



2025-26 STUDENT GUIDEBOOK

Vandalia Christian School

A Ministry of Vandalia Baptist Church
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"Equipping young people with the
tools to conform to the image of the
Lord Jesus Christ in order to further
the Kingdom of God."



Vandalia Christian School



DEDICATED:

Live Bold. Lead Strong. Be Dedicated.

And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him. Colossians 3:17

Our theme for the 2025–2026 school year is DEDICATED. This year, we will focus on what it means to live lives of commitment—both in our walk with God and in our calling to serve one another. Dedication speaks to perseverance, wholeheartedness, and a willingness to serve with excellence in all that we do. Whether in the classroom, on the field, or in our homes, we are called to offer our best for the glory of God.

Throughout the year, we will explore how dedication shapes our character, builds strong relationships, and reflects the love of Christ to the world around us. It reminds us that every effort, big or small, matters when done in service to Him. We pray that this theme will inspire students, faculty, and families alike to give their very best—not for recognition or reward, but because our work is an act of obedience to our Savior.

Pastor Ricky Cox
Kim Hazelwood M.Ed.

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

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.

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.

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.

Abbreviations to Know

AD - Athletic Department

EC - Extended Care (Day Care)

FAD - Fine Arts Department

FO - Financial Office (Mrs. Marshall)

HC - Hannah's Circle

HS - High School (7th -12th grade)

K3 - Three Year Old Kindergarten

K4 - Four Year Old Kindergarten

K5 - Five Year Old Kindergarten

LE - Lower Elementary (K5-2nd grade)

LRC - Learning Resource Center

NCCSA - North Carolina Christian School Association

PCAC - Piedmont Christian Athletic Conference

PreK - K3 and K4

PTF - Parent Teacher Fellowship

RO - Records Office (Mrs. Manley)

UE - Upper Elementary (3rd -6th grade)

VCS - Vandalia Christian School

BEFORE SCHOOL

PreK

- Students Arriving Before 7:30 AM:
 - Must report to the dining room in Building “C.”
 - A faculty or staff member will escort PreK students to the preschool building at 7:30.
- Classroom Access after 7:30 AM:
 - Classrooms for PreK–1st grade will open at 7:30 AM.
 - Students arriving at or after this time may go directly to their classrooms.

LE

- Students in the Lower Elementary (LE) who arrive before 7:45 AM must go to the dining room in Building C. They will remain there until the morning bell rings at 7:45 AM, at which time they will be dismissed to their classrooms.
- Exception:
 - K5 students will be picked up from the dining hall at 7:30 AM and taken to their classroom.

UE

- Students in the Upper Elementary (UE) who arrive before 7:45 AM must go to the dining room in Building C. They will remain there until the morning bell rings at 7:45 AM, at which time they will be dismissed to their classrooms.

HS

- Student Parking:
 - Students who drive to school must park in the lot next to the gymnasium. All vehicles must display a valid VCS parking permit.
 - Failure to properly display a parking permit—after one warning—may result in the loss of driving privileges for the remainder of the semester.
 - Students are not permitted to sit in their cars after arrival or return to their vehicles during the school day without staff permission.
- Arrival Before 7:30 AM:
 - Any high school student arriving before 7:30 AM must report directly to Building C.
- Office Procedures (Building A):
 - HS students needing early dismissal forms (“blue slips”), admission slips, or tardy slips must go to the office in Building A.
 - All admission slips should be obtained before homeroom begins.
 - Students arriving after homeroom must report to the A Building office for a tardy slip.

AFTER SCHOOL

PreK

- Students in PreK are dismissed at 2:55 PM to the carline located in front of Building A.
- If you are picking up a PreK student, please park in a designated parking spot and walk in to pick them up directly.
- Students enrolled in Extended Care will be taken to their assigned grade-level area in Building A.
- Any student not picked up by 3:25 PM will be sent to Extended Care, and parents will be charged accordingly.
- Please have your ID ready at pick-up.
- If someone other than a parent is picking up your child, notify the teacher in advance and ensure the alternate person is listed and authorized.

LE

- Students in Lower Elementary (LE) are dismissed at 2:55 PM to the carline in front of Building B.
- The carline will operate with two lanes.
- Please drive carefully, follow staff directions, and pay close attention to the stop sign held by teacher.
- Parents who are walking up to pick up their child must park in a designated parking space and use the sidewalks along the ends of the parking lot, waiting for the stop sign teacher to signal when it is safe to cross.
- Students assigned to Extended Care will walk with a faculty/staff member from Building C to their Extended Care classroom in Building A.
- Any student not picked up by 3:25 PM will be taken to Extended Care, and parents will be charged accordingly.
- Please have your ID ready at pick-up.
- If someone other than a parent is picking up the student, inform the teacher in advance and ensure that person is authorized.

***One Exception is LE will include 3rd and 4th for these after school guidelines**

AFTER SCHOOL

UE

- Students in 5th -6th grade are dismissed at 2:55 PM to the carline by the buses behind church (rain will move them into the stairwell on the church side of Building A).
- Please drive carefully and follow staff directions.
- Students assigned to Extended Care will walk with a faculty/staff member from Building B playground to their Extended Care classroom in Building A.
- Any student not picked up by 3:25 PM will be taken to Extended Care, and parents will be charged accordingly.
- Please have your ID ready at pick-up.
- If someone other than a parent is picking up the student, inform the teacher in advance and ensure that person is authorized.

HS

- HS Students are dismissed at 3:10 PM and may be picked up in front of Building B.
- Please note: Two lanes are used for pick-up. Drive cautiously and follow all staff directions.
- Students not participating in an after-school activity must be picked up no later than 3:25 PM, unless they are enrolled in the after-school care program.
- Any student not picked up by 3:25 PM will be taken to their appropriate age-level Extended Care class, and parents will be charged accordingly.
- This policy applies to all 7th -12th grade students.
- If you need to pick up your student before the end of the school day, please go to the Building A office.
- If the student is in Art or Choir, go to the Building C office for dismissal.
- Students MUST sign out at the office before leaving campus for any reason.

TARDIES

PreK

LE

UE

HS

- **Excused Tardies:**

- Excused tardies follow the same guidelines as excused absences:
- Excused tardies Include:
 - Illness
 - Quarantine
 - Death in the family
 - Medical appointments
 - Court proceedings
- A tardy will be considered unexcused unless a dated and signed parent note is submitted to the office within 2 days of the tardy.

- **Tardy Procedures:**

- Any student not in seat when the bell stops ringing at 8am is considered tardy.
- LE and UE are to go to class when tardy, unless they arrive AFTER 8:30. Students arriving after 8:30am need to stop and see Mrs. James.
- HS students who are tardy (after homeroom) should go directly to Mrs. Manley in Building A office.
- PreK students after 8:30am will see Mrs. Manley.

- **Tardy Documentation:**

- A parent note must be provided within 2 days of the tardy for it to be considered excused.
- Without a note, the tardy will remain unexcused.
- No late notes will be accepted after the 2-day window.

- **Tardy Consequences:**

- 5 tardies = 1 absence on the attendance record.
- At every 5 unexcused tardies to class or school the (LE, UE, HS) student will receive Detention Hall (1 hour after school on Thursdays)
- Five detention halls for tardies per semester will result in an out-of-school suspension.
- At 10 tardies, the school will notify the student's parent and a conference may be necessary.
- At 20 tardies, the student may face suspension.
- For every additional 5 tardies beyond 20, a parent conference with administration will be required.

