

**Village View Christian Academy**



**Parent and Student Handbook**

# **Kindergarten-12th Grade**

2021-2022

**Village View Christian Academy**

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Craig Allen, Principal

Welcome to Village View Christian Academy. My staff and I are excited about the upcoming school year and feel blessed that you and your family will be an active part of VVCA. This handbook is your guide to Village View Christian Academy. It contains the specific information and requirements of Village View Christian Academy, FLOCS (Florida League of Christian Schools), and the State of Florida Department of Education. After reading it, please sign the handbook verification stating that you have received, read, and understand the information presented. This verification will be kept in your child’s file and must be turned in before your child’s attendance in school. The handbook is designed as a reference for you. We suggest that you keep it in a convenient place for easy reference throughout the school year. If you have any questions or concerns please feel free to contact me and I will be happy to speak with you. Thank you for entrusting your children to our school, we know that we have a huge responsibility to help grow and shape the future leaders of tomorrow!

Welcome to VVCA!

Craig Allen

Principal

Isaiah 40:31

But they that wait upon the Lord shall renew their strength;

they shall mount up with wings as eagles;

they shall run, and not be weary;

and they shall walk, and not faint.**Table of Contents**

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**About VVCA**

**Mission Statement**

Village View Christian Academy utilizes the Bible as the foundation of learning and

recognizes Christ as the Master Teacher. We are dedicated to providing a strong academic

program within a Christ-centered learning environment. Village View Christian Academy’s

goal is to grow as we guide the community in understanding the importance of Christian

education.

**Statement of Faith**

**We Believe:**

* The Bible, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the Divine and final authority for all Christian faith and life.
* In one God, Creator of all things, infinitely perfect and eternally existing in three Persons: Father, Son and the Holy Spirit.
* That Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where He sits at the right hand of the Majesty on High. He now is our High Priest and Advocate.
* That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct, gift, and empower the believer for godly living and service.
* That man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can eternal and abundant life be obtained.
* That the shed blood of Jesus Christ and His resurrection provide the only ground for being made right with God for all who believe, and only such as receive Jesus Christ and eternal life are born of the Holy Spirit, and thus become children of God.

**Student Code of Conduct**

At Village View Christian Academy we strive to provide a community and environment that encourages students to reach their full potential and grow in their spiritual walk with Christ.

I will comply with the rules and policies of Village View Christian Academy.

I will support all educational and Christian values established by Village View Christian Academy.

I will be a good citizen both at school and in my community.

I will respect those given authority over me.

I will respect myself, others and the property of the school and community.

I will speak the truth and be honest.

I will always uphold academic integrity.

I will use good judgement and sound reasoning.

I will be mindful and responsible for how I speak and communicate with others.

I will assume all responsibility for my attitude and actions.

I will live a life that represents Biblical teaching, morals and standards.

**Accreditation**

Village View Christian Academy is accredited with FLOCS (Florida League of Christian Schools) and abides by the standards set forth by the State of Florida Department of Education.

**Biblical Lifestyle Statement**

Since Village View Christian Academy’s biblical role is to work in conjunction with the home to mold students to be Christ-like, VVCA students should have a lifestyle that reflects the biblical perspective of integrity and of appropriate personal and family relationships. Each student should maintain a lifestyle based on biblical standards of moral conduct and support the moral principles of the school. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

**Nondiscrimination Policy**

Village View Christian Academy does not discriminate on the basis of race, color, age, gender, national or ethnic origin.

**Academics and Admission Policies**

**Re-enrollment Procedures**

1. Re-enrollment will begin the first Monday in February.
2. Packets will be provided to families on the first day of the re-enrollment period.
3. Completed packets are to be returned by the parent to the school office. Upon packet completion families will need to check that their account is in good standing with our accounting department.
4. If the account is not in good standing, a payment plan is required before the re-enrollment packet is accepted.
5. Upon verification that the account is in good standing and the required forms are complete, your child will be considered re-enrolled.
6. Current students are required to re-enroll each February. If the process is not complete by the end of February, the student’s spot is not guaranteed for the next year and may be subject to enrollment fees.

