



Parent-Student Handbook 2026-2027

"Cultivating intellect and faith to prepare students for lives of impact and purpose."

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PURPOSE OF THE VCA HANDBOOK

The purpose of this handbook is to familiarize and inform students and parents of the Venture Christian Academy policies. Our mutual dedication to these policies will facilitate positive student/parent/faculty relationships. We recognize the fact that parents have the primary responsibility for the education of their children and that the school exists to help the parents accomplish this task.

By enrolling at VCA, a student and his/her parents (or guardians) understand and agree to support the educational objectives and practices as stated in this handbook and to respectfully observe the disciplinary code of the school. It is further understood that the standards of VCA as a ministry of Venture Christian Church are aligned to God's word in every area of operations, and that parents and students will respect and honor the Christian mission of the school and be fully supportive of that mission.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence but also to teaching students how to apply the truths of God's Word to every aspect of life. Thank you for allowing us to be your partner in the education of your child!

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INTRODUCTION

Mission Statement

Cultivating intellect and faith to prepare students for lives of impact and purpose.

Educational Philosophy

The Educational Philosophy of VCA is to educate the whole student from a biblical worldview. The faculty and staff are committed to love, nurture, and respect each student, while providing an environment of high academic quality that prepares students for a life of service to God. The program includes the following areas:

Parent/VCA Partnership: Parents assume the primary responsibility before God for their child's education. It is a privilege for VCA to partner in this responsibility.

Academics: Provide challenging and balanced academic, enrichment, and physical education programs that meet the overall needs of a student body with varied abilities.

Biblical Worldview: Teach every subject area in a manner consistent with a biblical worldview.

Character Development: Provide a variety of opportunities for students to develop and build strong Christian character.

Student Behavior: Manage discipline with an emphasis on building godly character in our students.

Self-Image: Encourage the development of the student's healthy self-image — that God has created each student uniquely and that He has a divine plan for each life.

Statement of Cooperation

1. I understand that Venture Christian Academy (VCA) is a ministry of Venture Christian Church and therefore, will teach the Bible as God's truth.
2. I understand that VCA will teach salvation through Jesus Christ. While attending VCA my child may decide to accept Jesus Christ as his/her Lord and Savior, therefore choosing to embrace Christianity. I am willing to respect my child's decision.
3. I understand that VCA will bring a scriptural approach to its academic teaching and to its discipline policies when dealing with students.
4. I understand that VCA is committed to building strong Christian character with a patriotic emphasis that is supportive of our country.
5. I understand that my behavior is a reflection of the school. I pledge to refrain from negative talk and destructive criticism about VCA, the teachers, staff, students, and its policies to or in front of any students or parents, and/or other persons. If I have a concern I will contact the teacher or administrator directly, resolving the issue in a Christ-like manner. Issues not to be discussed with others include, but are not limited to, the following: behavior of other students, academic progress of students, comparison of staff members, concerns about behavior or parenting skills of other parents, complaints/concerns about teachers/staff, etc.
6. I have read and agree with the handbook policies including, but not limited to, educational doctrine, statement of philosophy, dress code, discipline policies, and attendance policies.
7. I understand enrollment is conditioned upon parent/guardian and student compliance with all current or future policies, rules, and regulations.

Core Values

Academic Achievement

- Offer a rigorous, yet balanced academic program to meet the needs of each child.
- Encourage critical thinking skills throughout the curriculum.

Communication

- Provide a variety of activities and programs through which students learn multiple ways to effectively communicate.
- Enable students to communicate with confidence; academically, socially, and spiritually.

Community Contributor

- Teach students to remain tender-hearted to the needs of their peers.
- Involve students in service-related opportunities outside the school environment.

Christian Character

- Emphasize a close, personal relationship with the Lord.
- Model qualities of a Romans 12 disciple.

Accreditation

Venture Christian Academy maintains dual accreditation from the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). As a member of ACSI, VCA subscribes to ACSI's Christian Philosophy of Education: The mission of ACSI is to enable Christian educators and schools worldwide to effectively prepare students for life.

Statement of Faith

Biblical Principles that Guide Venture Christian Church & VCA.

1. **About the Bible** - We believe the Holy Scriptures to be plenary-verbally inspired, the very Word of God, authoritative, infallible and inerrant in the original writings. It was written by human authors under the supernatural guidance of the Holy Spirit. The Bible, being fully inspired by God in its entirety, is His perfect Word and is the authority for all faith and life. 2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18; Psalm 119:9, 11, 105, 160.
2. **About God** - We believe there is one God, creator and ruler of the universe, who is personal, infinite, perfect; and He exists eternally as Father, Son, and Holy Spirit. These three are co-equal and are one God. Deuteronomy 6:4; Psalm 90:2; 2 Corinthians 13:14; Ephesians 4:4-6; Matthew 28:19-20.
3. **About the Person and Work of Jesus Christ** - We believe that the Lord Jesus Christ, the eternal Son of God, became human without ceasing to be God, having been conceived of the Holy Spirit and born of the Virgin, in order that He might reveal God and redeem sinful humanity. We believe that He accomplished our redemption through His sinless life, and death on the cross as a voluntary, substitutionary sacrifice. We believe that our redemption is made sure by His literal, bodily resurrection from the dead. We believe that the Lord Jesus Christ is now in heaven exalted at the right hand of God, where as the High Priest for His people, He fulfills the ministry of Representative, Intercessor, and Advocate. John 1:1-2; Luke 1:35; Romans 3:24-25; Romans 4:25; Romans 8:34; 1 Peter 1:3-5; Hebrews 7:25, 9:24; 1 John 2:1-2.
4. **About the Person of the Holy Spirit** - We believe that the Holy Spirit is God, equal with the Father and the Son. He is present in the world, making people aware of their need for and drawing them to salvation in Jesus Christ. He indwells every believer from the moment of salvation, empowering them to live an

obedient life that glorifies God and fulfills His purposes. He leads us into truth and gives spiritual gifts to every believer that are to be used to build up the body of Christ. The follower of Jesus will seek to be filled and led by the Holy Spirit daily. John 14:16-17; John 16:7-15; Ephesians 1:13-14; Romans 8:5-17; 1 Corinthians 12; Ephesians 5:18.

5. **About Humanity** - We believe that people, both male and female, are created in the image and likeness of God. In Adam's rebellion, the human race fell, inherited a sinful nature, became alienated from God, and can be restored to God's favor only through the work of Jesus Christ and the ministry of the Holy Spirit. We believe in the literal historicity of Genesis 1-3. Genesis 1:26-27; Genesis 3; Romans 3:22-23, 5:12; Matthew 19.
6. **About Marriage** - In accordance with God's Word and Church history, we define marriage as the union of one man and one woman. According to Genesis 1:28 and 2:24, marriage was intended by God to be a lifelong covenant relationship between a man and a woman. This definition of marriage was confirmed by our Lord Jesus Christ in Matthew 19:3-6; Mark 10:6-9 and reiterated by the Apostle Paul in Ephesians 5:31-33 and Hebrews 13:4. This definition of marriage has also been affirmed throughout Church history by leaders of the Christian faith.
7. **About Salvation** - We believe that salvation is a free gift of God, apart from any human merit, brought to humanity by grace and received by personal faith in the Lord Jesus Christ whose precious blood was shed for the forgiveness of our sins. Every believer's salvation is secure, being kept by the power of God. However, a believer by disobedience can mar his fellowship with God, lose his joy, testimony and incur the Father's loving discipline. While we do not believe good works are meritorious in obtaining salvation, we do believe that good works are an evidence of salvation. John 1:12, 3:18, 10:27-30; Romans 8:38-39; 1 Corinthians 1:4-8; Ephesians 1:7, 13-14, 2:8-10; Hebrews 12:9-11; 1 John 1.
8. **About the Church** - We believe that Jesus Christ is the head of the church, which is His body and redemptive agency on earth. Its mission is to make disciples of all nations by demonstrating His Life to the world, proclaiming the Gospel, baptizing believers, and teaching them to obey everything Jesus commanded. All those who have experienced salvation are members of the Church, and are therefore eligible for baptism and membership in a local fellowship. Matthew 28:18-20; Acts 2; 1 Corinthians 12; 1 Timothy 3:15; Ephesians 2:21-22, 5:25; Colossians 1:24.
9. **About the Ordinances** - We believe the Lord Jesus left for the obedience of His people two ordinances, which are to be observed during this present age: Baptism by immersion and the Lord's Supper are commanded by Christ. Water baptism is an outward sign of what the Holy Spirit has performed in the heart of the believer. Matthew 28:19; Acts 8:26-38, 10:47-48. The Lord's Supper is observed by the believer at Christ's request until His return as a memorial of His sacrifice in securing our redemption. Matthew 26:26-29; 1 Corinthians 11:23-31.
10. **About Satan** - We believe that Satan is a created and fallen angelic being, the open and declared enemy of God and God's people, the destroyer of human lives and whose destiny is eternal punishment. Job 1:6-7; Isaiah 14:12-15; Ezekiel 28:12-19; John 10:10; Ephesians 6:10-20; Revelation 20:10.
11. **About the Second Coming of Christ** - We believe in the second coming of Jesus Christ. We believe immediately following the tribulation, He will establish His millennial kingdom on earth. 1 Thessalonians 4:13-18; 1 Corinthians 15:51-53; Revelation 20:6; Zechariah 14:4-11.
12. **About the Eternal State** - All people will experience the resurrection, believers to the state of eternal life and unbelievers to the state of eternal punishment. Luke 16:19-26, Matthew 25:31-46; 2 Corinthians 5:8; Philippians 1:23; 2 Thessalonians 1:7-9; Revelation 20:11-15.

School Profile

Scope of Instruction: VCA is committed to providing a well-balanced Christian education for children in grades Preschool—8th grade.

School Location and Facility: VCA is located on the beautiful grounds of Venture Christian Church and operates as a ministry of the church. It is situated on 28 acres along the Los Gatos/San Jose border in the heart of Silicon Valley. The facility includes well-equipped classrooms, science lab, digital arts learning center, library, worship center, multi-purpose room, art room, playground, and athletic field.

Spiritual Emphasis: Bible classes, chapel services, and special programs foster an atmosphere of Christian values and spiritual growth.

Academic Excellence: VCA offers a quality education in a co-educational Christian day school setting.

Grades: Preschool through 8th Grade

Total Enrollment: Approximately 320

Class Size: Approximately 15-22

Hours: Full day program grades K—8. Half and full day program for Preschool and Pre-Kindergarten.

Accreditation: Association of Christian Schools International (ACSI) & Western Association of Schools & Colleges (WASC)

School Year: Three trimesters-three grading periods.

Curriculum: The curriculum is continually reviewed to ensure that all state, national, and ACSI/WASC standards are met and/or exceeded. Specifics are available upon request.

Testing: Standardized tests are administered tri-annually to all students in grades 1-8.

School Events: Some of the enriching annual school events offered may include, but are not limited to, grade level field trips, Performing Arts Concerts and exhibitions, community events, and service projects.

WHERE TO FIND INFORMATION

ALL School Information – ventureca.org/parents

Current parents of VCA will find links to all current school information on the school website by clicking the 'Parents' button on the blue toolbar.

FACTS Parent Portal – accounts.renweb.com (district code: LG-CA)

Parents may log in to the FACTS Parent Portal, online or through the VCA app, to access current grades, courses, homework, and additional information.

