

STUDENT GUIDEBOOK

2020-2021 EDITION

VANDALIA CHRISTIAN SCHOOL

A Ministry of Vandalia Baptist Church

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www.vandaliachristian.com

Vandalia Christian School
is recognized by the following accrediting entities:

NCCSA - North Carolina Christian School Association

MSA - Middle States Association

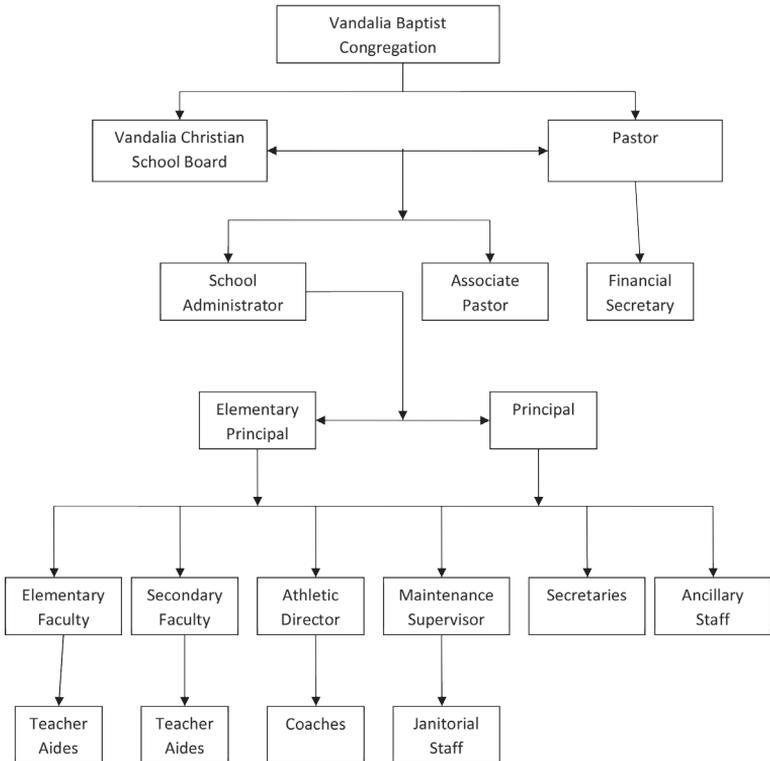
CESS - Commission on Elementary and Secondary Schools

NACSAA - North American Christian School Accrediting Agency

NCPSA - National Council of Private School Accreditation

AACS - American Association of Christian Schools

Vandalia Christian School
Organizational Chart



Vandalia Christian School



FOCUSED: Finding God's Leading through His Word

Thy word is a lamp unto my feet and a light unto my path. Psalm 119:105

Focused. When I was a child, my dad would regularly thump my brothers and me on the head as he walked by. I remember saying, "Why did you do that?" His answer was always the same, "Well, I'm sure you did something I didn't see and I want you to stay focused."

His words were all in good humor but it made an impact on my brothers and me. We grew up on a farm and there was always something to do. If we did not stay focused, the livestock and the garden would suffer and, eventually, we would suffer.

Psalm 119:105 puts all that we encounter every day in focus. The Bible is our light on the path of life. Nothing outshines it.

Following God's perfect pathway will keep us FOCUSED on His perfect plan.

Mark Weatherford, EdD
Administrator

PHILOSOPHY OF CHRISTIAN EDUCATION

True education is Biblical and Christian as found in the Word of God and centered around the person of the Lord Jesus Christ. It is that education or training that is based on and seeks to incorporate Biblical truths and principles in every area of life through the medium of teaching by word and deed to transform every individual into a mature person in Christ.

The Biblical Christian philosophy of education is that God is the essence and source of all truth; that reverential fear of God is the beginning of wisdom, understanding and knowledge; that Christ is the Way, the Truth, and the Life; that in Him are hid all the treasures of wisdom and knowledge; and that He is the beginning of all things and by Him all things are and were created (literal interpretation of the Genesis record).

God's goal for all Christians is that they become "perfect, thoroughly furnished unto all good works" (II Timothy 3:17). All activity should be designed to bring the Christian to eventual conformity to the image of Christ (Romans 8:29). Since this is God's goal, it must be the primary goal of Christian education that every student is brought to the place where they conform to the image of Christ.

The Bible places the responsibility of educating children upon the parents. Parents are instructed to teach God's Word "diligently" (Deuteronomy 6:7) and to "bring them up in the nurture and admonition of the Lord" (Ephesians 6:4).

Since parents are responsible for the education of their children (not the state), and since they have delegated some of the educating process to the Christian school, the Christian school operates *in loco parentis*. With this in mind, the Christian school is to teach Biblical principles that reinforce the Christian home. The home and Christian school must work together to effectively train young people to serve the Lord Jesus Christ.

MISSION STATEMENT

Equipping students with the tools to conform to the image of the Lord Jesus Christ.

I. STATEMENT OF FAITH

1. We believe the entire Bible from Genesis 1:1 to Revelation 22:21 is the verbally inspired and infallible Word of God.
2. We believe Jesus Christ was born of Mary, the Virgin, and is the Son of God, and God the Son.
3. We believe that Christ died for our sins according to the Scriptures, the just for the unjust, that He might bring us to God.
4. We believe that He rose from the grave the third day according to the Scriptures.
5. We believe that He only, is the great High Priest, and we need not the intercession of any man, but that Christ ever liveth to make intercession for us.
6. We believe that Christ will come again in Person, bodily, visibly, to establish

His Kingdom on the earth.

7. We believe that in order to be saved, the soul must be born again - "Ye must be born again." (John 3:7)
8. We believe that every truly born again soul should declare his faith by the act of baptism (immersion in water) setting forth the Lord's death, burial and resurrection.
9. We believe that the church is a body of baptized believers whose only mission is not to "reform the world" but to preach and teach the Gospel of salvation to the individual soul.