**New Student Enrollment Procedures**

1. Perspective student applications are provided to parents via email, on the school website or obtained from the school office. Completed applications can be turned into the school office.
2. Our school secretary will then schedule an interview and tour with our principal.
3. After the student is accepted, additional paperwork will be provided to complete registration.
4. All new students are on a 90-day probationary period from their first day of attendance each year.

**Grading Scale K-12 grade**

| **90-100 = A 80-89 = B 70-79 = C 60-69 = D**  **0-59 = F** | **E = Excellent**  **S = Satisfactory**  **U = Unsatisfactory**  **N = Needs Improvement** |
| --- | --- |

If a decision is made that a student will repeat a PACE, the account will be charged **$3.00 per PACE**.

**Report Cards**

Report cards are sent home four times each year at the conclusion of each nine-week grading period. Report cards are to be signed by the parent and returned the next school day. Progress reports will also be sent home at the halfway point of each 9 week quarter.

**Graduation Requirements**

The Standard Diploma consists of the following:

* English: 4 credits
* Mathematics: 4 credits (Algebra I and Geometry are required)
* Science: 3 credits (2 classes must include a lab and one must be Biology I)
* Social Studies: 3 credits (World History, American History, Economics, American Government
* Performing Arts, Fine Arts or Speech: 1 credit
* Health Opportunities through PE (HOPE): 1 credit
* Electives: 8 credits (4 credits of Bible are required and 2 Foreign Language credits are required)

**Dual Enrollment**

High school students at VVCA have the opportunity to participate in the dual enrollment program offered at the College of Central Florida in Ocala, Florida.

To Participate:

* The student must have completed and passed two full years of high school academic classes.
* The student must have at least a 3.0 GPA.
* The student must not have any discipline referrals for the year, and must not be on an attendance contract.
* A meeting is required between the guidance counselor, student, parent/guardian and teacher to discuss the importance of dual enrollment.
* If a student fails a class or withdraws after the add/drop date, the parent/guardian understands that they are financially responsible for all of the costs associated with that class including tuition, books, or any applicable fees. This money must be reimbursed to VVCA immediately for continued enrollment at VVCA.
* The parent/guardian applies online at www.cf.edu and fills out the dual enrollment application.
* The student is required to attend the orientation at the college, to register for classes, and to gather required textbooks.
* Attendance is taken by the college instructor. Attendance and final semester grades are emailed to VVCA by the dual enrollment coordinator.

**Florida Virtual School**

Students may also take Florida Virtual School courses with administrator approval. Students are only allowed to take two classes per academic year offered by the Florida Virtual School or they will not be able to keep their scholarships.

**School Records**

Cumulative files for each student are kept in the school guidance office. These files include attendance, grades, standardized test scores, evaluations, discipline records and other pertinent information. Information from the cumulative files will not be released outside of the school without written parental permission.

**Financial Policies**

**Billing/ Late Enrollments/Early Withdrawals**

Tuition will be billed on the first day of the school year in full.

Tuition is prorated to the first week of enrollment for students enrolled after the first day of school. Tuition is due for any week in which the student is enrolled regardless of attendance.

Tuition will be prorated for the number of weeks that the student is enrolled regardless of attendance.

**Delinquent Accounts**

If tuition is not paid by the 15th of the month, there will be a 15-day grace period. If tuition is not received after that time, the student will not be allowed to return to school until the account balance is brought current or an accepted payment plan is in place with the accounting office. If your account becomes delinquent past 60 days, your child will be subject to dismissal from the school as decided by the school board. No report cards will be given or records released until all back tuition is paid or payment plan is set up. Registration for the following year will not be accepted until all financial obligations are met for the previous year or an acceptance payment arrangement has been made..

**Scholarships**

Village View Christian Academy currently accepts the following third party scholarships.

* AAA
* HOPE
* McKay
* PLSA
* Step Up – Family Empowerment Scholarship (FES)
* Step Up – Income Based Scholarship/Florida Tax Credit (IBS/FTC)

VVCA also provides hardship scholarships for families in need. It is the responsibility of the parents to contact the school to make proper arrangements if a financial hardship arises.

