a portion of that speech.

### **Social & Sporting Events**

Events can be found on our calendar page at [www.go-vcs.com](http://www.go-vcs.com). VCHS students are generally allowed, free of charge, into regular league games for athletics if they show their VCS student ID card. For play-off or championship games, students are required to purchase tickets. Some social events are open to guests who are in good standing at their schools. Students desiring to invite a student from another school should obtain a Guest Pass from the office, get it signed by all parties, and return it to the high school office for approval no later than three, full school days prior to the social event.

### **Field Trips (Academic and Service)**

Field trips are approved by the administration and are valuable for all students to attend. Field trip participation and related assignments constitute a significant portion of the course grade and make up work is typically required if absent.

1. Students must turn in a parent-signed permission slip prior to departing for the field trip. Academic work due that day should be submitted in advance.
2. A completed field trip permission slip is required to attend.

### **Clubs**

VCHS offers a wide variety of clubs for students to be involved in. Each club must have a VCHS staff member as its sponsor, and the sponsor must be present in order for the group to meet or attend an activity, for safety and supervision. VCHS-developed clubs are open to all students to attend as appropriate by interest, grade level, or gender. If a student is interested in starting a new club, he/she should seek a faculty advisor who agrees to be

the sponsor for the club, write up a brief proposal about the club, and then make an appointment to discuss the proposed club with the high school principal.

### **Lockers**

Student lockers/locks are the property of the school and are provided as a service, for the students to secure their belongings. If deemed necessary, school authorities may search any locker at any time without the permission of the student.

1. Students are required to furnish their own combination locks for PE lockers (9th graders) and provide the PE teacher with their locker combinations.
2. Combination locks for all other school lockers will be issued in the office, if your student chooses to secure their locker.
3. Any student who opts not to use an issued lock will be required to sign a locker agreement form at the time the locker is issued.
4. The school is not responsible for lost, stolen, or damaged goods belonging to the student. It is unwise to leave valuable items in your locker. Keep valuable items at home.

### **Damaged or Defaced Property**

School facilities, books, desks, lockers, etc. are provided for the use of the students. Damaging and defacing of such property is unacceptable. Students and their parents are responsible for damage incurred to school property whether intentional or accidental. This also includes lost or damaged textbooks.

### **Lunch**

High school students may eat in the following supervised locations only:

- Multi-Purpose Room
- Picnic area directly behind the high school building or the high school Student Lounge
- Picnic tables by the snack shack, under the solar panels
- Grass practice field to the right of the high school building



-Classrooms during tutoring, club/activity meetings with teacher supervision

### Off-Campus Lunch

Juniors will be allowed to go off-campus on Wednesdays; seniors may go off-campus on Wednesdays and Thursdays if they have an off-campus permission form on file in the high school office. The following rules apply at all times to students eating lunch off-campus:

Students must have a permission slip (signed by a parent and themselves) on file in the office.

Students must obtain the necessary sticker to be placed on their ID card.

Student drivers must drive safely at all times or risk losing their off-campus lunch privilege.

Students may not go to any other public or private school during lunch.

Students must be on time to class after lunch.

Students are expected to behave in a respectful manner while off-campus

First offense–Loss of two weeks of off- campus lunch

Second offense–Loss of four weeks of off- campus lunch

Third offense–Permanent loss of off-campus lunch

### Student Driver Guidelines

Students driving to school are to park only in designated areas. The use of an automobile by a student is under the supervision of administration (as it pertains to behavior, driving, and parking on campus at any time) and may be restricted or forbidden.

Requirements Include:

- All student drivers must possess a valid California Driver’s License and sufficient insurance coverage as required by law to operate a motor vehicle on the VCS campus. Copies of both must be attached to a signed parking permit application.
- Students will be assigned a specific area to park and may not park in any other location.
- Student drivers must complete an application

(parent signature is required) to obtain a parking permit sticker. This parking permit sticker is required in order to park on campus.

- Students may not give or loan their parking space or parking sticker to anyone else.
- No student drivers may be used to transport other students to any school-sponsored events.

Violations of any parking provisions may result in fines, being towed away, or revocation of the parking permit.

### Eighteen-year-old Recognition

When a student reaches the age of 18, the school continues to recognize the parents or guardians as the final authority.

While the student remains enrolled at VCS, he/ she must obey the rules and policies established by VCS. Students may not excuse themselves from school, sign their own permission slips, or write their own notes/excuses.

### Email Accounts

All HS students are assigned a student email account by the school. The email account format is the student number @go-vchs .com. For example, 12345@go-vcs .com. The password for the email account is the same as the student’s password for PowerSchool, Moodle, and for network access. The expectation is that the email account is accessed daily.

