



*Preparing Students to Fulfill God's Purpose in Their Lives*



**2011 – 2012**

**Student – Family Handbook**

*Valley Christian Academy*

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## **SCHOOL'S MISSION STATEMENT**

Valley Christian Academy exists

- to prepare students to fulfill God's purpose for their lives
- to provide a quality academic education rooted in Biblical truth
- to challenge students with God's claim to their hearts and His Lordship in their lives
- to nurture students, in partnership with each family, spiritually, intellectually, physically, and socially

Our **Core Values** are:

- the supremacy and authority of God and His Word
- the pursuit of excellence
- respect for the value and uniqueness of each child
- Christian staff who pray for and demonstrate love, concern, and compassion for every child
- development of gifts and talents for the service of others

## **STATEMENT OF FAITH**

We believe in and teach:

- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act;
- The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and second coming of the Lord Jesus Christ;
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all: to life or damnation;
- The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.

## **FIVE REASONS TO CHOOSE CHRISTIAN EDUCATION**

- Christian Schools provide a Christian Worldview. Like a compass pointing north, a worldview provides the bearings children need for determining which direction to take when life issues are faced.
- Christian Schools provide a safer environment in which your child will be educated
- Christian Schools think long term, with a goal to change the future.
- Christian schools establish patterns. A child's character is formed at an early age. We teach children not only the ABC's but to worship and obey God.
- Christian Schools serve as an extension. We are an extension of the Christian home. Christian School is a partnership with the parent and the Church for the good of our students and the glory of God.

## ADMISSIONS POLICY

Valley Christian Academy admits students of any race, colour, national and ethnic origin to all rights, privileges, programs, and activities generally made available to the students of the school.

All applications will be considered for children whose parents desire a Christian Education for them, regardless of their church affiliation. Students applying to VCA will be admitted on the condition that they are capable of maintaining the spiritual and academic standards of the program.

While our school may be able to address minimal educational challenges, we are not able to deal with special education at either extreme of ability. Decisions are made upon consideration of individual cases.

Because VCA is a private school, both parents and students must understand that it is a privilege for the students to attend, not a right. Students with rebellious attitudes or lifestyles will not be admitted. Parents are required to sign an "Understanding and Commitment Agreement" and be willing to cooperate with the school in the training of their children.

The VCA School Board and administration reserve their right to accept, reject, retain, or dismiss any student for the well being of other students, a teacher, or the school's reputation. The VCA School Board and administration have the right to dismiss any student for unacceptable behavior such as smoking, using drugs, or alcoholic beverages on or off school property. Acceptance in any grade does not mean automatic acceptance into the next grade the following year. Each student's record is reviewed annually for re-enrollment.

Probation: All new students are accepted on a probationary basis. This probation shall last until the first quarter report is issued, or in the case of a student who has come in the middle of the school year, a period of at least two months. **At the end of the probationary period, the student's progress shall be evaluated,** and if acceptable, the student shall be removed from the probation list. If there are negative reports, VCA's administration will make a determination on the continuance of the student in the school. Such a student may only continue to attend VCA after a parent conference, during which problems are noted, specific standards for improvement are identified, and a continued or extended individualized probationary contract is agreed to by the student and parents.

## AGE REQUIREMENTS FOR STUDENTS

- Students applying for The Pre-school Age 3 Program must be at least 3 years of age on or before December 31 of the year in which they enroll.
- Students applying for Kindergarten Age 4 must be at least 4 years of age on or before December 31 of the year in which they enroll.
- Students applying for Kindergarten Age 5 must be at least 5 years of age on or before December 31 of the year in which they enroll.
- Students applying to enter Grade 1 must be at least 6 years of age on or before December 31 of the year in which they enroll.

Married students may not attend VCA. Married students are classified by law as adults and no longer answer to their parents or guardians. Valley Christian Academy prefers to deal only with students who are responsible to their parents or guardians.

