

# Valley Stream Christian Academy

*A Ministry of Bethlehem Assembly of God*

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## Parent/Student Handbook 2019-2020 Grades K-12

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# VALLEY STREAM CHRISTIAN ACADEMY

## PURPOSE OF HANDBOOK

This handbook has been compiled for the benefit of both parents and students. Though not exhaustive, it contains major expectations for students at Valley Stream Christian Academy.

In order to be properly informed, please go over each section carefully. Parents, go over the handbook with your children, discuss it and stress the importance of abiding by the rules established for the efficient operation of the school community.

All students and families are responsible to know the contents in this handbook and to sign and return the Student/Parent Pledge at the end of the Handbook.

**Please keep the handbook for constant reference during the year.**

THANK YOU FOR YOUR COOPERATION.

The Administration of Valley Stream Christian Academy

\* \* \* \* \*

## ACKNOWLEDGEMENT Parent/Student Handbook

Upon receipt of this Parent/Student handbook the parent assumes the responsibility of reading and discussing its contents with their child/ren and agrees to abide by the rules, regulations and policies contained herein. Please note that these rules, regulations and policies are subject to change at the discretion of the Administration.

Please read, sign, and return the last page of this Handbook to the Administrator's office.

## **MISSION STATEMENT**

Valley Stream Christian Academy exists to provide an atmosphere of Spiritual passion and academic excellence, whereby Christian students are equipped to become Godly leaders to impact the world for the Glory of God.

## **VISION**

We envision graduates of Valley Stream Christian Academy who strive to be holy. They will impact their world using their God-given talents and abilities in service to the Lord and to others. They will demonstrate academic achievement, Biblical leadership and have the ability to articulate and defend a Christian world-view in all areas of life.

## **CORE VALUES**

- Christ Centered
- Bible Based
- Academic Excellence
- Church Connected
- Servant Leadership
- Family Involvement

## **PHILOSOPHY**

Our Christian Philosophy of education is based on the authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice. We believe that the ultimate responsibility for a child's education has been given to the parents. At school, the teacher assumes that responsibility, so that the school will complement and supplement the training at home. In that way, Valley Stream Christian Academy helps parents to fulfill that wise and powerful scripture that says, "Train up a child in the way that he should go, and when he is old, he will not depart from it." Proverbs 22:6. One of the major advantages of a Christian school education is the fact that each student may receive an education by Christian teachers. The faculty and staff at Valley Stream Christian Academy have a strong Christian commitment to provide the best education for the students.

## Fundamentals of Faith of the Assemblies of God

We believe:

