



≡ MIDDLE SCHOOL ≡

VACAVILLE CHRISTIAN SCHOOLS

**2023–2024**

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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 nearly 1,000 students annually, from young preschool to high school seniors.

Our local communities recognize VCS as a leader in Christian education. Since 2007, annually, VCS continues to be voted “The Best of Solano County” 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.”**

—Former 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.

Marriage, Gender, and Sexuality Statement

**We believe** God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one’s biological sex is a rejection of the image of God within that person.

**We believe** that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman married to one another. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

**We believe** that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10).

**We believe** that in order to preserve the function and integrity of Vacaville Christian Schools as the local Body of Christ and to provide a biblical role model to all within and without the VCS community, it is imperative that all persons employed by VCS in any capacity, or who serve as volunteers in a position of leadership, agree and aspire to live in accordance with this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

**We believe** God offers redemption and restoration

to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

**We believe** every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of VCS.

Statement of Faith

VCS was founded and functions on the basic fundamental principles of the Word of God and 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 the 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 all truth in the created universe emanates from God.

The foundational truth 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 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 worldview 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 from 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 their 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 uses 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 Student Outcomes)

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). 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 another 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, educational performance, support for our statement of faith, and the student’s desire to attend VCS. Acceptance and enrollment are 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 a student’s enrollment based upon the 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

Each January, VCS will publish the next year’s tuition rates and fees.

**Definition of Continuous Enrollment:** A student will have continuous enrollment at VCS each academic year, without the need to complete re-enrollment forms. Current students’ enrollment will renew each successive academic year until the student has completed 12th grade at VCS. Any termination of Continuous Enrollment for the following school year will incur a late withdrawal fee of \$375, except when providing written notice of termination (withdrawal

form) for the following school year to the Business Office, no later than March 1st.

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 the school administration.

Withdrawals

It is not the policy of VCS to enroll students for less than a full school year. The budget is based on the 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 students 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.

**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, prior to the 1st day of school and prior to October 15th, 50% of the tuition balance will be refunded. If withdrawing after October 15th, 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 maintaining 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 the 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 for students to take final semester exams and to participate in year-end graduation or class programs.
- Tuition payments must be paid through the Blackbaud 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 Blackbaud Tuition Management 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 before 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 A.M. to 8:00 A.M. for elementary and 6:30 A.M. to 7:30 A.M. 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 students.

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 3:20 P.M.

Minimum Days: elementary students must be picked up by 12:05 P.M. and middle school students must be picked up by 11:40 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.

Wednesday 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://studentfinancialaid.blackbaud.school>. There is a \$35 application fee for applying.

**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 (\$25 per hour). 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 15th. Any form turned in after the May 15th deadline a \$75 late fee will be

charged. 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 the **Business 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 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-six-acre campus with facilities for children from 2 years old through 12th grade, a possible sixteen-year experience. Our current department leadership consists of the following positions: Head of School, Principals of Elementary, Middle, and High School, Early Education Director, Director of Operations, Director of Admissions, Director of Finance, Director of Annual Fund & Events, and Director of Athletics.

**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 principle 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.

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, or emailing us your concerns at: <http://www.go-vcs.com/contact>.

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 in to 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 field trips may 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. Detailed information including parent volunteer requests will be sent each time a field trip is scheduled.

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 field trips. It is understood that every parent who attends a field trip must be fingerprinted (at the driver’s expense), have a valid driver’s license, and have evidence of legal minimum coverage for insurance. Fingerprint applications are obtained in each school office. Fingerprint clearance will be communicated by the HR Department to the respective school office. Once fingerprints are cleared, proof of current driver’s license and a copy of the insurance must be given to the teacher before field trips. (Please allow 5 days for fingerprint clearance).

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, and assumes no responsibility in the unlikely event of loss, injury, etc. on field trips or activities.

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. Parent volunteers are required to be fingerprinted, prior to their volunteer obligation. Fingerprinting cost \$75 per person and is at the expense of the parent. Once initially fingerprinted by VCS, volunteers do not need additional fingerprinting.

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 an 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 Timothy. 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 action to occur. Volunteers should refrain from inappropriate language or conversations, either on campus or while off-site at VCS related functions (ie. 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/T/Th/F or 2:00 P.M. on Wednesdays (EL Only; MS release is 1:45 P.M.).
- 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 the owner’s expense.
- Do not block or park in fire lanes.
- The Multi-purpose 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 respective school office (EE, ELEM, MS, or HS).