II. OBJECTIVES

1. To lead the student to acknowledge Jesus Christ as his Lord and Saviour.
2. To prepare children spiritually by instilling in them a personal responsibility and appreciation for our Lord Jesus Christ, and our Heavenly Father, and His Holy Spirit.
3. To develop in them a keen sense of patriotism.
4. To prepare them to live in a democracy.
5. To encourage them to think clearly, logically, and independently.
6. To adopt an instructional program that more adequately meets the needs of children than what is being done in public schools.
7. To assist in the mastery of the tools of learning and communication.
8. To provide opportunities for developing skills necessary to make a living.
9. To prepare them for more than just an ordinary place in life, by preparing them for spiritual leadership in their school, home, church, community, state, nation and in the world.
10. To provide opportunities to participate in wholesome forms of recreation.
11. To provide them with the opportunity to understand, appreciate and contribute to the arts.
12. To develop an understanding of the world in which they live and the ability to adapt themselves to their environment.
13. To develop a moral, ethical and spiritual sense which will help them to appreciate their personal worth and that of their fellow man.
14. To develop an understanding of and the ability to meet responsibility as a citizen and as a Christian.

III. ADMISSION AND RETENTION

1. Attendance at Vandalia Christian is a privilege and not a right.
2. The admission process begins with a meeting with the administration as to why the parents want their children attending VCS. At least one parent must be "born-again" as taught in the Bible (John 3:3).
3. An entrance test requirement must be met for admission in grades 1-12. In addition, students in grades 7-12 must be interviewed by the administration - in reference to why they want to attend and as to their salvation experience.

4. The Administration has the right to refuse admission to those, who in the opinion of school officials, would not be in agreement with the school's standards. This applies, as well, to current students staying in the school.

5. A critical, griping or uncooperative attitude on the part of a student or parent in reference to the regulations and rules of the school and their enforcement will in no wise be tolerated. If an attitude of Christian humility and cooperation is not possible by either a student or parent, then the student's enrollment will be terminated. By signing the statement of cooperation at the back of the student guidebook, both parents and students are to understand that they are committing themselves to the principles of conduct and support outlined in this guidebook both on and off campus.

IV. BEFORE SCHOOL

1. Students driving to school must park their cars in the parking lot beside the gymnasium. Students must have a VCS parking permit posted in their cars. Any student failing to post a parking permit after a warning may lose his driving privileges for the semester.

2. Students are not allowed to sit in cars after arrival or to be at them during the day without permission by a staff member.

3. Students in grades 2-6 arriving after 7:30 are to go into the chapel room in building "C" until the morning bell rings. Students in grades 7-12 arriving after 7:30 are to go into the gym and be seated on the bleachers until the morning bell rings unless otherwise directed by a faculty/staff member.

4. Classrooms will be opened at 7:30 for students in grades Pre-School - 1st.

5. ANY student arriving before 7:30 MUST go to either "A" building for Pre-School, or "C" building for grades K5 - 12th. Students are not permitted to sit in cars during this time.

6. Students in grades 7-12 who need to get early dismissal forms, "blue" slips, and tardy slips must go to the office in "B" building. All admissions slips are to be secured before homeroom. After homeroom ends students in grades 7-12 are to report to the "A" building office.

V. AFTER SCHOOL

1. Students in grades Pre-School - 6th are dismissed at 3:00. Students in grades 7-12 are dismissed at 3:10.

2. Students not involved with an extra-curricular activity meeting after school must be picked up by 3:25 pm, unless involved with our after school care program. All students not picked up by 3:25 pm will be sent to after school care and the parents will be charged accordingly. This includes all junior and senior high students as well.

VI. ATTENDANCE PROCEDURES

1. Classification of absences

a. "Excused" absences are listed as follows:

1. Illness
2. Quarantine
3. Death in family
4. Medical appointments
5. Court proceedings
6. Advanced approval - approval must be received from the principal's office and assignments given in advance and due upon returning to class. If advanced approval is not received, an "unexcused" absence will be given. This advanced approval must be obtained at least one day before the anticipated absence. An advanced approval must be obtained before leaving on a college day.

Students in grades 1-8 can miss no more than 20 school days per year (excused and unexcused absences) and pass for the year. Students in grades 9-12 can miss no more than 7 days per semester and gain credit for that class. **Students must be at school for 4 out of the 7 hours of the school day to count as a full day.** If work is made up and a passing grade is attained, Summer School may be used to make up the attendance deficit. Exceptions for hospitalization may be made considering work is made up.

College days for juniors and seniors are a privilege to be enjoyed visiting an out-of-town campus. Seniors will get three days and juniors one day to do so. This is with family and does not include any school-sponsored trips. When returning, a note from the appropriate dean or registrar of the school is to be turned in to the school office to justify your absence.

A written note stating the reason for the absence MUST be received in the school office before any absence is excused. The note should be brought to the office the day the student returns to school. (Ex. Please excuse Johnny from school yesterday as he was sick. NOT Please excuse Johnny from school yesterday.) If a reason for absence is not stated an "unexcused absence" will be given.

Students are allowed one day for each day absent to make up missed work. If work is not made up in the allotted time, students will receive a "zero" for missed work. It is the student's responsibility to see the work is made up NOT the teacher's. *If a student is absent the day before a test and returns the day of the test he/she will be expected to take the test one school day later. (Ex. If a student is absent on Thursday and a Bible test has been scheduled for Friday, the student will be required to take the test on Monday.) If a student is leaving due to an early dismissal and has a test that day, he/she will be expected to take the test during the 1st free period before the dismissal is to occur. If a student is tardy and missed a test due to the tardy, the student will be required to take the test during the 1st free period of that day.*

If a test announced a week in advance of the test day and review is completed two days prior to the test a student must take the test on the test day even if the student was absent the day before the test is to be given.

b. Unexcused absences will be given if a written note is not received.

- (1.) A zero is to be given in every class missed.

(2.) Tests and quizzes cannot be made up.

2. Procedure for absences from school for grades 7-12

- The first day the student returns to school after an absence, he/she must bring to the office a dated, written note from the parent stating the reason for the absence.
- A student is not to be admitted to class without a note from the office.
- Pre-School and elementary students are to report to their homeroom class.