Weekly Announcements – On-Lion School Newsletters & Classroom Newsletters

Each week an emailed communication tool is used to tell the school community about the upcoming activities, sports, news, and more. Your child's teacher will also send you a weekly email with classroom news.

ADMISSIONS

Admission for the Academic Year

- Enrollment for siblings of current VCA students will begin February 1st
- Enrollment for the general public will begin March 1st
- Pre-K students are assessed prior to acceptance
- K - 8th grade applicants are assessed and interviewed prior to acceptance
- Applicants must meet the following age requirements:
 - Preschool: 2 years 9 months old by the first day of school
 - Jr. Kindergarten: 4 years old by the first day of school
 - Kindergarten: 5 years old by the first day of school

For more enrollment information, please contact the VCA Office, at (408) 997-4681. VCA admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Re-enrollment

Re-enrollment is held in January of each school year. Returning families have the opportunity to reserve their child's spot for the following school year by completing the online re-enrollment packet and submitting a non-refundable re-enrollment fee by the end of February. Re-enrollment is not a guarantee of automatic promotion to the next grade level. Promotion is dependent on academic status, behavioral consideration and good financial standing with the Finance committee.

Withdrawal

If a student is withdrawn from VCA during the school year, the parent or guardian is responsible for completing and submitting a withdrawal form to the school office.

Please refer to the Financial Policies section for information regarding financial obligations associated with student withdrawal.

Tours

Tours are conducted by appointment only. Please contact the admissions office.

SCHOOL ROUTINE

Office & School Hours

Monday - Friday 7:45AM - 4:00PM

Grade Level	Start Time	Dismissal Time
Preschool - Pre-K	8:00AM: Mon/Tues/Weds/Fri 9:00AM: Thurs	3:00PM Regular Day 11:30AM Minimum Day
Kindergarten–5th Grade	8:00AM: Mon/Tues/Weds/Fri 9:00AM: Thurs	2:50PM Regular Day 11:30AM Minimum Day
6th-8th Grade	8:00AM: Mon/Tues/Weds/Fri 9:00AM: Thurs	3:00PM Regular Day 11:30AM Minimum Day

Where Students Should Be

Before School: Before school care is offered for Preschool-8th grade students on Thursdays only from 8:00 AM to 9:00 AM. K-8th grade students arriving before 9:00 AM on Late-Start Thursdays must report to ESS (Extended School Day). Students may not be in the school building before 8:00 AM. Parents are permitted to drop off students beginning at 7:45 a.m. every day except late start Thursday.

Supervised Areas: While on campus, students must stay within supervised areas for their own safety and protection. Students are NOT to be in the area of the worship center, athletic fields, parking lots, or any other area on campus without the supervision of a VCA staff member. Disciplinary action will be taken for those students found in unsupervised areas.

After School: Students are to report to ESS as soon as carpool has finished (3:05 PM for Elem. and 3:15 for MS on regular school days.) All other areas of the building and property are off limits to unsupervised students.

Leaving School: Under NO circumstances may students leave the campus without proper permission. After arriving, students may not leave the campus until a parent or guardian signs the student out through the office. Students leaving campus without proper permission may be subject to suspension or required withdrawal.

The procedure for leaving the campus during the school day is to have the student bring a note to the office in the morning or the parent may call the office to make early dismissal arrangements. The parent or approved guardian must come to the office to sign out the student. The student will then leave through the office with their parents.

Chapel

Chapel is held once each week and is an important part of the VCA experience. Chapel includes worship through singing, sharing, and studying God's Word. Students are encouraged to participate wholeheartedly and respectfully, demonstrating attentiveness and reverence throughout the service. Chapel is a time to prepare our hearts to meet with God, grow in faith, and encourage one another as a school community.

Pledges

As part of our strong patriotic Christian emphasis, pledges are part of the school wide routine:

American Flag	Bible	Christian Flag
I pledge allegiance to the flag of the United States of America And to the Republic for which it stands; One nation, under God, indivisible, with liberty and justice for all.	I pledge allegiance to the Bible God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.	I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty to all who believe

Lost and Found

VCA highly recommends marking any personal item brought or worn (lunchboxes, waterbottles, outerwear, etc...) to school with the student's first and last name. VCA is not responsible for lost or stolen property. Lost items will be kept in the Lost and Found. At the end of each month, unclaimed items may be discarded or donated to charity. Unclaimed uniform items will be added to the uniform exchange closet.

Middle School Schedule

Monday Blue & Gold	Tuesday Blue	Wednesday Blue & Gold	Thursday Gold	Friday Blue & Gold
Period 1 8:00 – 9:00	Period 2 8:00 – 9:20	Period 1 8:00 – 9:00	Late Start 7:45 – 8:45	Period 1 8:00 – 9:00
Period 2 9:05-9:50	Chapel 9:30 – 10:00	Period 2 9:05-9:50	Period 1 9:00-10:15	Period 2 9:05-9:50
Break 9:50-10:05	Break 10:00-10:15	Break 9:50-10:05	Period 3 10:20 – 11:30	Break 9:50-10:05
Period 3 10:15-11:00	Mentor Groups 10:25-10:45	Period 3 10:15-11:00	Break 11:30-11:45	Period 3 10:15-11:00
Period 4 11:05-11:50	Period 4 10:50-12:00	Period 4 11:05-11:50	Period 5 11:55-12:35	Period 4 11:05-11:50
Lunch 11:50-12:20	Lunch 12:00-12:30	Lunch 11:50-12:20	Lunch 12:35– 1:05	Lunch 11:50-12:20
Period 5 12:30-1:15	Period 6 12:40-1:50	Period 5 12:30-1:15	Period 7 1:15 – 2:25	Period 5 12:30-1:15
Period 6 1:20-2:05	Study Hall 1:55-3:00	Period 6 1:20-2:05	Study Hall 2:30-3:00	Period 6 1:20-2:05
Period 7 2:10 – 3:00		Period 7 2:10 – 3:00		Period 7 2:10 – 3:00

The first period of each day includes additional time for morning opening (pledge, verse, announcements, prayer).

Volunteer Service: We love having volunteers! There are numerous opportunities for volunteers to help in the classrooms and during special school events. Please read the fingerprinting instructions below and contact your child's teacher to see how you can volunteer at our school!

Fingerprinting: For the safety of all concerned and to comply with accreditation requirements, VCA requires every volunteer and staff member to be fingerprinted. Fingerprinting and approval must be completed **before** involvement in

any student activity. Information obtained will be kept in strict confidence. A list of approved scanning agencies and the necessary documents are available in the elementary office.

Fundraisers: VCA participates in school-wide fundraising activities throughout the year to support the school's programs, resources, and special projects. All fundraising activities must be approved by the Head of School.

Athletics

As part of Bay Area Christian School Athletic League (BACSAL), the VCA Lions proudly compete in interscholastic athletics in grades 5-8. The Lions excel and regularly receive recognition in the following sports:

1st	2nd	3rd	4th
Boys Flag Football	Boys Basketball	Boys Volleyball	Boys Soccer
Girls Flag Football	Girls Basketball	Girls Soccer	Girls Volleyball
Co-Ed Cross Country			

ATTENDANCE

Regular and punctual school attendance of students is not only expected but essential for academic success.

School attendance is an area of mutual cooperation between the school, the parents, and the students. The school must be notified before 8:15 AM (9:15 AM on Thursdays) if your child will be absent or tardy.

Attendance Line: (408) 997-4681, press 4

If the parent fails to properly notify VCA of their child's absence, the absence will be considered unexcused. Students not present for at least half of a school day will be marked absent for that day. VCAMS students must be present by brunch in order to participate in after-school activities and sports. Please try to schedule doctor and dental appointments on non-school days or before or after school.

Excused Absences

There are three basic categories of excused absences. They are: (1) illness of the student, (2) family funeral, and (3) medical/dental/educational appointments. Please try to make appointments after school whenever possible. If a student is absent for more than five days due to illness, a doctor's note must accompany their return to school as verification that the student is well enough to be in class.

Unexcused Absences

Absences for reasons other than listed above and those that are not properly cleared are considered unexcused. Examples of unexcused absences include being late to class ten or more minutes, choosing to miss class due to lack of preparedness, being suspended from school, missing class due to being out of dress code, unverified absences, sleeping in, or scheduling appointments (i.e. hair appointments, social activities, etc.) during school time.

There is no additional time to make up any missed work and class work will be due the day the student returns. It is the student's responsibility to determine what assignments have been missed. Any participation points or in class extra credit missed during an unexcused absence or suspension may not be made up. You will be contacted by school administration if your child has 3 or more unexcused absences.

Advanced Absences

Students who plan to be absent due to family vacations, church retreats, non-VCA sports competitions or mission efforts, etc., must petition the school for advanced absence approval. The student must obtain an advanced absence form from the school office or website, which is to be cleared by an administrator, each of the student's teacher(s) and signed by the parent. These types of absences are marked "unexcused" in the attendance record, however, any missed assignments will be accepted for full credit if an Advanced Absence form is submitted at least two weeks before the planned absence.

To receive full credit for missed assignments during these absences, students are to follow their teachers' instructions completing all classwork and homework. These assignments are due the first day the student returns to school. Also, all tests missed during the absence must be completed the day the student returns. (*See also "Makeup Work" on page 20*)

Excessive Absences

Seven absences are allowed per trimester. After the seventh absence, all subsequent absences will be considered excused only if an illness is documented by a physician. Any absence accompanied by a note from a physician will not count toward excessive absences. All other absences, for any reason, do count, whether the absence is student or parent initiated. Attendance totals will be documented on the trimester report cards. School personnel may apply any or all of the following consequences as deemed appropriate:

- Detention, suspension, or expulsion
- Reduction in grades / incomplete
- Restriction of participation in 8th grade graduation activities and ceremony
- Recommendation of retention in same grade level
- Notification of truancy to the Santa Clara County Office of Truancy

Concussions and Extended Illnesses

Students who have been diagnosed by a physician with a concussion or an extended illness must follow the physician's prescribed guidelines until cleared by a physician. In these instances, parents are required to provide the school with a doctor's note that includes the date of diagnosis and the doctor's required physical or cognitive limitations for the student. Administration will be notified to create an education plan while the student is healing.

Students with extended medical conditions that require intensive academic modifications must work closely with Administration and teachers. Even with strong communication and dedication by all stakeholders, some situations are extended for such a long period or require such modifications that a leave of absence or disenrollment may be the only possible course of action.

Leaving School Early

During school, a student may only be released to individuals listed under their Emergency Contacts on the school website. Updating and maintaining the Emergency Contacts is the parent's responsibility. ***Phone authorizations will only be accepted from a phone number currently on file. An email with an electronic signature will be accepted only for same-day pick-up.*** The parent or authorized person must come to the school office, sign the child out, and obtain a pass to leave campus. ID may be required.

Returning to School

All students returning to school after an appointment must be accompanied to the school office by a parent or guardian and signed in to obtain an Admit Slip before returning to class. Students who report to the office without a parent or guardian to sign them in will remain in the office until a parent or guardian returns to complete the sign-in process.