1. **The Bible is Inspired.** The entire Bible is verbally inspired by God. (2 Timothy 3:16).
2. **One True God.** The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Spirit.
3. **The Lord Jesus Christ is Fully God.** The Lord Jesus Christ, the Son of God, has always existed. He too is without beginning or end. (Revelation 1:8).
4. **The Fall of Mankind.** Mankind, by willful choice, ignored God's instructions, choosing to engage in what they knew was wrong and evil. As a result, mankind fell from innocence and goodness and thereby incurred not only physical death, but also spiritual death, which is separation from God. (Genesis 1:26-27).
5. **The Salvation of Mankind.** God provides salvation for all who believe and accept His free offer of forgiveness. Mankind's only hope of redemption from the fallen, sinful state is through the blood of Jesus Christ, God's Son, blood that was shed as Jesus died on the cross. (Matthew 27).
6. **The Ordinances of the Church.** *Baptism in Water* – The ordinance of baptism by immersion in water is commanded in the Scriptures (Mark 16:16); *Holy Communion* – the Lord's Supper or Communion, consisting of bread and the fruit of the vine is a memorial of Christ's suffering and death. (1 Corinthians 11:26).
7. **The Baptism in the Holy Spirit.** All believers are entitled to receive the baptism in the Holy Spirit and, therefore, should expect and earnestly seek the promise of the Father, according to the command of our Lord Jesus Christ. (Acts 8:12-17).
8. **The Initial Physical Evidence of the Baptism in the Holy Spirit.** The baptism of Christians in the Holy Spirit is accompanied by the initial physical sign of speaking in other tongues (unlearned languages) as the Spirit of God gives them audible expression. (Acts 2:4).
9. **Sanctification.** Sanctification is an act of separating ourselves from evil and identifying with things that are good, upright and morally pure. (Romans 12:12).
10. **The Church and its Mission.** The Church, as described in the Bible, consists of all people who have placed their faith in Jesus Christ as the only remedy for their sins. He has made every provision for the fulfillment of "The Church's" Great Commission. (Matthew 28:19).
11. **The Ministry.** Involvement in ministry in response to a divine call is scripturally ordained in the Bible. (Mark 16:15-20; John 4:23, 24; Ephesians 4:11, 16).
12. **Divine Healing.** Deliverance from sickness is provided in the Atonement. (Christ's suffering and death for our reconciliation with God). Healing is a privilege of all believers. (Isaiah 53:4-5).
13. **The Blessed Hope.** All Christians who have died will one day rise from their graves and will meet the Lord in the air. (Romans 8:23).
14. **The Millennial Reign of Christ.** The second coming of Christ includes the rapture of all Christians, which is our blessed hope, followed by the visible return of Christ with His saints to rule and reign on the earth for 1000 years. (Zechariah 14:5).
15. **The Final Judgment.** There will be a final judgment in which the wicked dead, those who have died without accepting Christ's salvation, will be raised and judged according to the way they lived. (Matthew 25:46).
16. **The New Heavens and the New Earth.** According to God's promise, we look for new heavens and a new earth where righteousness will dwell and reign forever. (2 Peter 3:13).





# SCHOOL POLICIES

## ***Admissions***

Applications for admission to VSCA cannot be accepted until all appropriate forms have been completed and application fees have been paid. Academic progress, academic promise, purpose, disciplinary history, *Pastoral Reference Form*, effort and family support are among the factors considered in determining the admission of an applicant. Before considering the admission of high school students transferring from another school, student's coursework must be evaluated to ensure compliance with high school graduation requirements. The evaluation process involves an interview with the student and parents, and a comprehensive assessment of academic skills and learning.

- Parent/Guardian must be a Born-Again Christian attending church regularly with the student.
- Understand and accept the *Statement of Faith*.
- Complete *Questionnaire for Parents*
- An *Application Form* must be completed and submitted. The application fee (cash or money order only) must accompany the form.
- Academic Records for 3 years prior to grade for which student is applying.
- Applicant must have a 70% overall academic average and be passing all subjects with at least a 70%.
- Pastoral References are required.
  - K-6 grade students need only one for both parents and students.
  - 7<sup>th</sup>–12<sup>th</sup> grade students must have their own Pastoral Reference Form, in addition to the parent's Pastoral Reference form.
- 7<sup>th</sup>–12<sup>th</sup> grade students must have a personal relationship with Jesus Christ and be regularly attending church.
- 7<sup>th</sup>-12<sup>th</sup> grade students must complete a *Student Questionnaire* including essay on why they want to attend Valley Stream Christian Academy.
- Will be required to take placement testing.
- Must have an interview with Administration.

## ***Appointments with Teachers***

Parents are encouraged to discuss any concerns regarding their children with their teacher. Personal appointments with teachers must be scheduled in advance. Please consider that the teachers may have extra-curricular activities. Also note, the beginning of the school day is not deemed as an appropriate time to meet with teachers. All appointments should be scheduled with the school offices.

## ***Child Abuse Protection and Reporting Policy***

VSCA has adopted a policy for the protection of our students from child abuse. VSCA provides each of its employees with training for the purpose of educating and informing its personnel of their responsibility under the policy. This policy is structured to prevent child abuse through screening, education, training, awareness and reporting. New York State law requires that we report any instances of suspected child abuse concerning our students, whether such an instance involves VSCA personnel, students, parents or others. All reports of suspected child abuse are taken seriously by the school and will be investigated and, if substantiated, appropriate action will be taken.