3. Procedure for early dismissal

- Students are to bring to the office, before school or while in homeroom, a dated, written note stating the reason for the early dismissal and the time to be dismissed. Students will not be allowed to leave early without permission from parents.
- The early dismissal note is to be shown to the teacher responsible for the student at the time of the dismissal.
- The student must come by the office and sign out before leaving and sign back in if he/she returns.

4. Tardiness

- “Excused” tardies are the same as for “excused” absences. (pg. 7)
- ANY student who is tardy to homeroom should go directly to class.
- ALL 7th-12th grade students who arrive after homeroom is over must sign in at the office in “A” building and have their names removed from the absentee list. Pre-school and elementary students are to go directly to class.
- ALL students who are tardy must have a dated and signed note from their parents stating the reason for their tardy. All tardies will be considered “unexcused” until a note is received in the office.
- Students not in their homeroom when the bell stops ringing are tardy.
- When a student reaches 10 tardies to school, the students, parents, or guardians shall be notified of their child’s tardiness. **Five tardies to school equals one absence.**
- At 20 tardies, the student may be suspended. At each multiple of 5 tardies to follow, a parent conference will be required with the administration.
- Three tardies to school (grades 7-12) will result in a Detention Hall. Each subsequent tardy will result in a Detention Hall. Five Detention Halls in one semester will result in an out-of-school suspension. The penalty for this suspension will be daily grades of zero in class.

VII. LUNCHROOM PROCEDURES

1. The schedule

- Consult the JUNIOR - SENIOR HIGH SCHOOL SCHEDULE in the back of this handbook for the time schedule.
- Give thanks for the food in the classroom before going to lunch.

2. To lunch

There may be quiet talking as the students wait in line.

3. During lunch

- As you enjoy your lunch, be aware of your conduct. Students in grades 7-12 may talk quietly. Students in grades Pre-School - 6th need to follow the lunch-

room procedures set forth by their teachers.

b. Students are not to play with or transfer food from one to another.

c. No “red” drinks may be brought to school.

4. After lunch

a. Students are to use the restrooms before going to lunch or before going back to class after lunch. Students are not to leave the lunchroom without permission.

b. NO student may enter a classroom during lunch time without permission from the principal.

c. Students may not return to the classroom, or be on the south breezeway, second floor breezeway or breezeway steps.

d. Food/drink of any sort is not to be taken out of the cafeteria/gym at any time, including breakfast, breaktime and lunch. **Food/drink is not to be taken into the classrooms at any time unless preapproved by the administration.**

This will be dealt with as disobedience.

e. Students are to pick up all paper and leftover food from the area in which they ate before leaving the cafeteria.

5. Juniors and Seniors may leave campus for lunch on Tuesdays and Thursdays with parental permission. NO students may leave campus for lunch on Mondays, Wednesdays or Fridays.

a. Students are not allowed to sit in cars on the school grounds at any time, before school, after school, during break or during lunch.

b. Boys and girls are not to go to lunch in the same car.

c. A student who is tardy from lunch on the first offense will receive a warning, the second offense they will lose their lunch privilege for one week, the third offense they will lose the privilege permanently.

d. Students must have written permission from parents to leave the school grounds during lunch. (This includes driver and student.) This permission slip must be on file in the school office before the student may leave.

e. Upon return to campus from lunch, no students are to sit in cars.

f. No more than 2 students may ride in the same car coming to or leaving the campus. EXCEPTION: 2 siblings and 1 other student may ride in the same car.

g. Students are not to purchase and/or bring lunch back to campus for underclassman on days they are allowed to go off campus for lunch. Students are not allowed to have food delivered to campus. Exception: Parents, please notify the school office if you would wish to bring food to the cafeteria during the lunch period. **Visitors and recent graduates of VCS or any other high school may not be on campus for lunch or during the school day.**

VIII. STUDY HALL PROCEDURES

1. Students are considered tardy if they are not in their seats when the bell stops ringing.
2. Anyone tardy for study hall will be handled the same way as tardy to any other class.
3. Any student that has choir or band must inform the teacher at the beginning of the school year so that this can be indicated on the roll.
4. There should be NO communication between students during study hall.
5. Students are NOT to pass notes.
6. Students are not to leave the room for any reason without a signed pass from the teacher stating the purpose of the student's activity.
7. Teachers are to be in the room the entire time.

IX. OUT-OF-CLASS PROCEDURES

Students must have a written pass to be out of class during regularly-scheduled class periods. It is the student's responsibility to secure the pass. Students are not to loiter while using a pass. **If a student needs to see a teacher for remedial help, it will be the responsibility of the student to get a pass from that teacher and give it to his study hall teacher before study hall begins.**

X. BREAK PROCEDURES

Students will be responsible for cleaning up after themselves during the break period. This includes students in the elementary school using the playgrounds and high school students using the gym. A duty schedule will be assigned for high school students to check the gym for cleanliness at the end of each break period. Students are not to sit on the edge of the stage or be on the stage for any reason without permission. **Students may not leave the gym without permission during break. Students are not to loiter or congregate in the gym lobbies.**

XI. CHAPEL PROCEDURES

The chapel service is a very important and intricate part of our school program and all students are required to attend. Students are to come to chapel as a class and enter the gymnasium quietly. Each student is to bring his Bible with him. Proper conduct is expected of all students.

XII. CLASSROOM PROCEDURES

1. **Each class period is to be used wisely.**
 - a. The bell begins the class; the teacher dismisses the class.
 - b. Students are tardy if not in their assigned classroom when the bell stops ringing.
 - c. Immediately after the bell rings, the teacher will take roll and have prayer.
 - d. Students are to have materials ready to begin class after prayer.
2. **Assignments**
 - a. Assignments are an integral part of the school program; therefore, each

teacher is at liberty to give homework to help students advance in their studies.

b. Reasons for giving assignments could be any of the following:

1. Drill: We believe most students require intensive drill to master material essential to their educational achievement.

2. Reinforcement: In order for introduction and explanation of new material to be of lasting value, reinforcement exercises are necessary outside of class.