Tardies

Tardiness disrupts the learning environment for the entire class. Students and parents share the responsibility of ensuring students arrive at school and to class on time. All students are expected to be in their seats with the necessary materials when the bell rings. Students who are not in their seats and ready to begin class when the bell rings will receive an unexcused tardy.

Examples of excused tardies are as follows:

- Morning doctor/dental appointments
- School-related testing
- Illness
- Involvement in an automobile accident or stuck in traffic due to an accident
- Unavoidable break-down (flat tire, dead battery, etc.)

Examples of unexcused tardies are as follows:

- Oversleeping
- Running out of gas
- Typical traffic problems
- Late carpools
- Unprepared for class (staying home to complete homework assignments/projects or returning home to get forgotten items)
- Generally “running late”

All students arriving at school after 8:00 AM (9:00 AM on Thursdays) are considered tardy. A parent or guardian must sign the student in at the school office, and the student must obtain a Tardy Admit Slip before being admitted to class. Students who do not complete this process will receive an unexcused tardy. Tardy records are reset at the beginning of each trimester.

Note to Kindergarten Parents: Moving from preschool to Kindergarten represents a move from a typically less formal educational setting to a more structured learning environment. Consequently, being on time to school is of paramount importance as tardiness interrupts the morning routine and diminishes learning for all students in the classroom. It is expected that daily on time arrival starts immediately upon the start of the Kindergarten program.

HEALTH and WELFARE

Emergencies

In the event of an emergency on campus, such as a fire or earthquake, teachers will provide instructions regarding where to go and what to do. Students are expected to follow all directions promptly and completely. Throughout the school year, emergency drills will be conducted to prepare students and staff for potential emergencies.

If the fire alarm sounds during class, students are to evacuate with their class to the designated assembly area. If the alarm sounds during a passing period, break, lunch, or other non-class time, students are to report immediately to their assigned class assembly area.

In the event of a major emergency such as an earthquake, students will remain at school until they are released to a parent or authorized emergency contact. The school will communicate updates through its automated phone system, email, and other digital communication methods as appropriate. If an emergency evacuation or student release is necessary, parents or authorized emergency contacts must present appropriate identification and follow the instructions of school personnel and emergency officials.

Immunizations

Immunization and health records are required in accordance with Santa Clara County Health Department regulations. ***Until complete immunization records are received, students will not be placed on a class list or allowed to begin school.*** Personal belief exemptions from immunizations are no longer legally viable per the State of California; therefore, all students must have immunization records on file or a written medical exemption to vaccinations from a licensed physician medical doctor (M.D.) or doctor of osteopathic medicine (D.O.).

Illness

Students may not be in school if they are ill, have a fever (100.0 or higher), persistent cough, green runny nose, vomiting or diarrhea. They may return to school when they have been ***free of the above symptoms without medication for 24 hours*** and are feeling better. If your child is diagnosed with a communicable disease (i.e.: Strep Throat, Scarlet Fever, Chicken Pox, Lice, Hand-Foot-Mouth Disease, Impetigo, Pink Eye) please notify the school office immediately so that an Exposure Notice can be sent home to classmates.

Medicines

A school medication form must be completed by the parent before any medication will be given to a student. This includes any over-the-counter (i.e. Ibuprofen, Tums, Benadryl, Neosporin, cough drops, etc.) or prescription medications. The **parent** must bring the medication to the school office in the original packaging (please **do not** have your child deliver the medication). The office stocks chewable and regular strength Acetaminophen (generic Tylenol) which may be dispensed to students with parental approval as indicated on their application or re-enrollment contract. For the protection of your child and our staff, ***there will be absolutely no exceptions to this medication policy.***

COMMUNICATION POLICIES

Parents are encouraged to contact the school by phone or email whenever the need arises. Teachers may be contacted by email, voicemail, or a written note. Teachers will not answer their cell or classroom phones during class hours. Please contact the school office for emergencies.

Deliveries to Students: Any deliveries to students during the school day must be dropped off at the school office. ***Please do not deliver anything directly to your child's classroom, as it is disruptive to the teacher and class.***

Parent /Teacher Conferences: Parents are encouraged to confer with their child's teacher regularly. A formal Parent/Teacher Conference will be scheduled in the fall. Additional conferences may be requested by either parents or teachers as necessary. Please contact the teacher via email, voicemail, or through the school office to schedule an appointment. ***Please do not confer with your child's teacher during morning drop-off or afternoon pick-up, as they need to focus on the safety of the students at those times.***

Party Invitations: To help foster an inclusive and welcoming school community, party invitations and announcements for private events should be shared outside of school. Likewise, flowers, balloons, gifts, or similar items should not be delivered to students at school, and special transportation arrangements (such as limousines) should not be scheduled for pick-up during the school day. Thank you for helping us create an environment where every student feels valued and included.

Birthday Celebrations: Celebratory treats are welcome; however, because some students have food allergies or dietary restrictions, families are encouraged to consider non-food items such as pencils, stickers, bookmarks, or other small tokens. If you choose to bring food, please select healthy options whenever possible and be mindful of the allergies and dietary needs of students in the class.

To ensure the safe handling and distribution of birthday treats, please coordinate with your child's teacher or, for middle school students, please contact the Principal. In accordance with state and federal guidelines, beverages containing caffeine may not be served or distributed to students at school.

Pictures and Photographs: VCA is authorized to use photographs or pictures of students in school-sponsored yearbooks, newspapers, promotional brochures, books or any other form of promotional material including, but not limited to, the VCA website and social media on the internet (unless a written request for non-use has been given.)

Website and Online Communication: The primary method of school-to-home communication is via the weekly "On-Lion Newsletter" email. The school website, ***ventureca.org***, also contains vital information. Parents and students are encouraged to regularly check the newsletter and website to be well-informed regarding school information.

Weekly Envelope (Elementary): A weekly communication envelope may be used to support home-to-school communication. Envelopes are sent home each Monday and may include graded student work, school notices, and other important information. The communication envelope is reserved for official school materials only. To ensure consistency, advertising for a school family's personal business may not be distributed through the communication envelope. Flyers from churches or school-affiliated organizations must receive prior approval from the school office before distribution. Parents are encouraged to review the contents of the envelope each week and return it promptly. Lost or damaged envelopes must be replaced. A \$5.00 replacement fee will be billed through your FACTS account.

Telephone Use: To promote a focused learning environment and meaningful student interactions, personal cell phones and smart watches **are not** to be used during the school day. If students need to contact a parent, or if a parent needs to reach a student, the school office is available to assist. Middle school students may use the school office phone to contact a parent if an after-school athletic schedule changes. If an emergency arises during the school day, school staff will promptly contact parents. Requests related to homework, forgotten books, social plans, or carpool arrangements are not considered emergencies. After 3:15 PM (11:45 AM on minimum days), students who remain on campus must first check in to Extended School Services (ESS). If transportation arrangements need to be made, students may then use the school office phone to contact a parent or guardian.

Visiting VCA: All visitors must sign-in and sign-out at the school office and get a visitors' badge. Visitors must wear their badge on school grounds.

- *Prior authorization from the teacher is required for parents to be in the classroom*
- *Shadowing must be scheduled through the school office*
- *High School students desiring to perform community service must receive prior permission from the school office*

Communicating Concerns: In accordance with God's Word, it is our desire that all members of the VCA community pursue unity in a manner that honors God and reflects His love. In all situations, we encourage families and staff to assume the best of one another, recognizing that everyone is working in the best interest of students.

When concerns arise, we ask that the Matthew 18:15–17 principle guide the resolution process:

- Communicate in a respectful and gracious manner.
- Contact the teacher or staff member directly via email or voicemail to share concerns and/or schedule a meeting.
- If a resolution is not reached, an appointment may be scheduled with the supervising administrator (typically the principal of the division). The teacher, administrator, and parent will work together toward resolution.
- If concerns remain unresolved, the Head of School will review the matter and work to bring resolution.

The Head of School serves as the final authority in the grievance process and will determine the appropriate course of action.

ACADEMICS

Educational Care Program

VCA seeks to serve students of varying academic abilities. Limited student support is available for qualified students through the Educational Care Program (ECP). Please contact the ECP representative for further information at (408) 997-4653. On most days, by appointment only, classroom teachers will be available to tutor their own classroom students from 3:15 PM - 3:45 PM at no charge. As an added service, our ECP tutors offer academic tutoring for qualified ECP students during school hours.

Enrichment Programs

The curriculum is continuously reviewed to ensure that WASC and ACSI standards are met and/or exceeded. Specifics are available upon request. VCA offers the following enrichment programs:

Art: The Art program is designed to introduce students to art in its many forms and traditions. Students are encouraged to express themselves through the creative process. Skills will be developed through, but not limited to, the study of famous artists, the integration of art and technology, and traditional hands-on techniques.

STEM: In the Innovation Lab and in the classroom, students develop the necessary skills for successful learning. Students learn how to integrate classroom content with technology, preparing them for academic success. Students are taught the value of being responsible digital citizens.

Library: VCA strives to instill a love of reading in all students. The library is a source of educational and recreational reading materials. Parents should be actively involved in helping their child evaluate what they read and further censor where they feel it is necessary. Please note that library materials may not be Christian in nature. For any damaged or lost library books, a replacement fee will be charged through FACTS.

Music: Students are exposed to a variety of formats, including classical music, contemporary Christian music, as well as singing and dramatic movement. Music class is offered for students in Preschool—5th grade.

PE: PE instruction promotes students' awareness of the importance of living a healthy and active lifestyle through fitness activities and team sports in accordance with the WASC and ACSI standards. Students will learn self-confidence as their own skills improve and they learn to respect the skills of others. PE is taught from a biblical perspective with students learning to respect and take care of the body which God has given them. A written note from a physician and/or a parent is required if a student is to be excused from PE for 3 or more consecutive PE periods. Students in 4th—8th grades are encouraged to use deodorant/anti-anti perspirant; however, they may not use aerosol deodorant or body spray while on campus.

Field Trips

Field trips are an enhancement of the VCA educational program. Parent volunteers assist in the transportation and supervision of the students. All drivers and chaperones must have proof of fingerprinting on file with VCA. Additionally, drivers must provide a declaration statement of auto insurance and a valid driver's license. There may be an additional fee for field trips for both students and volunteers. Every effort is made to group dads with dads and moms with moms. Siblings are **not permitted** to attend. Parents must provide a car seat/ booster seat for all students that are under 8 years old or 4'9" tall. If a car seat/booster seat is not provided for a student who requires one, the student will not be permitted to attend the field trip and the parents must pick them up. Field trips are subject to change due to unforeseen circumstances, illness, or severe weather. Events may be postponed, rescheduled or canceled.

Homework Policy

Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for review of concepts learned, as well as to assess student understanding of instruction. Completion of

routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and personal responsibility.

Given that our role is one of assisting parents in the educating of their children, we do not desire to compromise family time. With this in mind, VCA strives to achieve balance while understanding that homework is necessary to attain academic excellence. VCA recognizes that some assignments may take longer to complete than others, based on a student's ability, use of class time, and strength of academic schedule.

VCA teachers adhere to the following guidelines when assigning nightly homework for their students:

Grade	Total Minutes/Day	Grade	Total Minutes/Day
K	10	4	40
1	10	5	50
2	20	6	60
3	30	7-8	90

God has created each child individually with gifts, talents, and strengths that make them unique. The school's goal is to encourage each student to learn the concepts and facts presented in each subject area (math, language, science, Scripture memorization, reading, etc.) through study in class and at home.