In the event parents or students suspect that child abuse, in any form, has taken place on campus, or at any school activity, the incident should be immediately reported to School Administration.

### ***Children of registered sex offenders***

- Admittance for children of registered sex offenders (offending parent):  
VSCA seeks to provide a fair and Christ-centered approach to admittance of children who have parents or relatives who are registered sex offenders, as well as, maintaining a highly safe and secure atmosphere for all students and families.
- All VSCA parents will be notified of the name of the child enrolled who has a parent that is a registered sex offender, as well as, the name of the offending parent.
- The offending parent will not be permitted on school grounds unless prior written permission has been requested by said parent and has been granted in writing by the school administration. **NO OTHER FAMILY MEMBERS, WHO ARE REGISTERED SEX OFFENDERS WILL BE GRANTED PERMISSION TO BE ON SCHOOL GROUNDS AT ANY TIME.** Offending parent will be assigned special seating at permitted events and will be accompanied by a VSCA or BAOG staff member.
- Request for admittance on school grounds will apply only to one-time school events (excluded events include but are not limited to regular volunteer duties or field trips).
- Request for admittance must be made no later than 1 week (7 days) prior to event. Offending parent must present the written permission to school administration before entering the school and must carry it at all times while on school premises. All VSCA or BAOG staff members are permitted to request to see the written permission.

### ***Complaints and Criticism***

VSCA Administration and Teachers welcome constructive criticism and suggestions concerning ways in which the policies of the school might be improved, or information regarding concerns of which the School may not be aware.

It is the policy of the School that classroom problems, criticisms and suggestions be first taken up with the teacher and then, if not resolved, be shared with the Administration. Issues not concerning the classroom can be shared with the Administration. We ask that Matthew 18:15, (“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over”) be observed and followed in dealing with all parents, students, teachers, staff members and Administration.

All communications with school Administration, teachers and staff should be conducted respectfully. It is never acceptable to be rude, abrasive, or to use language or conduct which would be insulting, embarrassing or in opposition to Christian principles. Raising one’s voice in anger, yelling or speaking in a threatening, insulting or aggressive manner is strictly prohibited.

Making physical contact or engaging in behavior which creates a public disturbance or presents a negative role model to students is likewise prohibited. Parents are entitled to the same respect from the staff at VSCA. Failure to follow these guidelines may result in a student being dismissed from VSCA.

### ***Conferences***

There will be times when the teacher may request a conference and contact parents to set up a time to meet. A parent may also request a conference with the teacher. Since our teachers have responsibilities during their school hours and other obligations after school hours, appointments with them must be scheduled in advance.

### ***Disclosure of Medical and Disciplinary History***

All students, parents and guardians are required to disclose to VSCA any medical condition, medical treatment, and/or psychological or psychiatric counseling prescribed or received by the student, any prescribed program of medication in connection therewith, or any involvement with law enforcement or juvenile authorities (this includes arrest, detention or conviction) and suspension or expulsion from other schools. Failure to disclose this information may, in the sole and absolute discretion of VSCA Administration, result in the denial of admission of an applicant or the dismissing of an enrolled student.

Dismissed students will not be enrolled for the following school year. Re-enrollment is subject to space and placement availability, all other enrollment requirements must be met.

### ***Disclosure of IEP or Special Education Needs***

All parents/guardians are required to disclose any previous IEP's, 504's, or other special services that a child has received in the past, also, any special education needs or challenges. In order to receive services from the school district, parents must submit paperwork to school district prior to the district deadline of June 1<sup>st</sup>. Please note, VSCA may not be able to accommodate all of a student's 504 or IEP requirements.