ABSENCES

PreK

LE

UE

HS

To ensure accurate attendance records and academic accountability, absences will be classified as either excused or unexcused based on the following guidelines:

- **Excused Absences**

- A written note from a parent or guardian explaining the reason for the absence must be submitted to the office on the day the student returns to school. Notes will not be accepted after this time.
- The following are considered excused absences:
 - Illness
 - Quarantine
 - Death in the family
 - Medical appointments
 - Court proceedings
 - Advanced approval – Requires prior approval from the principal's office at least one day before the anticipated absence. Assignments must be requested in advance and submitted upon return. This includes college days, which must also be pre-approved.
 - College Days (Grades 11–12 Only):
 - Seniors may take up to 3 college visit days.
 - Juniors may take 1 college visit day.
 - These must be family-led visits (not school-sponsored trips).
 - A signed letter from a college dean or registrar must be submitted upon return to justify the absence.

Note: Excused absences do count against perfect attendance awards.

- **Absence Limits**

- Grades 1–8: A student may miss no more than 20 school days per year (excused or unexcused) to pass for the year.
- Grades 9–12: A student may miss no more than 7 days per semester (excused or unexcused) to receive credit in a class.
- A student must be present at least 4 out of 7 hours of the school day for the day to count as a full day.
- If the attendance limit is exceeded, Summer School may be used to make up the deficit only if all classwork is completed and a passing grade is earned.
- Exceptions may be considered in the case of hospitalization, provided that all missed work is completed.

ABSENCES cont.

PreK

LE

UE

HS

- **Make-Up Work Policy**

- Students have one day for each day absent to complete missed work.
- If the work is not completed in the given time, a grade of zero will be assigned.
- It is the student's responsibility to request and complete missed assignments—not the teacher's.

- **Tests:**

- If a student is absent the day before a test and returns on the test day, they will take the test the following school day.
- Example: Absent Thursday, test Friday → test will be taken Monday.
- If a student is leaving for an early dismissal on the day of a test, they must take the test during their first available free period.
- If a student is tardy and misses a scheduled test, it must be taken during the first available free period that day.
- If a test was announced one week in advance, and review was completed two days before the test, the student is expected to take the test on the scheduled test day—even if they were absent the day before.

- **Unexcused Absences**

- An absence will be marked unexcused if:
 - A written note is not received from a parent/guardian upon the student's return to school.
 - The reason given does not fall within the approved list for excused absences.

- **Consequences of unexcused absences:**

- A zero will be given for each class missed.
- Tests and quizzes may not be made up.

- **Procedure for Absences**

- On the first day back from an absence, HS students must bring a dated, written note from their parent/guardian to Building A office.
- PreK, LE, UE students may report directly to their classroom.



EARLY DISMISSAL

PreK

- **Written Notice Required:**

- If a PreK student needs to leave early, a written note or email must be sent to the teacher or office stating the time of pickup and the name of the person who will be picking up the child.

- **ID Requirement:**

- If someone other than the parent is picking up the child, they must present a valid ID at the time of pickup.

- **Early Dismissal Cutoff Time:**

- All early dismissals for PreK students must occur before 2:30 PM.
- No early dismissals are allowed between 2:30 PM and 2:55 PM.
- During this time, teachers are helping students wake up and prepare for carline. Interruptions during this period delay the classroom routine.
- Parents who arrive after 2:30 PM will need to wait until carline begins at 2:55 PM, as students will no longer be dismissed individually from the classroom after that time. Please plan accordingly.

LE

- **Written Notice Required:**

- If a LE student needs to leave early, a written note or email must be sent to the teacher or office stating the time of pickup and the name of the person who will be picking up the child.

- **ID Requirement:**

- If someone other than the parent is picking up the child, they must present a valid ID at the time of pickup.

- **Early Dismissal Cutoff Time:**

- All early dismissals for LE students must occur before 2:30 PM.
- No early dismissals are allowed between 2:30 PM and 2:55 PM.
- During this time, teachers are helping students with last minute reminders and preparing for carline. Interruptions during this period delay the classroom routine.
- Parents who arrive after 2:30 PM will need to wait until carline begins at 2:55 PM, as students will no longer be dismissed individually from the classroom after that time. Please plan accordingly.

EARLY DISMISSAL cont.

UE Written Notice Required:

- If a UE student needs to leave early, a written note or email must be submitted to the teacher or office stating the pickup time and the name of the person authorized to pick up the student.

ID Requirement:

- If someone other than the parent is picking up the student, they must be prepared to present a valid ID at the time of pickup.

Early Dismissal Cutoff Time:

- All early dismissals for UE students must take place before 2:30 PM.
- No early dismissals will be allowed between 2:30 PM and 2:55 PM.
- During this time, teachers are giving last-minute reminders and helping students pack up for carline. Interruptions during this period disrupt the end-of-day routine.
- Parents who arrive after 2:30 PM will need to wait until carline begins at 2:55 PM, as students will no longer be dismissed individually from the classroom after that time. Please plan accordingly.

HS

Written Note Required:

- HS students must bring a dated, written note or email sent to the “A” building office before school or during homeroom. The note must include the reason for the early dismissal and the time the student needs to leave.
- Students will not be allowed to leave early without parent/guardian permission.

Dismissal Pass:

- Once the note is submitted, the office will issue an early dismissal slip. The student must present this slip to their teacher at the time of dismissal.

Sign-Out/Sign-In Procedure:

- Students must sign out at the “A” building office before leaving campus.
- If they return later the same day, they must sign back in at the “A” building office upon return.
- No early dismissals will be allowed between 2:30 PM and 2:55 PM.
- Parents who arrive after 2:30 PM will need to wait until carline begins at 3:10 PM, as students will no longer be dismissed individually from the classroom after that time. Please plan accordingly.

PreK LE UE Lunch Procedures

Teachers will lead students in giving thanks before meals are served.

- **PreK Lunch Guidelines:**

- PreK lunch begins at 10:20 AM.
- PreK Parental Lunch Visits:
 - While we welcome parents to eat with their PreK children, please understand that this can often lead to separation anxiety when the parent leaves.
 - If you plan to eat with your child, notify the teacher in advance.
 - If you plan to take your child home afterward, this must also be communicated ahead of time.
 - This allows the teacher to prepare the child either for departure or reentry into the classroom with minimal disruption.
- PreK students are not allowed to talk during lunch.
 - This is not a form of punishment, but a structured routine that helps ensure all students have enough time to eat. As we say "Talking mouths are not eating mouths."

- **LE Lunch Times:**

- K5 - 1st eat lunch in "C" Building Dining Hall at 11:00
- 2nd - 3rd eat lunch in "C" Building Dining Hall at 11:30

- **UE Lunch Times:**

- 4th -6th eat lunch in "B" Building Cafeteria at 11:25

- **LE and UE Parental Lunch Visits:**

- We welcome parents to come eat with their LE and UE children, but you have to go to one of the offices for a VISITOR'S tag.
- If you plan to eat with your child, please try to notify the teacher in advance.
- If you plan to take your child home afterward, this must also be communicated ahead of time allowing the teacher to prepare the child either for departure or reentry into the classroom with minimal disruption.
- LE students are not allowed to talk during lunch.
 - This is not a form of punishment, but a structured routine that helps ensure all students have enough time to eat. As we say "Talking mouths are not eating mouths."
- UE students may talk for the last 10-15 minutes of their lunch time.