Teachers will make every effort to give time for daily assignments to be completed, or allow students to have teacher directed assistance in practicing the content of each lesson during the class period. Some students will be able to finish their work in the time allotted by the teacher during class, while other students will need more time at home to complete their assignments. Tests and special projects will require every student to spend time in preparation outside of class. The amount of time needed to master the material will vary from student to student due to the differences in learning styles.

Homework will not be assigned over school breaks or vacations, with the exception of previously assigned long-term projects. In addition, no assignments will be due on the first day of school after returning from an extended school break. If your child is unable to complete homework due to unforeseen circumstances, please send a signed note or email to the teacher explaining the situation on the next school day. Whether the assignment is excused will be determined at the teacher's discretion. If a pattern of incomplete homework develops, the teacher will contact the parents to discuss the concern and develop an appropriate plan of action in partnership with the student and family.

Homework Guidelines for Students	Homework Guidelines for Parents
Always do your best work	Be familiar with the homework policy philosophy and guidelines
Understand assignments clearly before leaving class	Contact the teacher with questions or concerns, especially if your child exceeds the allotted time frame
Bring home the proper materials to complete the assignments	Provide a time and place to do homework assignments with limited interruptions
Hand in completed assignments on time	Actively supervise homework completion, assisting with, but not doing the work
Budget time properly for long-term assignments	Oversee completion of long-term assignments to assist in understanding time management
Complete any work missed due to absence from class	

Homework Guidelines for Students	Homework Guidelines for Parents
Understand how homework will affect your class grade	
Talk to your parents and teacher if you are having difficulty with homework	

Excused Absences

Students absent due to illness are allowed two school days for each day missed to complete all missed assignments and tests. It is the student's responsibility to make arrangements with teachers to make-up missed work. Assignments and tests not completed within the allotted time may receive a zero unless prior arrangements have been made with the teacher.

Students who miss school due to a family vacation must first submit an Advanced Absence Request form two weeks prior to allow time for the teacher to prepare assignments. It is the responsibility of students and parents to arrange pick-up of assignments from the teacher before they leave. Advanced Absence Request Forms may be obtained in the office, or can be downloaded from the school website.

Unexcused Absences

For middle school students, all assignments due on the day of an unexcused absence may receive a 25% grade reduction if not submitted on time. Tests and quizzes given on that day will not have a grade reduction if they are made up on the first day the student returns. Large projects that the student has had weeks to work on from home that are due that day, will not have a grade reduction if they are still turned in on or before the due date.

Advanced Absence

Assignments due during an approved advanced absence are due the day the student returns to school.

Extended Absences

Parents of students who experience extended absences due to surgery, hospitalization, or prolonged illness should contact the Principal to develop an individualized plan for completing missed assignments, classwork, and assessments. This plan will be created collaboratively with the family, the student, and the student's teacher(s). Our goal is to support each student's physical, emotional, mental, and spiritual well-being while providing reasonable opportunities to continue making academic progress during their recovery.

School Performance/Athletic Competition Absences

Students who miss class due to an excused event, such as a school performance or athletic competition, are still responsible for the work due that day. Work should be turned in to the teacher before leaving campus.

For the work that was assigned during the missed class, students should communicate with the teacher or classmate about what was assigned. The student must complete the assigned work without an extension if possible. If the student cannot complete the assigned work, email the teacher prior to the next class session and work directly with the teacher to see if an extension is possible.

Homework During Breaks

No homework will be assigned over major breaks (Thanksgiving, Christmas, Winter, and Easter breaks). Also, no major projects or tests will be due the day upon returning to school after a major break.

Late Work

Assignments are to be turned in on time to receive full credit. Late work, due to something other than an excused absence, may be penalized or not accepted. Late papers or assignments due to computer malfunctions will not be

accepted.

Grading and Posting Policy

Grading Student Work: Student work will be graded and posted within five days. Given the nature of the assignment, some assignments may take longer to grade and post than others.

Report Cards

Report cards will be emailed home at the end of each trimester. Grading keys are shown on the report card itself. Academic achievement and citizenship are acknowledged each trimester.

Progress Reports and Homework

Student grades and homework are posted on FACTS SIS for parent and student review. Middle School students will receive via email a Mid-Trimester Progress Report (MTPR) in the middle of each trimester.

Academic Probation

A student may be placed on **Academic Probation** by the Principal when academic performance indicates there is significant concern regarding the student's ability to be successful at VCA. Academic Probation is intended to provide students with a structured opportunity to improve their academic performance while receiving appropriate support.

A **Conditional Acceptance/Promotion Plan** will be developed outlining the specific academic expectations and timeline for improvement. Students who successfully meet the terms of the plan may return to regular academic standing.

Students who do not meet the conditions of the plan may be subject to dismissal from VCA. In addition, students on Academic Probation will be restricted from participating in school-sponsored co-curricular activities, including athletics, performing arts, and other co-curricular programs. Please see Athletic Eligibility for more information.

A student earning a final grade of **60% or below** or an **Incomplete (I)** in any academic course may be considered for Academic Probation. Parents are encouraged to monitor their student's assignments and grades regularly through the school's online gradebook.

Athletic Eligibility

The purpose of the athletic eligibility policy is to encourage students to prioritize academic success while enjoying the privilege of participating in interscholastic athletics.

Athletic eligibility is determined through grade checks conducted one week prior to the start of each sports season and again three weeks after the season begins. Eligibility for Fall sports is based on the student's Spring report card from the previous school year.

To be eligible for athletic competition, students must maintain a cumulative GPA of 2.0 or higher and earn no more than one D or F. Students who fall below a 2.0 GPA or earn two or more D's or F's will be placed on Athletic Probation for two weeks.

During Athletic Probation, students are expected to attend all team practices but are not eligible to participate in competitions. At the conclusion of the two-week probationary period, grades will be reviewed. Students who meet the eligibility requirements may resume competition immediately.

Students who remain academically ineligible after the probationary period may continue attending practices but will not be permitted to compete for the remainder of the season.

If a student registers for a sport in a subsequent season and remains academically ineligible at the time of the pre-season grade check, the student will not be eligible to join the team for that season.

Academic Requirements for Graduation and Promotion

In order to graduate or be promoted, students must possess at least a 2.0 GPA, based on trimester grades. If a student earns yearlong D's in three or more core subjects, or a yearlong F in any subject, he or she will not qualify for graduation or promotion. A student may be promoted to the next grade if acceptable remedial work is completed by the beginning of the following year. Students must attend at least 90% of the school days in order to be eligible for promotion to the next grade.

All VCA students take the core classes of Bible, Science, Math, History, and English each school year. Additionally, middle school students take one elective class per trimester.

Near the conclusion of each school year, the administrators view the records of every student for re-enrollment. Students with poor grades, attendance, and/or citizenship will be notified that the terms of re-enrollment are conditional and not guaranteed.

The administration reviews the records of each student before offering an invitation to re-enroll or granting acceptance into our middle school. This process is intended to help each student gain an understanding of the importance of developing a strong student record for promoting his or her academic and eventual professional career.

High School Admissions Partnerships

Venture Christian Academy has **Guaranteed Admission Partnerships** with **The King's Academy** and **Valley Christian Schools**. Students who meet the admission requirements and criteria established by each high school are eligible for guaranteed admission through these partnerships. For more information about eligibility requirements, the application process, or these partnerships, please contact the VCA Principal or the admissions office of the respective high school.

High School Recommendation Requests

It is the parent's responsibility to make sure his/her student applies to the high school of their choice. Teacher recommendation forms can be turned in to the VCA office any time after October and will be sent to the high schools by the application deadline. Please allow the teachers ample time as they have numerous recommendations to complete.

- Check all deadline dates for applications
- Turn in appropriate forms to the VCA school office at least two weeks before the application deadline
- For specific teacher recommendations, please put the teacher's name on the appropriate forms
- Recommendations will be kept confidential between the teachers, administration, and the high school, and will be sent directly from VCA to the high school

Student Records

Student school records are kept in school files. According to the California State Department of Education:

- Parents who wish to view their student's records can come to the school office during regular business hours.
- Originals of all files and records remain the property of Venture Christian Academy. VCA will make copies of CUM files upon request of a parent. The parent may be required to reimburse VCA for the costs of copying student records requested by the parent.

Class Placement

The assignment of students to classrooms is the responsibility of the school. Each year, administration prayerfully and thoughtfully considers the best class placement for each child.

ACADEMIC INTEGRITY

Academic Integrity Policy - Students are to practice honesty, integrity, and optimum effort on all assignments resulting in grades that reflect the student's original work and is an indicator of their understanding of the course material. Students are expected to do their own homework, submit their own thoughts for writing assignments, and take tests without external aids. Students are also expected to deny requests from other students to copy from their work.

The determination that a student has breached the academic integrity policy will be based on the judgment of the teacher or staff member. Observations, written materials, electronic data, student statements, and other items will be considered when making the determination.

If it is determined that a student has breached the Academic Integrity policy, the student will receive a grade of zero on the test/assignment.

Cheating or Suspicion of Cheating

Examples of cheating or suspicion of cheating are, but not limited to:

- Test or quiz: Sharing information that is on a test with an individual that has not taken the test, looking on another student's paper, sending or receiving any type of electronic transmission, having out any information pertaining to the test or quiz during the exam, talking, whispering, or any type of communication during a test or quiz, verbal or nonverbal, after instructions to begin the test are given and until all tests are turned in is considered cheating.
- Assignments: Copying homework or other assignments, sharing assignments verbally or in writing, having another student do work and taking credit for it, helping another student to obtain work that is not his or hers, and sharing answers through any means unless directed to work as a group by the teacher is considered cheating.

Plagiarism

Plagiarism: The offering of another person's words or ideas as one's own writing/work.

Plagiarism includes:

- Submitting another's work, word-for-word (three or more consecutive words) without citing the source
- Failing to use student's own word voice but instead simply copying a source's sentence structure and substituting synonyms
- Copying another person's work, in part or in full (including homework and math formulas)
- Copying and pasting from the Internet without citation
- Having a parent or another person write an essay or do a project that is then submitted as one's own work
- Submitting work previously submitted for another assignment (by oneself or another) for credit on a current assignment

Artificial Intelligence (AI)

Artificial Intelligence (AI) can be a valuable educational tool when used appropriately and with teacher permission. Students may use AI only as directed by their teacher and for approved educational purposes.

Unless specifically authorized by the teacher, students may not use AI to generate assignments, essays, projects, assessments, or other work intended to demonstrate their own understanding. Work created wholly or in part by AI may not be submitted as original student work without teacher approval. Unauthorized use of AI is considered a violation of the Academic Integrity Policy.

DRESS CODE

The purpose of the Dress Code is to assure student safety and emphasize the importance of the school and its work. Clothing can contribute to a sense of pride and professionalism in the students' workplace and may lead to a sense that school is important business.

Dress Code Standards for All Students

The uniform policy is in place to maintain a consistent appearance among the students that is modest and maintains a school environment free of peer pressure and the influence of fashion trends. The uniform dress code is enforced to eliminate disruption to the learning environment and provide quality clothing choices. Students are required to be in proper uniform attire each day.