## 2011 – 2012 TUITION SCHEDULE AND CURRICULUM FEES

Tuition for K3	\$830.00
Curriculum Fee K3	\$25.00
Tuition K4	\$1250.00
Curriculum Fee K4	\$50.00
Tuition K5	\$2080.00
Curriculum Fee K5	\$100.00
Tuition Fee Grade 1 - 8	\$3432.00
Curriculum Fee Grades 1 - 8	\$200.00
International Students	\$5620.00

## HOURS OF INSTRUCTION

<b>K3 Program</b>	Tuesday & Thursday from 8:45 a.m. – 11:45 a.m.
<b>K4 Program</b>	Monday, Wednesday & Friday from 8:45 a.m. - 11:45 a.m.
	Monday, Wednesday & Friday from 12:30 p.m. - 3:30 p.m.
<b>K5 Program</b>	Monday – Friday from 8:15 a.m.* – 12:00 p.m.
<b>Grades 1 – 8</b>	Monday – Thursday from 8:15 a.m.* – 3:00 p.m. Friday – 8:15 a.m. – 12:00 p.m.

\*Students will be considered tardy if they enter the classroom after 8:15 a.m.

## EXTENDED DAY PROGRAM

After school care will be provided by Kidz Dream Daycare (care will be given on site).

## CURRICULUM

Curriculum includes the total educational experience provided at Valley Christian Academy. The life of Jesus Christ as revealed in the Bible, and the lives of the staff of our school are very significant influences in what students learn. Teachers strive to teach students to think critically, to analyze, to discern, to critique, and to prepare for a life of learning. The Bible is integrated throughout the entire program forming the foundation upon which we develop a Biblical world view and by which we evaluate all curricula that is used. Textbooks are chosen from a variety of sources, and used as tools to teach concepts or impart information. All textbooks and instructional materials are selected carefully to meet the educational needs, Christian values, and curricular goals of our school. Because textbooks are tools, not the curriculum, students may not cover all topics or complete all assignments in a book assigned to them for the year. Curriculum is dynamic rather than static; therefore we are constantly searching for the best tools which will meet our needs.

## POLICY REGARDING CURRICULUM COSTS

When a student is enrolled, VCA orders and pays for a complete set of curriculum for that student for the school year. *Consumable books are issued on a “purchased” basis. Non-consumable books are issued on a “rental” basis*

and must be returned at the end of the school year. Curriculum is purchased in the summer and the fee is due by August 15<sup>th</sup>. When students enrol after September, the curriculum cost must be paid at enrolment.

## OTHER COSTS

An enrolment/re-enrolment fee is charged each year. Other costs are kept to a minimum. However, certain courses such as Shop, Home Economics, etc. may incur a small fee to cover the cost of materials. Also, students are asked to bring money to cover the cost of special activities such as swimming, skating, and some field trips as they occur.

## PAYMENT OF ACCOUNTS

Enrolment is considered complete only when all forms, enrolment fees, curriculum fees, post-dated tuition cheques, etc., have been returned to the school. Re-enrolment also requires that your account be up-to-date.

Bills for miscellaneous fees are sent out monthly in a special **“Home-School Envelope”**, and payment should be made within a few days. At year-end, report cards, final transcripts and graduation diplomas may be withheld if accounts are not up to date.

Payments on accounts can be made in a variety of ways. You may submit 10 post-dated cheques to the school office dated for the first of the month. You may also make cash, debit, or credit card payments. If you choose to use debit or credit services, please plan to make these payments in person as VCA is not able to input credit card numbers without actually swiping the card.

## PARENTAL INVOLVEMENT

Parent volunteers enhance the school's ability to meet our students' needs. Driving for field trips, helping with our hot lunch program, assistance in fund-raising, helping a teacher by preparing bulletin boards, marking students' work, or working with small groups or individual students are some of the many ways parents contribute to this ministry. Any parent interested in volunteering in our school should contact the school office. All volunteers who will be with the children must attend a training seminar, **“Protection of Children and Workers”** administered by Valley Christian Academy under the direction of Rothesay Baptist Church.

## EVALUATION

The grading system of our school is designed to give parents a true indication of the student's progress on a continuing basis. Frequent tests, assignments, project work, and daily class work are all considered as part of the evaluation process. Progress reports are given to students at the end of each quarter (about every nine to ten weeks). ***“The most important purpose of evaluation is to make the future better, not produce a report card”***. (John Carver). Progress reports alert parents to problems academically and behaviourally, and suggestions for improvement are intended to help parents, students and the teacher set goals for the future.

The pass mark in our school is 70%. Requirements for Honour Roll are to memorize all monthly Scripture passages and attain an average of 90% for “A” level Honours or 80% for “B” level Honours. A passing mark in Mathematics and Language Arts is required for Honour Roll.

If a student in Grades 1-9 fails three academic subjects or both Mathematics and Language Arts (English), that student will be retained in the same grade.