- **Food and Drink Rules for All Grades:**

- No playing with food or transferring food between students.
- No "red" drinks (e.g., red juices, red-colored sports drinks) may be brought to school.
- Food and drinks must be in a container in a lunch box in order to take home.

- **Clean-Up Expectations:**

- All students are expected to clean up their area before leaving the cafeteria. This includes picking up all trash, leftover food, and paper items.

High School Lunch Procedures

- **Lunch Schedule**

- 7th–9th Grades: Lunch begins at 11:59 AM
- 10th–12th Grades: Lunch begins at 12:52 PM

- **Lunchroom Behavior and Expectations**

- Students may talk quietly while eating.
- No playing with food or transferring food between students.
- No “red” drinks are allowed on campus (e.g., red juices, red sports drinks).
- Restroom use should occur before lunch or after lunch, not during lunch unless given staff permission to leave.
- No entry into any classrooms during lunch unless approved by administration.
- No food or drinks in classrooms unless pre-approved by administration.
- Students may not be on the south breezeway, second-floor breezeway, or breezeway steps during lunch.
- No food or drinks are allowed outside the cafeteria/gym at any time, including breakfast, break, or lunch.
- Food deliveries (from restaurants or delivery services) are not allowed.
- **Exception:** Parents may personally bring lunch to their child during lunch by notifying the office in advance.

- **Clean-Up Expectations:**

- All students are expected to clean up their area before leaving the cafeteria. This includes picking up all trash, leftover food, and paper items.

- **Off-Campus Lunch Privilege (Juniors & Seniors Only)**

- Juniors and Seniors may leave campus for lunch only on Tuesdays and Thursdays and only with written parental permission on file in the school office for both the driver and passenger(s).
- No off-campus lunch privileges on Mondays, Wednesdays, or Fridays.
- Upon returning from lunch, students may not sit in cars—they must return to class or designated areas.
- A maximum of 2 students per car is allowed.
- Exception: 2 siblings and 1 additional student may ride together.
- Boys and girls may not ride together to or from lunch.
- Students may not purchase or bring food back to campus for underclassmen.

- **Tardy Return Policy:**

- 1st offense: Warning
- 2nd offense: Loss of off-campus lunch privilege for 1 week
- 3rd offense: Permanent loss of lunch privilege

Recent graduates of VCS or any other high school may not be on campus during lunch or the school day, unless pre-approved by administration.

PreK LE UE Classroom Procedures

• Classroom Procedures Overview

- PreK, LE (Lower Elementary), and UE (Upper Elementary) classroom procedures will be at the discretion of the classroom teacher, based on the needs and developmental levels of the students.

• Assignments & Homework

- Assignments are a vital part of the academic program and help students progress in their learning. Each teacher may assign homework as necessary to support instruction.
- Reasons for Assigning Homework:
 - Drill: Mastering core concepts through repetition.
 - Reinforcement: Extending understanding of new material.
 - Remediation: Addressing areas of academic weakness.
 - Special Projects: Book reports, research papers, creative assignments, and other enrichment tasks.

• Extra Work

- Academic work assigned in addition to regular classwork.
- Purpose:
 - To offer extra practice on misunderstood content.
 - To correct improperly completed work.
- Extra Work May Be Assigned For:
 - Not completing regular assignments on time.
 - Inadequate or incorrect responses during instruction.
 - Work needing rewrites or corrections.

• Late Work Policy

- Late work will only be accepted within three days of the original due date. After that, a zero will be recorded.
- Late Work Penalties:
 - 1 Day Late: 50% of the grade earned
 - 2 Days Late: 50% of the grade earned
 - 3 Days Late: No credit; grade is zero
 - Note: Long-term projects and students with an IEP are exempt from this policy.

• Tests & Exams

- No more than two tests per day will be scheduled.
- In most cases, students will receive at least one week's notice before a test.
- Teachers are required to give at least three major test grades per nine-week period for all core subjects.
- No tests may be given on Thursdays.
- Parents may check MySchoolWorx or contact the teacher directly to learn about upcoming tests.

• Plagiarism & AI Policy

- Definition of Plagiarism:
 - Presenting someone else's work as your own—whether from a peer, a printed source, or an AI program—without proper attribution.
- Consequences:
 - First Offense: Redo the assignment for a maximum grade of 50% and 4 demerits.
 - Subsequent Offenses: Grade of zero and suspension.

High School Classroom Procedures

• General Classroom Expectations

- The bell signals the start of class; the teacher dismisses the class.
- A student is considered tardy if they are not in their assigned seat when the bell stops ringing.
- Teachers will take attendance and lead prayer immediately after the bell.
- Students are expected to be prepared and ready to work after prayer with all required materials out and ready.
- Students who feel sick during class must report directly to the office.
- Students are not permitted to lie down or rest in classrooms, the gymnasium, bathroom, or other unauthorized areas.

• Assignments & Homework

- Homework is an essential part of learning. Teachers may assign it to reinforce, remediate, or enrich class content.
- Purposes for Assignments:
 - Drill: To help students master material through repetition.
 - Reinforcement: To strengthen understanding of new concepts.
 - Remediation: To address academic difficulties.
- Special Projects: Book reports, compositions, research assignments, and creative presentations enrich the learning experience and broaden academic skills.

• Extra Work

- Definition: Work assigned in addition to regular assignments.
- Purpose:
 - To provide extra practice in areas not yet understood.
 - To correct incomplete, late, or improperly done work.
- Reasons for Extra Work:
 - Failure to complete work on time
 - Incomplete or inaccurate classroom responses
 - Improperly completed assignments, including rewrites

• Late Work Policy

- Late assignments impact academic progress.
 - 1 Day Late: 50% of earned grade
 - 2 Days Late: 50% of earned grade
 - 3 Days Late: No credit (grade of zero)
 - Exceptions: This policy does not apply to long-term projects or students with an IEP.

• Tests & Exams

- Students may have no more than two tests per day.
- In most cases students will be notified of a test one week in advance.
- Parents may check MySchoolWorx or contact the teacher for test information.
- Students must have at least three major test grades per nine weeks in core subjects.
- No tests are to be given on Thursdays.
- All students must take semester exam.
- The Standardized Grading Formula
 - Tests = 60% / Quizzes, Homework and Daily work = 40% / Exams = 20%

High School Classroom Procedures

- **Plagiarism Policy:**

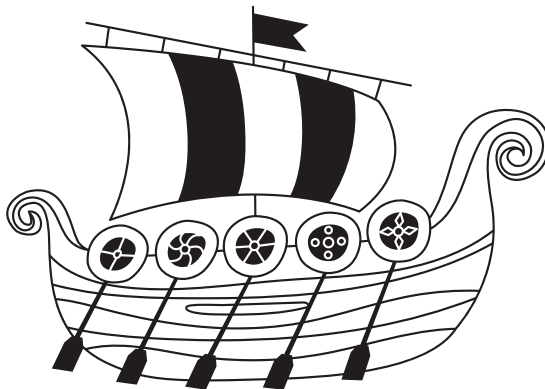
- Plagiarism is the act of using someone else's work as your own without proper credit.
- This includes copying another student's work or using material from a printed or digital source without citation.
- Consequence: If plagiarism occurs, the student must redo the assignment, and the highest grade possible will be 50%. Any subsequent plagiarism will result in a zero and 15 demerits. This includes the use of AI programs.

