



## **Parent/Student Handbook 2023 – 2024**

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**VILLAGE CHRISTIAN ACADEMY  
PARENT/STUDENT HANDBOOK**

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*\*VCA reserves the right to change this School Policy Manual at any time, for any reason. Parents and students will be notified in a timely manner regarding changes.*

# The Village Christian Academy

***Partnering with families in raising their children by providing an education that demonstrates the love and truth of Jesus Christ. Instilling a love of learning, so that our school, like our church, will be a joyful place to grow.***

Dear Parents,

Welcome to Village Christian Academy. We are excited that you are here, and it is our great pleasure to serve you!

It is our mission to strengthen families by building a foundation of Biblical truth and providing an excellent education for each student attending The Village Christian Academy. Our teachers model and instruct from a biblical worldview, believing that all truth originates with God. We challenge and encourage students to live in a way that reflects the glory of God.

I encourage you to read the vision and mission statements, the statement of faith, and the philosophy on the following pages. By enrolling your child at VCA, whatever the strength of your personal faith, you can trust that we will help your family to develop God's plan for your child's life as they develop academically, spiritually, mentally, physically, and socially. Our primary focus is discipleship which is best achieved in support of parents.

The rest of the handbook sets the standard and structure needed to accomplish our goals. The faculty and staff are dedicated to helping students become all that God wants them to be. Working together, we can fulfill our purpose of students becoming fully devoted followers of Jesus Christ, and each of us will proclaim, "I have no greater joy than to know that my children are walking in the truth." 3 John 4.

If you have any questions as you review this handbook, please call the school office 775-831-0797.

In Christ,

Tim Gilbert

Head of School

## MISSION STATEMENT

It is our mission to partner with families in raising their children by providing an exemplary education that demonstrates the love and truth of Jesus Christ and to instill a love of learning, so that our school, like our church, will be a joyful place to grow.

## VISION STATEMENT

Our students will receive an excellent education grounded in Christian teaching and a Biblical Worldview so they can serve their communities with wisdom and character.

## STATEMENT OF FAITH

Our faith is summarized by the Essential Tenets of ECO (The Village Church's Denomination): [Essential Tenets and Confessional Standards](#). VCA faculty and administration are followers of these Essential Tenets.

## PHILOSOPHY

To fulfill its mission of partnering with families in raising their children by providing an education that demonstrates the love and truth of Jesus Christ, The Village Christian Academy will provide exemplary instruction. Its policies and practices will be reflected without apology in the Christian faith based on the following philosophy.

All truth is a manifestation of God's sovereignty in creation. This school proclaims God in its educational program and conveys to its students that God is interested in every aspect of their lives and there is no division between spiritual and secular knowledge and experience. The school presents to the student a viewpoint of life and the world from God's perspective. This is called a Biblical, or Christian, world and life view.

Education experienced by the students will be well-rounded, introducing them to the redeeming work of Christ, and inspiring them to academic excellence. This will develop in the student an awareness that will help them grow in knowledge and skill proficiency, having direct bearing on the three fundamental relationships of life: 1) to God; 2) to others (as well as one's self); 3) to one's environment (creation). It is growth in this response process which leads to the fulfillment of a person's calling from God to understand, shape, use, preserve, and enjoy God's creation in a life of service to God through service of one's fellowman.

## LIFESTYLE STATEMENT

The Village Christian Academy is a religious, nonprofit Christian school representing Jesus Christ by helping parents prepare their children spiritually, mentally, physically, and socially to become His disciples. Employees are required to maintain high standards of Biblical conduct, living their lives as Christian role models at all times. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, personal conduct, and moral behavior. Students are expected to demonstrate a teachable spirit and an ability to share love for others. It is the policy to follow the Matthew 18 principle when a conflict arises between employees, parents, or students. It is the goal that each employee and student will display conduct which will cause others to want to know Jesus Christ in a personal relationship.

## NOTICE OF NON-DISCRIMINATORY POLICY

VCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. VCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic participation, and other school-administered programs.

## EXEMPT SCHOOL AUTHORIZATION

Village Christian Academy is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

## ACADEMICS

**Grades K-5** - Our K-5 program provides the basic foundation of learning for every child. A child's study habits, learning skills and educational attitude are formed during these years. Realizing the importance of a good foundation, we have established a curriculum which can be built upon and expanded each successive school year. Our curriculum is thoroughly integrated and academically balanced with a consistent Biblical worldview. The curriculum includes: Bible, phonics, reading, spelling, writing, English, math, science, health, history, computers, and physical education. Enrichment activities may include: drama, music, technology, art, culinary, and physical education.