- Uniforms must be clean and free of holes
- Uniforms may be no more than one size larger than the student's normal size
- Uniforms must not be smaller than the student's normal size

Boys and Girls (Preschool – 8th)	Style	Fit Requirements
<u>Uniform Polo Shirt</u> 	● Long or short sleeves ● With or without school logo* ● Acceptable colors: white, grey, navy, and light blue. ● No visible logos or brand names on chest or sleeve, except for the school logo.	● Uniform shirts must fit appropriately; not too large or too tight ● All undershirts or layering tanks must be white and remain tucked in
<u>Uniform Pants or Shorts</u> 	● Flat or pleated front ● Acceptable colors: khaki, navy, or grey	● Uniform pants and shorts must fit appropriately; not too large or too tight ● Shorts must be no shorter than 5" above bent knee
<u>Socks</u>	● Any color or print to match school uniform	● Socks are required when wearing closed-toed shoes
<u>Shoes</u>	● Athletic sneakers preferred and are required on PE days ● Closed-toed, closed-heel shoes are preferred ● Closed toed Sandals with back strap are acceptable on non PE days	Not permitted... ● Open-back shoes or sandals ● Crocs or slides ● Offensive designs ● Bright flashing lights (small twinkle lights are okay) ● Shoes with wheels

Boys and Girls (Preschool – 8th)	Style	Fit Requirements
<u>Outerwear</u>  (Includes sweatshirts, hoodies, sweaters, cardigans, coats and jackets)	● All outerwear must be solid white, grey, navy, or light blue without any large text, or logos, other than the school logo. ● A small logo, no larger than a quarter, is allowed. ● On cold weather days only, coats and jackets, in solid grey or navy blue, without any patterns, stripes, prints, text, or logos (none larger than a quarter), may be worn outdoors only, and must be removed once inside the classroom.	● A complete school uniform must be worn underneath any outerwear

*VCA embroidered items are optional, not required, and available for purchase online at globalschoolwear.com.

Options for Girls	Style	Fit Requirements
<u>Uniform Skirt or Skort</u> 	● Flat or pleated front ● Acceptable colors: navy, khaki, grey, or classic navy plaid** ● Leggings, tights or bicycle shorts are required underneath skirts	● Skirts and skorts must be no shorter than 5" above bent knee ● No rolled or sagging waistbands or hems
<u>Uniform Jumper</u> 	● Acceptable colors: navy, khaki, grey, or classic navy plaid** ● Leggings, tights or bicycle shorts are required underneath	● Jumpers must be no shorter than 5" above bent knee ● Must be worn with a uniform polo shirt underneath
<u>Tights or Leggings</u>	● Acceptable colors: white, grey, or navy	● Required to be worn under skirts or jumpers

**Classic navy plaid skirts and jumpers are available for purchase online at globalschoolwear.com. No other plaids will be accepted.

MS Options	Style	Fit Requirements
<u>Spirit Day Fridays</u> (optional)	● VCA Spirit Wear* ● VCA Middle School branded clothing ● VCA Athletics shirt ● Jeans or uniform bottoms	● Spirit wear may not be cut, dyed, knotted, or altered ● Jeans must be neat and without holes or fraying ● Jeans must fit appropriately; not too baggy or too form-fitting

*Spirit wear is available for purchase. Visit ventureca.org/parents, and click the “VCA Spirit Store” button.

PE Uniform: 6th – 8th Grade Students

PE uniform t-shirts and shorts are to be purchased online at globalschoolwear.com. Students may not wear PE t-shirts or shorts purchased from other stores.

- Solid grey sweatpants, without text, graphics, or logos, must be purchased at globalschoolwear.com or the store of your choice
- Middle school students change into their PE uniforms before their scheduled PE class—failure to do so will receive a grade deduction

PE Uniform	Style	Fit Requirements
<u>VCA T-shirt</u> 	● Gray t-shirt with school logo ● Must be purchased at globalschoolwear.com	● PE shirts must be clean and fit appropriately; not too large or too tight. ● PE shirts must not be cut, dyed, knotted, or altered
<u>Athletic Shorts</u> 	● Navy blue shorts with school logo ● Must be purchased at globalschoolwear.com	● Uniform shorts must be clean and fit appropriately; not too large or too tight ● Shorts must be no shorter than 5” above bent knee.
<u>Sweatshirt or Sweatpants</u> (optional)	● Plain, solid grey sweatpants or sweatshirt ● No stripes, designs, or logos ● May be purchased at any store	● Must be clean and fit appropriately; not too large or too tight ● No graphics or logos, other than our school logo

Non-Uniform Dress Code

Non-uniform days will be determined by Administration. A non-uniform day may take place on field trips, overnight trips or special designated days. Please ask yourself these questions when selecting clothing and hairstyles:

- Is it immodest?
- Could my appearance be disruptive to the focus and learning of others?
- Does my appearance identify with a negative counter-cultural group or a rebellious element of society?
- Does the clothing present a health or safety hazard?

- Is the clothing stained, faded, worn, or improperly fitted?

Permitted Attire on Non-Uniform Days	Non-Permitted Attire on Non-Uniform Days
● Jeans or pants without tears, holes, fraying, and not too baggy or too tight) ● Modest shorts/skirts no shorter than 5" above the bent knee ● T-shirts, sweatshirts, or jackets without inappropriate cartoons, pictures, slogans, or words	● Logos, pictures, cartoons, store names, inappropriate or demeaning comments or brands that may be in conflict with biblical standards ● Bare midriffs ● Tank tops or cut-off sleeves ● Undergarments showing ● Leggings, unless worn under a skirt or dress

Party Clothes Dress Code

Special occasions may be designated as a "Party Day" or "Sunday Best" and the Non-uniform Dress Code Policy applies. If a student chooses not to wear non-uniform attire as described, the student must be in school uniform.

- Boys may wear nice pants or nice dress shorts and collared shirts (athletic shorts may not be worn)
- Girls may wear nice dresses, skirts, pants, blouses
- Jeans are acceptable for boys/girls with the following restrictions: all one color (no fading), no hole/tears/fraying, too baggy, too tight or too form-fitting

Hair Cut/Style Policy

- Hair that obscures the student's vision, or is an extreme hairstyle, is not permitted at school
- Boys' hair is to be kept neatly trimmed and groomed and may not extend over the eyebrow.
- Parents of students not in compliance will be notified and expected to address the issue in a timely manner (boys will be given 1 week to get their hair cut properly)
- Facial hair is not permitted

Dress Down Fridays

All students may participate in "Spirit Day Fridays" by wearing a school spirit shirt with blue jeans or uniform bottoms. If a student chooses not to wear the attire as described, the student must be in school uniform.

Accessories (shoes, jewelry, cosmetics, etc.)

- Shoes must be safe and have closed backs, no slip-ons, such as crocs.
- Shoes may not have wheels or offensive designs
- Boys may not wear earrings
- Dangling/hoop earrings are not permitted in Preschool-5th grades (all girls may wear post earrings)
- Body piercing, studded wristbands, belts, or excessive jewelry are not permitted
- Jewelry/accessory logos, pictures, cartoons, store names or brands must be appropriate and may not be in conflict with biblical standards (inappropriate slogans include those with demeaning comments)
- Tattoos are not allowed
- Students are not allowed to wear hats, ball caps, or hoods inside the building

- When outside, hats/ball caps may be worn in the forward position only
- Preschool-5th grade may not wear make-up
- Preschool-5th grade may not wear artificial nails (press-on or salon)
- Middle school girls may wear light make-up

Dress Code Enforcement

Students need to be in dress code at all times when on campus and at any school event. VCA reserves the right to make the final decision in regard to dress. Students may be withheld from class when not in proper dress and the missed class time is not excused. Parental review and support before a student leaves for school are important aspects of meeting dress code standards. Students requiring a change of clothing to comply with the dress code may be asked to find proper clothing in the Uniform Exchange Closet or to call parents for a change of clothing. Students whose attire does not meet standards at a school function may be asked to leave school.

CITIZENSHIP/STUDENT CONDUCT

Code of Conduct

As a Venture Christian Academy student, school is your “business,” and your success in school will undoubtedly influence your adult life. Courtesy, honesty, regular school attendance, as well as respect for your fellow student and school property are qualities expected of successful VCA students. The following is the Code of Conduct that every student is expected to follow; additionally, all 5th – 8th grade students and their parents sign a copy of the Code of Conduct:

- To have exemplary behavior both on and off campus (Romans 13:1-5) 24/7/365;
- To faithfully support VCA through a positive attitude (Romans 13:1-5);
- To engage in God-honoring conversation and communications. Profanity, gossip, inappropriate language, and inappropriate innuendos in word or action are not acceptable (Colossians 4:6, Ephesians 4:29, Ephesians 5:3-5);
- To keep my hands off other students at all times and for all reasons. I will use non-violent means to resolve conflict, showing compassion to others. I will not engage in aggressive behavior such as teasing, bullying, insulting, or harassment as it will not be tolerated (Romans 12:9-21);
- To respect the personal property of others by leaving the belongings of others alone at all times. Understanding that I am responsible to pay for any damages I may cause (Ephesians 4:28);
- To complete class and homework assignments on time, to the best of my ability (2 Timothy 2:15);
- To uphold the academic integrity standards as outlined in the student handbook. (Proverbs 12:17);
- To discuss school problems only with the people involved (student, parent, teachers, or administrator) and not with those who are not involved (Matthew 18:15);
- To be cooperative, courteous, respectful, orderly, and accepting of discipline (Hebrews 12:11)

Lion's Pride

The student who performs special acts of service or kindness may be awarded a “Caught Being Great” or “Lion's Pride” as part of our celebration of expected Christian behavior.

Assembly and Chapel Behavior

Students should be on their utmost best behavior while in chapel. Students should act respectfully, be attentive, and not be a distraction to the speaker or other students around them.

Food, Drinks and Gum

Food and beverages should be consumed only at designated times and in designated areas. Food is not permitted in classrooms unless it is part of a teacher-approved activity under the direct supervision of a teacher. Bottled water is the only beverage permitted in classrooms. Students may not bring outside specialty beverages onto campus (e.g., Starbucks, boba drinks, smoothies, energy drinks, or similar beverages). These items should be consumed before arriving at school or after dismissal. Food and beverages may never be consumed in the hallways, stairwells, or during Chapel. Open beverage containers, with the exception of reusable or bottled water containers, are not permitted inside school buildings. Chewing gum is not permitted on campus at any time. As a shared facility with Venture Christian Church, Venture Christian Academy follows the church's campus guidelines, which prohibit gum anywhere on campus.

Backpacks

Elementary students may store their backpacks in their classrooms during the school day. Middle school students are expected to keep their backpack/personal items with them throughout the school day or placed on a designated chair in room 300. Backpacks may not be left unattended anywhere else on campus. Students may not open, handle, or disturb another student's backpack or personal belongings at any time. To help maintain a safe Venture Christian Academy

and secure campus, school administrators reserve the right to inspect a student's backpack or bag when deemed necessary. A search warrant is not required. Venture Christian Academy is not responsible for backpacks or personal belongings that are lost, stolen, or left unattended. ZÜCAs are discouraged for elementary students and are not permitted for middle school students.

Buying, Borrowing Money, Selling, and Trading

No student may borrow money from other students. Students may not buy, sell, or trade items without prior permission from the administration.