It is the responsibility of the parent/guardian to provide all applicable scholarship award letters at the time of enrollment. Parents will be contacted quarterly via email when checks are ready to be signed or approved.. From the time of notification, parents/guardians will have 1 week to sign the disbursements. Failure to sign the payments by the above stated time frame will result in attendance interruptions for students until accounts are brought current.

**Tuition Schedule**

Annual tuition, which encompasses the new student registration fee, cost of curriculum materials, tuition, 5 uniform shirts, and test materials will be: $6,620.00(K-5) / $6,920.00(6-8) / $7,220.00(9-12). Parents/guardians are responsible for tuition in full, including any balance not covered by scholarships

**Tuition Payment Plans**

Our desire is to make tuition plans convenient for your family. If you decide to take advantage of the 10 month payment plan, your annual tuition will be divided into 10 equal payments. The first payment will be due on August 15th with each subsequent payment due on the 15th of each month. You will receive monthly statements via email with the current account balance.

**Parent and Student Responsibilities**

**Academic Integrity**

Academic integrity is essential to the development of Christian character. It promotes intellectual growth as well as honest and positive choices in connection with student work. VVCA students should pursue academic integrity and avoid academic dishonesty. Academic dishonesty includes plagiarism, copying another student’s work, using notes, technology or materials not designated by the teacher for the assignment. Plagiarism is defined as submitting work that is not the student’s original work and does not assign credit to the source.

VVCA students are encouraged to avoid plagiarism which includes copying and submitting full works, or sections of the work of others, without crediting the source. Copying answers from the internet without citing the source and submitting these answers as original work is also considered plagiarism. It is important to note that plagiarism is not an accepted standard of student work.

Consequences for academic dishonesty may include (but are not limited to) a zero for the assignment. Repeated and deliberate academic dishonesty will have additional consequences to be determined by the principal.

**Annual Status Review**

At the end of each school year, students who find themselves in the following categories will have their re-enrollment status placed on hold pending an annual status review:

● Students who have excessive absences or tardies

● Students who fail one or more classes

● Students who were previously placed on academic or behavioral probation

● Families with delinquent accounts

All such students will undergo an Annual Status Review to determine if there is any compelling reason to set aside questions and restore the student to eligible status. VVCA reserves the right to conduct an annual status review for any student, if, in the judgment of the principal, the student’s academic, behavioral, or attendance record warrants such a review.

**Attendance**

A successful school experience is the responsibility of the child, the parents, and the school. Your child’s progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is vitally important. When the student returns back to school after an absence, they must have an excuse note. An excuse note is required within 5 days. If it is not brought in during that time, the absences will be considered unexcused.

Any student who has more than five absences in a single quarter will be considered for attendance probation. Three unexcused tardies will be considered one unexcused absence. Any student who is placed on attendance probation must meet with school administration and may be in danger of losing scholarship funding.

The following are considered approved absences:

* Personal or family illness/death
* Medical appointment
* Absence which has been approved by the administration, in writing, before the absence occurs.

Any absence not included in the excuses above will be considered unexcused.

\**The Florida Legislature enacted requirements (Section 322.091, F. S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges. Also, if a student who does have their driver’s license is deemed truant (15 unexcused absences in a period of 90 calendar days) then their driving privilege will be suspended until proof is provided that they have attended school for 30 consecutive days.*

**Behavior**

We expect VVCA students to always do their best, work hard, play fair, and be kind to each other. We look forward to partnering with the parents to achieve these goals.

* It is required that all students behave in a respectful manner
* Students are to treat others the way they want to be treated
* Students are to keep their hands/feet to themselves
* Students are not to interfere with the learning of others.
* Under no circumstances will bullying be tolerated. Bullying is defined as seeking to harm, intimidate, coerce or unwanted aggressive behavior.
* Students are to face the teacher during times of instruction and corrections
* Students are expected to consistently follow directions and classroom instructions.