### ***Enrollment Policy***

Enrollment of newly accepted or returning students is not guaranteed. In order for enrollment/registration to be processed the following forms must be received:

- A Registration Form must be completed
- The Registration Fee must accompany the Registration Form.
- A Pastoral Reference form must be completed for each student.
- Completed Student Survey is required for all students in Grades 7 -12.
- Proof of immunizations must be submitted to the office **before** the first day of school.
- Copy of student's Birth Certificate and a completed Health History Form must be on file.
- A completed Emergency Contact Form must be on record.
- Must read, agree and sign the student handbook.

VSCA's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27).

### ***Immunizations***

NEW YORK STATE LAWS AND REGULATIONS OF THE COMMISSIONER OF EDUCATION require physical examinations of children entering Grades K, 2, 4, 7 and 10, or entering a school for the first time. All students entering 7<sup>th</sup> Grade must now have the Hepatitis B vaccine. If we do not receive a form with your child's immunizations and physical examination, your child will NOT be permitted to attend school.

### ***Non – Discriminatory Policy***

Valley Stream Christian Academy admits students of any race, any color, any nationality, sex (gender), or any ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school.

### ***Re-Enrollment Policy***

Re-enrollment is not guaranteed. In January, all students will be given a preferred status in applying for re-enrollment. A seat will be reserved for enrolled students who request re-enrollment and submit required hold your seat fee and registration forms for the following year. **All requirements for enrollment apply.** Failure to meet any of those requirements may result in a delay or denial of the request to re-enroll. No re-enrollment application will be processed if there is an outstanding financial obligation due to the school.

### ***School Closings***

In the event of an emergency school closing, you will be notified by telephone. VSCA emergency closings will also be broadcast on News12 and News12.com, as well as on FIOS. The school will also, whenever possible, post information on our school website at [www.vscacademy.org](http://www.vscacademy.org), and on our Facebook page. Please notify the school office immediately of any changes to your address and telephone numbers, and make changes directly on FACTS.

### ***Sexual Harassment Policy***

Valley Stream Christian Academy will not tolerate any physical, verbal, or sexual harassment. No individual may physically harass or intimidate another individual by unwelcome touching, pushing, shoving, tripping, etc. No individual may verbally harass or intimidate another individual by taunting, teasing, ridiculing, etc. No individual may make sexual advances, or engage in any other physical or verbal conduct of a sexual nature. Any incidents of this nature should be referred immediately to an Administrator. Valley Stream Christian Academy considers harassment of any kind to be a very serious offense. Confirmed cases of sexual harassment will lead to suspension or expulsion depending on the severity of the incident.

### ***Transferring to Another School***

To leave VSCA during the school year, a withdrawal must be requested in writing. The student must return all school property, textbooks, and workbooks and clear out his/her locker. All financial obligations including, book fines and other fees must be paid at the time of withdrawal. Transcripts will be sent only when the account is current. In addition, please see, *\*Cancellation of Enrollment.*”

## **Financial Policies**

VSCA has established financial policies for enrollment and attendance. These policies are strictly enforced. Monthly tuition payments are due on the first day of the month. Payments received after the 10<sup>th</sup> of the month will incur a late fee of \$25.00. A you're your seat fee for the following year is due beginning in February.

VSCA is a *self-supporting* ministry of Bethlehem Assembly of God. We will not allow an account to become delinquent. Delinquent accounts will warrant removal of a student from school until the account is settled. If a child leaves the school, no records will be forwarded unless the account has been fully satisfied.

### ***Cancellation of Enrollment***

A student's enrollment may be canceled upon **30** days advance **written** notice. Should a parent/guardian remove a student from the school with an advance written notice of 30 days, it is the school's option to return any unused portion of the tuition on a pro-rated basis. A parent/guardian who removes a student from the school without 30 days advance written notice, forfeits any possible tuition refund. The school retains the option to cancel a student's enrollment at any time, should a situation warrant, in which case any unused portion of the tuition is considered non-refundable.