3. Remediation: As instruction progresses, various weak points in a student's grasp of a subject become evident. Assignments following instruction are given to overcome such difficulties.

4. Special projects: Book reports, compositions, special research reports, and projects are some of the activities designed to supplement the regular curriculum.

c. "Plagiarism" is defined as using somebody's work and passing it off as your own. One shouldn't copy directly from another's paper or a printed source without proper acknowledgement of that source. To do otherwise, one has plagiarized and the penalty is to redo the assignment for a maximum grade of 50% on the first offense. Any subsequent plagiarism will result in a zero and 15 demerits.

3. Late Work Policy

Class assignments and homework are an integral part of the education process. In order for students to remain current in the day to day curriculum it is imperative that work be completed and turned in on time. Late work will not be accepted three days after the class period in which it was assigned. Students that fail to turn class assignments or homework on the due date will encounter the following penalties:

1 Day Late = 50% of the grade earned

2 Days Late = 50% of the grade earned

3 Days Late = No credit given with the grade of zero

Long term projects and student's with IEP's are not subject to this policy.

4. Tests

Students will have no more than two tests per day. In most cases students will be notified of a test one week in advance. If a parent wants to know when there will be a subject test, he or she can call the office, call the teacher, or log on to **ACS Headmaster** to find out. Students should have a minimum of 3 major test grades during a nine-week period for core courses and have no more than 2 tests per day. No tests are to be given on Thursday. All students will take semester exams. See page 7 for further information.

5. Extra work

a. Definition: Any academic work assigned to students in addition to the regular assignments.

b. Purpose:

1. To provide for additional practice in material that has not been learned

2. To correct improperly completed assignments

c. Given for:

1. Failure to have assignments completed on time

2. Failure to correctly answer questions in class

3. Failure to properly complete assignments: e.g. rewrites

6. Students leaving a classroom for sickness must report to the office. Students are not permitted to go to other areas of school to lie down (such as another classroom or the Gymnasium.)
7. Junior-Senior high students are not to use the “A” building downstairs restrooms.
8. Cameras, digital cameras and camera phones may not be used during school hours unless approved by the administrator.
9. Digital recorders may be helpful - educationally - for some students. In order to maximize their benefits, we expect the digital recorders to be out in plain view on the student’s desk or the teacher’s desk for recording purposes only. Recorders may not be used while in one’s pocket, purse or other places out of sight as this is inappropriate and may require disciplinary action.
10. Students may use cell phones, eBooks, iPads, eReaders and tablets before school, during break and at lunch. Students may use the listed items during class with the teacher’s permission. Any student seen using one of these items during class time without permission will receive demerits and the item will be held by the principal until the parent/guardian can pick it up. Students may not use ear buds or personal listening devices during school hours. School policies concerning appropriate music, videos and online content will remain as previously stated.

XIII. DRESS CODE PROCEDURES

Sloppiness in appearance psychologically predisposes sloppiness in attitude and work habits. A clean-cut, orderly appearance will tend to promote good achievement. Since styles do change, sometimes rapidly, new pronouncements on clothing styles may be made by the administration during the regular school year.

Because the Bible stresses modesty and admonishes us to abstain from all appearances of evil, Vandalia Christian School feels that dress standards are necessary for a school such as ours.

Therefore the following general Scriptural guidelines should be followed:

1. Modesty (I Timothy 2:9)
2. Distinction of the sexes (I Corinthians 11:14-15)
3. Identification with the Lord and not the world (Romans 12:1-2)
4. Appropriate dress for the occasion (Ecclesiastes 3:1)

If there is any question about an item being acceptable or unacceptable, the school administration will have complete and final authority in determining what constitutes adherence to and violation of the dress code.

New students to VCS must let the administration know of any existing tattoos and must keep them covered while on campus at any school function. Current and re-enrolled students may not get tattoos during the school year or over the summer. Any current or re-enrolled student that gets a tattoo will be dismissed from school.

Boys

1. Hair must be cut in a manner so that hair is off the ears, eyebrows and collar, not simply combed behind ears, or to the side so that any head movement causes the hair to fall over the eyebrows. Hair should not be bushy or flipped up on the ends and cut within 2 inches in length from the scalp. No beards or mustaches,

and boys that need to shave, must do so. Hair styles reflective of a “fad” are not allowed. Natural hair color is not to be changed or altered. Side burns may not extend below the bottom of the ear. **A clean cut appearance is required.**

2. Shirts must have a distinctive collar, visible even when wearing a sweater. There will be no henley style shirts, T-shirts or athletic shirts allowed. Shirts must be buttoned and shirt tails tucked in **so that the belt is visible.** Boys in grades Pre-school - 6th may wear crew neck style shirts. **Only pocket-sized logos or brand names are to be printed on the shirt. Please no drawings, pictures, cartoons, numbers, etc.**

3. Jeans and pants must be loose fitting, however, they must not be baggy. Pants are to be worn at the waist and have no frayed material. If pants have belt loops, a belt must be worn. **No sweat pants, wind pants or athletic pants.**

4. Boys may not wear jewelry. Shoes must be secured around the ankle. Socks must be worn.

5. Dressing in a manner reflective of a particular “fad” is not allowed.

6. On chapel days boys grades 7-12 are to wear dress pants or khakis.

7. Boys must be in dress code for school trips and extra curricular activities.

8. Students are not to write or draw on themselves or other students, including temporary tattoos, with the exception of spirit week.

Girls

We want all young ladies who attend Vandalia Christian School to be, act and look like the Lord made them – FEMININE!

1. Dresses and/or skirts must be loose fitting. The minimum length, including any open pleats or slits, must not be any higher than the middle of the knee at any time. This includes when walking, standing, or sitting.