Behavioral Probation

Behavioral probationary status may be assigned by the Head of School any time a student's behavior has reached the point where there is substantial doubt as to the appropriateness of his/her enrollment at VCA. Once the student has completed a "probationary" trimester, he/she may earn regular status by improving behavior as outlined in the behavior contract.

Discipline Notice

Most discipline issues can be handled in the classroom by a teacher or with a school administrator. In more severe cases, a "Student Referral" will be issued. The school will work with the parents to bring about change in the student's behavior. The parent must sign and return the notice to the school office the next school morning.

Detention

Lunch or after-school detention may be assigned by a teacher or administrator, and serves as a deterrent and consequence for misconduct. Parent/Guardian will be notified when after-school detention has been assigned, and the detention will be pre-arranged.

Work Detail

Work Detail may be assigned as a consequence for student misconduct. Students may be asked to assist with tasks that help care for our campus, such as picking up litter, cleaning classrooms, organizing materials, or assisting the Facilities team with appropriate campus clean-up projects. The purpose of Work Detail is to encourage personal responsibility, respect for our school community, and stewardship of the campus. When possible, Work Detail will be completed on the day it is assigned under the supervision of a school employee or designee. If the assignment must take place after school, parents will be notified so that a mutually convenient date and time can be arranged.

Property Damage

The people responsible must pay for the damage to school property, either deliberate or accidental. This includes any defacement by graffiti. Details of damage and costs will be sent home to parents. Grade reports and diplomas will be held until all fees have been paid. Students must not remove or move any property without specific permission from a teacher or staff member. VCA is not responsible for loss or breakage of any student's personal items.

Prohibited Items

To maintain a safe and distraction-free learning environment, students may not bring or use personal electronic devices (including cell phones, smart watches, earbuds, gaming devices, cameras, drones, or AI-enabled smart glasses), toys, magic card games, trading cards, laser pointers, liquid correction fluid (white-out), rubber cement, pets, or wheeled recreational equipment (including skateboards, scooters, hoverboards, roller skates, rollerblades, RipStiks, and Heelys) unless specifically authorized by a teacher or school administrator. Yo-yos may be used only during recess or Extended School Services (ESS) in designated outdoor areas. Venture Christian Academy is not responsible for lost, stolen, or damaged personal property. See the **Cell Phone and Smart Watch Policy** for additional expectations regarding personal electronic devices.

Suspension and Expulsion

All homework or in-class projects due the day of the suspension may have a grade reduction of 25%. Tests and quizzes given on the day of the suspension will not have a grade reduction, if they are made up on the first day the student returns. Large projects that the student has had weeks to work on from home that are due the day of the suspension will not have a grade reduction if they are still turned in on the due date. The following offenses may constitute grounds for suspension and/or expulsion and may also result in the school notifying the authorities:

Physical Injury

- Cause, attempt to cause, or threaten to cause physical injury to another person
- Willful use of force or violence on another person

Weapons, Explosives, Dangerous Objects:

- Possess, sell, furnish or receive a firearm, knife, explosive or other dangerous object used as a weapon

Controlled Substances/Alcohol

- Unlawfully possess, use, sell or furnish, or be under the influence of any controlled substance, alcoholic beverage or intoxicant

Substances in Lieu of Controlled Substances

- Unlawfully offer, arrange, or negotiate to sell any controlled substance, alcoholic beverage, or intoxicant, and then sell, deliver, or furnish another substance in lieu of that substance, representing the substance as a controlled substance, alcoholic beverage or intoxicant

Robbery or Extortion

- Commit or attempt to commit robbery or extortion

Damage to Property

- Cause or attempt to cause damage to school property and/or private property (Students and their parents will be held responsible for all damage to equipment or school property. This responsibility applies to books and supplies of all kinds, as well as equipment, buildings, and grounds)

Theft of Property

- Steal or attempt to steal school or private property

Tobacco

- Possess or use tobacco or tobacco products, including vaping or electronic cigarettes

Obscenity/Profanity

- Cursing to oneself and/or others
- Committing an obscene act
- Possession, viewing, or explanation of previously viewed pornographic material to others
- Fabrication of sexually inappropriate behavior or retelling of overheard fabricated events
- Not reporting or lying about any of the above behavior after witnessing it

Drug Paraphernalia

- Sell, offer, arrange, negotiate to sell, or possess unlawful drug paraphernalia

Imitation Weapons, Explosives, Dangerous Objects

- Possess an imitation firearm, knife, explosive or other dangerous object used as a weapon (A replica of a weapon so substantially similar in physical properties to an actual weapon as to lead a reasonable person to conclude that the replica is an actual weapon)

Disruptive/Defiance

- Deliberate, willful disobedience or disrespect
- Disruption of school activities or willful defiance toward school personnel engaged in the performance of their duties
- Leaving school grounds without permission
- Cheating or lying
- Repeated detentions
- Gross violation of dress code
- Unexcused absences, habitual truancy
- Uncooperative or destructive attitude of parents

Sexual Misconduct

- Sexual assault/sexual battery/sexual harassment (see Sexual Harassment Policy section)
- Inappropriate display of affection between students

Hate Violence

- Cause, attempt to cause, threaten to cause, or participate in an act of hate violence (the use of force or threat of force to intimidate a person in the exercise of a constitutional or statutory right, or damage or destruction of property for the purpose of intimidating or interfering with a person because of that individual's race, color, religion, ancestry, national origin, disability, gender or sexual orientation)

Intentional Harassment

- Intentional harassment is defined as engaging in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or persuasive to have the actual and reasonably expected effect of materially disrupting a classroom, creating substantial disorder, and invading the rights of the student or group of students by creating an intimidating or hostile educational environment

Terrorist Threats Against School Officials and/or Property

- Includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in: death, bodily injury to another person, or property damage in excess of \$1,000 with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person to be in sustained fear for: his or her own safety; his or her immediate family's safety; the protection threatened of his or her immediate family

Violation of the Technology Acceptable Usage Policy Agreement

- Please see description on separate form to be signed by parents/guardian

Contraband Items

- Possess any of the following contraband items: Alcohol, cigarettes, matches, sexually explicit materials of any kind, including material found on digital devices, weapons, or any injurious items. This is not a comprehensive listing. The administration reserves the right to amend this list at any time during the school year

Off-Campus Violations

- Any student who has a serious violation regarding issues such as immorality, including inappropriate or misuse of the internet, any digital devices on or off campus, drug, tobacco or alcohol use, stealing, or any other illegal activity may be suspended or expelled whether the offense occurs on or off school property,

including evenings and weekends. This can be extended to include negative socialization with others who are involved in these activities

Anti-Bullying & Anti-Harassment Policy

Venture Christian Academy believes that all students have a right to a safe and healthy school environment. The school community has an obligation to promote mutual respect, tolerance, and acceptance in order to foster this kind of environment.

Bullying is defined as the systematic and chronic infliction of physical harm or psychological distress on one or more students and may include teasing, social exclusion, threats or intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, or destruction of property. Bullying is characterized by repeated, persistent acts that create an environment of intimidation and fear for the targeted student.

Harassment is defined as any threatening, insulting, or demeaning gesture; use of data, computer software, or social media; or any written, verbal, electronic, or physical conduct that creates an intimidating, hostile, or offensive environment or substantially interferes with a student's educational experience or an employee's ability to perform their duties.

- VCA will not tolerate behavior that infringes on the safety of any student. Such behavior includes, but is not limited to, intimidating, harassing, and bullying students through words or actions. Other examples include: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and indirect bullying/attacks, such as social isolation or manipulation.
- VCA expects students and staff to immediately report incidents of bullying to a teacher or administrator. Staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during all school-sponsored activities.
- Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Student Code of Conduct

VCA has adopted a Student Code of Conduct to be followed by every student on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during all school-sponsored activities. The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying is subject to disciplinary action up to and including expulsion
- Students are expected to immediately report incidents of bullying to the Head of School
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner
- If the student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. VCA prohibits retaliatory behavior against any student or any participant in the complaint process

Intervention

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the Student Handbook and/or information packet and/or as part of the school system's notification to parents

- The school will make every reasonable effort to keep confidential records of reported bullying and the results of investigations
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way

After reviewing all the facts, VCA will make a determination concerning whether bullying has occurred. VCA will take disciplinary action that may include required withdrawal, or expulsion for any employee or student who is found to have engaged in harassment or bullying.

Child Abuse Prevention Policy

Venture Christian Academy recognizes God's love and concern for children (Luke 18:16) and, therefore, has a responsibility to do all that is reasonably possible to protect the children of the school from being emotionally, physically, or sexually abused while they are under our care. It also is our responsibility to guard our teachers, staff and volunteer workers from being falsely suspected or accused of wrongful behavior toward a student. In recognition of this, the following guidelines have been adopted for all teachers, staff and volunteer workers.

Background Investigation

Background investigation will be conducted on all paid faculty/staff positions, and will be conducted for all volunteer workers. This investigation may include: (1) contacting churches or other organizations where the individual has served; (2) contacting employers for whom the individual worked within the past five years; and (3) requesting a criminal record check in this state and, if feasible, in states where the applicant has lived during the past five years. (All information acquired during the screening process will be treated as confidential and will not be disclosed to others outside the school's Administrators unless it is deemed that limited disclosure is necessary, per the confidentiality policy, especially to protect a child from possible harm)

Rule of Three

- Faculty and Staff members are to avoid one-on-one situations with students. When practical, employees will work with students in groups of three or more; one student and two adults or two students and one adult
- During individual meetings, i.e. teaching, tutoring, extra-curricular meetings, etc., the door(s) to the classroom or meeting room will remain open at all times. Teachers are to remain within the direct line of sight of the doorway
- When transporting an individual student, there must be at least two (2) adults in the vehicle

Inappropriate Behavior

Faculty and Staff members are to admonish and/or report inappropriate behavior to Administration.

- If an adult is observed talking or acting in a manner that seems innocent, but could appear inappropriate to others, the observer will privately admonish the individual and encourage him or her to exercise greater care in words and actions (see Matt. 18:15)
- If an adult is observed talking or acting in a manner that gives rise to a reasonable suspicion of improper involvement with a child, or of the potential for improper involvement with a child, it is to be reported promptly to the Administration. The Administration will immediately investigate the matter and take appropriate corrective measures
- Behaviors to watch for in adults working with children include, but are not limited to:
 - Inappropriate comments about sexual matters, especially about children or in their presence
 - Use of pornography, including inclination toward sexually explicit television shows, movies, books, or magazines
 - Excessive and inappropriate attention to a particular child, especially if it involves an effort to be alone with the child

Reporting Abuse

Employees may become aware of a situation involving child abuse either from firsthand observation or other convincing evidences. Whether this abuse is the result of a VCA employee or outside of the VCA facilities, the employee must immediately:

- Report it to the Administration
- In conformity to California law, report their suspicion to the Department of Social Services (see following chart)
- Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if there is reasonable cause to suspect abuse, it should be discussed with an appropriate person to see what steps could and should be taken to protect the child and help the family

SEXUAL HARASSMENT POLICY

VCA will not tolerate, condone, or allow sexual harassment. Any incident of alleged harassment should be immediately brought to the attention of the Head of School, who will then thoroughly investigate the matter ***in confidence***. VCA will make the determination whether reasonable grounds exist for harassment, and those parties involved will be subject to disciplinary action (see Statement of Cooperation.)