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 offices.

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 the Operations Department at 707-446-1776 ext. 5130.

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 parent groups 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 and Principals give guidance and support to the work of PTF.

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

**LOCKOUT:** As part of our regularly scheduled inspections, we perform “lockout 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 the 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 their parents during this drill. Parents who visit the campus during this drill will not be permitted access to the buildings or their children 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 with 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 well-being.

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 the instruction given. Middle school and high school students who have a doctor’s note for an extended exemption— depending on the length of time, the severity of the 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 the 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.

**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 completing 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 exemption (see [www.cair.cdph.ca.gov/exemptions/home](http://www.cair.cdph.ca.gov/exemptions/home)), 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.

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).)

**Reporting Child Abuse**

While everyone should report suspected child abuse and neglect, the California Penal Code (sections 11164–11174.3) 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 of this event.

**Internet Use and Safety**

Internet use and all materials accessed are to be appropriate, 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 that 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 by following Christian standards on and off campus. This means that any student conduct that is disruptive to the school’s operations reflects poorly on the school’s reputation and 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 students 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 the school who are found in violation of this policy. As a part of 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 for the course of an investigation or to comply with the law.

**Student Searches**

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 the 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 (i.e. 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.
- 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 at its sole discretion:

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

**Harassment**

Discriminatory harassment is a particular form of 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.

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 another 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, 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

that 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. The conduct has the purpose or effect of having a negative impact on the individual’s work or academic performance, or on creating an intimidating, hostile, or offensive work or educational environment.
3. 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 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 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. VCS has adopted an anti-bullying policy, the entirety of which may be accessed on the VCS website.

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 the investigation confidential.

If the complainant student or the parent of the student feels that an 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 feel connected to the school; ensure academic progress; to encourage participation in counseling and classes that will ultimately promote Biblical contrition, restoration, 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 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 students will have the 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 in Extended Care.

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

Students may not use their cell phones, laptops 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.

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

- **1ST VIOLATION:** Cell phone/device will be confiscated and kept in the office. Students may pick it up at the end of the school day and will be issued a detention.
- **2ND VIOLATION:** Cell phone/device will be confiscated and kept in the office for the rest of the day. Parents must pick up the phone at the end of the day. The student will be issued a detention.
- **3RD VIOLATION:** Cell phone/device will be confiscated and kept in the office for the balance of the day. Parents will be scheduled for a parent teacher conference with the principal or dean to discuss if and how the student may be able to continue to carry a cell phone on campus. Actions may include a Self Carry Contract, cell phone kept in office or a No Carry Agreement. Student will be issued a detention. A fourth violation will result in a Saturday School and a 5th violation results in a suspension.

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

Early Education Office:	707 - 724 - 6035
Elementary Office:	707 - 724 - 6034
Middle School Office:	707 - 724 - 6033
High School Office:	707 - 724 - 6032

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 a 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 extracurricular 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 extracurricular 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 are 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. VCS maintains social media pages on Facebook and Instagram where daily student life photos are posted.

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 used in marketing. This form remains on file for the entire school year as a reference for consent or denial of consent for such images used at the school's discretion.

If a parent's consent changes at any time, immediately contact the school registrar to have the student's records updated. For questions or concerns, contact Katie Eads at [katie.eads@go-vcs.com](mailto:katie.eads@go-vcs.com).

**“TRUST IN THE LORD  
WITH ALL YOUR HEART  
AND LEAN NOT ON YOUR  
OWN UNDERSTANDING;  
IN ALL YOUR WAYS  
SUBMIT TO HIM, AND HE  
WILL MAKE YOUR PATHS  
STRAIGHT.”**

**(PROVERBS 3:5–6 NIV)**





SECTION 9 - MIDDLE SCHOOL  
GENERAL INFORMATION

Vacaville Christian Middle School  
Bell Schedule

Mondays, Tuesdays, Thursdays,  
and Fridays

7:40–8:30 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
11:20–12:10 A.M.	Fifth Period
12:10–12:15 P.M.	ANNOUNCEMENTS
12:15–1:00 P.M.	LUNCH
1:05–1:55 P.M.	Sixth Period
2:00–2:50 P.M.	Seventh Period

Chapel (Wednesdays)