2. Blouses, tops or skirts must not be made of see-through material, should have a modest neckline, and be loose fitting. Girls in grades 7-12 may not wear sleeveless or spaghetti strap tops even with a jacket. **Only pocket-sized logos or brand names are to be printed on the shirt. Please no drawings, pictures, cartoons, numbers, etc.**

3. Shoes must be secured around the ankle.

4. There will be no excessive jewelry or make-up.

5. Girls must be in dress code for school trips and extra curricular activities.

6. Students are not to write or draw on themselves or other students.

7. Leggings may be worn; dresses/skirts must meet VCS dress code standards.

8. Girls must maintain a natural hair color.

9. Modest, dark, loose fitting dresses or skirts must be worn on chapel days.

10. Appropriate undergarments must be worn.

Extra Curricular Activities

1. Girls may wear neat (not rolled up, not dragging on the floor, belt if needed), loose fitting, modest slacks (NO Denim). While slacks may be worn to athletic events and the VCS-PTF Fall Festival, shorts are unacceptable.

2. Boys are to remain in school dress code attire during extra curricular activities.

3. All athletes must stay in athletic dress code until they go into the locker room and change back into school dress attire after games.

4. Students must be in dress code when leaving campus.

5. Students may not wear sweat pants, wind pants, or athletic pants to games.

ANYONE who is in violation of the dress code will be asked to leave. For the second offense, students will be told not to return to the activities for the remainder of the year.

Additional Dress Code Information

P.E. Attire - Pre-school - 6th grade: It is suggested that young ladies wear shorts under their dresses or skirts for recess. Girls may wear pants on End-Of-The-Year Field Days.

P.E. Attire - 7th grade and up: Students are required to wear the school's specified gym uniform (gym suit, socks, soft-soled shoes.) Students are not to wear P.E. or athletic clothing into the classrooms, or in front of the gym or the parking lots. **Wednesday is uniform wash day. Students may wear approved alternate shorts and t-shirts.**

VCS Athletic Teams that are attending and/or traveling to or from athletic events, home or away, must abide by the standards set forth by the VCS athletic department and the NCCSAA. Following games, athletes must change into appropriate clothes.

Banquet and Social Event Dress Code: Specific information will be sent home prior to each event. Students who come to events in violation of the dress standards may be asked to leave the event. All dresses of students must be checked before the event. These standards apply to guests of our students as well. We do ask those parents who attend such events to help set the proper example. Please help to avoid any embarrassing moments during these social events by following these standards. Only students in grades 10 through one year past High School Graduation may attend the VCS Junior / Senior Banquet.

XIV. DRESS CODE VIOLATIONS

Dress code violations, noted by the homeroom teachers or any classroom teacher, will be referred to the office and the following actions will result:

1st offense: If clothing cannot be adjusted to accommodate dress code, the student must change - no other punishment. The student may return to class once the offense is corrected. The student will be responsible to deliver a dress code violation notice to their parents, which must be signed and returned. If necessary, parents will receive an email notice.

2nd offense: Parents are notified and must bring a change of clothes to the student. The student remains out of class, in an ISS situation, until the parents arrive. The student may return to class once the offense is corrected. **Demerits will be issued.**

3rd offense: 7th-12th a detention will be given. Elementary Students will miss recess.

4th and subsequent offenses: 7th-12th a detention will be given. A parent conference with the principal may be required. During the conference the child's future retention will be discussed. Elementary Students will miss both recesses.

XV. DISCIPLINARY PROCEDURES

All discipline problems will be handled as soon as is practical. Discipline will be handled at the lowest level and will be administered by the classroom teacher whenever possible. All cases sent to the principal will be serious in nature and punishment will fit the offense. While discipline is basically positive training in the right direction as Proverbs 22:6 points out there is also the necessary element of correction and adherence to rules. Some forms of correction used at VCS included extra assignments, loss of privileges, after-school detentions, suspensions, and expulsion. Disciplinary action will be taken for infractions of school rules and policies. Parental cooperation in discipline will lend to less overall embarrassment for their child and will help correct negative behavior more quickly, as well as lending to a better learning environment for the child.

ISS/Demerits will be used by the teacher to discipline students in the classroom. The teacher's judgment as to the method used (except where otherwise noted) will determine the form of punishment. Any student refusing discipline will be sent to the principal immediately.

Parental involvement is welcomed. According to the principles laid down in Matthew 18, we ask that parents seek out the teacher or the source of the disciplinary process. As those rare occasions deem it necessary, the administration welcomes concerned parents who feel the need to come by.

A zero will be given for homework not turned in on time. If homework is not consistently turned in, the teacher will have a conference with the parents.

Discipline:

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformity to man-made regulations. However, our young men and women are expected to observe the following general items of conduct:

1. Proper respect: respect of authority to the administration, faculty and all school and church staff is expected.
2. Proper speech: vulgarity, profanity, and lying have no place in this school. The use of slang and euphemisms is improper and will be corrected.
3. Boisterousness: undue boisterous action or talk will be out of order at all times.
4. Respect for property: mutilation and willful destruction of property that belongs to the school, a fellow student or staff member will not be tolerated at any time.
5. Proper conduct: high school students are expected to conduct themselves as Christian ladies and gentlemen while in school. They should exemplify Christian unselfishness and kindness in their dealings with faculty and fellow students. Rough-housing, rowdiness and running on the breezeways, and yelling in school are not allowed.
6. Proper conduct of couples: proper conduct with the opposite sex will be emphasized at VCS. Couples are not allowed to loiter. They are not permitted any physical contact at all; they may not sit together in cars on the school parking lot.
7. Proper attitude: attitude is a measure of one's spiritual life. A good attitude is a characteristic of someone whose heart is "in tune" with His Saviour.

A griping, destructive, critical or cynical attitude grieves the Holy Spirit and is destructive to one’s Christian growth and fellowship and cannot be tolerated at Vandalia Christian School.

8. All ISS offences will result in **detention during break** on the following school day. ISS offences will be cumulative. If a student takes time away from the learning environment during class, his time will be taken **during break**. If a student receives more than one ISS during the day, he will have a detention for each ISS. **Every FIVE ISS offences** will require attendance to a one hour detention hall.

We desire our young people to maintain high standards of courtesy and kindness, morality and honesty. We desire our young people to provide good examples of leadership to their peers as well as to our younger students. We expect all our students to always show respect for those in authority.