Report Card marks for Bible, Language Arts, Mathematics, Science, Social Studies, History, French, Computer courses and Physical Education are calculated as percentages. Home Economics, Shop, Music and Art will be given a letter grade.

## TESTING

- Normally, students who do not write a test will receive a zero mark.
- The onus is on the student to make suitable arrangements with his/her teacher when he/she must will be absent for a test.

- Students who know in advance that they will miss a test should make arrangements to write the same, or an alternate test, on or before the test date, if possible.
- Students who are absent must take the test on the day that they return to school or receive a zero. This may involve an after school make-up class. In the case of serious or extended illness, on the day the student returns to school, parents should send a note informing the subject teacher that the student has been too ill to prepare for the test(s). Arrangements must be made that same day to reschedule all missed tests.

## PARENT TEACHER INTERVIEWS

Interviews between parents and their child's teacher are scheduled **three** times per year (at the end of quarters 1, 2, & 3). Appointments are scheduled through the school office and notices are sent home with the report cards with instructions in case the time scheduled is not convenient. Frequent communication between home and school is encouraged. Interviews between parents and teachers can be arranged at any mutually convenient time during the year, upon the request of either party.

## AWARDS

The following awards are presented **as merited** at the end of the school year at a special Awards Ceremony:

**Highest Average** -for the student who makes the highest overall average in his/her grade or grade grouping.

**Diligence Award** - for the student who has shown the greatest improvement or is consistent in all of their work during the year in his/her grade or grade grouping. This award will take into consideration spiritual as well as academic factors.

**Scripture Memory** – all students who memorize the greatest number of Scripture passages from a designated list during the year in his/her grade or grade grouping. Students must complete extra scriptures for the month before the end of that particular quarter. (Details for requirements are sent home each September.)

**Three C's Award** - for any student who has demonstrated superior qualities of **Christian Character**, **Courtesy**, and **Compassion** during the year.

## HOMEWORK

It is our experience that all students will need to do academic homework. VCA supplements classroom instruction with homework designed to help students practice skills, reinforce and apply concepts introduced in class, study challenging and interesting topics independently, and develop responsibility for their own work. Parents/Guardians may assist students with their homework, but should recognize the value of students taking ownership of their own learning. Teachers assess homework promptly, so that students receive regular feedback on their efforts. Homework is assigned as teachers find appropriate to the learning process.

When homework is submitted late or is not submitted, the teacher will assess a reasonable consequence, including lower scores and detentions if these consequences have been clearly communicated in advance. If a student falls behind in his or her work, the parents/guardians can expect to be contacted by the teacher and if necessary, will follow up with a formal plan for supporting the student as he or she completes the work.

As students progress through the academic grades, they will find that homework time increases. This is due to the fact that study time must increase and assignments and projects become more detailed and sophisticated. When a student does not have homework for an extended period of time, the parent should check with the teacher to make sure that the child's academic achievements are satisfactory.

Each child requires a VCA Agenda Book (included in the curriculum fee) in which to record homework assignments, and coming events. Parents should consult the Agenda Book each day to keep up-dated on their child's assignments, and receive any notes the teacher has written. Parents should sign the appropriate space each day indicating they have seen the completed work.

## LATE ASSIGNMENT POLICY

It is important that students turn in assignments on time if they are to receive full credit for their work. To encourage this, the following policy is in place: For each day an assignment is late, 10% of the original value will be deducted. If an assignment is not received within four days of the due date, the mark will be zero, but the assignment must still be completed. Only in cases of serious illness can exceptions be made to this policy.

## MISSED NOTES / ASSIGNMENTS

It is the responsibility of the student to obtain any notes missed during absences and to complete all assignments given.

## NOTEBOOK GUIDELINES

- Neat, accurate notebooks are very important for proper study.
- Teachers are responsible to teach students how to keep proper notebooks.
  
- Specific suggestions:
  - a) Each day's work should have a date.
  - b) Underlining with coloured pencils and rulers helps titles and subtitles stand out.
  - c) Notes should be made in proper sentences or easily understood point form.
  - d) Diagrams should be labeled.
  - e) Title pages are helpful at the beginning of new units.
  - f) All work should be done in pencil, unless the teacher specifically gives permission to use ink pens.
  - g) Math must always be done in pencil.