Registration fees are non-refundable and due at the time of registration. Registration fees also include a maintenance fee of \$10 per student to cover the cost of building maintenance and property damage. In the event a student is found guilty of any damage to property, the parents will be responsible for the cost of repair and/or replacement of any damaged items.

Tuition discounts for multiple enrollments are available. See *Tuition Schedule* for fees.

### ***Delinquent Tuition***

School families are required to comply with the school's tuition payment policy. In the event payment of a student's tuition becomes delinquent and is not brought current after notice, the student will be suspended until tuition is brought current. The school office shall notify the parent or guardian of the student of the suspension and the steps that are required to be taken before the student may return to school. Once a student has been suspended, failure to bring the delinquent tuition account current, may, in the sole and absolute discretion of VSCA, cause the student to be dismissed.

### ***FACTS Tuition Payment System***

Tuition collection is handled by FACTS, a tuition management company. Each family is asked to go on our website at [www.vscacademy.org](http://www.vscacademy.org), and create an account. Tuition collection for the upcoming school year begins in July.

Should financial difficulties occur, it is the parents' responsibility to contact Valley Stream Christian Academy.

Tuition is based on a monthly rate. No concessions are allowed concerning holidays, vacations, weather, etc. No makeup days shall be given.

### ***Fees***

1. Lockers – All 7-12<sup>th</sup> grade students will receive a lock for their locker. Lost locks will require a \$15.00 replacement fee.
2. Graduation - \$30.00 is required for all 5<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grade students graduating in June.

### ***Fines & Charges***

In order for report cards or any academic record to be released, all accounts must be current. No fines or charges can be outstanding. This includes fines for lost books, electronic device fees or other fees.

## Fundraisers

It is **mandatory** for all school families to participate in our Walk-a-Thon. Each child will be required to raise a minimum of \$125. ***If a family chooses not to participate in our walk-a-thon, they are required to pay a fee of \$125/child.*** Please see PSP service contract for more details. If the amount raised is less than \$125, the family is responsible for the difference.

All proceeds from school fundraisers, whether individual or group, are non-refundable, and are applied to the fundraiser for which monies were raised. Students who no longer attend Valley Stream Christian Academy are not eligible to receive any form of credit for their sales.

**Please note: There are two different types of fees. The \$400.00 fee is for parent service (running a fundraiser, lunch duty, etc.). The fundraiser fee is for not participating in our fundraiser. (This is per student, per fundraiser).**

## Family Support

### ***Family Support and Cooperation***

Valley Stream Christian Academy's educational mission involves working with school families in the overall Christian education of students. The school requires parents to cooperate and support the school and its ministry with a positive attitude. If at any time VSCA determines, in its sole and absolute discretion, that the actions of a school family are not supportive of the school, or reflect a lack of cooperation and commitment to the school and to the working relationship between the school and the home, the school has a right to discontinue enrollment of a student.

VSCA's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may counter-act, or be in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to: sexual immorality, holding, exposing or advocating beliefs that are contrary to Christian principles, or an inability to support the moral principles of the School. In such cases, the school reserves the right, in its sole and absolute discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### ***Parent Service Program***

Participation in the PSP is **required** of each family. All school families are required to donate 10 hours of their time to VSCA throughout the school year. Activities are detailed in the PSP brochure on VSCA's website. The success of our fund raising and school events relies completely on parental support throughout the year. A form will be mailed to each household with details and giving you a choice of the area of service in which you would like to participate. ***Should you choose NOT to participate, you will be required to pay \$400.*** This is done in an effort to keep school costs down. The charge will automatically appear on your monthly statement. As your services are completed you will receive credit for hours completed.

***Volunteer Policy***

VSCA encourages parents to be involved in the educational life of their children. For the protection of all students, we require that all parents complete a Volunteer Information Form, including a background check, prior to volunteering for field trips or assisting in after-school activities.