**Learning Differences/Accommodations** - Students who have been diagnosed with a learning difference that adversely impacts academic performance may be offered accommodations. If your student currently has an IEP or 504 Plan established, please contact the Head of School to request continuation of services. If your student has a learning difference documented through an educational psychological examination, please submit this paperwork and contact the Head of School to establish accommodations for your student. While every effort will be made to provide academic support for your student to have academic success, the school may have limited ability or availability to accommodate certain learning differences.

Possible accommodations: extended time for testing; tests given orally; tests taken in a quiet; distraction-free environment; allowing testing on a different day; appropriate seating; allowing student a copy of peer's notes; allowing the use of a calculator for math; allowing a word bank; not deducting for spelling, grammar, or handwriting unless assessing in that area; allowing for division of long-term assignments into smaller parts.

## CALENDAR

SchoolCues and the VCA website are the best locations to find dates and information for the school calendar, trips, athletics, presentations, and other special events. By checking it regularly, you will be aware of happenings around the school. VCA is on the same schedule as the Incline Village Elementary School (WCSD – Incline Schools). For the 2023-24 school year, school starts on August 21, 2023, and is currently scheduled to end on June 12, 2024 (pending weather days.)

## ARRIVAL AND DISMISSAL TIMES AND SCHOOL HOURS

School hours are 9:20 am-3:20 pm. The school building will be open from 9:00 am to 4:00 pm on regular school days, and may close 30 minutes after school is out on days of early dismissal. Hours for non-school days will normally be shorter. Students should plan on arriving by 9:10 am and be ready in their classroom to begin class at 9:20 am. Regular school dismissal is at 3:20 pm.

**Late to School Policy** – Students are expected to be on time and ready to participate in class. Late arrivals are a disruption to class. If challenges occur, a parent meeting will be scheduled.

**Leaving Early (Checking Out) Procedure** - All early check outs should be communicated ahead of time to the office, otherwise it is expected that students will remain in class until regular end of school day at 3:20 pm. Students will not be permitted to check out without parent/guardian permission. In our continuing efforts to do our best to protect our students, please note the following procedures when checking your child or other students out of school. Thank you in advance for your help and cooperation to keep a safe environment for all of our families. Please be prepared to show an ID. Sign student(s) out at the reception desk. A staff member will call student(s) to the office. Please wait in lobby/office area for child to come to you.

## ATTENDANCE

In order for students to gain the most in school, they must be in regular attendance, including being on time and prepared for class. Any alternate arrangements must be discussed in advance with the teacher. The teacher is not responsible for recreating the teaching experience that was missed. In these cases, parents and the student must be accountable for the student's progress, completion of make-up work, and ability to keep up with current class-work.

Please email the teacher and the school office/Head of School when your student is absent OR checking out early. This is helpful for the teacher to organize paperwork or other assignments for the absent student.

Students attending school but having missed more than 3 hours will be considered absent for the day.

**Absences / Make-up Work** - Planned Absences: please submit an absence form submitted at least a week prior to the absence. Unplanned Absences: In the event of sickness, doctor's appointment, or other unplanned absences please communicate with the teacher as soon as possible. Make-up work is permitted, to be submitted in a timely manner. A teacher may ask for make-up work to be completed upon return from absences.

Breaks and holidays are scheduled throughout the year in order to be as family friendly as possible. Please try to limit your family vacation times to these scheduled school breaks.

**Sick Policy** - A student who is running a fever, vomiting, or has diarrhea is not permitted to attend classes and should not be sent to school. Students must be without a fever, vomiting, and diarrhea for 24 hours without any medications before returning to school. When a student becomes ill and/or has a fever at school, the parents will be notified and are required to pick up the student in the reception area.

## FAMILY EMERGENCIES

If a family emergency arises, parents are to call the office. We will make every effort to help care for your child until appropriate arrangements can be made for the student's transportation home.

## DROP-OFF & PICK-UP

### **Drop-off Information:**

- All children should be dropped off in the supervised designated area in the parking lot loop. Alternatively, parents may park and walk the child into the building through the Office Front Door.
- Students should arrive at school by 9:10 am so that they have ample time to get settled in class.
- Students should be in their desks prepared to participate by 9:20 am.