**Consequences for Misbehavior**

* Parent contact
* Discipline discussion with teacher and additional discipline as necessary
* Missed extracurricular activities
* Morning detention
* Lunch detention
* Saturday school
* Discipline referral (This may result in a suspension out of school)
* Expulsion

**Level 1: (One detention, Saturday school or lunch detention)**

a. Dress code and uniform violations

b. Failure to prepare for class or arriving to class without the required material

c. Excessive tardies

d. Disrupting the classroom through excessive talking or other activities

e. Disrespectful behavior toward classmates or authorities

f. Repeated violations of classroom rules

g. Failure to follow instructions

h. Unauthorized use of cell phones or using an electronic device

i. Immature behavior such as horseplay or mild name calling.

**Level 2:** Offenses of this nature will be evaluated by the Principal and presented to the School Board if needed, prior to determining the level of offense based on either repetition of the offense or the egregiousness of the offense which may also result in consideration of a lesser offense or consequence as required:

a. Repeated failure to comply with instructions that has already resulted in detention

b. Insubordination to faculty or staff

c. Use of profanities or obscenities

d. Damage to school property through intentional physical destruction, graffiti or vandalism

e. Misuse of electronic or social media, such as the creation of memes, videos or other actions

that are designed to humiliate a student, teacher or staff member, are patently false or designed to question a student, teacher or staff member that does not rise to the level of sexual harassment or cyberbullying

f. Alluding to the use of pornography, such as in a presentation, or the use of pornography on

campus or using an electronic device to transmit pornography to a student or group of students

g. Sexual harassment as defined as: behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances

h. Fighting on school campus or inciting a student to fight on or off campus

i. Use of tobacco products at school or VVCA sponsored events including, but not limited to, snuff or snuff – like alternative products, chewing tobacco, cigarettes, cigars, e-cigarettes or vaping, or products that promote the use of tobacco

j. The use or distribution of alcohol or illegal drugs on or off-campus

k. Vandalism and the deliberate destruction of property

l. Bullying or cyberbullying. Cyberbullying is defined as: the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature

m. Assault on any individual either on campus or off campus. Assault is defined as an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done

n. Students engaging in sexual immorality as defined biblically

o. Repeated violations of lesser offenses that constitute a willful desire to disobey and evidences

contempt for VVCA and runs counter to the mission and intent of VVCA

p. Open advocacy of a religious position or ideology that is in contradiction to the mission and

intent of the Christian environment established at VVCA

q. Possession, distribution, advocacy or seeking to create an environment of fear and intimidation

through the use of racially or politically inflammatory material or material that advocates the destruction of Christianity

r. Possession of weapons on school campus or at school events.

**Dress Code**

All students are required to wear the school uniform and to have a neat, clean appearance. All clothing is to be worn as the manufacturer so designed.

**Shirts** -Students may choose shirts from the following colors: blue, red, or black. All shirts must be knit polo style shirts with a collar and must contain the school logo. Tops must be long enough to clearly overlap the belt line or stay tucked in with arms raised.

**Pants/Skirts/Skorts/Shorts** - All students must wear solid color school uniform bottoms. All shorts should be appropriate fit and Bermuda length (no shorter than four inches above the knee). No baggy, tight, or low hip rider pants are allowed. Undergarments should not be visible at any time.

**Shoes** - Shoes must be dress style shoes or sneakers. No sandals are allowed. All shoes must be completely enclosed. Sneakers must be worn for PE classes.

**Winter Clothing** - Students will receive a school hoodie or zip up jacket with the required logo. All other jackets must zip down in the front to reveal the dress code shirt. The jackets should be solid in color with no writing or decoration on them. In the classroom, a school hoodie or jacket should be worn. If the student goes outside they may wear a heavy jacket over their school shirt or hoodie. The jacket must be solid in color and have no writing or pictures on it.

**Hair** - Hair should be neatly groomed and of a natural color. Obscure or distracting hair styles will not be allowed. Facial hair must be kept neat.

**Hygiene** - Particular attention shall be paid to personal hygiene: deodorant or antiperspirant will be worn as needed. Offensive odors, including the smell of cigarette smoke, shall not be tolerated. Perfume, cologne, after-shave and other scented products should only be used sparingly so as not to offend others. Such products should be applied prior to entering campus.