# COMPREHENSIVE ATTENDANCE PLAN

## 1. Objectives

Attendance is a key factor in school success for students. The purpose of VSCA's Comprehensive Attendance Plan is to ensure proper maintenance of adequate records of attendance of all students during days of instruction and to establish a procedure by which the patterns of pupil absence can be examined. This procedure will permit the school to know the whereabouts of each student for safety and school management reasons and will help students succeed.

Parents are expected to make sure their children attend school on a regular school basis. We need the cooperation of all members of the educational community, including parents, students, teachers, administrators and support staff.

## 2. Strategies Employed to Accomplish Objectives

The administration and support staff would like to work closely with parents and/or guardians to ensure regular attendance for all students. Regular participation in classroom activities fosters critical thinking, communication skills and responsibility. Good attendance in school is part of the self-discipline we instill in our students to enable them to act as responsible members of the community. VSCA will employ the following strategies to ensure the effectiveness of this attendance plan.

Increase awareness of the plan among staff by:

- a. Explaining the policy at teacher orientation.
- b. Reviewing the plan on an annual basis during staff conference day.
- c. Re-emphasizing policy specifics at grade level and department meetings throughout the year.
- d. Use of direct contact by teachers with parents through telephone calls, teacher conferences and notes sent home.

Increase awareness of policy among students by:

- a. Discussing attendance requirements at assemblies early in the school year.
- b. Including reminders of attendance expectations in the school newsletter.
- c. Including a copy on the school's web site ([www.vscacademy.org](http://www.vscacademy.org)).

Increase awareness of policy among parents by:

- a. Discussing the plan at open school night annually.
- b. Reminding them of attendance requirements when daily phone calls are made to verify student absence.
- c. Including a copy on the school's web site ([www.vscacademy.org](http://www.vscacademy.org)).

## 3. Excused and Unexcused Absences

We ask parents to call the school prior to the beginning of the school day when their child is going to be absent or tardy. A written note is required from a student when they return from an absence or lateness, or must leave early.

Excused absences: tardiness and early departures from class or school due to personal illness, illness or death in the family, weather emergency, required court appearance, approved college visits, military obligations. When a student will be absent, a parent/guardian only must notify the school office at (516) 823-0022 (for students in K-5) or



(516) 561-6122 (for students 6-12) between 8:00 and 8:30am. Students with more than 16 absences are subject to lower academic grades or an INCOMPLETE.

Unexcused Absences: all other absences, tardiness and early departures are considered unexcused. All absences, tardiness and early departures must be accounted for through a note by the parent. Without a written note, all absences, tardiness and early departures are considered unexcused.

Vacations, family outings and other non-sickness related days are unexcused absences. Any classroom work, project, tests or assignments that are missed must be made up. (When possible, a student should be excused in advance and arrangements made to complete the required work).

Students who have been absent must bring a written note from the parent/guardian giving the following information:

- Student's full name
- Date(s) of absences
- Reason for absence
- Parent signature

\*Students 18 or older are not exempt from this requirement.

Students returning to school after a communicable disease (chicken pox, measles, lice, ringworm, etc.) must be seen by the school nurse prior to re-admittance. In some cases, a doctor's note may be required.

#### **4. General Procedures**

Each absence, tardiness and early dismissal will be recorded as excused or unexcused along with a code noting specific reason for absence.

On the middle school/high school level (grades 6-12), attendance will be taken during each class period. Homeroom teachers will take attendance via FACTS. Specific subject teachers are responsible for taking daily attendance in their FACTS attendance books. The school office will be responsible for making calls to parents to verify absence and will discuss attendance requirements, when necessary. The school office may also post by the teachers' mail boxes a list of students who are absent or came in tardy into the school. Elementary school teachers (K-5) will take attendance at the beginning of the day and be responsible for knowing the whereabouts of each student in their class throughout the day.