### **Pick-up Information:**

- When picking students up in the parking lot loop – other than your own students and/or other children you're preauthorized to pickup, all arrangements will need to be made in advance. (Last minute pick-ups will require the driver to park and go to the office to verify the arrangements through school personnel.) Please take care of non-drop off items with the office.
- If someone other than the authorized driver will be picking up your student(s), please be sure the proper notes have been sent and that they know they will be asked for ID.

### **Important Things To Note:**

- Please allow adequate timing for after-school appointments and activities. If you need to get out of your car for any reason, please park in a parking space.
- Parents will complete an "approved pick up list" for your child during the first week of school. Anyone who has permission to pick up your child should be listed on this list, along with a contact phone number.

## WEATHER RELATED SCHOOL CLOSING

School will be in session unless otherwise notified. In the event weather conditions make it impractical to have school or start on time, we will inform parents by SchoolCues and/or text message as early in the morning as possible. Messages will be sent through SchoolCues email and text during inclement weather. Parents should be especially alert and available when severe changes in the weather are occurring during the school day so that they receive timely school communications. On occasion it is necessary to send children home early to avoid serious weather conditions and parents need to be prepared to pick them up at school. Parents are encouraged to use their best judgment for individual situations during severe weather. While VCA contracts with a very effective snow removal provider and does not typically close, however extreme weather conditions may occur that result in a changed school day schedule.

## EXTENDED DAY PROGRAM

We are exploring options based on parent requests. More info will be available as plans are solidified. One option may be shuttling to the Duffield Boys and Girls Club at Incline Elementary School. If you have a before or afterschool need, please let us.

## DRESS CODE

One's personal appearance is an important part of a Christian testimony. The appearance of our students to a large degree determines the image, success, and safety of our school. We expect students to cooperate with us in maintaining a good testimony in this area. VCA does not adhere to a specific dress code; however, we desire to honor all with modesty and respect to others on campus and during all off-site field trips, keeping in mind the variables of Tahoe weather with both indoor and outside time.

It is our desire to encourage students in developing an attitude about their appearance which will show a high degree of self-respect and self-worth while conforming to Biblical principles. As administration and faculty, our desire is to be an extension of the home, and thus, help your children develop a habit of modest dress. The administration will be the final authority on any questions regarding appearance guidelines.

## CONFLICT RESOLUTION

Unfortunately, there are times we may face conflict that cannot be avoided. God uses conflict to produce maturity in the person and growth in our relationships. VCA understands that conflict resolution is a lifelong skill and provides Biblically based conflict resolution training for all students. God's plan for resolving conflict is revealed in Matthew 18, and in II Corinthians 5:18 God tells us we have gained the "ministry of reconciliation." These scriptures instruct us to talk to people and not about people. It is the policy of VCA to follow this Biblical principle by having individuals go directly to the person with whom they have a problem and share their concern.

It is divisive to go to others, creating conflict which escalates the problem. The first step to resolve the concern is to meet directly with the person. If the concern has not been resolved after meeting directly with the person, then you and the other person should meet with your teacher or Head of School as a 3<sup>rd</sup> Party for assistance. By focusing on God and seeing with His eyes through the empowerment of the Holy Spirit, resolution and reconciliation usually take place. If the problem is not resolved, the 3<sup>rd</sup> party will refer the two in conflict to meet with the VCA Steering Committee or Village Church Session members as needed. This policy requires the work of God's love and grace within us and results in healing and unity for us as a Body of believers.

## BEHAVIOR & DISCIPLINE

One of the most important roles of VCA is to help students develop the characteristics that reflect Christ, including self-discipline. We believe that each student is made in the image of God and possesses the ability, by the power of the Holy Spirit, to make good choices in all situations. We also know that because of free will and selfishness, we all make bad choices. Discipline of students is a joint responsibility of parents, teachers, administrators, and students. VCA is committed to helping our students succeed academically, socially, emotionally, and spiritually. Therefore, when a student misbehaves, we will attempt to disciple them with grace into who they are in Christ instead of putting them down or condemning them.

VCA students must at all times conduct herself/himself in a respectful manner. This includes times when she/he may disagree with a decision or action taken by a teacher or administrator.

1 Peter 4:7-10: "The end of all things is near. Therefore, be clear minded and self-controlled so that you can pray. Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."