ISS Offenses

- 1. Excessive noise in the lunchroom..... ISS
- 2. Leaving seat without permission ISS
- 3. Failure to return signed papers, report cards, and progress reports..... ISS
- 4. Communicating without permission to another student..... ISS
- 5. Not being prepared for class ISS
- 6. Out of class without a pass ISS
- 7. Writing, passing, or receiving notes..... ISS
- 8. Late for detention..... ISS
- 9. Sleeping in class..... ISS

Demerit Offenses

- 1. **Skipping ISS**..... 2
- 2. Objectionable symbols 2
(On books, lunch boxes, book bags, lockers, or other property)
- 3. Inappropriate conduct or speech in class or on campus. 2
(Includes horseplay, harassment, running on breezeway, rude noises, intimidation, etc.) **Please note that if inappropriate conduct results in another student’s injury, a suspension may occur.**
- 4. Throwing food in the lunchroom 2
- 5. No **printed** Bible in chapel..... 2
- 6. Gum, food or drink in class 2
2nd offense 5
- 7. Disrespect to student..... 5
- 8. Disrespect relative to others’ property..... 5
- 9. Breach of social regulations 5
(kissing, holding hands, bodily contact)
- 10. Disobedience 5
- 11. Disrespect in Chapel 5
(sleeping, inappropriate behavior, not paying attention)
- 12. Listening to or possessing “Christian” rock or rock music on campus..... 5
- 13. Excessive horseplay..... 5
- 14. Defacing school property/vandalism..... 10
2nd offense is expulsion (Plus cost of repairs or replacement)

15. Possession of pornographic or obscene material.....	15
16. Copying another student’s homework or daily work	15
17. Cheating	15
18. Stealing (must make restitution).....	15
19. Skipping class or school.....	15
20. Defiance	15
21. Disrespect to faculty or staff member	15
22. Gambling	15
23. Use of tobacco, vaping, e-cigs (at or away from school).....	15
24. Fighting	15
25. Vulgarity or profanity (speech or actions)	15
26. Lying, deception and/or forgery.....	15
27. Drugs or alcohol (at or away from school).....	30
28. Immorality	30
29. Driving in a manner to cause harm to others is subject to principal’s discretion.	

Gum, food, or drink after the first offense will be dealt with as disobedience. Please note that a second offense for anything else during the year may constitute disobedience.

*Tardies to school or class will be recorded by the classroom teacher on the demerit sheet. And while no demerits shall be given 3 unexcused tardies to class will result in an automatic detention. Subsequent tardies will result in one hour detentions. Five detention halls for tardies per semester will result in an out-of-school suspension. The penalty for suspension will be daily grades of zero in each class. **Five tardies to school equals one absence.***

Automatic detentions are given for more serious offenses. These will be at the discretion of the principal and will last for one hour. **Failure to be present for a detention hall at the assigned time will result in another automatic detention hall.** Only one detention hall per semester may be rescheduled. **If it is suspected that a student is involved with illegal drug use, the administration reserves the right to request an immediate toxin/drug screen test.**

“Merits” are issued to offset demerits. **Students must go a full week, Monday to Friday without any demerits or ISS’s to receive a merit point. All offenses are cleared at the end of the semester.**

Additional Conduct Policies

No radios, electronic games, toys or any other such equipment are to be brought to school without permission from the principal/teacher. Any such unauthorized equipment brought to school will be kept until the parent or guardian picks it up at school.

Objects that are in contrast to the philosophy of VCS will not be allowed.

Dangerous toys, weapons, knives and fireworks are never allowed at school. Magazines are not to be brought to school since they often detract from studies. Exceptions are made if requested by teachers.

The assuming of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of Christ-likeness. (I Cor. 10:31, Eccles. 9:10a, Rom. 14:12)

Behavior at Athletic Events

Although the tempo of athletic competition often lends itself to becoming emotionally involved, we cannot tolerate unsportsmanlike behavior from faculty, coaches, players, cheerleaders or spectators. Respect is to be shown at all times to game officials, opponents, and persons from schools with whom we compete. Please do not “boo” or ridicule the opposing team or the officials because of a call they make or do not make. Please help us maintain high standards and a good testimony at both home and away contests!

Spirit Shirt Attire

School-approved spirit shirts may be worn to school on all home game days. The day before each home game we will make an announcement concerning spirit shirts.

XVI. DEMERIT PROCEDURES

1. Demerits will be posted regularly on secure.headmasteronline.com. Parents are encouraged to check these weekly.

2. At 10 demerits, a one hour Detention Hall will be served by the student.

3. At 15 demerits, the student will receive a 3-day suspension from school resulting in a zero in each class per day. All assignments may be turned in upon the student’s return.

4. At 20 demerits, 2 hours of detention will be served by the student.

5. When a student accumulates 25 demerits, the student will receive a 3 day suspension. Elected or appointed offices are to be given up. The student will be placed on Student Probation. Two consecutive semesters on Student Probation may result in withdrawal for one full year of school. Also, zeros in each class per day.

6. At 30 demerits within one semester, a student is expelled. The student may not reapply to VCS for one full semester.

7. After a second suspension during the academic year, no student may participate in any extra-curricular program for the remainder of the school year. This includes athletics and fine arts.

8. SERIOUS MISCONDUCT LEVELS AND CONSEQUENCES. When a student has received 15 or 20 demerits, a parent conference will be required before the student may be readmitted to school.

9. A special pre-school and elementary demerit/discipline procedure addendum will be sent home at the beginning of the school year.

XVII. APPROVED COMPUTER USE POLICY

Vandalia Christian School (VCS) views computer and Internet technologies as an educational tool and an informational resource. As an institution subject to the authority of the Word of God, VCS expects responsible use of that technology by our student body.

Each student and his/her parent(s) that have access to the VCS network will be required to read and sign the VCS Approved Computer Access Policy form.

XVIII. PROPERTY PROCEDURES

1. RESPONSIBILITY CONCERNING FACILITIES

School property is never to be destroyed or defaced.

Destruction of school or church property, including marking on walls and tearing up books or furniture, will result in the student being required to pay the cost of repairing, refinishing, or replacing the same. Any student causing damage to the grounds, building, or property through vandalism or horseplay is subject to suspension or expulsion.