### DRESS CODE

Vacaville Christian School bases its dress code upon Biblical standards of modesty and the desire for a neat, clean, and attractive appearance.

### Boys Shirts:

Any collared shirts, polo shirts, sleeveless tees and tee shirts are allowed, but should fall below the belt loops of pants.

Any VCS and professional/college logo shirts or jerseys are allowed.

Tank tops are not allowed.

Any shirt that shows inappropriate wording, deeming them offensive in nature should NOT be worn.

### **Boys Pants:**

Jeans, khakis and shorts are all acceptable dress, but should be free of holes, fraying or tears.

Logoed sideline gear (Nike, Adidas soccer pants, warm ups) are allowed but should fit appropriately (not too tight or baggy).

Basketball shorts may be worn.

Regular sweats or sweat shorts may NOT be worn.

### **Boys Hairstyles**

Boys may have facial hair that is short and kept neatly trimmed.

Hair may not be unnaturally or extremely colored.

Hair should be above the collar and may not fall below the bottom of the ear or eyebrows.

### **Girls Shirts:**

Sleeveless tops are allowed as long as the portion that is on the shoulder is at least 2 inches wide. No spaghetti straps or bra straps should ever be visible.

Tank tops are not allowed.

No midribs should be visible as the shoulder naturally hangs.

No cleavage should be visible, standing naturally or sitting at desk

Pro/college shirts are allowed.

### **Girls Pants:**

Jeans, khakis and shorts are all acceptable dress, but should be free of holes, fraying or tears.

Leggings may be worn under a dress or skirt. If leggings are worn under a top, the top must fall just below the student's fingertips as the shoulder hangs naturally in a standing position.

No yoga or tight athletic-type pants are allowed.

Regular sweats or sweat shorts may NOT be worn.

Logoed sideline gear (Nike, Adidas soccer pants, warm ups) are allowed but should fit appropriately (not too tight or baggy).

### **Dresses/Skirts/Shorts:**

All dresses, skirts and shorts should be worn no shorter than 4 inches above the knee as the garment hangs naturally from the waist in a kneeling position.

### **General Guidelines for Boys and Girls**

No blankets allowed at school.

Shoes must be worn at all times. No house slippers will be allowed.

Girls may wear earrings (max of 3 per ear). A single modest, stud nose piercing is allowed for girls only.

Boys may NOT have ear piercings.

No tongue, eyebrow piercings nor gauges will be allowed for boys or girls.

Any color fingernail polish may be worn by girls only.

Hats are allowed if the brim is worn forward and if it is logoed appropriately. Hats should be removed at the request of a staff member. Hats should be removed before entering Chapel. Brimless hats are also allowed. The hood portion of a sweatshirt may NOT be worn in class.

Bandanas, do-rags, hairnets, are not allowed for either boys or girls. Chains or accessories with protruding objects may not be worn (ie spiked bracelets, dog collar necklaces).

Combat or steel-toed boots are not allowed.

Clothing with political themes is not allowed.

Visible tattoos are not allowed for boys or girls.

Hair may not be unnaturally or extremely dyed.

\*The dress code applies throughout the instructional day, including field trips or other activities during school hours. For after-school activities, including athletic events, VCS modesty and decency standards always apply.

If students are out of dress code, they will be encouraged to call home and ask for a change of clothing to be brought for them. In the event it is not possible for a parent to bring a change of clothing, the office will do their best to issue appropriate clothing, and will, of necessity, need to charge the student's account for a shirt or shorts.



In addition, the student may receive a consequence (usually detention) for being out of dress code. Repeated offenses will be given increased consequences by the high school administration.

**Required PE Clothing**

A VCHS physical education uniform will be required of all boys and girls enrolled in 9th grade PE or in the Strength and Conditioning class.

**Special-Event Attire**

Boys:

- Tuxedo
- Suit and tie, dress shirt
- Dress pants, khaki pants
- Clean shoes allowed/Dress shoes

Girls:

Short Dresses— All dresses, skirts and shorts should be worn no shorter than 4 inches above the knee as the garment hangs naturally from the waist in a kneeling position.

Long Dresses—Slits no higher than 4 inches above the knee.

Bodice of the dress criteria:

No open midriff or holes that show midriff

No cleavage showing when standing or bending over

If the back of the dress is open, it may not be open below the waist.

If you have questions about a particular dress, bring it to the school office ahead of time for examination. Failure to observe these guidelines may result in a person being asked to leave the event and a phone call being made to the parent.

Blouse/dress pants

**CONDUCT AND DISCIPLINE**

Students are held accountable for their behavior any time they are on VCS campus, involved in athletics or taking part in extracurricular activities. Examples include, but are not limited to, tardies, cell phone/iPad usage, gum, dress code, forgery, disrespect, disorderly conduct, violations of hands-off policy, PDA, cheating, lying, stealing, harassment, bullying, profanity, etc.