- **Artificial Intelligence Program Use**

- The DO's of AI
 - Use AI programs as smart search engines that present information in ways that are easy to read and understand.
 - Ask AI programs for clarification or explanations when you need help.
 - Generate ideas, topics, and writing prompts using AI programs.
 - Be transparent; attribute AI text and images properly when you use them in your own work.
- The DO NOT's of AI:
 - Use AI programs to avoid doing your own work.
 - Copy text or images from AI programs without proper attribution.
 - Use AI text or images without fact-checking and exploring potential plagiarism issues.
 - Use AI when your teacher expressly forbids it.

* Staff, W. A. T. (2023, July 27). How to write an AI policy for schools:

Examples and resources. <https://www.weareteachers.com/ai-policy-for-schools/>



Out of Class Procedures

HS

- **Hall Pass & Remedial Help Policy**
 - All students must have a written pass to be out of class during any regularly scheduled class period.
 - It is the student's responsibility to secure the pass in advance.
 - Students may not loiter or use the pass as an excuse to be out of class without purpose.

Break Procedures

- All students are responsible for cleaning up after themselves during break, including PreK, LE, UE on playgrounds and HS students using the gymnasium.
- A duty schedule will be assigned for high school students to check the gym for cleanliness at the end of each break period.
- The following gym rules apply during break:
 - Students are not permitted to sit on the edge of the stage or be on the stage at any time without permission.
 - Students may not leave the gym during break without staff permission.
 - Students are not to congregate in the gym lobbies.
- Remember no "red" drinks
- Remember no food or drink in classrooms without permission from administration.

Chapel Procedures

Chapel is held every Thursday for all grade levels and is a vital and meaningful part of our school. All students are required to attend.

- Students are to enter the gymnasium quietly and as a class.
- Each student must bring a Bible to chapel.
- Proper conduct and respectful attention are expected at all times during the service.

Chapel is a time for spiritual growth, reflection, and community—students are encouraged to participate fully and reverently.

Live Bold.
Lead Strong.
Be Dedicated.

Dress Code

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 (including braids and twists). Hair should be 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. HS - 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.
3. PreK, LE, UE boys may wear crew neck style shirts. The shirts may have pocket-sized logos or brand names printed on the shirt. Drawings, pictures, cartoons, numbers are acceptable in PreK and LE.
4. All students may wear VCS spirit shirts on home and away game days.
5. 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.
6. Boys may not wear unapproved jewelry.
7. Shoes must be secured around the ankle. Socks must be worn.
8. Dressing in a manner reflective of a particular "fad" is not allowed.
9. On chapel days HS students are to wear dress pants or khakis.
10. Boys must be in dress code for school trips and extra curricular activities.
11. Students are not to write or draw on themselves or other students, including temporary tattoos, with the exception of spirit week.

Dress Code

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 shirts must not be made of see-through material, should have a modest neckline, and be loose fitting. HS girls may not wear sleeveless or spaghetti strap tops even with a jacket. PreK, LE, UE girls may have pocket-sized logos or brand names printed on the shirt. Drawings, pictures, cartoons and numbers are acceptable in PreK and LE.
3. All students may wear VCS spirit shirts on home and away game days.
4. Shoes must be secured around the ankle.
5. There will be no excessive jewelry (nose rings) or make-up.
6. Girls must be in dress code for school trips and extra curricular activities.
7. Students are not to write or draw on themselves or other students.
8. HS girls may wear modest, dark, loose-fitting pants. (No jeans or light colored pants.)
9. PreK, LE, and UE girls may wear other colors of pants, but they cannot be “see-thru.”
10. Leggings may be worn under dresses/skirts that meet VCS dress code standards. Leggings may not be worn as pants.
11. Girls must maintain a natural hair color.
12. HS girls must wear dresses or skirts on chapel days.
13. Appropriate undergarments must be worn.

Extra Curricular Activities

1. Boys are to remain in school dress code attire during extra curricular activities.
2. All athletes must stay in athletic dress code until they go into the locker room and change back into school dress attire after games.
3. Students must be in dress code when leaving campus.
4. Students may not wear sweat pants, wind pants, shorts, or athletic pants to games, concerts and scheduled VCS programs.
5. All students may wear VCS spirit shirts for home and away games.

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

DEDICATION

Deut. 6:5 And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might.

Dress Code

Additional Dress Code Information

1. PreK, LE, UE : It is suggested that young ladies wear shorts under their dresses or skirts due to climbing playground equipment and flip bars.
2. High School P.E. Attire: Students are required to wear the school's specified gym uniform. 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.
3. 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 NCCSA. Following games, athletes must change into appropriate clothes.
4. School-approved spirit shirts may be worn to school on all home game days.
5. 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.
6. 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.
7. Only students in grades 10 through one year past High School Graduation may attend the VCS Junior / Senior Banquet.

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:

- Warning: Administration will issue a warning and be notated in MySchoolWorx. 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.
- 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. HS students will receive demerits. LE and UE will miss recess.
- 3rd offense: HS students will receive a detention. Elementary Students will miss recess.
- 4th and subsequent offenses: HS students will receive a detention. 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.

Cell Phone & Electronic Devices

Technology can be a valuable educational tool when used responsibly. The following guidelines apply to all students during the school day:

1. Permitted Device Use Times

- LE and UE Students may not have any devices at school unless the teacher permitted them. NO phones allowed unless permission is granted from administration and teachers.
- HS Students may use cell phones, iPads, tablets, eBooks, or eReaders:
 - Before school
 - During break
 - During lunch (only during the lunch period, not between classes)
 - Before or after school for necessary phone calls

2. In-Class Use

- Cell phones, smartwatches, and other personal devices may NOT be used during class hours unless specifically permitted by the teacher.
- Teachers may collect cell phones at the start of class.
- Earbuds, AirPods, or any headphones may not be worn or used during the school day without permission.
- Violations will result in:
 - Demerits
 - Confiscation of the item, which will be held by the principal until a parent or guardian retrieves it.

3. Misuse of Devices

- Cell phones or other devices suspected of being used for inappropriate calls, texting, social media, internet searches, or questionable content are subject to:
 - Immediate confiscation
 - Loss of device privileges on campus for the remainder of the semester or a time period determined by the administration

4. Cameras & Recording

- Cameras, including those on phones, may not be used during school hours unless approved by a faculty member or the administration.
- Students may not take photos or videos of other students or staff without explicit permission.

5. Digital Recorders

- Digital recorders may be used for educational purposes only.
 - Devices must be in plain view on the student's or teacher's desk.
 - Recorders may not be hidden in pockets, bags, or personal belongings.

Social Media Policy

Social media platforms such as Facebook, Instagram, Pinterest, Snapchat, Twitter (X), TikTok, and YouTube have become an everyday part of life for many students. While these platforms allow for quick and widespread communication, they also carry serious responsibilities.

As a student at Vandalia Christian School, you are expected to represent yourself—and your school—with integrity and respect both online and offline.

1. Be Respectful Online

- You are a reflection of your family, school, and faith in all that you post.
- Think before you post: Consider how your words, images, and videos may be perceived by others.
- Do not post false or misleading information—you are accountable for all content associated with your name.
- Treat others online with the same respect you are expected to show in person.