Students are not to sit on desk tops or desk backs, or lean back in desks or chairs.

Students are not to sit on or put things into the heat/air conditioning units.

The sanctuary of the church is off limits to all students during the school day at all times except those times in which chapel programs or special assemblies are being held. No student is to be in the sanctuary without a teacher being present. Students are not to cut through buildings, but are to use the outside walkways unless it is raining. A pass is required to be anywhere on campus other than the assigned classroom.

Students are not to be in unsupervised buildings before class time or after school without permission.

2. RESPONSIBILITY CONCERNING STUDENT VEHICLES

Under no circumstances are students permitted to leave the school grounds before dismissal without permission from the office.

Students must have a current driver's license in order to have driving privileges to school. No student is to drive or ride in another's vehicle without written permission from parents of all students involved. No student is to go to his vehicle during school hours without permission from the principal or his teacher.

A 5-mile per hour speed limit is to be observed on school property. **DRIVE SLOWLY.** Upon arrival at school, students should leave the parking area and go immediately to the assigned waiting areas. Squealing of tires or reckless driving of any kind is prohibited on or around the campus.

Student vehicles must have a VCS parking permit hanging from the rearview mirror at all times the vehicle is on campus. **A \$5.00 charge will be issued for any lost or damaged parking permit.**

3. RESPONSIBILITY CONCERNING PERSONAL PROPERTY

Any student going into another student's locker, book bag, or car without permission and/or taking personal property will result in immediate suspension. Any student taking or **hiding** personal property (books, gym clothes, shoes, bookbags, etc.) of another student without permission will result in immediate suspension.

4. STUDENT TEXTBOOKS

All non-consumable books belong to VCS. Textbooks are to be returned at the end of the school year or at the time of withdrawal in the same condition they were assigned. Any damage beyond normal wear and tear will be assessed to the student's account. **All non-consumable books MUST be covered with non-adhesive material.**

XIX. MISCELLANEOUS PROCEDURES

1. PROGRESS REPORTS

Twice during each quarter (every three weeks) a progress report will be available through Headmaster Online.

2. REPORT CARDS

The report cards are given out by the homeroom teachers once each quarter and are to be signed by the parent and returned the following day. If a report card is not returned within two (2) days it will result in an ISS.

3. HONOR ROLL

Honor roll is to be based on the quarterly grade.

4. SCHOOL/PARENT COMMUNICATION

Baccalaureate and Graduation services are required functions for all seniors.

Students in grades K5-6th will have a folder containing all work completed the previous week sent home with them each Wednesday. Pre-school sent home daily.

Parent/Teacher Conferences will be scheduled throughout the year. Parents desiring a conference with a teacher or principal need to contact the office to schedule an appointment. Please give 24 hours notice.

Parental concerns should follow the Biblical principals found in Matthew 18:

- a. Contact the person involved first
- b. If a satisfactory result is not obtained, contact one of the principals
- c. If the parent is still not satisfied, contact the administrator
- d. If still no satisfactory result, contact the School Board.
- e. Parents may observe classes with administrative permission only. Parents must check in at the office and get a visitor pass before going to any classroom.

The VCS Parent-Teacher Fellowship is a parent organizations tasked with fundraising to promote the general welfare and educational atmosphere of VCS.

School closings will be announced on channels WFMY 2, FOX 8, the VCS Website and SchoolCast.

If the school needs to be closed during the school day the parents will be contacted using the current telephone number given to the office.

Should a child become sick or injured he will be sent to the office for attention and if necessary, a parent will be called to be pick him up.

Medications can only be administered through the school offices or by after school personnel and must be in it's original prescription bottle. A doctor's note must accompany all OTC medications.

5. PROMOTION / SUMMER SCHOOL

In grades 1 - 8 both English and Mathematics must be passed for promotion to occur. In grades 1 - 8 if English or Mathematics is failed, summer school will be required. If 3 or more classes are failed, promotion does not occur. English and Mathematics must be passed for promotion to occur.

In grades 9 - 12 the initial qualification for promotion is that one must pass English for that grade level. A second qualification is that credits are also reviewed for proper grade placement.

Students in grades 1-8 can miss no more than 20 school days per year (excused and unexcused absences) and pass for the year. Students in grades 9-12 can miss no more than 7 days per semester and gain credit for that class. **Students must be at school for**

4 out of the 7 hours of the school day to count as a full day. If work is made up and a passing grade is attained, Summer School may be used to make up the attendance deficit. Exceptions for hospitalization may be made considering work is made up.

6. WITHDRAWAL INFORMATION

Withdrawals from school must be made by the parent through the school office. All payments must be up-to-date. Parents are to notify the office, if possible, one-month prior to the date of withdrawal. Cumulative records will not be sent until all payments are made current. **There is an early withdrawal fee of \$100.00 if a student is withdrawn during the 1st semester.**

Accounts must be paid in full for a senior to receive his or her diploma and have transcripts sent to prospective colleges.

Report cards will not be issued to students whose accounts are not current.

7. CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are responsible for notifying the school office immediately of any change of address or telephone number (home or business). It is imperative that we have this information to contact parents in case of emergency.

8. FIELD TRIPS

Parents will be given at least a one week notice on any field trip planned for the child's class. Parents must sign the permission slip/release form. Students will adhere to VCS rules while on any VCS - sponsored trip.

9. STUDENT ORGANIZATIONS

Remnant Prayer Group - open to all students, meets before school to pray.

Student Council - 7th-12th graders are elected to represent the student body.

National Honor Society - certain academic and service requirements need to be met.

Service Groups - open to all interested HS students. ie: Five-For-Jesus

10. THE STANDARDIZED GRADING FORMULA

Tests = 60% / Quizzes, Homework and Daily work = 40%

11. LIBRARY FEES

Past due books will incur a late fee for each day excluding holidays and weekends.