## SCHOOL RULES

The following rules are made to insure a safe and orderly environment for your child:

- No running, horseplay, or excessive noise is allowed in the building.
- Classroom rules and procedures, as established by teachers, are to be followed by every student.
- Students must be considerate and refrain from engaging in activities which will disturb others.
- Students should use the restroom or get drinks outside of classroom time, before the bell rings. While there may be times when a student must leave the classroom during class time to use the washroom, these should be rare.
- Students should bring all required materials into the classroom with them at 8:15 a.m. and 12:45 p.m.
- Students are not to be in the classrooms or gymnasium when staff is not present OR in, on, or around cars and buses, OR in the main church buildings unless permission is granted.
- Students cannot leave the school area during school hours without permission from parent/guardian.
- Students are to play in designated areas only. Permission is required for a student to be elsewhere on church grounds.
- Students are to sign out at the reception area if they need to leave the school during the day. They should provide their name, the time leaving and returning, and the reason they are leaving.
- Students are to restrict themselves to areas of the building specified by their teachers.
- Students go outside during recess and after eating lunch, unless the weather is inclement. Research has shown that proper brain function requires frequent hydration. Students are encouraged to have water (in a closed container) at their desks. They are not to share these with others, or have any drink in them other than water.

## DISCIPLINE

Our goal in discipline is to help individual students develop self-control and to insure that our school maintains a secure and encouraging environment where students can learn and grow together. From time to time, staff may find it necessary to keep students in at recess, noon hour, or after school, or to remove privileges from a student whose behaviour is not acceptable. It is not our policy to employ corporal punishment in the discipline of children. Be assured that we strive to be fair and to treat all students in a consistent and loving manner. Serious behaviour problems

will result in suspension of the child from school for a period of time.

Procedural fairness will include the following three steps:

- Student/Parent given notice of the infraction ( who did what, when and where; which school policy was breached; and a range of possible sanctions including dismissal)
- Allow opportunity to make representation
- Serious decisions will be made by VCA administration and/or RBC pastoral staff.

Attendance at VCA is a privilege and not a right. Anyone who will not co-operate spiritually, morally, or scholastically will be dismissed. When a child's attitude is not in accord with school policies or principles, both parents will be called for a conference. If the administration feels the situation has not changed within a reasonable time, parents will be asked to withdraw the child.

## **BULLYING**

Bullying is defined as a repeated attack of one child to another. This includes emotional and physical abuse. Repeated pushing, hitting, threats, blackmail, etc. is not acceptable and VCA has a zero tolerance policy for this behaviour. When a series of ongoing incidents involving two students is reported an immediate investigation will take place. The guilty parties will be removed from school by either suspension or expulsion. All cases of bullying must be turned over to the principal immediately, at which point, the principal will investigate the situation, write a report, inform the school office, teachers and parents, and take disciplinary action as needed.

## **LOST AND FOUND**

Items belonging to students that are left lying about the building will be placed in a lost and found box. If not claimed by students or parents in a reasonable period of time (end of each quarter), they will be distributed to those in need, or discarded.

## **THE SCHOOL PHONE**

The phone is reserved for official school business and emergencies only. Permission must be granted by a teacher to use the school phone.

## **FIRE DRILLS**

Practice in the event of a fire will take place at regular intervals as prescribed by the Fire Marshall. Each class and classroom teacher is equipped with directions as to how these will be carried out. At the sound of the fire bell, students are to stand and walk in an orderly manner out of the building to a designated place. When indicated, students return to the classroom in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. The designated gathering area is the parking area below the bus barn parking lot. Teachers will be with their respective classes and will take a roll-call before the administrator gives permission to return to the building.

## **DRESS AND PERSONAL APPEARANCE CODE**

Students of V.C.A. are asked to adhere to high standards of personal appearance at school and at all school functions. We must always keep in mind that our students not only represent our school but more importantly, our Lord and Saviour, Jesus Christ. We would ask that you help your child adhere willingly to the following standards:

### **Campus Wear Guidelines:**

Commencing with the 2003-2004 school year, Valley Christian Academy adopted a uniform code of dress which we call Campus Wear. The **goals** and **purposes** of this program are as follows:

- To promote a serious academic atmosphere by encouraging the students to think of their attire as an aspect of their work.
- To minimize social competition and self-consciousness that fashion tends to promote.
- To promote a sense of identity with the school and among the students as a group.
- To provide financial and social benefits for the parents by limiting their student's school clothing needs.

All clothing must be clean, neat and tidy, in good repair, and above all, modest. Besides applying to common decency, this also involves calling undue attention to oneself.