1 Peter 4:11 "If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To Him be the glory and the power for ever and ever. Amen"

Follow the principles Jesus teaches in Matthew 18:15-17 regarding the manner in which I relate to other members of the Village Christian Academy community.

### **Student Behavior Expectations**

- Respect and be kind to all people
- Cooperate
- Talk only with permission, one at a time, and raise your hand to get the teacher's attention
- Be prepared for class
- Respect the property of others and the school
- Be honest
- Follow directions with a cheerful attitude
- Do not be in unassigned areas
- Use appropriate speech – no profanity or other inappropriate language
- Do not make audio or visual recordings at school activities or functions without administrative approval
- Do not let cell phones and other electronic devices become distractions and follow appropriate use guidelines
- Use computers only for school related assignments and take care of the equipment
- Show reverence for God and His Word
- Please avoid any other behavior that could be considered disruptive or inappropriate
- No possession of weapons or explosives

**Treat others according to the Golden Rule: "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." *Matthew 7:12***

Students will respect VCA and will actively work to uphold its high standards. With God's help, he/she will do our best to be a good member of the school community. The student understands that breaking the Student Honor Code could result in disciplinary action.

**No Bullying, Cyber-Bullying, Threats or Harassment of Any Kind** - Bullying and harassment are unwanted, aggressive behaviors that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.



**Examples of Prohibited Behaviors** - Prohibited behaviors include but are not limited to the following: Harassment, cyber bullying (spreading false, embarrassing or hostile information about another person through social media or online applications/texting etc.), “sexting” and exposure to other inappropriate images or information online. Extortion, intimidating threats or taunts, physical violence or attacks, harassment of any kind (physical, sexual, racial, religious, academic, etc.), theft or destruction of personal property, social exclusion, public humiliation, hazing, stalking, written or verbal intimidation. Lying, cheating, forgery, plagiarism (using another person’s thoughts, ideas, or words without giving the author proper credit) or other forms of intentional deception. Leaving the school premises without permission from the office.

Any incident of bullying or harassment is to be reported immediately to the administration. Reports will be investigated and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed in determining the appropriate consequences. To the extent possible, all reports of bullying and/or harassment will be kept confidential. The school reserves the right to pursue claims or suspicions of bullying/harassment on campus or at school-related activities without prior or continued consent or approval from those involved.

Threats or implied threats, either verbal or written, are taken very seriously and will result in disciplinary action, including suspension or expulsion. In addition, incidents of this nature may be reported to law enforcement authorities if deemed appropriate by the school administration.

**Disciplinary Actions may include but are not limited to the following (order is at VCA Staff discretion):**

- Verbal Redirection/Reprimand - Teachers or administrators may give a student specific verbal redirection or instructions for correcting inappropriate behavior. Notations may be posted in the SchoolCues system.
- Call and Sent Home - A phone call will be made for a parent to pick up a student to go home and return to school the following day.
- Teacher Detention - Students will lose free time and/or have to stay with teachers for a short period of time. A teacher detention is between 15 and 60 minutes in length. This can be done before school, after school, or during recess or lunch.
- In School Suspension - The student will receive and complete class work while separated from his or her class. The parent will have to pay for the cost of the substitute providing supervision (up to \$100). Students may not participate in after-school activities on the day(s) assigned to ISS.
- Parent Supervised Class Schedule - A parent will attend school with the student for the entire school day.
- Suspension - The student is not permitted to be on campus for any reason (including after-school activities) on the day(s) of suspension.
- Immediate Withdrawal or Expulsion - A student is asked to withdraw.

Students will be subject to suspension/expulsion if they possess any knife, firearm, explosive compound, weapon of any kind or any tobacco products or illegal drugs of any kind.

## TECHNOLOGY – ACCEPTABLE USE

**Technology (Computer Network) Purpose** - The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to school standards as an institution of Christian education, in obedience to Biblical commands and values.

The network is not for any private, commercial, business, or political use. Any student who knowingly damages or misuses a computer will have restrictions and/or disciplinary actions. Students using the Internet are required to have a specific assignment from a teacher. Students are not allowed to check e-mail or social media sites or to “surf” the Internet without clear objectives. A Technology Acceptable Use Form can be found in Appendix B.

## PERSONAL CELL PHONES AND ELECTRONIC DEVICES

VCA students should not have a personal cell phone or electronic devices on campus, unless approved by the Head of School.