Sexual Harassment Includes

- Unwanted sexual advances
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding, or blocking movement

DISCIPLINARY ACTION

In-class Discipline Plan

School conduct is to be characterized by self-control and respect. The teachers will maintain order, supported at all times by the parents and administration. Each teacher establishes an in-class discipline plan based upon the school-wide philosophy of discipline as set forth in “**Love and Logic**.” Whether they use color cards, checks on the board, etc., the in-class discipline plan is a progressive and logical set of consequences based upon the student’s choices. Most discipline is easily handled at this level.

Elementary

Both teachers and staff utilize positive reinforcement (praise, recognition, special privileges, etc.) to encourage students to meet expectations. When students are unresponsive to these methods, the following consequences will be used to help the student correct their behavior:

- A teacher may use a conference with the student, a phone call or email to parents, time out, reflective writing exercises, lunch detention, and loss of privileges (recess, field trips, etc.)
- When a student is referred to the office, the following may occur: a conference with the student, a parent phone call, reflective writing exercises, lunch detention, suspension from extracurricular activities, after school detention, in school suspensions, out of school suspension, or expulsion
- The administration may document student behavior electronically using FACTS SIS. Parents have access to this behavior file at any time through the FACTS Parent Portal

Middle School and 5th Grade

All Middle School students are expected to sign and abide by the VCA Student Code of Conduct. Each teacher will provide the student with a copy of classroom expectations. Teachers are empowered and encouraged to resolve minor discipline issues within the classroom; the following is designed to provide an outline of procedures a teacher or staff member may follow to address student behavior.

Level I Offense and Consequence Examples

Examples of Level 1 Offenses

- | | |
|--|---|
| ● Dress Code Violations | ● Chewing gum |
| ● Classroom Disruptions | ● Public Display of Affection |
| ● Horseplay in class or other school areas | ● Failure to return school paperwork on time (discipline notices, MTPR’s, etc...) |
| ● Failure to complete assignments or be prepared | ● Other minor offenses |
| ● Disobeying classroom rules | |

Level I Consequence

Teachers may use the following to correct student behavior as they deem necessary. Teachers will communicate all instances of correction to parents via email or phone call.

- | | |
|-------------------------|--------------------------------|
| ● Verbal warnings | ● Lunch detention with teacher |
| ● In-class consequences | ● Teacher/student conferen |

Level II Offenses and Consequences

Examples of Level II Offenses

- Disrespect to teacher or adult
- Inappropriate and/or disrespectful language
- Cheating
- Being in an unsupervised area
- Cell phone use during at school
- Failure to check into ESS after school
- Classroom disruptions
- Spitting
- Multiple Level 1 offenses
- Other similar offenses

Level II Consequences

Teachers will refer all instances of Level II offenses to administration. All Level II offenses will be recorded and will include one or more demerits as deemed appropriate by the administration. All instances of cheating will be referred to academic integrity policy guidelines and consequences will follow the progression listed there. Administration may follow the following set of consequences based on the severity or repetition of the offense:

- Lunch detention
- Conference with parents
- Work detail
- After school detention
- Behavior Contract
- In-School or At-Home Suspension

Level III Offenses and Consequences

Examples of Level III Offenses

- Use or possession of a controlled substance
- Fighting
- Skipping school or class
- Use or possession of tobacco or alcohol
- Multiple Level II offenses
- Stealing
- Possession of weapons
- Leaving of school without permission
- Any infraction of behavior contract
- Bullying
- Sexual harassment
- Inappropriate off-campus behavior
- Other similar offenses

Level III Consequences

Teachers and staff will refer all instances of Level III offenses immediately to the Principal and/or Head of School. All Level III offenses will be recorded in FACTS. Administration may follow the following set of consequences based on the severity or repetition of the offense:

- After School Detention
- Work detail
- Service Hours
- In-school suspension
- Out of school suspension
- Behavior Contract
- Conference with Parents
- Expulsion

The Principal and/or Head of School will oversee the following activities:

- Handling major or persistent discipline issues
- Responding to classroom issues and/or emergencies
- Conducting student/parent behavioral conferences

- Assisting teachers with class visits, referral procedures, and classroom management techniques

Specific Middle School Discipline Consequences

Eating/Drinking/Gum (per year - cumulative in all classes)

1st Occurrence: Warning

2nd Occurrence: Referral and after-school detention

3rd Occurrence: Parent contact by administrator, referral, and possible suspension

Unprepared for Class (Per Trimester)

1st Occurrence: Warning

2nd Occurrence: Warning and email or call home by teacher

3rd Occurrence: Referral and lunch detention

Repeated occurrences will result in after-school detention and meeting with student, parent, administrator

Cell Phone and Non-Academic Electronic Devices-Powered on/used in class (per year)

1st Occurrence: Parent contact and phone is held in the office until the end of school day

2nd Occurrence: Parent contact and phone may be picked up by a parent after 24 hours

3rd Occurrence: Parent contact, referral, after-school detention

4th Occurrence will result in after-school detention and meeting with student, parent, administrator

Misuse of School Issued Electronics (per year)

If the school-issued electronic device is deemed by an administrator, teacher, or staff member to be used improperly the disciplinary consequences will be as follows:

1st Occurrence: Parent contact and lunch detention

2nd Occurrence: Parent contact and after school detention

3rd Occurrence: Parent contact, device restrictions, and further action that is deemed necessary and appropriate by school administration

Repeated occurrences will result in after-school detention and meeting with student, parent, administrator

Off-Task (Per Trimester)

1st Occurrence: Warning

2nd Occurrence: Warning and email or call home by teacher

3rd Occurrence: Referral and lunch detention

Repeated off-task incidents will result in after-school detention and meeting with student, parent, administrator

Tardies (per trimester/per class)

Middle school students arriving at school after 8:10 AM (9:00 AM on Thursdays) are tardy. ***They must check themselves in at the school office before being admitted to class.*** Students will have the opportunity to start each trimester with a clean slate.

Excessive Middle School 1st Period Unexcused Tardies

Unexcused Tardies	Action Taken
4	Parent Notification
5	After-School Detention
6	After-School Detention
7	Parent-Administration Meeting

Passing Period Tardies

Middle school students are considered tardy if they are not seated and ready to learn when the bell rings at the end of each passing period. Students arriving late to class with a signed pass from a school employee. Please see below for consequences for unexcused passing period tardies.

# of Unexcused Tardies	Penalty
4	Notification to parents from the office staff
5	After-school detention
6	After-school detention
7	After-school detention
8+	After-school detention and possible in-school suspension

For middle school, first period tardies and between-class tardies are tracked separately from one another and accumulate by trimester. Students will have the opportunity to begin each trimester with a fresh start.

Dress Code

1st Non-Compliance: Find proper clothing in Uniform Exchange Closet*

2nd Non-Compliance: Find proper clothing in Uniform Exchange Closet and written warning to be signed by parent and returned the next school day

3rd Non-Compliance: Find proper clothing in Uniform Exchange Closet, parent contact, and one hour after-school detention

4th Non-Compliance: Find proper clothing in Uniform Exchange Closet, parent contact, and placement on a Behavior Contract

*If proper clothing cannot be found in the Exchange Closet, a parent may be contacted to bring an acceptable outfit.

Academic Integrity Policy

If it is determined a student has cheated in any manner, the following consequences may be administered:

1st Incident: Assignment will be recorded as a zero, referral given, parents notified by teacher, and after school detention assigned

2nd Incident: Assignment will be recorded as a zero, referral given, student will be suspended for two days, and student will be placed on a Behavior Contract

3rd Incident: Assignment will be recorded as a zero, referral given, and dismissal from the school will be recommended

Inappropriate Language/Profanity

1st Occurrence: Referral, after school detention, and an essay on profanity

2nd Occurrence: Referral and one-day suspension

3rd Occurrence: Referral, three-day suspension, and student will be placed on a Behavior Contract

4th Occurrence: Referral, dismissal from the school will be recommended

Required Withdrawal from VCA

Attendance at Venture Christian Academy is a privilege. Failure of the student or parents to support, agree, and comply with all current and future policies, rules, and regulations of Venture Christian Academy will be grounds for Venture Christian Academy to require withdrawal of the student. Venture Christian Academy reserves the right to expel any student for violation of any current or future policy, rule, or regulation by the student or parent or if Venture Christian Academy determines that either the student or parent are not in agreement with the Statement of Cooperation. Parents may be advised to voluntarily withdraw their child as an alternative to expulsion.

Expulsion

Expulsion is recommended by the Head of School and approved by the Board of Directors. Parents may request a hearing.

ACCEPTABLE USE POLICY

In accordance with the Children's Internet Protection Act (CIPA), Venture Christian Academy provides content filtering on all school-issued devices used on campus. School-issued devices are provided by the school, are not purchased by families, and remain at VCA at all times.

Acceptable Use Policy (AUP) for Students

The VCA Acceptable Use Policy (AUP) is set in place to help families know the expectations of all technology use on and off campus.

This AUP applies to the use of Computers, iPads, Mobile Devices, Internet Access, Google Apps for Education Suite, Educational Social Media, Internet Applications (including Web 2.0 Applications) Web-based Storage, ePortfolios, and all things Technology related.

Purpose

VCA will provide students and faculty with devices and access to the internet. In accordance with the Child Internet Protection Act, The school provides content filtering for computers and iPads within the school. However, content filtering is not a substitute for teacher or parental supervision. VCA content filtering only applies while devices are on campus. School devices that go home need to have content filtering provided by the family.

Permissions

In order for a student to use the VCA Technology and Internet connection, which is provided for educational purposes only, he/she must read these guidelines or have them read and explained to them by a parent/guardian.

Students may use VCA Technology for the following purposes only:

1. Educational purposes/resources
2. To access curriculum or content specific to school related work/projects
3. To enhance their education under the direction of a faculty or staff member
4. To create digital content that demonstrates content knowledge (music, movie, animation, image, document, presentation, etc.)

VCA Technology is NOT intended for the following uses:

1. Gaming unrelated to curriculum
2. Movies unrelated to curriculum
3. Music unrelated to curriculum
4. To be a consumption device (to watch things and not create things)
5. A research tool for things not related to school or educational purposes

In short, students may use technology to help them to grow and learn academically and spiritually. Biblical standards of behavior apply to technological choices. While integrity is the expectation of all technology use on campus.