2. Cyberbullying

- Cyberbullying is the use of electronic technology to harass, intimidate, or harm others. Even if intended as a joke, these actions can cause significant harm and are taken seriously by the school.
- Examples of cyberbullying include:
 - Sending intimidating or threatening messages
 - Making threats against individuals or school property
 - Creating fake profiles to impersonate or mock others
 - Posting content to embarrass, isolate, or threaten another student
 - Sharing offensive or inappropriate photos/videos
 - Spreading rumors or false information about students or staff

3. School Accountability

- Vandalia Christian School reserves the right to review student social media accounts and digital content if concerns arise.
- Students will be held responsible for:
 - The content they create or share
 - Pictures, videos, and messages stored or posted from their devices

4. Disciplinary Actions

- When social media use causes a disruption at school or violates the school's code of conduct, the administration may take disciplinary action, which could include:
 - Demerits
 - Parent conferences
 - Suspension or loss of privileges

Use social media wisely—it is a powerful tool that can build up or tear down.
Represent yourself, your family, and your faith with honor.

OFF-CAMPUS ONLINE REGISTRATION

Because the internet is a public forum with global access and permanent visibility, Vandalia Christian School holds all students to high standards when representing themselves and our school online—even outside of school hours and off campus.

1. Online Posting Restrictions

- To maintain the integrity and safety of our school community:
 - No student may post school-related information (including names, images, events, staff, students, or logos) online without prior approval from school administration.
 - This applies to all digital platforms including, but not limited to:
 - Websites
 - Social media (e.g., Facebook, Instagram, Snapchat, TikTok)
 - Email and messaging platforms
 - Blogs, forums, chatrooms, and bulletin boards

2. Unacceptable Online Behavior

- Students will be subject to disciplinary action if they:
- Post content that is threatening, demeaning, harassing, or damaging to another individual or to the school
 - Share material that impugns the character of students, staff, or faculty
 - Use the internet to misrepresent or negatively portray the school community
 - Engage in cyberharassment or any form of online bullying

3. Registration of Online Platforms

- Students may be asked to register and disclose access to their personal or school-affiliated online accounts (including blogs, social platforms, or group pages) for review, if needed, by school administration. This is to ensure that student conduct aligns with VCS's behavioral expectations.

4. Zero Tolerance for Cyberharassment

- Cyberharassment will not be tolerated. This includes:
 - Persistent unwanted communication
 - Spreading harmful rumors or lies
 - Publishing private or false information about others
 - Intimidating, threatening, or isolating others online

5. Any violation of this policy may result in disciplinary actions, including but not limited to:

- Demerits
- Loss of online privileges at school
- Parent conferences
- Suspension or expulsion, depending on severity

Students and parents should remember:

- Online behavior is a reflection of your character. Respect and responsibility apply everywhere—including the internet.

Athletic Eligibility

At Vandalia Christian School (VCS), we are committed to providing students with a well-rounded experience that includes academics, fine arts, and athletics. Students in grades 6–12 are encouraged to participate in seasonal sports, which are supported and underwritten by the school.

However, with the privilege of athletic participation comes the responsibility to meet academic and behavioral expectations. To join and remain on a sports team, students must meet the following criteria:

Eligibility Requirements

1. Physical Form
 - A completed Physical Form must be submitted before the first game of the season.
2. Academic Standards
 - Students must maintain an overall average of 70% or higher.
 - Students may have no more than two failing classes (core or elective) to remain eligible.
3. Attendance Requirements
 - Students must be present by the start of 2nd hour or remain through the end of 4th hour to participate in any scheduled game or practice that day.
4. Post-Event Attendance
 - Unexcused absences or repeated tardies on the day following a game or event will result in a suspension from the team for the remainder of the season.
5. Suspension Policy
 - After a second athletic suspension in one academic year, the student will be ineligible to participate in any sports for the remainder of the school year.
6. Team Commitment
 - Once a student commits to a sport, they may not leave that team to join another during the same season.

Academic Eligibility Checks

- Eligibility reviews are conducted at the end of each academic quarter by the Athletic Director or school administration.
- Students who are academically ineligible will be suspended from participation for 15 school days or until the next progress report.
- If still ineligible at the next progress report, the student will remain ineligible until the end of that 9-week grading period.
- Fall sports eligibility is determined based on the student's performance in the last quarter of the previous school year.

VCS encourages students to strive for balance, discipline, and excellence in all areas. Our athletic policy ensures that student-athletes are held accountable both on and off the field.

PreK Discipline Procedures

Our goal is to maintain consistency in how discipline is applied across all classes and throughout each school year, while fostering an environment that reflects our shared values and honors our Lord Jesus Christ.

Children thrive in environments where clear boundaries and expectations are set. Providing structure not only helps to ease the pressures children may face but also enables them to focus on learning within a safe, nurturing, and loving atmosphere. These guidelines are intended to support their development, through the power of praise and positive reinforcement. Through encouraging, compassionate interactions with teachers and staff, children are able to develop a strong sense of self-worth, problem-solving abilities, and self-discipline. It is through these positive relationships that they grow in both character and Godly values.

Our Positive Discipline Approach

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set appropriate limits.
3. DO model respectful and appropriate behavior.
4. DO modify the environment to help prevent behavior issues.
5. DO listen attentively to children's concerns and thoughts.
6. DO offer appropriate alternatives to inappropriate behavior.
7. DO provide natural and logical consequences.
8. DO treat each child with respect, honoring their needs and feelings.
9. DO explain things at a level children can understand.
10. DO use short, supervised periods of time-out when necessary.
11. DO work in partnership with parents early in the process to resolve issues.

We:

1. DO NOT use any form of physical punishment (e.g., shaking, biting, slapping, etc.).
2. DO NOT use harsh or abusive language, ridicule, or threats.
3. DO NOT shame or punish children for bathroom accidents.
4. DO NOT withhold food or rest as a form of discipline.
5. DO NOT link discipline to eating, resting, or sleeping routines.
6. DO NOT leave children unattended or unsupervised.
7. DO NOT confine children to locked rooms, closets, or boxes.
8. DO NOT allow children to discipline one another.
9. DO NOT belittle or criticize a child's family, culture, or background.

Steps for Addressing Disobedience

To ensure fair and consistent responses to behavioral issues, the following steps will be taken:

1. The child will receive several verbal corrections.
2. If the behavior continues, the child will lose five minutes of playtime in a supervised time-out.
3. For further issues, the child will lose ten minutes of playtime, and the principal will be notified.
4. If behavior is still not corrected, parents will be contacted.
5. Serious offenses such as biting, lying, fighting, and pinching will result in the immediate notification of the parent.
6. Temper tantrums that cannot be regulated by student and teacher will be cause to ask the principal to step in and parents may be contacted.

We are grateful for your partnership as we work together to help each child grow in wisdom, character, and love for the Lord.

LE Discipline Procedures

At Vandalia Christian School, our goal is to make the administration of discipline consistent from grade to grade and year to year. We aim to uphold rules and standards of conduct that glorify the Lord and create a positive, structured environment in which every child can grow academically, emotionally, and spiritually.

We believe that children thrive when they are surrounded by clear boundaries, loving guidance, and Christ-honoring relationships. These boundaries are not punitive but serve to help children pursue knowledge within a secure and nurturing atmosphere.

At VCS, we prioritize praise, encouragement, and positive reinforcement to help our youngest students develop self-discipline, problem-solving skills, and a strong sense of self-worth. Through compassionate teacher-student interactions, we aim to cultivate Godly character and values.