### **Clothing:**

The governing principles of VCA dress code will be modest, clean, neat, and appropriate. All clothing is to be properly fitting not tight.

### **Headwear:**

The wearing of ball caps, toques, or hood of hoodies is prohibited in the school.

### **Tops:**

VCA logo polo shirt or oxford shirt  
(long or short sleeve) Monday to Fridays

### **Pants:**

Dark blue or black dress pants  
(may be purchased locally)  
Girls may wear dark blue skirt if desired, but not mandatory. Skirts must go down to the knee.

### **Chapel Days:**

Girls-Classic Navy Plaid A-Line Skirt or Jumper with  $\frac{3}{4}$  Oxford Blouse  
Boys-Oxford Shirt & Navy/Black Pants with Classic Navy Plaid Tie

### **Casual Days:**

Casual days are designed to raise funds for various school projects

### **Please see standards below**

*\*\*Pants and tops must meet to cover underwear, back, hips, and stomach at all times even when seated. Pants that are NOT permitted include: hip buggers, low rise / skinny jeans, work-type pants, sweat pants, pajama, spandex, or footless tights or anything that reveals boxers. One must not be able to see undergarments at any time. Pants may not be ripped, and must have a neat hemline. Pants are to be properly fitted and worn. Pants permitted are dress and casual Pants. Sleeveless shirts are not allowed.*

*Sleeveless tops with or without straps that show shoulders are not allowed for girls. A blouse/ shirt must have no shorter than a cap sleeve. Tops must not be low cut or revealing, or show any stomach or back. Undergarments are not to be visible through the top.*

*Clothing with vulgar/obscene language, images: Vulgarity does not have a place in the school building. Clothing with vulgar, obscene, or offensive words or images that give the impression of something obscene or offensive are not tolerated. Clothing with images or language pertaining to cigarettes, alcohol, or drugs are not permitted. No offensive or vulgar advertisements, cartoons or pictures. (Administration decides what is offensive).*

### **Footwear:**

Proper footwear is required. No sloppy shoes, beach shoes or flip flops, bare feet, or sock feet are permitted.  
Gymnasium footwear: White soled gym shoes only.

### **Dangerous accessories:**

Any accessory that can be judged as dangerous is not permitted.

### **Enforcement of Dress Code:**

Any student who comes to school in clothing that does not conform to the code receives the following choices:

1. Change immediately.
2. Parents are called to bring appropriate clothing
3. Call the parent to come pick up the child to take home.

The student may re-integrate the school class once they conform to the dress code.

Shirts may be purchased from Lands End at [www.landsend.com/school](http://www.landsend.com/school)

Pants and skirts may be purchased at local stores in either black or navy. Please review guidelines above. Please contact the school office for a catalogue and the preferred school number for Lands End.

Support is available to families for whom the uniform purchase represents a financial hardship (you may contact the school office for help with this). Gently used uniform items are available for sale at a reduced cost. Families are encouraged to donate any outgrown uniform clothing that can still be worn.

### **Personal Grooming**

**Girls** are to have only natural hair colours with no extreme hairstyles allowed. No body piercing is allowed except in the ears. No extreme makeup or jewellery is allowed.

**Boys** are to keep their hair neatly trimmed and not below the collar. No extreme hairstyles are permitted and only natural hair colours are allowed. No body piercing including the ears is acceptable and no visible tattoos are allowed.

### **Physical Education:**

**Modest** shorts (that extend below the fingertips when standing) and tops (must be long enough so that the midriff and back are covered even when sitting down) and must have sleeves, T-shirts, sweat suits, nylon pants sometimes called "walking pants" are permitted if they have a liner, tear away pants are not permitted, and gym sneakers (non-marking soles). Students should have sneakers for gym which they do not wear outside.

## **ATTENDANCE ABSENTEEISM**

Timely arrival at school is a student and parent/guardian responsibility. Students who arrive late are required to sign in at the office. A student is considered late if they arrive after 8:20 a.m. VCA recognizes that student success is correlated with a high rate of daily attendance. Students with higher attendance rates are more likely to achieve higher test scores and have generally a positive outlook on daily challenges. There is no substitute for good attendance. Students who begin to develop a poor attendance record are developing attitudes toward personal responsibility that can do them irreparable harm as well as dramatically affect their school performance.