7:40–8:10 A.M.	First Period
8:15–9:15 A.M.	CHAPEL
9:15–9:30 A.M.	MORNING BREAK
9:30–10:00 A.M.	Second Period
10:05–10:40 A.M.	Third Period
10:45–11:15 A.M.	Fourth Period
11:20–12:00 P.M.	Fifth Period
12:00–12:40 P.M.	LUNCH
12:40–1:10 P.M.	Sixth Period
1:15–1:45 P.M.	Seventh Period

Non-Chapel (Wednesdays)

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
11:30–12:15 P.M.	Sixth Period
12:15–1:00 P.M.	LUNCH
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, 7:30 A.M. to 4:00 P.M.  
General Office Direct Line: 707-724- 6033

Personnel

Middle School Principal

Mrs. Lynda Snelgrove  
lynda.snelgrove @go-vcs.com  
707-446-1776 ext.3000

Middle School Vice Principal

Mrs. Maylene Ripley  
maylene.ripley@go-vcs.com  
707-446-1776 ext.3000

Middle School Dean of Academics

Dr. Valerie Marchione  
valerie.marchione@go-vcs.com  
707-1776 ext.3020

Middle School Dean of Students

Mr. Shawn Brown  
shawn.brown@go-vcs.com  
707-1776 ext.3000

Middle/High School Executive Administrative  
Assistant

Mrs. Arynne Lamantia  
arynne.lamantia@go-vcs.com

Middle School Administrative Assistant

Mrs. Donna Lograsso  
donna.lograsso@go-vcs.com  
707-1776 ext.3000

Middle/High School Administrative Assistant

Mrs. Andrea Trumble  
andrea.trumble@go-vcs.com  
707-446-1776 ext 3000

College Counselor

Mr. Andrew Wilson  
andrew.wilson@go-vcs.com  
(707) 446-1776 ext. 4030

Registrar

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

Academic Policy

Course Requirements

Every middle school student is required to take the following seven classes each year: English, Social Studies, Math, Science, Bible, Physical Education, and an elective.

Advanced Classes & Classes that Count for  
HS Credit

Algebra 1, Geometry, Algebra 2, Spanish 1,  
and ASL 1

Advanced classes and classes that count for HS credit are rigorous courses. They count for HS credit and will show on the student’s high school transcripts contributing to their high school GPA.

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 scoring 70% or lower take the course again the following school year in order to maximize their mastery and math foundation. Students receiving a “D+” or below may enroll in an accredited summer school program, to ensure readiness for the next math level. Students who score 70% or higher in a remediated math course may move forward in the fall.

English Placement Criteria

Students are selected for advanced English classes based on an application process.

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 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 ASL 1/2 and Spanish 1/2. Due to its advanced nature of study, 80% is required to move on to Spanish 3.

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

PowerSchool Accounts

Every middle school student and his/her parent(s) will have a PowerSchool account, which is an electronic grade book and information system that helps to keep both parents and students informed about grades. Parents and students are highly encouraged to check PowerSchool a minimum of once a week. Items listed in blue are links to additional information.

1. We recommend that parents set their email notifications option to “Weekly” (or more often if desired) in order to receive timely information from the VCMS.
2. Teachers use PowerSchool to input assignments for the week before they go home on Monday so that parents and students can plan for the upcoming week.





Progress Reports and Report Cards

Progress Reports

Progress reports are distributed midway through each quarter, four times a year, and determine sport and fine art eligibility.

Reports Cards

Report cards are available online through PowerSchool at the end of each quarter. Progress reports and report cards also determine sports eligibility.

Semester grades are recorded on the second and fourth quarter report cards. The semester grades indicate a student’s cumulative progress for the two preceding quarters by averaging together the scores of the two quarter grades.

Achievement Tests

National Standardized tests are administered in the fall and spring of each year. Due to the importance of this test, please avoid scheduling any activities that would remove your student during this time (i.e. dental appointments, vacations, etc.). The school cannot guarantee that a student will be able to make-up this test due to excused, unexcused, or pre-arranged absences.

The PSAT test will be administered to all 8th, 9th, 10th, & 11th grades. This test helps to prepare students for the SAT College Entrance examination that is usually taken beginning in the spring of a student’s junior year. 8th & 9th graders take the PSAT 8-9 and the 10th & 11th graders take the PSAT. Due to the importance of this test, please avoid scheduling any activities that would remove your student during this time (i.e., dental appointments, vacations, etc.).

6th, 7th, and 8th grade students will also be administered the WrAP writing assessment, Iowa Flex, and Iowa Standardized Testing each year.