## MEDICATIONS

When it is imperative that medications be taken at school, they are to be taken to the school office where the parent/guardian will give instructions as needed. Neither the school nor its staff can guarantee that any student will take a particular medication correctly.

**Over-the-counter Medication** - Only cases in which the student absolutely needs the medication to attend school should the parent send over-the-counter drugs to school. The parent must complete a Medical Authorization Form (Appendix D). Medications must be received at school in the original child-proof container. Medications received in anything other than the original container will not be administered. If the medication is to be administered on a long-term basis or on an on-request basis, then a doctor's statement must be provided.

**Prescription Medication** - Taking prescription medications during school hours is discouraged. If prescription drugs must be taken at school, the parent must complete a Medical Authorization Form (Appendix D). For long-term medications, this form must be updated yearly. Prescriptions must be in the original child proof prescription container. If the medication dosage changes, the prescription container must be changed as well. Medications not retrieved by the parents by the last day of school will be disposed of in accordance with state pharmacy regulations.

## PARENT/TEACHER CONFERENCES

Teachers are available for conferences by appointment as arranged with the teacher(s) via SchoolCues. Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during regular school hours. Please do not call school personnel at home unless it is an emergency. Do not request an appointment with a teacher during normal classroom hours.

## PARENT VOLUNTEERS

Parent volunteers are vital to school life at VCA. A volunteer is a person who performs services without the expectation of compensation. Volunteers are a vital link in the overall program and the successful accomplishment of our mission. Interested parents who desire to be involved in promoting and helping the school continue to grow and expand are encouraged to be a part of this vital group. Within each team will be numerous opportunities to volunteer. Parents are required to sign a volunteer form. Please check with the school office and Head of School for volunteer needs throughout the school year.

**Volunteer Opportunities** - Recess / Lunch / Drop-off & Pick-up Teams; Academic Teams; Missions Team; Arts/Drama Team; Room Parents Team; Special Events Team

## STUDENT SERVICE HOURS

"Just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."  
*Matthew 20:28*

In the interest of pursuing a lifelong appreciation for service, VCA students are required to complete four service hours for the year. Opportunities or suggestions will be offered during each semester in which students may desire to participate; however, students are not limited to those projects.

## GRADING POLICY

**Grade Reporting System** – Student progress and current grades are available for parents and students on SchoolCues at any time throughout each quarter/semester.

### **Evaluation Key**

4	Exceeds Expectations
3	Proficient
2	Approaching Proficiency
1	Emerging
X	No Evaluation

**Kindergarten** - Kindergarten students may not be promoted if they do not meet the goals of the kindergarten curriculum.

**Grades 1-5** - Students may not be promoted in grades one through five if they have a yearly average of 1 (emerging) in two core subjects (English, reading, math, science, social studies, and Bible).

**Assessments** - Standard assessment methods include tests or quizzes, assigned papers, performance assessments, homework, and/or class participation grades. VCA may offer extra credit assignments at teacher and Head of School's discretion.

**Homework Philosophy** - Homework is an integral part of the school program in aiding students to advance in their studies. Each student is required therefore to complete homework assignments. Homework is given for several purposes:

- For drill: We believe that students require drilling to master material essential to their educational progress.
- For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework.

**Missing Assignment Policy** - Students that have missing work due to attendance should refer to the Attendance section. Refusing to complete an assignment is not an option at VCA.

**Traditional Model Homework** - assignment by grades (time stated is for the average VCA student.) Students are to write their assignments for all subjects in an assignment book and have their parents sign it so that they may know the homework that is due the following day.

<b>Grade Level:</b>	
Kindergarten	5-15 minutes
First	10-20 minutes
Second-Fifth	20-45 minutes

## WITHDRAWAL

Parents desiring to withdraw their children from school should inform the school office in writing. The reason for withdrawal and the last date the children will attend school must be given. Any tuition due will be calculated based on the signed tuition agreement.

## **SOCIAL FUNCTIONS**

VCA will not be held responsible for any party or any social function that is not officially approved or sponsored by the school.

## **VISITING THE SCHOOL AND CLASSROOMS**

Parents of actively enrolled students are always welcome at the school and should feel free to make an appointment to visit the school and/or the classrooms. It is generally not a good idea for parents of younger children to visit the school and classrooms early in the school year. Please delay your visit until they have made their adjustments to school.

Written requests for non-enrolled students to visit the school must receive the approval of the administration in advance of the visit. Modest attire for all visitors is expected and appreciated.