Any absence, tardiness or early dismissal must be accounted for. It is the parent's responsibility to notify the school within 24 hours of the absence and to provide a written excuse upon the student's return to school. The written note should include the student's name, date of absence, reason for absence and parent's signature. This note should be given to the homeroom teacher when the child returns to school. Each day a child is absent, a phone call from the parent is requested. All absences will be recorded as unexcused until a written note is received. At the secondary school level, it is the student's responsibility to provide documentation for all in-school appointments that will prevent a student from attending class prior to dismissal from class. The school office will record the student's presence, absence, tardiness or early departure. Pupil attendance will be reviewed by school Administration.

## **5. Incentives and Sanctions**

To encourage students to maintain and improve school attendance, the school will recognize students' success by end-of-year awards given to students with perfect attendance.

Unexcused absences, tardiness and early departures will result in disciplinary action consistent with the school's code of conduct. These penalties may include, but are not limited to:

1. Letters to parents
2. Lunch detention
3. After-school detention

## **6. Attendance Review**

School Administration shall review student attendance records on a periodic basis. If records show a decline in student attendance, Administration shall revise this Attendance Plan and make revisions to the plan it deems necessary to improve student attendance.

### ***Tardiness***

All students are to be in their respective homeroom classes on time and prepared to begin school at 8:30am. It is important that we teach students the value of promptness. K to 3<sup>rd</sup> grade students will receive a late pass from the Elementary school office. 4<sup>th</sup> to 12<sup>th</sup> grade students who arrive late must fill out a late pass in their homeroom and submit to homeroom teacher. 4<sup>th</sup> to 12<sup>th</sup> grade students arriving after homeroom must obtain their late pass from the school offices.

The student will be marked late and it will be on their permanent record. Eight (8) tardies will warrant detention. The same policy for detentions will be followed, whether for lateness or for behavior. If a student is late for any reason, please notify the School Office.

### ***School Functions***

Attendance at recital, graduation and award ceremonies and any other school functions is **mandatory** for all students. Non-attendance may affect a student's grade or result in disciplinary action. Students must be in full uniform unless otherwise notified.

# SCHOOL POLICIES

## ***After School Activities***

Students staying after school for any reason may only do so under the supervision of an adult. Students must report to their assigned location after school and stay with the supervising adult until dismissal. Siblings of students who are in after school activities may not stay waiting for their sibling to finish the activity.

## ***Cell phones***

Students are discouraged from bringing cell phones to school. Cell phones must be stored out of sight from 8:15am (upon entrance to school), until dismissal. If the device is visible, used or audible during the school day, it will be confiscated. MS and HS students will only be able to retrieve their devices after paying a \$10 fine at the end of the school day. Parents will be notified of each confiscation.

The school does not assume any responsibility for lost, stolen or damaged communication devices.

## ***Conduct on School Buses***

Transportation on school buses is a privilege and a service provided by school districts to students who live in Nassau County. Students are expected to abide by all of VSCA's guidelines and obey the rules of the school bus driver at all times. Failure to do so may result in loss of bus privileges, in addition to school disciplinary actions.

## ***Drop Off***

Once a student is dropped off at school by parent or bus, he/she must enter school building. Students are not permitted to leave school premises and walk to neighboring businesses, without prior written permission from parent and from school. Any student who leaves school grounds during normal school hours, without permission, is subject to disciplinary action.

## ***End of Day Dismissal***

No student will be released to anyone other than his/her parent or guardian unless there is a signed and completed *Authorization for Pick-up by Person Other than Parent/Guardian* Form in the student's file. If an unforeseen event takes place and a parent/guardian must designate someone not listed on the above form to pick up his/her child, the school must be contacted immediately with the authorized person's name, address, phone number and any other pertinent information that may be necessary in order to assure the safety of the student.

## ***End of Day Dismissal of K-8<sup>th</sup> Grade Students***

In order to more safely and quickly dismiss all children, we are instituting the following procedure for picking K – 8<sup>th</sup> grade students up from school.