Homework

On average, a middle school student at VCMS can expect to receive between 60 and 80 minutes of homework per night. A student taking either advanced classes or classes that count for high school credit should expect an additional 30 minutes of homework per day. Homework may be assigned over weekends. It is VCMS policy that no homework,

projects, or papers be assigned over Thanksgiving break, Christmas vacation, or Easter break so that students can enjoy those times with their families. We also are making every effort to not assign work (or as little work as possible) on Wednesday evenings to encourage student attendance at youth groups. Additionally, teachers try to coordinate major assignments and exams so that students will not have more than two major assignments or exams in one day.

Students with excused absences are given one day for each day they were absent to get their work completed. Whenever an absence is planned for two or more days, it must be submitted to the school administration for approval at least one week ahead of time. Once the absence has been approved, the student will circulate an assignment sheet to all of his/her teachers and will have the sheet for reference.

All work missed is to be turned in to the teacher on the day the student returns to school. Students missing class for a scheduled event (athletic meet, class field trip, music festival, ACSI event, etc.) must turn in their work prior to leaving for the event. Work turned in the next day will be considered one day late (15% off).

Major assignments such as tests and term papers may not qualify for any makeup-work days. A student with a pre-planned absence, who is absent on the day of a test, is required to take the test immediately upon his/her return.

Whenever a period of absence is planned for a period of two or more days, the “Pre-Planned Absence” form must be completed and approved at least one week prior to 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 their teachers upon the day of return.

Late Work Guidelines

To discourage students from turning in homework late, VCMS has adopted the following late-work policy:

- 1 day late: 15% off
- 2 days late: zero

Late work will not be accepted if the homework is reviewed and the answers are given in class the following day. Parents are asked to email the middle school office in the event of extenuating circumstances, such as medical conditions, ER trips, or a death in the family. Verification of the situation will likely be requested.

Incompletes

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

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 2.0.

Based on the classes that the student has struggled with, the Dean of Academics will assign tutoring for each student on academic accountability and will track that the student is indeed attending the prescribed tutoring.

Students on academic accountability 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 23 for Athletic Eligibility when on Academic Probation.

Student Support Teams

Student Support Teams (SST) is a group of individuals—parents, teachers, and administrators—who partner with the student to provide help, direction, and support in areas such as academics, behavior, motivation, and organization to ensure greater success for the student in school.

Class Changes

Student requests for class changes may be made during the first two weeks of the semester only and will require teacher, parent, and administrator approval.

Awards & Honors

Several awards and honors are given to students who excel academically and in the area of Christian character.

- **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.
- **Fantastic Falcon:** The top student in each class with the highest grade point average. These awards are given out at the end of the first semester and then again at the second-semester awards ceremony, using third-quarter grades.
- **Barnabas Award:** Students who exhibit exemplary Christian character in various categories.
- **Perfect Attendance Award:** Students who attend school every day during the school year.
- **Head of School Award:** Outstanding Student of the Year: to an eighth grader who is voted by the faculty and administration to be the most outstanding student in academics, spirituality, school spirit, and citizenship. The recipient must be returning the following year. This student is awarded a partial tuition scholarship and a certificate.
- **NJHS Scholarship:** An eighth grade student who is chosen by faculty and administration for exemplifying the five pillars of the National Junior Honor Society: scholarship, leadership, character, service, and citizenship.

Middle School Promotion

In order for a student to be promoted from sixth, seventh, or eighth grade, he/she must show proficiency in the required classes: Bible, English, Science, Math, Social Studies, and Physical Education.

The student will not be promoted to the next grade if:

- He/she receives an “F” grade for both semesters in any one of the required classes.



- If he/she fails the last semester in two or more required classes.

Arrangements must be made with the administration for making up a failing grade in summer school.

Textbooks

Students will be issued textbooks for the school year. All textbooks must be properly covered promptly. Only non-adhesive book covers may be used to cover books. Since books are the property of the school, it is the student’s responsibility to make sure his/her books are properly cared for during the year. Any concerns about the condition of the textbooks should be discussed with the teacher. If lost or damaged, the student will be responsible for the replacement cost of the item.

Attendance Policy

Regular and punctual attendance is essential for a student’s success in the classroom and is required by California state law. Parental support is essential in the matter of attendance. The activities and interactions of the classroom are of vital importance and cannot ever be adequately made up by a student.