LE Disciplinary Steps:

While our approach emphasizes positive reinforcement and redirection, we do utilize a demerit system for Lower Elementary students to help maintain consistency and accountability.

The process begins with being given clear expectations and understanding of rules and standards. If standards are not followed then students are given verbal warnings and reminders of those clear behavioral expectations. If redirection is not effective, the student will receive a formal warning. This warning will result in a lowered conduct grade and a brief consequence, such as a 3–5 minute time-out or walking laps during recess. If the misbehavior continues, the student will receive 1 demerit. A demerit will:

- Further lower the student's conduct grade,
- Require a demerit slip to be signed by a parent and returned the next day, and
- Result in a consequence such as a 5–8 minute time-out or walking laps at recess.
- In cases where a student continues to display the same inappropriate behavior repeatedly, they may receive 2 demerits for that repeated offense.

Conduct grades based on demerits:

0 Demerits = A/100

1 Demerit = B/85

2 Demerits = C/75

3 Demerits = D/65

4 Demerits = F/55

Suspensions:

- 12 demerits in one quarter → 1-day suspension
- 12 demerits in two consecutive quarters → 3-day suspension
- The following offenses may result in automatic 1-day suspension:
 - Deception / Lying
 - Fighting
 - Cheating
 - Social Media Misconduct
- 3 suspensions in one school year may result in a withdrawal request from VCS.

Academic Impact of Suspension:

- Students receive zeros for daily work on the day of suspension.
- Daily work must be made up upon return; failure to do so will result in additional zeros.
- Tests and quizzes missed during suspension may be made up without academic penalty.

At VCS, we are committed to guiding each child in wisdom, grace, and truth. We deeply value your partnership in shaping hearts and minds for the glory of God.

UE DISCIPLINE PROCEDURES

Our goal is to make the administration of discipline consistent from grade to grade and year to year. It is our desire to make the rules and standard of conduct at VCS glorifying unto the Lord and as positive as possible. Boundaries help children to pursue knowledge within a secure and loving atmosphere. Demerits will be cumulative over a nine-week period. Weekly conduct grade will be figured as follows:

0 Demerits = A/100

1 Demerit = B/85

2 Demerits = C/75

3 Demerits = D/65

4 Demerits = F/55

We are reinstating the use of Detention Hall for our Upper Elementary (UE) students as a means of reinforcing responsibility and accountability. D-Halls will be held every Thursday from 3:15 to 4:15 PM in a designated classroom and will be supervised by a rotating schedule of teachers. During this time, students will be expected to sit quietly and complete assigned work such as multiplication tables, Bible verses, or other review materials. This structured environment is designed to help students reflect on their behavior and make positive changes. Parents will be notified in advance if their child is assigned to Detention Hall, and timely pickup at 4:15 PM is required. D-Hall will be given for **5 unexcused tardies** or an **accumulation of 4 demerits in one school week (Monday-Friday)** or once a student reaches **6 demerits in a quarter**.

Suspensions:

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- 12 demerits in two consecutive quarters → 3-day suspension
- The following offenses may result in automatic 1-day suspension:
 - Deception / Lying
 - Fighting
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HS DISCIPLINARY PROCEDURES

All discipline issues at Vandalia Christian School will be addressed as promptly as possible. Whenever appropriate, discipline will be handled at the classroom level by the teacher, as we believe most issues can and should be resolved in that setting. Only serious infractions will be referred to the principal, and any disciplinary action will be appropriate to the offense. Discipline is viewed as a positive and necessary part of training students in the right direction, as emphasized in Proverbs 22:6. However, correction and enforcement of rules are essential to maintaining order and respect. Forms of correction may include extra assignments, loss of privileges, after-school detentions, suspensions, and, in more serious cases, expulsion.

Teachers may also use in-school suspension (ISS) or a demerit system as needed. The teacher's judgment will determine the most suitable form of discipline, unless specific procedures are outlined elsewhere. Any student who refuses to accept discipline will be sent directly to the principal.

Parental cooperation is vital; it helps minimize embarrassment for the student, supports faster correction of behavior, and contributes to a better overall learning environment. We encourage parents to be involved and, in the spirit of Matthew 18, to first approach the teacher or source of concern directly. If further involvement is needed, the administration is open to meeting with concerned parents.

At VCS, we recognize that no list of rules can cover every situation. True Christian character and good behavior must flow from the heart, rooted in love and obedience to Jesus Christ—not merely outward compliance with regulations. However, to maintain a respectful, orderly, and Christ-honoring environment, students are expected to observe the following general standards 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 and 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.

Discipline for Classroom Disruptions (ISS):

- All In-School Suspension (ISS) offenses will result in break-time detention the following school day.
- Time taken away from class will be made up during break.
- Multiple ISS offenses in one day will result in multiple break detentions.
- For every five ISS offenses, students will be assigned a one-hour after-school detention.

Our Standard:

We desire our students to uphold high standards of courtesy, kindness, morality, and honesty, serving as Christ-like leaders and examples for their peers and younger students. Above all, students are expected to show consistent respect for authority in all aspects of school life.

HIGH SCHOOL 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



HS DEMERIT OFFENSES

1. Failure to report to ISS	2
2. Objectable 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 unacceptable 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
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. Social media misconduct	15
28. Drugs or alcohol (at or away from school).....	30
29. Immorality	30
30. 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.

HS DISCIPLINE

Automatic Detentions:

- Automatic detentions are issued for more serious offenses and are assigned at the discretion of the principal.
- Each automatic detention lasts one hour.
- Failure to report to an assigned detention will result in an additional automatic detention.
- Only one detention per semester may be rescheduled.

Drug Use Policy:

- If a student is suspected of illegal drug use, the administration reserves the right to require an immediate toxin/drug screen test.

Merits & Demerits:

- Merits are awarded to offset demerits.
- To earn a merit point, a student must go an entire school week (Monday–Friday) without receiving any demerits or ISS (In-School Suspension).
- All offenses (demerits and merits) are cleared at the end of each semester, allowing students a fresh start.

Additional Conduct Policies:

- 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. Re-sponsibility and achievement are necessary ingredients to the development of Christ-likeness. (1 Cor. 10:31, Eccles. 9:10a, Rom. 14:12)

Behavior at Athletic Events

While athletic competition can naturally stir strong emotions, unsportsmanlike behavior will not be tolerated from faculty, coaches, players, cheerleaders, or spectators. All individuals representing Vandalia Christian School are expected to demonstrate respect at all times toward game officials, opposing teams, and visiting schools. Actions such as booing, mocking, or ridiculing officials or opponents—whether due to a call or lack thereof—are strictly inappropriate. We ask **everyone** involved to help us maintain high standards of conduct and a strong Christian testimony at both home and away athletic events.



HS DEMERIT PROCEDURES

1. Demerits will be posted regularly on MySchoolWorx.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 suspension will cause all grades to be lowered 4 points for that grading period.