**Nails** – Fingernails shall be kept clean, well-groomed and at an appropriate and safe length. Nail polish, if worn, should be a neutral color.

**Jewelry/Accessories** - Excessive distraction from jewelry is not permitted and will be requested to be removed if worn.

**Make-up**- Make-up is allowed, but should be worn in a manner that is not distracting and is only allowed for girls.

**Tattoos**- No visible tattoos are allowed on campus or any school sponsored function. (Including off campus functions) If a student has a tattoo they will need to have it covered by clothing, a bandaid or an arm cover/leg cover so that the tattoo is not visible. The exceptions are tattoos that are temporary and for the express purpose of school spirit, school events or special programs. Any temporary tattoos must be pre-approved.

**Health Records**

VVCA requires that all new students have a physical examination within 12 months prior to the first day of attendance. Students must have all immunizations up to date prior to the first day of school each year. Parents must provide documentation of the physical examination and immunizations to the school for their child’s cumulative file. If students are exempt from immunizations, then the proper form should be submitted to the school and put on file.

**Health Screenings**

To be in compliance with state standards, screenings by health professionals or school staff must take place at the following grade levels.

* Kindergarten & 3rd grade – height, weight, vision & hearing check.
* 6th grade – height, weight, vision, hearing and scoliosis check.

**Leaving During the School Day**

Once a student arrives on campus, he/she will need a parent/guardian’s written/verbal permission to leave. This shall be given to the office prior to the time of release. Only parents or adults who are designated on a student’s emergency form will be eligible to pick students up during the school day. If the student has a scheduled appointment during school hours, he/she must have a parent/guardian sign them out in the school office to release the student from school. For students who drive, parent/guardian consent must be given to the school office and the student must sign out.

**Parent Contact Information**

It is solely the parent/guardian’s responsibility to provide the school with current contact information and update it as changes are made. Please provide current home and work emergency contact information, the child’s known allergies to foods or medications, valid emails, and phone numbers that may be used for text alerts. Information giving permission for a person(s) other than the parent/guardian to pick up the child from school will be required on the enrollment form. Any person other than the child’s parent/guardian will be asked to show identification.

**Parent Conferences**

We welcome parent conferences in order to communicate directly with their child’s teachers. Conferences with a teacher at any time of the school year are encouraged. If you desire a conference, please contact the school office to schedule a meeting. We ask that you not interrupt the academic day without an appointment, including before and after school as this time is important for our teachers in planning, praying, and preparing.

**Parent Involvement**

We welcome parental involvement at VVCA. Your support of school activities makes your child feel important and sends the message that you value school. We are always happy to have your help for special activities. Volunteers are needed for school activities such as class parties, field trips, teacher assistants, campus clean up, maintenance, and various other activities. All parent volunteers must sign in at the school office when they come to volunteer, and complete a fingerprinted background check.

**Health and Safety**

**Accidents**

In the case of any accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or administration. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form submitted to our administration and filed in the office.

**Allergies**

All allergies to medications, foods, and/or other substances must be stated on the emergency and medical forms.

**Athletic Eligibility Policy**

“Student-Athlete” – In that phrase, the word “student” always comes first. It is hard work to maintain excellence in the classroom, while also striving for excellence in the athletic arena; however, all student athletes must maintain an unweighted 2.0 cumulative GPA each semester.

Before participating in pre-season conditioning, tryouts, practices, workouts, etc. the student must have a current physical and parent release/consent form on file with the office.

**Child Abuse**

The staff of VVCA is required by Florida state law to report any suspicion of child abuse to the Department of Children and Family Services.

**Consent for Treatment**

I hereby give permission for my child to be given emergency treatment, including first aid and CPR by a qualified staff member of VVCA. I further authorize and consent to medical, surgical, and hospital care, treatment, and procedures to be performed for my child by his/her regular physician, necessary or advisable by a physician to safeguard my child’s health if I cannot be contacted. In such a case, I waive my right of informed consent to such treatment. I also give permission for my child to be transported by ambulance or vehicle to an emergency center for treatment. I further authorize said center to take my child to a hospital, and agree that I am responsible for all physician, transportation, and hospital bills.