- Cell phones are not to be seen or heard during class time.

- Earbuds will be allowed before school, during lunchtime and after school.

- IPads will be used at the appropriate times during class and when instructed by the teacher.

- If a cell phone or iPad is being used at inappropriate times, it will be confiscated and turned into the HS office to be picked up at the end of the day. Detention will be assigned.

- Students may not use their cell phone or iPad during any emergency drills.

**Teacher and All School Detention:**

If students are engaged in inappropriate behavior or a responsibility issue arises, a teacher may assign the student a teacher detention. This gives the teacher an opportunity to mentor the student and help him/her correct their behavior. This is a 20-30-minute detention.

If the behavior or responsibility issue persists, a higher level of consequence will be given and involvement by the HS administration and/or parent (per conference or phone call) could take place.

An all-school detention is a consequence in which a student has not improved his/her behavior or responsibility issue or a serious offense has taken place. There are, however, times when the student is assigned multiple all school detentions for one offense.

An all school detention is served after school for 1 hour. Students may reschedule an all school detention with the high school office if an urgent issue arises and the student cannot serve his/her assigned detention. Detention will not be reassigned in order to participate in sports or extra-curricular activities. Students get one reschedule per detention

If a student fails to show up to a scheduled detention, he/she will have to make up that detention and will be assigned another all school detention.

**Suspension**

The student is not allowed to attend class or participate in school functions, activities, or sports. Suspension may be out of school or in-school,

usually for a period of one to five days.

Results of suspension are:

- A grade of zero is given for every assignment, in every class, for the duration of the suspension.
- A grade of zero on any projects due and quizzes/ tests given during the suspension. All work assigned during the suspension must be completed in a timely manner, though it will receive no credit.

### **Expulsion**

The high school principal may recommend to the Head of School the expulsion of a student in the event of a disciplinary situation that warrants such a consequence. Expulsion authority rests with the Head of School.

### **CARPOOL POLICIES**

Pick-up after school is released:

1. High school students may be picked up in front of the high school building. The traffic flow dictates that all pick-up traffic comes onto the high school campus through the entrance closest to Paden Park and drives in front of the high school for pick-up before exiting through the exit closest to Will C. Wood.
2. Parents are permitted to park and walk up to the students' designated drop-off/pick-up location.
3. Students are permitted to walk to their cars once they are in front of the high school, as long as their cars accessible from the front sidewalk, without crossing traffic.
4. High school students who drive to school may leave the campus, paying careful attention to all passenger and vehicle traffic, and following the directions of those working carpool.
5. Cell Phone usage is not allowed while driving on campus.

# APPENDIX



## APPENDIX A: VACAVILLE CHRISTIAN SCHOOLS' ACCEPTABLE TECHNOLOGY USE AND SOCIAL MEDIA POLICY FOR STUDENTS

VCS offers its entire community a wide range of electronic communications resources and technologies to support its educational objectives. These include, but are not limited to, computers and the Internet. Their use is a privilege, not a right. Failure to adhere to the rules and standards set forth in this policy will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including expulsion. The following terms and conditions are meant to provide students and their families parents and students with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct deemed, in the sole discretion of the school, as detrimental to the school, its mission, a violation of school policies and/or harmful to other students. This policy applies whether the student's use of the school's technological resources is on-campus or off-campus.

**Lab Behavior** - All VCS standards of conduct apply in the computer labs. Labs may only be used when a VCS staff member is present and agrees to supervise. No food or drink is to be brought to the labs or placed near any classroom computer at any time.

**Proper Usage** - Technology resources are provided to promote educational excellence. Technology includes, but is not limited to the Internet, E-mail, computers/laptops, telecommunication devices, video and audio equipment, wireless networks, data systems, computer systems, servers, networks, software, and other equipment that supports the school's electronic communications services.

Students' use of the school's technology resources shall not conflict with school policies, laws or regulations. During class time, computers and other school technology resources are to be used for academic purposes only. The school also reserves the right to specify how its technology resources are to be used.

Students agree never to use the school's technology resources for purposes such as the following:

- To Instant Message.
- To access or use any web log (blog), forum, or "social network" web site of any kind, including but not limited to MySpace, Xanga, Facebook, etc.
- To visit and post information and/or messages on social networking sites such as Facebook and MySpace.
- To access or use chat rooms.
- To send messages using abusive, or otherwise objectionable language.
- To engage in personal attacks, including prejudicial or discriminatory attacks.
- To harass another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.
- To knowingly or recklessly post false or defamatory information about a person or organization.