SEXUAL IMMORALITY POLICY

We believe that God has commanded that all intimate sexual activity be solely and exclusively within a marriage between one man and one woman. We believe that any form of sexual immorality including, but not limited to, homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 1 Thess. 4:1-8; Heb. 13:4) A student may be refused admission, dismissed, or expelled, or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of Vandalia Christian School whether on or off property as determined by the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

PROPERTY PROCEDURES

Student Responsibility Concerning School Facilities

To maintain a safe, respectful, and orderly environment, all students are expected to treat school and church property with care and responsibility. The following guidelines must be followed:

General Care of Property (PreK, LE, UE, HS):

- Destruction or defacement of property is strictly prohibited.
 - This includes marking on walls, tearing books, damaging furniture, or any similar behavior.
 - Offenders will be required to pay for the repair, refinishing, or replacement of damaged property.
- Vandalism or horseplay that causes damage to school grounds, buildings, or property may result in suspension or expulsion.

Proper Use of Furniture and Equipment (PreK, LE, UE, HS):

- Students are not permitted to:
 - Sit on desk tops or desk backs
 - Lean back in desks or chairs
 - Sit on or place items on the heating/air conditioning units

Building Access and Conduct (HS):

- The church sanctuary is off limits during the school day except during chapel or special assemblies.
 - No student is allowed in the sanctuary without teacher supervision.
- Students must use outside walkways between buildings unless it is raining.
 - Cutting through buildings is not allowed.
- A hall pass is required to be anywhere on campus outside of a student's assigned classroom.
- Students may not be in unsupervised buildings before school or after school without permission.

Responsibility Concerning Student Vehicles (HS):

To ensure student safety and campus order, all students who drive to school must follow the guidelines below:

- Leaving Campus:
 - Students are not permitted to leave school grounds before dismissal without prior permission from the office.
- Driving Privileges:
 - Students must have a valid driver's license to drive to school.
 - No student may drive or ride in another student's vehicle without written permission from the parents of all students involved.
 - Students are not permitted to go to their vehicles during school hours without permission from the principal or a teacher.
- On-Campus Driving Rules:
 - A 5-mile-per-hour speed limit must be observed at all times on school property.
 - Squealing tires, speeding, or reckless driving is strictly prohibited both on and around campus.
 - Upon arrival, students must immediately leave the parking area and report to their assigned waiting areas.
- Parking Permits:
 - All student vehicles must display a VCS parking permit hanging from the rearview mirror while on campus.
 - A \$5.00 fee will be charged for lost or damaged parking permits.

Responsibility Concerning Personal Property (PreK, LE, UE, HS):

Any student going into another student's locker, bookbag, or car without permission and/or taking personal property will be immediately suspended. Any student taking or hiding personal property (books, gym clothes, shoes, bookbags, etc.) of another student without permission will be immediately suspended.

Responsibility Concerning Student Textbooks (LE, UE, HS):

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 .

MISCELLANEOUS PROCEDURES

Grades

- **Grade Access:**
 - Parents and students may check MySchoolWorx at any time for current grades, assignments, and behavior reports.
- **Report Cards:**
 - Report cards are issued quarterly by the office
 - Report cards must be signed by a parent (digitally or handwritten) and returned the following day.
 - Failure to return a signed report card within one week will result in:
 - A demerit (LE, UE) and an ISS (HS)
- **Honor Roll:**
 - Honor Roll recognition is based on quarterly grades.

School/Parent Communication

- **Daily & Weekly Communication:**
 - PreK students will have a binder that travels daily between home and school containing important communications.
 - LE and UE students will receive a Wednesday folder containing completed work from the previous week and upcoming teacher notifications.
 - The Viking Vision is sent home every Wednesday via MySchoolWorx.
- **Parent/Teacher Conferences:**
 - Conferences can be scheduled throughout the year.
 - To request a conference with a teacher please contact your teacher but please realize that they need at least a 24 hours' notice. If you need to speak with a principal please contact the school office with at least 24 hours' notice.
- **Parental Concerns – Matthew 18 Principle:**
 - a. First, contact the person directly involved.
 - b. If unresolved, contact one of the principals.
 - c. If still unsatisfied, contact the administrator.
- **Classroom Observation:**
 - Parents may observe classes only with administrative permission.
 - All visitors must check in at the office and obtain a visitor pass before entering any classroom.
- **Parent-Teacher Fellowship (PTF):**
 - The VCS Parent-Teacher Fellowship is the official parent organization focused on fundraising to support the educational and spiritual environment at VCS.

School Closings & Emergencies

- **Closing Announcements:**
 - School closings will be announced on:
 - WFMY 2, FOX 8, MySchoolWorx, VCS Instagram & Facebook
- **Midday Closures:**
 - If the school must close during the school day, parents will be contacted using the most current phone number on file through SchoolCast

Health & Medications (PreK, LE, UE, HS)

- **Illness or Injury:**
 - Sick or injured students will be sent to the office.
 - Parents will be contacted if the student needs to be picked up.
- **Medication Policy:**
 - Medications may only be administered by school office staff or extended care personnel.
 - All medications must be in the original prescription bottle and require a doctor's note.

MISCELLANEOUS PROCEDURES

Promotion & Summer School Policy

- **Grades 1–8:**
 - Promotion Requirements:
 - Both English and Mathematics must be passed for promotion.
 - If English or Math is failed, summer school is required.
 - If a student fails 3 or more classes, promotion will not occur.
 - Attendance Requirement:
 - Students may miss no more than 20 school days per year (excused and unexcused combined).
 - Exceeding 20 absences results in automatic retention unless made up through Summer School with completed work and passing grades.
 - Hospitalization exceptions may be considered if all missed work is made up.
 - Students must be present for at least 4 out of 7 hours of the school day for it to count as a full day.
- **Grades 9–12:**
 - Credit Requirements:
 - Each semester's subject must be passed to earn credit toward graduation.
 - Attendance Requirement:
 - Students may miss no more than 7 days per semester per class (excused or unexcused) to receive credit.
 - Students must be present for at least 4 out of 7 hours of the school day for it to count as a full day.
 - If absences exceed the limit, Summer School may be used to recover credit. Exceptions for hospitalization may be made considering work is made up.

Withdrawal Information

- **Withdrawal Process:**
 - All student withdrawals must be initiated by the parent through the financial office.
 - Parents are asked to provide at least one month's notice before the intended withdrawal date, if possible.
- **Financial Requirements:**
 - All tuition and fees must be current at the time of withdrawal.
 - A \$100 early withdrawal fee will be charged if a student is withdrawn during the first semester.
 - Cumulative records and report cards will not be released until all financial obligations are met.
- **Seniors:**
 - Seniors must have all accounts paid in full to:
 - Receive a diploma
 - Have transcripts sent to prospective colleges or universities

Change of Address or Telephone Number

- Parents are responsible for notifying the school office immediately of any changes to:
 - Home address; email address; home, work, or cell phone numbers
- This information is critical for communication and emergency contact purposes.

Field Trips (PreK, LE, UE, HS)

- Parents will be given at least one week's notice prior to any planned field trip.
- A signed permission slip/release form is required for student participation.
- While on any VCS-sponsored trip, students are expected to:
 - Follow all VCS rules and behavioral expectations
 - Represent the school in a Christ-honoring manner

MISCELLANEOUS PROCEDURES

Student Organizations (HS)

VCS encourages student involvement in spiritually and academically enriching activities:

- Remnant Prayer Group:
 - Open to all students
 - Meets before school to pray together
 - Student led
- Student Council:
 - Open to 7th–12th grade students
 - Members are elected by their peers to represent the student body
- National Honor Society:
 - Membership is based on meeting specific academic and service criteria
- Five for Jesus:
 - Open to all interested high school students

Library Fees (LE, UE, HS)

- Past-due library books will incur a daily late fee, excluding:
 - Weekends
 - School holidays
- Students are encouraged to return materials on time to avoid fees.