**Emergency Preparedness Drills**

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. In the event of a fire, students will be evacuated according to the plan. The school building is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the school office.

The school also practices drills for inclement weather, evacuations, and lockdowns. Should a real emergency arise parents will be notified as quickly as possible.

**Health Inspections**

Village View Christian Academy is inspected on an annual basis by the Department of Health. The most recent inspection information is located on the information board in the hallway by the Academy Daycare office.

**Medical Illness Policy**

If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick the child up within 1 hour of contact. The child will be separated from the other children until the parent/guardian’s arrival.

If a child displays any of the following symptoms, he/she must be kept at home:

* + - * Fever greater than 100°
      * Diarrhea or vomiting
      * Nasal secretions that are thick, yellow or green, and accompanied by a fever
      * Sore throat with fever or throat spots
      * Eye drainage (any type should be checked by a doctor to rule out infection)
      * Unusual rashes
      * Lice or nits found in child’s head
      * If a child has a complaint of not feeling well, is acting lethargic and/or crying, they will need to be picked up and may return to school when they are well.

The child may return to school when they are symptom free for 24 hours or have a doctor’s note that they are not contagious. This means **no fever for 24 hours WITHOUT medication**.

Children sent home for lice must be checked & nit free before returning. **Parent or guardian is required to accompany the child, post treatment, to the school office to be checked for lice.** They must stay with their child until the student is checked. If the child is not cleared, they are to be taken home immediately and treated once again.

**Medication Policy**

All prescribed medications must be in their original containers and parents or guardians must sign the Medication Authorization Form stating the kind of medication, the amount to be given, and the time it is to be administered. Tranquilizers, sedatives, or special medical procedures, shall be given or applied only when the child’s parent(s) or guardian(s) have provided a written order or a prescription from a physician. Without a written prescription from a physician, the school will not administer over-the-counter medications to the child, including cough syrup, anti inflammatories, and allergy medications.

All inhalers housed on campus must be prescribed by a physician and the prescription must be with the inhaler. Please be aware that the child will only have access to their inhalers at school during normal school hours (8 a.m. to 2 p.m.). Students will not have access to their inhalers before, during, or after school activities. If you wish for your student to keep their inhaler on their person, please complete the appropriate form. This form will be kept on file and must have your signature.

**Weather Related School Closures**

In case of weather-related issues, we will follow the directives of Marion County Public Schools. If the Marion County Public Schools close for more than one day, the administration will determine if VVCA will continue to be closed. Current information will be emailed. Families will be contacted by the student’s teacher and information concerning school closures will be posted on our school website/Facebook.

**General School Policies**

**Arrival and Pick Up Procedure**

Morning car line arrival for all VVCA students is between **7:45 a.m. and 7:55 a.m**. Students who arrive after **7:55 a.m.** will be considered tardy and will need to check in at the school office.

Afternoon pickup is between **2:05 p.m. and 2:15 p.m**.

If you require child care before 7:45 a.m. or after 2:05 p.m., VVCA’s Early Childhood Center offers care for grades K-5 from 6:30 a.m. until 7:50 a.m. and from 2:00 p.m. until 5:30 p.m. You must enroll separately for these services with the ECC.

**Cell Phones/Smart Watch/ Portable Electronic Devices**

Students bringing cell phones and/or other portable electronic devices on campus do so at their own risk. VVCA shall not be responsible for loss, damage, theft, or misuse of these devices. We understand the value of cell phone usage for our students who need to contact parents when our office and school buildings are closed. In consideration of our classroom environment and daily instruction, all student cell phones must remain in backpacks and turned off (including vibrations and text messages) **while the student is on campus, unless permission is given by their supervising staff member.**. Students may not use their cell phones as educational devices. In cases of noncompliance, administration reserves the right to confiscate a student’s cell phone and return it to the student’s parents. Texting and videotaping are not permitted anytime while on campus, except with permission from a supervising staff member.. Refer to the Internet and Network Access Policy.

Abuse of this policy will result in the loss of the privilege for a student to bring their phone on campus.