- To enter contests, advertising, political lobbying, or personal commercial activities including online purchasing on sites such as eBay or Craigslist.
- To post, send or download copyrighted material without permission. Users are to respect the rights of and the intellectual property of others in accordance with state and federal copyright laws. Transferring copyrighted material to or from the school's computer without the express permission of the owner is a violation of Federal Law.
- To access, send, or retrieve pornographic material.
- To post inappropriate text files or files dangerous to the integrity of any network.
- To circumvent security measures on school or remote computers or networks (hacking).
- To attempt to gain access to another's resources, programs, or data.
- To falsify one's identity to others.
- To engage in the unauthorized exploration of the Network Operating System or to change any installed school software is strictly prohibited.
- To disclose personal information, such as address, phone number, age, on the school system to third parties unless the student has parental consent.
- To download or upload software, games, or shareware.
- To communicate any credit card number, bank account number, or any other financial information.
- To gamble.
- To use the name of [Insert school name] on a social networking site.
- To agree to meet with someone he/she has met online.
- To engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- To post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

If you mistakenly access inappropriate information, you should immediately tell your teacher or an administrator. Additionally, to the extent parents inform the student that there is additional material that they think would be inappropriate for the student to access, VCS expects that the student will follow his or her parent's instructions in this matter.

**Communication is Not Private** - Each student's online communication is a reflection of our school. E-mail to and from our school is like a postcard: it is not private and may be monitored as needed. Therefore, students have no right to privacy in email or other school technology resources. The school has the right to monitor all communications on its server and electronic equipment.

**Safety** - Students must promptly disclose to their teacher or other administrator, any message they receive that is inappropriate or makes them feel uncomfortable.

**Security** - It is essential that [Insert school name] computers never be disrupted by any virus. For that reason, using school computers to open any internet-based e-mail system (AOL, Hot-mail, Yahoo, etc.) is strictly prohibited. When work must be transferred from home to school, it must be via the school's official email address.

**Vandalism** - The entire community suffers when computer systems are disrupted. Students

agree to refrain from vandalism, including the following: attempting to access the files or folders of others or to bypass the security software; revealing passwords to others; unauthorized installation, removal, or copying of any software or data files; modifying or circumventing any computer software or network settings; or changing any hardware connections or cabling.

**Password Protection** - Students agree to respect others' privacy and not use another person's account or password, even with that person's consent. Students must also not disclose or allow others to use their passwords.

**Copyright & Plagiarism** - Students are responsible for producing their own work in completing school assignments. Downloading and copying another individual's work from the Internet without crediting the author is plagiarism. Copyright violations include the copying of computer software or written materials without the permission of the author.

**Misuse** - Students agree to report any misuse of the system to an appropriate staff member.

**Social Media** -- Part of learning to be a successful citizen and community member includes understanding that social media and digital communication are essential parts of our world today. It is important to recognize that access to information can result in tremendous advantages, but it can also create new responsibilities for students. Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Schoology, Instagram, YouTube, Google+, and Flickr.

Students should understand the following principles in order to create the kind of digital footprint and record with which they can feel comfortable. Many colleges and employers will search social media before making hiring and admissions decisions, and it is important to remember that online actions leave a permanent record.

- Be your best self online – post accurate information and be accountable for what you say.
- Get your parents' input about what information they feel should remain private and what is fine to post publicly. Your parents may provide guidance and supervision of your online activities by having access to your passwords and usernames. Please keep in mind that parents may be liable for your actions or misconduct online while you are a minor. When you use social media for academic purposes, such as for a school assignment, treat the platform as a digital extension of your classroom – the same rules apply online as they do at school.
- Take a few extra minutes to think about whether a post will be hurtful or embarrassing to you or others or whether it could negatively affect a future opportunity.
- While at times, it is easy to tell whether a social media use is school-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at school and the school may need to get involved. This could include disciplinary action such as a parent

conference or suspension. It is important to remember that school rules prohibiting certain types of communication, like bullying and harassment, also apply to electronic communication. Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private.

- **Protect yourself online.** Try not to post too much identifying information that could risk your safety or increase the chance of identity theft.
- **Take cyberbullying seriously.** If you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available and you or someone else is in immediate danger, call 911. It is important not to respond to, retaliate to, or forward any harassing, intimidating, or bullying content. “De-friend,” block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behavior continues. If the behavior is school-related, print out the messages and provide them to the school when you report the incident.

This agreement is a legally binding contract between the undersigned and VCS. Your signature below indicates your agreement to support the Technology Use and Social Media Policies stated above and must be on file before access to the computers is granted. A student who does not adhere to these policies will be suspended from computer use and may receive further discipline.



**Questions?** Call our High School Office.

 **707-446-1776 ext. 1607**

**Go-VCS.com**

Preschool to 12th Grade

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