**If your child will not be in school on a given day, please call the school before 8:30 a.m. or send a note with another member of the family.** This policy is made for the protection of your children. **We need to know each day if we should expect your child.** Doctor, dental, music, and other appointments should be scheduled for after school hours if possible. Friday afternoon is a convenient time for these obligations.

**Each absence will be considered excused or un-excused.** An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, school approved trips, medical or dental appointments, court appearances, attendance at church activities, or providential hindrance. All other absences are un-excused.

Upon returning to school after an absence, the student is to bring a signed note from the parent or guardian, within two days, detailing the cause of absence. Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. This instruction is progressive and sequential. It is generally impossible for that to be "made up." **For this reason, being absent from class is seen as a serious problem.**

## **GUIDELINES CONCERNING ABSENCES**

Students are responsible to promptly make up missed work. All missed work must be made up within no more than twice the number of days missed. Students who are absent from school must check with the classroom teacher immediately upon returning to school in order to get the assignments missed. Students are responsible to check with their teachers regarding the work that was missed. It is not the responsibility of the teacher to contact the student.

Work missed for an un-excused absence may not be made up and will result in a zero. Ten un-excused absences may result in a failure to be promoted. Students absent more than 20 days, or students in grades 6 - 9 who miss more than 20 classes, excused and/or un-excused, no matter what the reason, will not be promoted without specific authorization

of the School Board. This special consideration will be given only when absence has been due to a prolonged illness and the student has shown sufficient interest and achievement so as not to be substantially behind his class.

A student must be present until 11:30 a.m. or at least three hours to be counted present for the day. In high school, students who miss three periods of class are considered absent 1/2 day. A written note from the parent or guardian must accompany a **student entering school late** or leaving early. Notes for students leaving early must be turned in to the office before 8:15 a.m.

Students must go by the school **office to sign in or out and may leave with authorized persons only**. If parents are divorced or separated and one parent is not allowed to see or pick up the student, we must have on file at the office a certified copy of the court order of Final Judgment. All student files are confidential.

Please remember that students can rarely be absent without a negative effect on their progress. However, sending a child who is unwell to school can cause illness in others. Please be sensitive to this and keep your child at home if he/she is sick.

## PRE-EXCUSED ABSENCES

In **special situations, such as family vacations, a student may be pre-excused**. Families need to be sensitive to the importance of their child's education.

A written request stating a valid reason must be submitted to the office at least one week in advance.

The student must be maintaining at least a "C" average.

No student may miss mid-term and/or final exams.

When students are absent due to travel or vacation, it is the responsibility of the parents to help the child to complete missed work. Asking the teacher to help a student by working ahead or catching up on missed work creates an unfair burden on teachers.

## TARDINESS

**Students should be at school by 8:15 a.m. (but not before 8:00)**. Students arriving before 8:00 need to make special arrangements with the school administration.

**A student is considered tardy if he/she is not in the classroom by 8:15 a.m.** It is very important to teach students to be responsible by being on time. **When a student is late, it disrupts the class and causes many students to miss material.**

An excused tardy is given for sickness, doctor or dental appointments, or emergencies. If a student is tardy he must bring in a note within two (2) days to the office explaining the reason for the tardiness. Failure to bring in a note will result in an un-excused tardy.

## VEHICLE AND CHILD SAFETY RULES

For the safety of all concerned, vehicles are **not permitted** beyond the safety cones across both driveways. Students are asked to wait behind on the walkway in front of the church until their drive arrives and then proceed carefully to the vehicle. Parents are asked to choose a parking place and **back into it**. Parents are also asked to obey the directional arrows marked on the driveways. **Students are not permitted to drive with other parents unless specific permission is received at the school office prior to the students leaving. If your child is to be picked up by someone other than a designate, please notify the office in advance.**

## TRANSPORTATION

It is the responsibility of parents to transport students to and from school. Students should not arrive before 8:00 a.m., and **must be picked up promptly** when dismissed at 3:00 p.m., 12:00 p.m. on Fridays. Special permission must be granted by the teacher for students to remain at school after dismissal time. When leaving school grounds, students are expected to be in school uniform unless permission has been granted otherwise.

## **BAD WEATHER SCHOOL CLOSING**

Valley Christian Academy follows School District 6 pronouncements. Efforts will also be made to place notices on CBC (91.3) and New Song FM (96.1). E-mails are also sent. District 6 has a weather/school closing telephone number, which may be helpful; (848-SNOW).