As a safety precaution, all visitors on campus during normal school hours - including parents - must report to the office to sign in. This allows us to monitor visitors and uninvited guests and control access to students.

## **AWARDS AND RECOGNITIONS**

TBD

## **LIST OF VCA FORMS**

- **Appendix A – Tuition & Fees Schedule**
- **Appendix B - Technology Acceptable Use Form**
- **Appendix C - Pre-Approval Absence Request**
- **Appendix D - Medical Authorization Form**
- **Appendix E -Volunteer Agreement Form**
- **Appendix F - Coordination Agreement of VCA, Parents, and Students**

## APPENDIX A TUITION & FEES SCHEDULE



### 2023-2024 School Year

#### Kindergarten – Second Grade

Tuition is necessary for VCA to provide the materials, structures, & professionals needed to educate your children.

#### Application & Enrollment

Application Fee: \$25 collected upon application submission  
Textbook Fees: \$150/year due by first day of school  
Tuition: \$10,000/school year  
Deposit: \$1000 due upon enrollment (counts towards yearly tuition cost)

#### Payment Plan Options

*Please note: Families may choose to pay tuition/fees via bank account (ACH) with a \$1.00 processing fee or credit card with a 3.0% processing fee.*

Annual payment (before Aug 21) = \$10,000  
Automatic Ten Monthly Payments (Aug-May) = \$1,000/mo  
Payment dates are the 5th or 20th of each month

#### SchoolCues Tuition Payments

All tuition agreements for your tuition/fees are made through SchoolCues. All families are required to enroll in SchoolCues.

#### Discounts

VCA has chosen to offer the best possible tuition to everyone equally and thus no multi-child family discounts are available. In this way we can keep costs down for everyone.

#### Additional Fees

Additional fees may be incurred throughout the school year depending upon the student's involvement in specific enrichment opportunities, excursions, or other activities. VCA benefits from an extensive team of very qualified volunteers from The Village Church and others with their main goal to provide excellent opportunities while keeping any costs as low as possible.

#### Withdrawal Penalties

Parents withdrawing their student(s) from VCA during the current school year will be assessed a withdrawal fee. The fee is intended to cover planning, books, and supplies and staffing costs incurred by the school upon agreed enrollment. A withdrawal fee of one month tuition will be applied per student.

#### Past Due Balances/NSF Fee

A student that has a tuition balance more than 60 days past due may not be allowed to attend classes until the account is made current. Any student with a balance still remaining on June 30 will not be allowed to re-enroll until the balance is paid in full or a satisfactory payment arrangement is agreed upon.

**Tuition Assistance**

Consideration for tuition assistance is solely based on financial need and the availability of current scholarship funds. We continue to pray and seek donors and church partners to help build our tuition assistance program. All applications for tuition assistance will be made through BeneFAQ. The process is managed through a 3<sup>rd</sup> Party. Information from your most recent tax returns and other financial information may be required. Families applying for tuition assistance must complete an online application, pay a \$35 tuition assistance application fee, and submit all necessary documentation to BeneFAQ. Determination of financial assistance will be made within 30 days of application.

**Nevada Opportunity Scholarship**

The state of Nevada offers the Nevada Opportunity Scholarship, a need-based scholarship, to families on a first-come basis. Families who apply for VCA in-house tuition assistance may also apply for the Nevada Opportunity Scholarship. Application information is available on the websites listed below. Once awarded a scholarship, families must share this information with VCA. <https://www.nevadaschoolchoice.com/program/nevada-opportunity-scholarship-program/>

Even if you intend to apply for a tuition assistance and/or have been awarded assistance, VCA still needs a completed tuition contract signed by a parent/guardian on file, as ultimately the parent/guardian(s) are the guarantor(s) that the tuition will be paid in a timely manner.