Absences Protocol

If a student is absent from school, a parent or guardian should contact the middle school office through emailing [vcms-absences@go-vcs.com](mailto:vcms-absences@go-vcs.com). If the absence has not been reported to [vcms-absences@go-vcs.com](mailto:vcms-absences@go-vcs.com), upon his/her return, the student must bring a note signed by the parent stating the date(s) and specific reason for the absence. An absence not excused by a note from the parent within three days of the student’s return to school will be counted as an unexcused absence and shall be treated as such. A physician’s note may be necessary to readmit a student if he was absent because of a communicable disease. Students may make up or turn in assignments upon return from a pre-approved absence without grade penalty if they do so within the authorized time period.

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 communicate with the middle school office.

- **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. Please ensure that your student is signed in and out of the office when leaving and returning.
- **Vacations Or Family Trips:** Please secure a Pre-planned Absence Form in the office a week in advance of the absence if your trip will be in excess of 2 days in length.
- Students will be given assigned work to complete during their 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.

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.

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 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 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).

Tardy Policy

A student is considered tardy to class if he/she is not seated in the classroom at the start of class. 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 or go to the restroom.

Excused tardy - A family emergency with a parent note or doctor/dentist note is an example of an excused tardy.

Unexcused tardies - The following consequences are to be applied:

- First offense - Grace is given
- Second offense - Student will be assigned a teacher detention, per class, per quarter
- Third offense and subsequent offenses - Student will be assigned an All-School detention (per class, per quarter) All-school detentions will be assigned for each subsequent tardy accumulated in each class. Three(3) All-School detentions will result in a Saturday school

STUDENT LIFE

Student ID Cards

All VCMS students are issued student ID cards that enable them to purchase lunch. Students are required to carry their ID cards at all times. If a student misplaces his/ her ID card, a paper copy may be obtained from the middle school office and used for that day. Every student will be allowed to use a paper copy up to three times during the school year. After that, it will be assumed the ID card is missing, and a new card will be ordered and issued to the student. The student’s account will be charged a \$5 replacement fee.

Student Leadership: Middle School Student Council

The middle school student body holds an election The middle school student body holds an election in early fall to elect student council officers for the school year. Students elect a president, a vice president, a secretary, a student events coordinator, and two

rally coordinators. Grade-level representatives are also elected in the fall.

Washington D.C. Trip for 8th Graders:

Every school year, eighth grade students are given the opportunity to go on a trip to Washington D.C. as part of the U.S. History coursework. At the start of the school year, there is a parent information night giving the general details and cost of this trip. VCS travels with American Christian Tours, but all appropriate school rules and school dress code policies are enforced during our time away from campus. Students who do not attend the trip do not come to school during this time.

Email Accounts

All MS students are assigned a student email account by the school. The email account format is the student number@go-vcs.com. For example, 12345@go-vcs.com. The password for the email account is the same as the student’s password for PowerSchool, Schoology, and for network access.

Lockers

Student lockers are the property of the school and are provided as a service to the students. School authorities may search any locker at any time without the permission of the student. Students must adhere to the following guidelines:

- Students are required to furnish their own combination locks for outside lockers and to provide the MS Office with their locker combination.
- Students are required to furnish locks for their PE lockers and to give the combinations to the PE teacher.
- Students must use the lockers that they are assigned.
- In order to minimize loss of personal items, students must not share their locker combinations with any other student.
- The student is responsible to pay for any damage done to his/her locker.
- The school is not responsible for lost, stolen, or damaged goods belonging to the student.
- The student is required to sign a locker agreement form when he/she is issued a locker.





- At the end of the school year, the student is responsible to wash the locker and removing all personal items from it.
- Any problems with a student’s locker should be reported to the office immediately.

Lost or Damaged Property

Students and their parents are responsible for lost or damaged books, lockers, desks, and other school property. Although iPads are owned by the students, lost or damaged devices need to be replaced immediately by parents.

Lunch

Students may eat lunch in any of the designated eating areas. After lunch, students are only allowed to play in the back lot or on the sports field with staff supervision. Students are not to leave the middle school campus or travel to another part of the VCS campus during lunch unless they are signed out by a parent in the middle school office. Students leaving campus for lunch must be signed back in by a parent and are responsible for returning from lunch in a timely manner.