## **BIRTHDAY PARTIES**

Parents who desire to provide special treats to celebrate their child's birthday should coordinate, in advance, with the class teacher. Also, invitations given at school must include the whole class; otherwise invitations should be given in private, away from school.

## **MEDICAL INFORMATION**

It is the responsibility of parents to inform the school of their child's medicare number and any special medical needs. In instances where a student needs medical attention, the school will call the parent or family doctor (in that order). In emergencies, staff reserves the right to call an ambulance if circumstances warrant. No staff member will be allowed to administer any medicines to the student without written or verbal parental authorization, in advance.

## **ADMINISTERING MEDICINE TO STUDENTS**

Upon the receipt by the school administration of written notification by parents/guardians that their child needs medicines during the school to benefit his/her education, the following procedures will be utilized:

- Written notification: Form # 1:05 from the Plan to Protect Manual, signed by parent guardian that includes:
  - Child's name
  - Name of medication
  - Purpose of medication
  - Time to be administered
  - Dosage
  - Possible side effects
  - Termination date for administering medication
  
- The designated school personnel in cooperation with the classroom teacher will be responsible for:
  - Obtaining and filing written instruction and consent required
  - The periodic review of such written instruction and consent required
  - The storing of drugs and prescription drugs in a locked cabinet
  - Record keeping and return of unused medication to the parent/guardian
  - The appropriate instructions of persons who may be authorized to administer drugs or prescription drugs to pupils
  - The parent/guardian of the pupil shall assume responsibility for informing the designated school official of any change in the child's health or change in medication
  - The school board retains the discretion to reject requests for administration of medication
  - Only limited quantities of medicine should be brought to school, and then only in a container properly labelled by the physician or pharmacist
  - Students will be allowed to get Tylenol from the office if they have signed YES on the consent to administer non prescription drug form

## **SPIRITUAL EMPHASIS**

The basis of any Christian school must be the emphasis on the spiritual training of its students. This is accomplished at Valley Christian Academy by daily devotions, weekly chapels, Bible classes, and an on-going emphasis on the fact that all truth is God's truth. Staff attempt not only to teach God's truth but to model this truth before the students each

day. Although its programs are oriented towards those who profess the Christian faith, the schools welcomes anyone who wishes to pursue a Christian education and are willing to be part of the Valley Christian Academy community. While maintaining structural ties to its founding church; Rothesay Baptist, the school aims to serve the needs of the whole Christian community. Both the staff and student body represent a wide range of denominational backgrounds.

## **DEVOTIONS**

Each classroom has a short devotional each morning.

**CHAPEL:** Weekly chapel sessions are held where the student hears the Word of God proclaimed and has an opportunity to worship through prayer and singing. Chapel attendance is compulsory.

**BIBLE CLASS:** All students in each grade level have classes in Bible. Students are expected to do their best in this course as in every other. Bible assignments are just as important as those in any other course, and should be completed carefully and on time. Bible is the most important subject taught at VCA.

**WEEKLY SCRIPTURE:** During each month and in conjunction with the character quality, scripture memory verses will be practiced. **All scripture memory is to be from the English Standard Version of the Bible.**

**CHRISTIAN SERVICE:** Jesus said that people would recognize His followers by the love they demonstrate to others. Students will have opportunities throughout the year to become involved in helping others through various Christian service projects.

**CHARACTER QUALITY OF THE MONTH:** Each month a quality of Christian character is emphasized. Students and staff alike work towards incorporating this quality into their lives, thus growing in Christ likeness.

## **PATRIOTISM AND LOYALTY**

We believe in Canada, and therefore, we unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority and obedience to the laws of this country.

Each student will be required to know: "O Canada" and "God Save the Queen" as well as:

***PLEDGE OF ALLEGIANCE TO THE CANADIAN FLAG:*** "I pledge allegiance to the flag, to our Queen and country for which it stands, one nation, indivisible, with liberty, justice and equality for all."

***PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG:*** "I pledge allegiance to the Christian flag, and to the Saviour for whose Kingdom it stands, one Saviour, crucified, risen, and coming again with life and liberty for all who believe."