12. MODIFIED EXAM GRADING SCALE (GRADES 7-12)

Even though the academic policy for Vandalia Christian School is to count exams as 20% of the semester average, there is academic relief for students who genuinely qualify in a special needs category. **In order to qualify, a student must be tested by a reputable assessment organization. A physician based diagnosis will not qualify a student for the modified grading scale unless accompanied by valid testing documentation.** The testing results must verify a learning/processing disability along with instructions for accommodating the student. VCS administration reserves the right to request that a student be retested every five years to ensure current accuracy of the perceived special need of the student. The modified grading scale will then be implemented for final exam grades and is as follows:

EXAM GRADE	MODIFICATION
79 - 70%	Add = 7%
69 - 60%	Add = 10%
59 - 0%	Add = 15%

XX. ATHLETIC ELIGIBILITY

VCS desires to provide balance for our students by providing them with the opportunity to participate in the areas of academics, the fine arts and athletics. The school encourages, underwrites, and provides all students in grades 1-12 with the opportunity to participate in one or more of the seasonal sports. With all privileges there is responsibly. The same goes for the privilege of participating in sports at VCS. In order to become a part of or remain on a team, students in grades 7-12 must meet the following requirements:

1. **A completed Physical Form must be turned in before the first game.**
2. Students must have an overall average of 69.5 and have no more than two failing classes (required or elective).
3. Students must arrive before 2nd hour begins and remain until 4th hour ends in order to participate in any scheduled game **or practice** for that day.
4. Students that are consistently tardy or unexcused absent from school the day following an event will be suspended from participating in sports for that season.
5. After a second suspension during the academic year, no student may participate on any sports team for the remainder of the school year.
6. **After a student commits to a sport of choice he/she may not leave and join another sport during that current season.**

Please note that the Athletic Director or a member of the administrative staff will check all athletes' records at the end of each quarter. All students that are academically ineligible will then be suspended from the team for 15 days or until the next progress report. If they are still ineligible at the progress report they will remain off teams until the end of that nine week period. (Eligibility for fall sports will be determined based upon the last quarter of the previous year.)

XXI. OFF-CAMPUS ONLINE REGISTRATION

Because the Web is a public forum with unrestricted access, Vandalia Christian School has deemed it necessary to restrict the posting of information related to the school, our staff and our students on the internet including social networks. Students posting any information that has not been approved by the school's administration in any format related to the school on any Web site, bulletin board, chat room, email or other messaging system that is deemed threatening, demeaning or impugning to the character of another person or to the school is subject to disciplinary action.

Students at VCS will be asked to register and allow access to all online cyber-community sites and blogs, personal or part of a larger system.

K3-6th GRADING SCALE

A+	99-100	B+	92-93	C+	84-85	D+	75-76
A	95-98	B	87-91	C	79-83	D	71-74
A-	94	B-	86	C-	77-78	D-	70
		F	Below 70	I	Incomplete		

7th-12th GRADING SCALE

A+	99-100	B+	88-89	C+	78-79	D+	68-69
A	95-98	B	85-87	C	75-77	D	65-67
A-	90-94	B-	80-84	C-	70-74	D-	60-64
	F	Below 60		I	Incomplete		

XXII. GRADUATION REQUIREMENTS

Two high school diplomas are given at Vandalia Christian School: Baccalaureate or Honors Preparatory. Units begin to accumulate with the 9th grade. One unit is equal to two semesters' work. Beginning with the 9th grade each semesters' work must be passed in order to get credit; no yearly grades are given.

Baccalaureate Diploma

- 4 units Bible
 - 4 units English - college prep level
 - 4 units of Vocabulary & Reading
 - 3 units History - *World History, US History, Government/Economics*
 - 4 units Math - *Algebra I, Algebra II, Geometry, Discrete Math*
 - 2 units Science - *Physical Science, Biology*
 - 1 unit P.E. & Health
 - 4 units of Electives - *Choir, Ensemble, Band, Speech, Art, TA, Yearbook, PE*
- 26 units total**

Honors Preparatory

- 4 units Bible
- 4 units English - college prep level
- 4 units of Vocabulary & Reading
- 3 units History - *World History, US History, Government/Economics*
- 4 units Math - *Algebra I, Algebra II, Geometry, and Statistics or Pre-Calculus*
- 3 units Science - *Physical Science, Biology, Chemistry, Anatomy or Forensics Lab*
- 1 unit P.E. & Health
- 2 units of the same Foreign Language
- 1 unit of Computer
- 2 units Electives- *Choir, Ensemble, Band, Speech, Art, TA, Yearbook, PE*

28 units total

**Please note that students are required to have a minimum of 4 math credits and 3 science credits for admission into most state and secular colleges. VCS is committed to meeting this requirement.*

XXIII. JUNIOR-SENIOR HIGH SCHEDULE

8:00 - 8:12	Homeroom
8:16 - 9:05.....	First Period
9:09 - 9:58	Second Period
9:58 - 10:13.....	Break
10:17 - 11:06	Third Period
11:10 - 11:59	Fourth Period
11:59 - 12:31	Jr. Hi. Lunch (grades 7-9)
12:35 - 1:24.....	Jr. Hi. Fifth Period
12:03 - 12:52	Sr. Hi. Fifth Period
12:52 - 1:24.....	Sr. Hi. Lunch (grades 10-12)
1:28 - 2:17.....	Sixth Period
2:21 - 3:10	Seventh Period

XXIV. AHERA COMPLIANCE STATEMENT

Vandalia Christian School is in compliance with the AHERA (Asbestos Hazard Emergency Response Act of 1986) Standards. VCS has been inspected to determine that we have an asbestos-free campus. An appointed LEA adheres to our Asbestos Management Plan.

XXV. NONDISCRIMATORY POLICY AS TO STUDENTS

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

VBC/VCS Administration: 336-379-8380

LOCATION	STAFF MEMBER	EXTENSION
Building "A" Office: Registrar/Records:	Jennie Marshall	24
Building "B" Office: Pastor:	Donnie Oates	11
Church Secretary:	Caroline Frazier	19
Financial Secretary:	Kelly Zeigler	14
Athletic Director:	Luke Oates	18
Cafeteria:	Diane Young	22
Building "C" Office: Administrator:	Mark Weatherford	12
Administrator's Secretary:	Jan James	10