Middle School students may eat lunch in the following locations only:

- The multi-purpose room
- The covered picnic tables by the MS classrooms
- The picnic areas near the sports field
- Classrooms during teacher tutoring sessions or clubs with teacher supervision

Dress Code

Vacaville Christian School bases its dress code upon Biblical standards of modesty. VCS has set dress code guidelines for our community and by attending, all students are agreeing to comply with those community standards. We desire an environment that is respectful to others and free from distractions.

Boys Shirts

- Any collared shirts, polo shirts, 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. Boys must wear a t-shirt under sleeveless jerseys.
- 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, warmups) is allowed but should fit appropriately (not too tight or baggy).
- Basketball shorts may be worn.
- Regular sweats or sweat shorts may NOT be worn.
- Pajama pants 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 (pink, bright red, blue, green, purple, etc.)

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.
- No midriiffs should be visible from a standing or sitting position or when raising your hand. No crop tops.
- No cleavage should be visible, while standing naturally or sitting at desk Professional/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.

- 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, warmups) is allowed but should fit appropriately (not too tight or baggy).

Girls Dresses/Skirts/Shorts

All dresses, skirts and shorts should be worn no shorter than 4 inches above the knee (in front and back) as the garment hangs naturally from the waist when sitting or standing.

General Guidelines for Boys and Girls

- No blankets are allowed at school.
- Shoes must be worn at all times.
- No house slippers, flip flops or slides will be allowed. Crocs may be worn as long as they are in sport mode.
- Girls may wear earrings (max of 3 per ear.).
- A single modest, stud nose piercing is allowed for girls only.
- No tongue, eyebrow piercings nor gauges will be allowed for boys or girls.
- Any color fingernail polish may be worn by girls only. Boys are NOT allowed to wear earrings.
- Hats are allowed if the brim is worn forward and if it is logoed appropriately.
- Hats should be removed during class and chapel and always at the request of a staff member.
- Brimless hats are also allowed.
- The hood portion of a sweatshirt may NOT be worn in class. Bandanas, do-rags, and 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.

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 staff 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 middle school administration.

Required PE Clothing

A VCMS physical education uniform will be required for all 7th and 8th grade boys and girls enrolled in physical education classes.

6th graders may choose from the following:

3. Purchase and wear a VCMS P.E. uniform.
4. Wear shorts or sweatpants which comply with dress code and a t-shirt.
5. Wear school clothes for P.E.\*

\*All students should wear appropriate athletic shoes

Special-Event Attire

Boys

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

Girls

- Blouse/dress pants
- Short Dresses— All dresses, skirts and shorts should be worn no shorter than 4 inches above the knee (front and back) when standing or sitting. Long Dresses—Slits no higher than 4 inches above the knee.
- Long Dresses—Slits no higher than 4 inches above the knee
- Bodice Of The Dress Criteria:
  1. No open midriff or holes that show midriff



- 
2. No cleavage showing when standing or bending over
3. 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.

## CONDUCT AND DISCIPLINE

Students are held accountable for their behavior any time they are on the 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 permitted until the conclusion of the school day. If parents need to communicate with a student, please call the office and we will allow them to use the office phone.
- Earbuds are not permitted during the school day.

### Teacher and All School Detention:

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

If the behavior or responsibility issue persists, a higher level of consequence will be given and involvement by the MS 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 on Thursdays after school for 1 hour. Students may reschedule an all-school detention with the middle 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 extracurricular activities. Students get one reschedule per detention. If a student fails to show up to scheduled detention, he/she will have to make up that detention and will be assigned an additional all-school detention.

### Saturday School

Saturday School results from the accumulation of three or more all-school detentions. Students may be assigned to a morning session of clean-up and study hall on a Saturday morning from 8:00 A.M. - 11:00 A.M. Students must arrive on time and must serve the entirety of the session. A \$40 fee is charged for attendance at Saturday School.

### 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 suspension, usually for a period of one to five days. Any work assigned during the period of suspension will earn zero credit, and the student will be responsible for the content covered during the missed classes.

### Expulsion

The middle 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.

## Spiritual Life

### Service Hour Requirements

Each middle school student is required to perform 20 hours of community service per year, which is tracked through their Bible class.

Students must perform a minimum of ten hours per semester (5 hours per quarter) although they are allowed to begin their hours in the summer, prior to the start of the school year. The service hour requirement counts as 10% of each semester's Bible grade. Service hours for the semester are due no later than the day of the final exam.

### Bible Classes

1. All VCMS students are enrolled in a Bible class every year.

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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.

### Chapel

On Wednesdays, all VCMS students attend Chapel at First Baptist Church, from 8:15 to 9:15. Parents are invited to attend.