***Questions? For Tuition/Financial Aid questions, contact Tim Gilbert at [vca@thevillagechurchnv.org](mailto:vca@thevillagechurchnv.org)***

**APPENDIX B**  
**TECHNOLOGY ACCEPTABLE USE FORM**



<b>Purpose</b>	The primary purpose of our computer network is educational. The network serves as a resource for enriching teaching and learning objectives. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to standards as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial or business, or political use.
<b>Passwords</b>	If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.
<b>Privilege</b>	All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.
<b>Prohibited Activities</b>	Involvement in any activity prohibited by law Downloading, transferring, or storing of files without permission Changing the desktop background photos. Attempting to establish a commercial venture on the network Involvement with online games or gambling Storing and/or transferring obscene, pornographic, or sexually explicit materials Transferring "chain" type letters Sharing passwords Accessing any area of the school network without permission Interfering with normal and proper network operations Refusal to grant access to files or directories used for schooling Accessing computer files of other students or staff (without permission) Copying protected software without authorization or permission Loading software of any kind without approval and permission Conduct on the internet or over the network that is harmful or harassing Abuse or damage to computer equipment or software Using the network or Internet access for personal or entertainment purposes without approval or permission Any use of outside resources that do not conform to their Acceptable Use Policy, rules, copyrights. Violators are subject to penalties both at VCA and at the outside resource. Any release of personal data (pictures, email, etc.) of individuals outside authors household to blog sites

**Professional Liability** The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

**Policy Changes** Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of VCA. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

I give my student permission to use VCA computers with internet access in accordance with the Policy on Acceptable Computer Use contained in Appendix B in this handbook. I have read the policy and agree to support it.

---

Parent Print Name

Parent Signature

Date



**APPENDIX C  
PRE-APPROVAL ABSENCE REQUEST**



This form must be completed, signed, dated, and returned to the office a week prior to absence for Administrative approval. A parent may be requested to meet with administration for approval.

Student Name (Printed): \_\_\_\_\_ Grade: \_\_\_\_\_

Day(s) / Date(s) to be missed: \_\_\_\_\_

Reason for requesting absence(s): \_\_\_\_\_

I understand that these absences may affect my child's academic progress. I will help my child assume the responsibility of acquiring and making up all missed work during the absence.

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

	Class	Assignment Due	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			

Administrator Comments: \_\_\_\_\_

\_\_\_\_\_  
Head of School Signature

\_\_\_\_\_  
Date



**APPENDIX  
VCA VOLUNTEER AGREEMENT FORM**



Village Christian Academy is a Christian academic institution committed to the teachings and principles of the Bible. Therefore, all VCA volunteers are asked to affirm their commitment to the school’s Mission Statement. Such affirmation, of course, requires a high standard of personal professional conduct.

This Code of Honor for VCA Volunteers has been developed and implemented to identify and emphasize our “role model” responsibilities to our students and their families. Therefore, as an VCA volunteer, I affirm the following:

1. I will faithfully discharge my voluntary duties effectively and in strict accordance with the rules and regulations established by the appropriate member of the VCA administrative staff.
2. I will make a positive contribution to this school, its students, and their parents.
3. I will strive to be a cooperative and joyful volunteer committed to serving the school.
4. I will commit to handle all interpersonal relationship issues according to the scripture found in Matthew 18.
5. My decorum, including attitudes, actions, and appropriate standards of dress will be appropriate and representative of VCA “role model” caliber.
6. I will follow the operational policies and procedures of VCA, the Head of School, and my immediate supervisor(s).
7. I will maintain appropriate confidentiality with all important school matters, including information about students, parents, VCA employees, and general operation of the school.
8. I agree as a volunteer to undergo a background check.
9. I will maintain clear integrity in all school settings so that the name of Christ, the reputation of the school, students and families, and my name will not come into disrepute.
10. I will strive to be a living example to all school constituencies of the characteristics the school seeks to produce in the lives of its students.

***I have read, understand, and fully agree to abide by the provision of VCA volunteer agreement form.***

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Printed Name

Signature

Date

**APPENDIX F**  
**COORDINATION AGREEMENT OF VCA, PARENTS, AND STUDENTS**



This handbook is published as a service to the parents and students of Village Christian Academy. The information contained in this handbook will provide a foundation for parents and students to operate within the structure of this school. For the protection of the students, the parents, and the school, it is imperative that parents read the contents of this handbook, discuss the contents, and understand that they will be held responsible for the contents of this handbook. In order for students and parents to maximize their educational experience and receive an excellent education rooted in a Biblical worldview, all policies and procedures in this handbook must be followed. By signing and dating your respective agreement below, you are indicating that you will follow all policies and procedures contained in this handbook. The administration may change, edit, or revise any procedure as necessary and will endeavor to inform parents when any changes are made.

**PARENT AGREEMENT**

I agree to support my student and the school administration in upholding of the policies and procedures contained in this handbook.

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Parent Print Name	Signature	Date
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