\*Please do not text/call your child on their cell phone during the school day. If a message needs to get to your student or if there is an emergency please contact our front office and we will be happy to help with getting the message to your child.

**Field Trip Policy**

Students must have their permission slip signed and returned and student fee paid by the date set forth by the teacher. Parent volunteers are able to assist the school staff as chaperones for field trips off campus. Parent volunteers who go on field trips must have a background check and fingerprinting completed and reviewed by administration prior to the field trip. Parents will be responsible for paying the fee for the background check. This background check is good for three years. Paperwork to have this background check completed can be picked up from the school office.

**Food Activity Acknowledgement**

Please be advised that children may participate in food related activities during the school year including, but not limited to cooking, class parties, and snacks brought in by parents.

**Internet Usage and Network Access**

Students are given supervised access to the internet. With this opportunity comes the responsibility for appropriate use. With access to computers and to people all over the world, there will be some material that may not be considered to be of educational value. We will do everything we can from a school perspective to protect our students and staff from inappropriate material. VVCA cannot prevent the possibility that some users may access material that is not consistent with the school’s mission. It is the school’s policy that the network will be used in a responsible, efficient, ethical and legal manner in accordance with the mission of VVCA. All students must acknowledge their understanding and agreement with the Acceptable Use Policy and guidelines for Network Access as a condition of receiving access. Failure to adhere to the policy and guidelines may result in access privileges being suspended, revoked, or disciplinary action taken.

* Acceptable uses of the network are activities which support teaching and learning. Users are encouraged to develop uses that meet their individual needs and take advantage of the network’s function.
* Unacceptable uses of the network include: using the network to access materials that are considered inappropriate for educational purposes; trying to interfere with the computer systems of VVCA in an effort to obtain private information, cause the computer to malfunction, or destroy data; violation of federal or state law dealing with student’s rights to privacy; using profanity, obscenity or other language which may be offensive to another user; using the network for illegal activity; sending unauthorized or unsolicited e-mail “spam” including the sending of “junk mail” or other advertising material; accessing any material that is not consistent with the beliefs and values of VVCA; accessing Facebook, Twitter, or any other social media account without the permission of the teacher or principal of the school.
* The person in whose name the account is issued is responsible at all times for its proper use and will not give his/her password to others.
* Users must avoid knowingly or inadvertently spreading computer viruses. They must not upload from unknown or unapproved sources.

**Lunch**

Food and drink are to be provided by the parent for each school day. On designated Fridays VVCA will provide an opportunity for take-out food for students (pizza, burgers, sandwiches, etc.) There will be a fee for these orders if you choose for your child to participate. Order forms will be sent home with the child the week prior to the food day, with payment to be made in advance.

**Photograph/Video Release**

I release Village View Christian Academy to photograph and/or video my child participating in daily activities, and to use the photographs and/or videos in photographic displays or other publications showing these daily activities. This includes closed circuit security monitoring.

**Physical Education**

All students enrolled in PE class are required to participate, and will be given a grade based on their participation. Students in grades 5-12 will be required to wear PE uniforms. PE uniforms, that are purchased by the parents, will consist of a solid red, black or gray t-shirt, shorts that are fingertip length, and tennis shoes. PE uniforms must be worn at all times while the student is in PE.

**Probation**

Students that do not perform academically, have excessive unexcused absences, have exhibited unacceptable behaviors, or have an excessive amount of incomplete homework assignments may be placed on probation. If a student is on probation, a contract will be drawn up that will stipulate what needs to change so that the student may be successful. The child will be given a specific amount of time to improve in the area that is deficient.

If the contract is not honored and acceptable changes are not made within a specific time frame, additional requirements may be put in place or the student may be recommended for expulsion.

The following are guidelines which will guide the decision to place a student on probation:

* Any student who has failed to complete five homework assignments in a quarter will be placed on academic probation.
* Any student who has more than five unexcused absences in a quarter may be considered for attendance probation. Three unexcused tardies will be considered as one unexcused absence.
* Any student who has received three or more corrective action notices within a 9-week period may be considered for behavioral probation. In addition, any one severe or egregious act may result in behavioral probation.