### Retreat

This is an off-site activity held each September at Koinonia Conference Grounds. Parents are asked to be camp counselors at times, depending on the need for that year. Chaperone applications are available in the MS Office

It is required for all students to attend retreat unless administrative permission is granted otherwise due to extenuating circumstances such as medical necessity.

All appropriate school rules are enforced at retreat. In severe cases of misbehavior, parents will be called to come pick up their student from camp, and the student may be prohibited from participation in upcoming extracurricular activities.

### Missions Projects

Vacaville Christian Middle School actively supports mission 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. VCMS has a Missions class which may take groups of students and chaperones on missions trips.

## Carpool Policies

### Times

Drop-off in the mornings: All middle school students are to be dropped off in front of the M Wing. Drop-off begins at 7:15 A.M. and students arriving earlier should be checked into Extended Care.

### Pick-up after school:

All students who are being picked up in carpool will be picked up in front of Building 19. Students should be ready and waiting for their parents under

the covered overhang in front of M-2 through M-4 to ensure pick up runs smoothly.

Only middle school students who have parental permission and have the appropriate paperwork submitted to the middle school office are permitted to walk off campus. These students will have a special sticker attached to the back of their student ID card.

Parents are permitted to park and walk up to the designated drop-off/pick-up location. Students must wait in the school's designated carpool area for their parents.

Only students who have a high school sibling at VCS, have the appropriate documentation in the office, and have a sticker on the student's ID card may be picked up from the high school.

Students who have not been picked up by 3:20 P.M. (M, T, TH, & F), and 2:15 P.M. on Wednesdays for early dismissal, will automatically be checked into Extended Care. All costs incurred are the responsibility of the parent.

Students may NOT be dropped off or picked up in any of the front VCS parking lots:

- FBC parking lot
- Davis Street parking lot
- Elementary parking area
- Gym and MPR area (With one exception: In the morning, if a parent is dropping off an elementary sibling and signing him/her into extended care)
- No MS students are to be in the Elementary School without proper supervision by an adult.

### Students after School

Students have the following options after school:

1. Go to carpool in front of Building 19 to wait for parent/guardian pick-up.
2. Attend after-school tutoring before being picked up.
3. Attend a sports practice that begins at 3:10 P.M. or earlier.
4. Meet the Extended Care teacher outside of M-8 at 3:15 P.M. (M, T, Th, & F) or 2:10 P.M. on Wednesdays.





Loitering is prohibited.

Students who are waiting for late-afternoon sports practices (starting after 3:10 P.M.), games, or music practices must be under the active supervision of the coach or enrolled in Extended Care.

Please remind your child that these policies are to be followed for their safety.

Students may NOT attend games after school unless accompanied by a parent, with an adult listed on their emergency release form, or with Extended Care personnel.

**Extended Care Program for Middle School Students**

Extended Care is available for middle school students on a full-time, part-time, or drop-in basis. A yearly registration fee will apply to those who use the program. The programs are available from 6:30 A.M. to 6:00 P.M. Early-bird drop-off is available before school at an additional charge. Any middle school student who is on campus before 7:15 A.M. must be checked into Extended Care (usually in the multi-purpose room) On minimum days, there will be an additional charge for middle school students who are not on the full-time extended care program. Minimum day charges will be by the hour or charged at a daily rate.

Students are responsible for checking themselves in when they come to Extended Care. Students who are not signed out will be billed until 6:00 P.M. Late pick-up fees will be applied after 6:00 P.M.

**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, com- putters 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 sus- pended 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, and a violation of school policies and/or harmful to other students. This policy applies whether the student’s use of the school’s tech- no logical 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. Tech- neology includes, but is not limited to the Internet, E-mail, computers/laptops, telecommuting- cation devices, video and audio equipment, wireless networks, data systems, computer sys- tems, 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 tech- neology 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” website of any kind, including but not limited to: Facebook, Twitter, Snap Chat, Tumblr, Schoology, Instagram, You-Tube, Google Hangouts, Flickr, etc.
- To visit and post information and/or messages on social networking sites.
- 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, and photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to: Facebook, Twitter, SnapChat, Tumblr, Schoology, Instagram, YouTube, Google Hangouts, Flickr, etc.

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 cyber bullying 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 Middle School Office.

 **707-724-6033**

**Go-VCS.com**  
Preschool to 12th Grade

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