Protections

1. Safety
 - a. Care and Safety of Equipment

- i. Physical Safety
 - 1. Students will be gentle with technology and keep it safe from falls, damage, or other destructive situations
 - 2. Students will treat keyboards, glass and accessories with gentleness and kindness
 - 3. Teachers and students will lock up all devices at the end of the night, to be charged
 - a. Students will allow trained teachers/students to plug and unplug devices from their storage units - they will not rip the cords out of the iPads
 - 4. Students will not leave VCA Technology in the car for temperature and theft protection
 - 5. Students will not leave VCA Technology lying around the campus
- ii. Software Safety
 - 1. Students will not download things without being asked by a VCA employee
 - 2. Students will let an adult know if there is a software issue
 - a. If a glitch seems to be happening try these steps:
 - i. Close the app by swiping it up
 - ii. Turn the iPad off and on again
 - iii. If that doesn't work, ask an adult if you can do a soft reset - hold the power and home button until the apple appears
 - iv. If the problem is still not resolved, please have a VCA employee contact the Director of Ed Tech or IT Support
 - b. Online Safety
 - i. Protect personal information
 - 1. Never give your first and last name online
 - 2. Don't match your name with your picture online
 - 3. Do not give your school address or home address online
 - 4. Never meet in person someone that you have met online
 - ii. Be a good digital citizen
 - 1. Be responsible
 - 2. Be respectful
 - 3. Always be kind
 - iii. Be a good global citizen
 - 1. When interacting with students outside of VCA, treat those students with Christ's love
 - 2. Be a representative of Jesus' love so that others may see Jesus in us and want to know Him more
 - iv. For more Safety resources:
 - 1. <https://www.commonsensemedia.org/videos/5-internet-safety-tips-for-kids>
 - 2. <https://www.commonsensemedia.org/privacy-and-internet-safety>
 - 3. <https://www.commonsense.org/education/digital-citizenship/internet-safety>
 - 4. <https://www.commonsense.org/education/toolkit/audience/family-engagement-online-privacy-safety>

c. Cyberbullying

- i. Don't be a victim or a bystander, be an upstander!
- ii. Get help from a grown-up immediately
- iii. Cyberbullying will not be tolerated at VCA
- iv. For more Cyberbullying resources:
 1. <https://www.stompoutbullying.org/get-help/about-bullying-and-cyberbullying/bullying-bystanders-become-upstanders/>
 2. <https://www.stopbullying.gov/kids/what-you-can-do/index.html>
 3. <https://www.common sense media.org/cyberbullying/what-should-i-do-if-my-kid-is-bullied-online>
 4. <https://www.common sense media.org/videos/4-signs-that-your-kid-might-be-cyberbullying>

2. Copyright Law

a. Copyright

- i. Every creator has the right to their own work, this is called copyright
- ii. Copying and using someone else's work is called breaking the copyright law
- iii. This applies to all content (music, movies, logos, images, words written online or in a book, etc.)

b. Fair Use

- i. There is a law that allows students and teachers to use a certain amount of copyrighted material for educational purposes
- ii. This law was designed to increase education by using information to help students learn

c. Credit Where Credit is Due

- i. By learning to give credit where credit is due, students develop skills they will need in high school, college and career
- ii. Students will not be in violation of copyright law
- iii. Students will not be confused of what is ethically responsible

d. Why original work?

- i. Students will learn to be Technology Makers and not Technology Takers
- ii. Copy and paste may be easy, but it is not a skill to list on a resume
- iii. Part of becoming a future ready student, is to be proficient in digital creation making

e. For more Copyright resources:

- i. <https://www.common sense.org/education/videos/copyright-and-fair-use-animation>
- ii. <https://kids.kiddle.co/Copyright>
- iii. <https://www.smores.com/s1m4t-copyright-and-fair-use-for-students>

Preventions

Our Pledge: It is our belief as a school that modern technology provides us with a unique and powerful tool to enrich learning, increase awareness, and enhance student potential. One goal of VCA is to create good Digital Citizens who have the 21st Century Skills to lead and succeed in the future. As with any tool, technology can be misused. We will strive to do everything within our power as educators to ensure this tool is used properly in the

classroom. Some of these provisions include instituting a filter to restrict inappropriate web-based content, using a proxy-server, close teacher supervision, and structured learning environments.

1. VCA Prevention Strategies

a. Supervision

- i. Teacher/staff
- ii. Apple Classroom App
- iii. Securly

b. Filter/proxy-server

2. Student Prevention Strategies

a. THINK before you post -

- i. Is it True, Helpful, Inspiring, Necessary, Kind

b. Ask yourself the following questions:

- i. Is this my original work?
- ii. Am I proud of what I am doing?
- iii. Does what I am doing have anything to do with my education?
- iv. Would God be proud of what I am doing right now?

3. Parent Prevention Strategies

a. Make an AUP for home

- i. Discuss and agree together on expectations and consequences for both home and school
- ii. Sample resources
 1. <https://www.common sense media.org/family-media-agreement>
 2. <https://www.bewebsmart.com/internet-safety/family-media-agreement/>
- iii. Try Device Free dinners: <https://www.common sense media.org/device-free-dinner>

b. Partner with VCA faculty and staff to help your child learn valuable lessons of responsibility when mistakes are made (make mistakes into teachable moments)

c. Provide content filtering at home

d. Monitor devices and device usage regularly

e. Parents are responsible for advising their child(ren) that he/she must properly operate the VCA Technology and be responsible when using the equipment provided by the school. This includes advising your child to make the correct moral and ethical choices while using technology. Parents shall also advise their child(ren) that he/she is responsible for understanding and adhering to all applicable copyright and software license agreements.

It is one of the technology goals of the school to ensure that Technology is integrated into daily classroom life with a Biblical perspective. Thus, any negative use of technology through VCA-owned or personally owned devices inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. This Acceptable Use Policy (AUP) also applies to any device that may be owned by a student, parent, staff member or guest at VCA, whether used on or off campus.

Social Media and Online Posting

Students must follow all rules established by online sites including age requirements. Any postings including references to the school, employees, parents, students, and others should always be professional and respectful.

Students agree to not...

- Use unwholesome language
- Use language, phrases or verbiage that may stir up hatred against any ethnic, religious, or minority groups
- Engage in antisocial behaviors, personal attacks, or threats of any kind
- Plan a fight, cause harm, commit a crime, or engage in illegal behavior
- Engage in harassment of any kind
- Engage in cyberbullying of any kind such as, but not limited to gossip, hate mail, disparaging remarks, and intimidation
- Create, send or post any material that is likely to cause offense or needless anxiety to other people
- Create, send or post any material that may bring the school or any faculty or staff person into disrepute
- Knowingly or recklessly post false information about a person or organization
- Knowingly or recklessly post defamatory information about a person or organization
- Post images or private information about students, teachers, staff, or other personnel without receiving permission from the individual(s) involved
- Reveal any information that could cause damage, loss of reputation, disruption or division
- Take, possess, distribute, or share
- Inappropriate files such as but not limited to, suggestive, risqué, or nude photos of self or others, inappropriate images/text/movies, pornography
- Images of weapons, gang related files, items that glorify violence, drugs, or profanity
- Bootleg (stolen) movies or music
- Create or send anonymous/unnamed messages
- Create or access anonymous/unnamed/stolen accounts and/or login information
- Log into a site or application using a stolen login
- Compromise other users accounts
- Use VCA equipment or network as a public forum
- Access or attempt to access unsupervised and/or unauthorized chat rooms

Consequences

Students must follow the rules and guidelines of the school and teachers. Those who do not follow the rules will have consequences for their actions. These consequences may include, but are not limited to, having technology privileges taken away, having to meet with administration and classroom teacher to review behavior, and having parents notified of the actions, as well. The severity of the consequence will be determined by the school administration and directly correlate to the severity of the action. This agreement applies to all computers/tablets/mobile devices connected to the VCA network. Any attempt to violate the requirements of this agreement may also result in the following disciplinary action regardless of the success or failure of the attempt. Appropriate legal action may be taken depending on the nature and severity of the violation. Furthermore, monetary payment may be sought for damage necessitating repair or replacement of equipment if the damage is due to negligence or vandalism. The decision of VCA regarding inappropriate use of technology is final.

Incident	Consequence
1st Occurrence	Verbal warning that in-class technology privileges will be lost if there is another occurrence
2nd Occurrence	In-class technology privilege is suspended for the day and parent contact
3rd Occurrence	In-class technology privilege is suspended for one week and parent contact
4th Occurrence (or something extreme)	Student sent to Principal's office & additional consequences will be determined

The VCA Administration has the right to adjust consequences based on the severity of the offense.

Technology is a Privilege The use of technology on campus is a privilege given to students with the understanding that it is to be used exclusively for proper educational uses. If a student is found in violation of any of the rules provided, they may at any time (depending on the discretion of the teacher or administrator) have that right revoked.

FINANCIAL POLICIES

Finance Department

For information regarding your account, please contact the Director of Financial Services by email at askfinance@ventureca.org Monday - Friday, 8:00 AM—4:00 PM

Tuition Policy

Tuition is an annual fee, not a monthly fee. Depending on the day a student starts, the school will determine if the tuition will be divided by 10 months (beginning in July) or 9 months (beginning in August) or prorated through April (beginning in September or later). All tuition balances must be paid by April 30th.

- 1 payment: Tuition is due August 1st and is considered late after August 15th
- 2 payments: Tuition is due August 1st and January 1st and is considered late after the 15th of the month
- 10 monthly payments: Tuition is due on the 1st of each month beginning July 1st and ending April 1st, and is late after the 15th of each month

Tuition is paid through FACTS. To access your FACTS account, log in to your [FACTS Family Portal](#) using district code LG-CA and click “Financial” from the menu options.

Returned Checks

Returned checks will result in a \$50 fee assessed to your account and must be replaced within 5 days by cash, cashier’s check or money order

Late Fees/Delinquent Accounts

VCA is committed to providing your child with an outstanding academic education grounded in our mission of developing the whole person in a Christ-centered environment. We take this responsibility seriously and work diligently to meet the academic needs of your child. Our ability to do so is directly linked to the financial resources at our disposal. Therefore, VCA must and will maintain the following policy with respect to delinquent accounts:

- Monthly tuition payments are due on the first day of each month. If the first day falls on a weekend or holiday, tuition payments are due on the next school day
- Accounts not paid by the 15th of the month will be assessed a \$50 late fee
- Accounts that are past due thirty days may be suspended and could result in suspension of the affected student. Students under a delinquent account suspension may not be allowed to return to school until the account is rendered current. Academic consequences for the student may apply.
- Habitually delinquent accounts may be suspended at the sole discretion of the VCA Finance Committee. Consequences may include but are not limited to, the suspension of the 11-month payment option. The responsible party may be required to provide payment in advance for each quarter
- All tuition accounts must be paid in full by the 15th of May or your child may be in jeopardy of not completing the school year. This may affect the completion of the academic year as well as participation of end-of-year activities.
- Report cards will not be given to any student whose account is not paid in full by the last day of school.
- Accounts that are delinquent at the end of the school year and remain unpaid for more than thirty days will impede the ability of the student to return for the next school year. VCA may take the action of wait listing a student until the account is current or in its sole discretion denying entry to the affected student.
- Any ESS charges for the last month of school will be due by June 15.

These policies are important to ensure that we continue to deliver on our mission. We are aware that unexpected circumstances often place families in financial difficulties which may result in non-conformity with the listed policy. If such circumstances arise, we ask that you contact the Director of Financial Services in advance to collectively make alternative or necessary arrangements.

Withdrawal

- If you are paying tuition via the monthly payment plan, and your child is withdrawn for any reason, the month your child withdraws is a payable month.
- If you have paid your tuition in full for either the full year or half of the year and your child is withdrawn for any reason, any eligible refund will be prorated. The month your child withdraws is a payable month.

Tuition Assistance

Venture Christian Academy has a Tuition Assistance Program designed to aid families who may need assistance funding the tuition for their children. Awards of financial aid are for one year only and a new application is required for a second or subsequent year. Financial aid applications are available upon request. Applications must be completed fully and include a copy of the 1040 Federal tax statement from the prior year tax submission.