**School Visitors**

When you visit the school for any reason, please sign in at the school office. You will be provided a visitor's badge. Visitors must have the badge visible at all times.

**Search and Seizure**

Administration reserves the right to search desks, persons, and personal belongings of a student when it is believed to be necessary for maintenance of the educational process, or to protect the health, safety and welfare of other students. Students are advised that their desks, persons and personal belongings are subject to search for forbidden, dangerous, or illegal substances.

**Student Drivers**

Students who drive themselves to school are not authorized to loiter in the parking lot at any time. Students found loitering in their cars will be warned once and then consequences, up to and including the loss of parking privileges will be incurred. Students found engaged in any form of PDA in their cars or in the parking lot will face additional consequences.

**To park on campus students must provide:**

• A copy of the car make, model and tag number.

• Proof of insurance

• A copy of the student’s driver’s license must be submitted to the school office

**Solicitation**

VVCA may not be used as a setting for solicitation of any kind.

**Volunteer Policy**

We welcome parent involvement here at VVCA. We feel that parent involvement benefits not only the school, but the parent and child relationship as well. Parents are encouraged to participate as classroom helpers on a regular basis. Parent participation enables the teacher to offer a variety of creative activities for students. All volunteers must have a background check on file prior to volunteering. All volunteers or visitors must sign-in at the office when they come to work in the classrooms or off campus and receive a visitor’s tag. We hold an open door policy here at VVCA and gladly welcome parents to volunteer or visit at any time. Please know that no volunteer or visitor is ever to be left alone with a child or be allowed to help them with going to the bathroom.

**Weapons**

Weapons or firearms are prohibited on campus or at off campus school events. A student's violation of this policy may result in immediate expulsion.

A weapon is defined as:

1) Any firearm.

2) Any device, such as a slingshot, sand club, blackjack, billy club, metal knuckles, knife, especially any double sided knife, any spring loaded knife such as a switchblade, any knife that opens by force of gravity or centrifugal thrust, any knife with a fixed blade, saber, sword or dagger.

4) "Throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect.

5) Any air gun, air pistol or air rifle designed to propel a BB, pellet, or other projectile.

6) Disabling items such as electric stunning/shocking devices, mace or pepper spray.

7) Any explosives or incendiary components, which by themselves or in conjunction with other items can result in an explosion or fire.

8) Any object used in a threatening manner or used as a weapon that could reasonably be perceived as being able to cause bodily harm to someone.

9) Any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

Possession of any of these objects will be grounds for immediate expulsion from school. Law enforcement personnel and parents or legal guardians will be immediately contacted concerning any possession of weapons at school.

**Arbitration Policy**

Village View Christian Academy is committed to following the scriptural instructions for resolving disputes. Therefore, any claim, controversy or dispute arising from or relating to the policies and procedures of Village View Christian Academy contained and set forth in the Handbook of Village View Christian Academy, or the breach thereof, shall be settled by mediation and, if mediation is unsuccessful, then by arbitration. The undersigned agree that these methods shall be the sole remedy for any controversy, claim or dispute arising out of or relating to said policies and procedures, and expressly waive his/her right to file a lawsuit in any civil court for such controversy, claim or dispute, except to enforce an arbitration decision. For the purpose of these policies and procedures the parties agree to be bound by the Federal Arbitration Act (9 USC §§ 1-16). The terms of this paragraph shall continue to govern any dispute that may arise during or relating to my child's enrollment/participation with Village View Christian Academy, even after such enrollment/participation is

terminated for any reason.

**VVCA Handbook**

**Village View Christian Academy reserves the right to change, modify, revise or amend the student handbook at any time deemed necessary**.

**Handbook Verification**

We, the parents/guardians of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Parent Handbook policies and Arbitration Policy and we will cooperate with the policies and procedures of Village View Christian Academy.

We as parents/guardians are aware of the requirement of our attendance at the parent workshops/meetings and will fulfill our responsibility by attending each session unless other arrangements have been made with the administration.

We further understand that Biblical and religious training are a part of every aspect at Village View Christian Academy.

Parent/Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Students in grades 5-12 are required to sign)**

\*Please sign and return this page to the school office upon enrollment.