***PLEDGE OF ALLEGIANCE TO THE BIBLE:*** "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."

## **STANDARD OF CONDUCT**

### **Underlying Principles**

- Student conduct must be the outgrowth of godly thinking, and of a heart right with God.
- Students must learn self-discipline, acting out inner convictions, not just following an outward conformity.
- We must all acknowledge that unless the Lord build the house, they labour in vain that build it (Ps. 127:1)

### **Expectations**

Love, respect, and honour God  
Love, respect, and honour parents and teachers.  
Love, respect, and honour fellow pupils.  
Respect the property of others  
Respect the truth  
Learn all you can  
Look after your school  
Earn your school a good name  
Be in the right place at the right time  
Work and play safely with consideration for others

## SPECIFIC POINTS

- Valley Christian Academy is not a corrective institution. Consequently, we ask that you do not enrol your child with the idea that we will reform him/her. We are here to work with the home, but not to take the place of parents. We are dedicated to the training of children in a program of study, activity and living that is Christ honouring.
- Students are expected to cooperate with basic Christian standards of behaviour and conversation. Prompt and cheerful obedience is expected.
- Students are to use only words which glorify the Lord and promote the dignity and worth of other students. Disrespect shown to teachers must never, under any circumstances, be demonstrated.
- Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students are to strive for unquestionable character in attitude and conduct. Pushing, roughness, fighting, rowdiness, and excessive noise are not in keeping with the standards of our school.
- Students are expected to refrain from cheating, swearing, smoking, gambling, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to suspension.
- Students are not to chew gum in any of the church buildings during school hours. **The following items are not permitted on school property: matches, lighters, radios, tape or CD players, video game players, playing cards or cell phones. We reserve the right to search a student's school bag, desk, or locker in the event the school suspects a student is in violation of these rules.**
- Students must see the importance of keeping their books in good order. Badly battered books reflect a careless attitude. Sometimes, by the teacher's judgement, a student's text or workbook must be replaced. Parents are expected to pay for these replacements. Marked on or defaced property is to be replaced at the offending student's expense.
- Parents will be informed of cases of serious or continuing behaviour problems, and a record of these will be kept in the student file.
- Students are encouraged to share with their teachers any concerns which they have about school rules, discipline, fairness, or other matters. Our staff is here to listen and to help. Constructive suggestions are always welcome but griping is unacceptable.
- If your child comes home complaining about a policy or discipline, please do not form a judgement until you have contacted the school for additional information. (Remember to follow the Matthew 18 Principle.)
- We want to work with you to help your child become all that God would have him to be.

## THE MATTHEW 18 PRINCIPLE FOR RESOLVING CONFLICT

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals some Christians take matters into their own hands and by-pass the Biblical procedure of solving problems.

A Christian school is made up of people - parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrong-doing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, ***"A new commandment I give you that you love one another, as I have loved you, that you also love one another. By this shall all men know that you are my disciples, if you have love for one another."***

Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems. We refer to it as "the Matthew 18 Principle" for solving school problems. The following are the words of Jesus: ***Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.***

Based on these principles we have established the following procedure for handling people-to-people problems.

- **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words.
- **Keep the circle small.** The first step and, most often, the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two person level.
- **Be straightforward.** "Speak the truth in love." Sometimes it is difficult to tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented.
- **Be forgiving.** This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

Let's put these principles into the context of a school setting. Let's say your child has related an incident which happened in class and you are uneasy about the way the teacher handled the situation, or you believe your child is being treated unfairly in the classroom. According to the Matthew 18 Principle, you would first go to that teacher and attempt to resolve the problem. More than 80% of school problems can be resolved at this level.

If, however, the two of you have talked together and you are not satisfied with the outcome of your discussion, what's the next step?

The parent and teacher should agree to share the matter with the school principal. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution. If the conflict cannot be solved at this level then the school board should become involved.

The school principal should explain the problem to the school board chairman. The chairman will then decide how the matter will be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is:

- A clear understanding of the problem
- Solving the problem
- Reproof and correction if necessary
- Forgiveness and wholehearted restoration of those who have made amends

**In summary**, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 Principle of solving school problems. Resolution of conflicts between students and a student and teacher should be resolved in a similar fashion.

## ACCREDITATION

The province of New Brunswick does not "accredit" private schools. The Department of Education, however, must satisfy itself that a private school is providing "effective education" for the purposes of the Education Act. Valley Christian Academy has been recognized as providing this effective education. In addition, V.C.A. is a member of the Association of Christian Schools International (A.C.S.I.).

## SCHOOL BOARD

Decisions affecting Valley Christian Academy are made by the V.C.A. School Board, which is responsible to the Pastor and Board of Deacons of Rothesay Baptist Church. Parents and others concerned with Christian education will be asked to serve on the School Board from time to time.