Modified Exam Grading Scale (HS)

While Vandalia Christian School follows the standard academic policy of counting semester exams as 20% of the semester average, academic relief is available for qualifying students with diagnosed learning needs. The following outlines the qualifications and guidelines for the Modified Exam Grading Scale:

- Eligibility Requirements:
 - To qualify for exam grading accommodations:
 - A student must undergo testing by a reputable assessment organization.
 - A physician-based diagnosis alone is not sufficient.
 - It must be accompanied by official testing documentation confirming the diagnosis.
 - The testing must verify a learning or processing disability.
 - The documentation must include specific recommendations for accommodations.
- Administrative Oversight:
 - The VCS administration reserves the right to request retesting every five years to ensure the continued accuracy and validity of the diagnosis and need for accommodations.
- Implementation:
 - Once approved, the Modified Grading Scale is applied to final exam grades only.

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

PreK-12th GRADING SCALE

A+ = 99-100

B+ = 88-89

C+ = 78-79

A = 95-98

B = 85-87

C = 75-77

A- = 90-94

B- = 80-84

C- = 70-74

D+ = 68-69

F = Below 60

D = 65-67

I = Incomplete

D- = 60-64

JUNIOR-SENIOR HIGH SCHEDULE

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

GRADUATION REQUIREMENTS

Two high school diplomas are given at Vandalia Christian School: Baccalaureate or Honors Preparatory. Units begin to accumulate in 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, Band, Current Events, Speech, Art, TA, Yearbook

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 of Electives - Choir, Band, Current Events, Speech, Art, TA, Yearbook

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.*

Sickness Policy

This information was obtained from “Instructions for Pediatric Patients” by Barton D. Schmidt, MD,; adapted from “Your Child’s Health”, Copyright 1991.

SPECIAL NOTE: Vandalia Christian Schools cannot dispense any “over-the-counter” medications to students unless prescribed by a doctor. Any medications to be taken at school must be in the original bottle with directions for use as written by the doctor and/or parent. **PLEASE LEAVE ALL MEDICATIONS AT THE OFFICE.**

Parents: You will want to keep your child home if he/she has any of the following symptoms:

- Fever (100 or more orally)
- Vomiting
- Frequent diarrhea
- Widespread rash
- Earache
- Toothache

The following illnesses are not the only reason we may have to send a student home, but are meant to be used as a guideline by which we will determine whether or not a student should stay at school or be sent home. We suggest that parents contact their own physician in the event of further questions. These are our policies for dealing with students in the presence of an illness:

- Chicken Pox ~ The child is contagious until all of the sores are crusted over, usually 6-7 days after the rash begins. Therefore, he/she should not return to school if there are any sores that are not crusted over or if there is presence of fever.
- Conjunctivitis (Pink Eye) ~ The child is contagious until he/she has been on prescription eye drops for 24 hours.
- Covid-19 ~ Guidelines for 2025-2026 school year: child must be 24 hours w/out fever.
- Fever ~ If the temperature is 100 or more orally, the child will be sent home, even in the absence of other symptoms. Children need to be free of fever for 24 hours before returning to school.
- Fifth’s Disease ~ The child is contagious the week before the rash begins, not while he/she has the rash. Therefore, the child may attend school even if rash is present. Any teacher or parent who may be pregnant should be warned because of danger to the unborn child.
- Flu ~ The child needs to stay home until free of fever for 24 hours.
- Hand, Foot and Mouth Disease ~ The child may return to school after the fever is gone.
- Impetigo ~ The child must stay home until he/she has been on oral antibiotics for 24 hours or has used a topical antibiotic ointment for 48 hours.
- Mononucleosis (Mono) ~ The child is contagious during the fever stage; therefore, he/she should stay home during the fever stage and until 24 hours after the fever is gone.
- Pneumonia ~ This is considered a complication of a cold and is therefore not contagious.
- Scabies ~ The child may return to school after one treatment of appropriate medication.
- Scarlet Fever ~ The child may return to school after he/she has been on antibiotics for 24 hours and there has been no fever for 24 hours. The rash is not contagious; therefore, the child may return to school even if rash is present.
- Shingles ~ The child should stay home for 7 days unless he/she can keep the rash covered until it crusts over. The child can transmit the chicken pox virus to other students, since the same virus causes it, but the shingles cannot be transmitted to other students.
- Sinus Infection ~ The child may return to school based on how he/she feels. A sinus infection is not contagious.
- Strep Throat ~ The child may return to school after he/she has been on an antibiotic for 24 hours and there is has been no fever for 24 hours.
- Vomiting ~ Any child who vomits will be sent home, even in the absence of other symptoms. He/she may return to school 24 hours after the last episode of vomiting.

AHERA COMPLIANCE STATEMENT

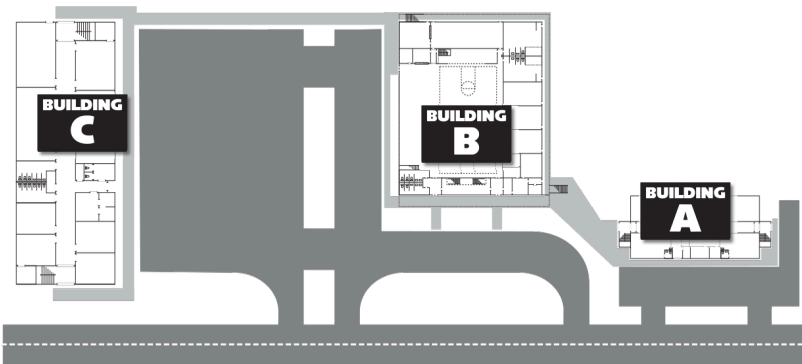
Vandalia Christian School is in compliance with the AHERA(Asbestos Hazard Emergency Response Act of 1986) Standards. VCS has been inspected to determine that we have an asbestos-free campus. An appointed LEA adheres to our Asbestos Management Plan.

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
<u>Building "A" Personnel:</u>		
Registrar/Records:	Ashley Manley	24
Youth Pastor:	Ethan Patille	15
Secretary:	Caroline Frazier	20
<u>Building "B" Personnel:</u>		
Pastor:	Ricky Cox	11
Student Accounts:	Jennie Marshall	19
Financial Secretary:	Kelly Zeigler	14
Athletic Director:	Corey Cantrell	18
<u>Building "C" Personnel:</u>		
Elementary Principal:	Kim Hazelwood	13
Secretary:	Jan James	10
<u>Vandalia Baptist Church</u>		
Pastor Emeritus	Donnie Oates	25





2025-26 School Year

As a parent/student of VCS I understand that my testimony extends beyond the borders of this campus. I am willing, with the Lord's help, to conduct myself in such a manner as to bring glory and honor to my personal savior Jesus Christ.

I have read and understand the rules and regulations set forth in the Student Guidebook.

I agree to abide by these rules and regulations.

I agree to bring to the attention of the administration any concerns I might have with VCS, its faculty and staff, or other students, in the spirit set forth in Matthew 18.

This form is to be signed by a PARENT and returned for every student in Grades K3 through 12. Every STUDENT in Grades 6 through 12 is also required to sign this form.

Date _____

Homeroom Teacher _____

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____