*Four Pick-up* cards, per student, will be distributed to families. These will be required from any persons responsible for picking up your child from school either at dismissal time or during the school day, including you as the parents/guardians. When picking up children, the authorized person will simply show the card to the VSCA staff member who will then release the child. If the authorized person forgets the card or does not have one, that person will be asked to wait as the children are dismissed to the other card holders, if

he/she cannot be verified in person by any staff member at that moment. The office will be contacted to confirm the pick-up, and that person must show photo identification. Please keep in mind that even though the authorized guardian may have picked up the child many times in the past, there may be new staff members who will need to verify that the child has permission to be released to that person.

If a parent will be picking up a child who regularly takes the bus, the parent must notify the office between the hours of 8:00-10:00am and supply a written note to ensure their child is not put on the bus. It is the parent's responsibility to notify the bus company that their child will not be on the bus.

All students must be picked up by **3:00pm**. A fee of \$25.00 for the first half hour, and \$25 for every half hour thereafter, and any part thereof, will be charged to the student's tuition bill for any child picked up after 3:00pm. All students leaving early **must be signed out**. Students who leave early or do not attend chapel will lose points from their overall Bible grade.

### ***Handheld Computers and Laptop Computers***

Handheld computers and laptops are not permitted for use by students in K-8<sup>th</sup> grade, unless permission by the Administrator has been specifically given to the student.

9<sup>th</sup>-12<sup>th</sup> grade students are permitted to use tablets and laptops in the classrooms after completing the *Technology Use Agreement*.

### ***Lockers***

All 7<sup>th</sup> through 12<sup>th</sup> grade students will have lockers. The locks are provided by VSCA. This fee will be charged to your account. Only locks distributed by the school can be used.

Students are responsible for the condition of the lockers and their contents. The following rules are to be observed:

1. Report any locker damage to the school office. If any damage or loss occurs to the locks or lockers, a fee will be charged.
2. Lockers are to be kept locked at **all** times.
3. Combinations should not be given to others. VSCA is not responsible for any personal property that students bring to school, including personal electronic devices.
4. No food is to be kept in lockers overnight.
5. Lockers are the property of VSCA and as such the school retains the right to inspect and open all lockers without notice.
6. Any student who writes on his/her locker or vandalizes a locker will be required to pay a \$50 damage fee, and may be required to correct the damage.
7. All personal items and books should be stored in the locker, not on the ground or in the hallway. Items left behind will be cleaned up daily and may be discarded.

### ***Lost or Damaged Books***

If a student loses or damages a book, his/her parent will be required to pay for its replacement. The student will not receive a new book until payment is received. Prices for textbooks vary.

### ***Lunch Periods***

Elementary School students must bring their own lunch. Please do not send your child in with soda cans (as they can explode), any glass container, or any item that may need to be refrigerated or warmed up. No lunches will be heated in microwaves. Hot lunch is made available for purchase (Grades K-8) twice weekly to your child. The PSP will send home a hot lunch menu each month and/or post it on our website.

- High School students are permitted to leave the building during their lunch period once a signed and notarized permission slip from their parents has been received.
- **No** student may leave the premises alone. Any student who is alone outside the building during lunchtime will not be permitted to leave for lunch for 1 week. 2<sup>nd</sup> offense = 1 month. 3<sup>rd</sup> offense = student will lose this lunch privilege for the rest of the year.
- High school students are allowed to patronize the eateries within walking distance and within their 42 minute lunch period.
- **Students are not permitted to cross Merrick Road or Sunrise Highway during school hours. Seniors are permitted to cross Sunrise Highway and Merrick Road on Mondays only.**
- Students are prohibited from using their cars during their lunch period.
- Students cannot go to another student's house without written permission from a parent/guardian.
- The pairing off of boy and girl for lunch privately is not permitted.
- School uniform must be worn during the lunch period.

### ***Prohibited Objects and Materials***

The following objects or materials are never allowed on campus, bus or any school sponsored event:

- Dangerous items such as fireworks, firearms, matches, lighters and weapons of any kind (including toy or makeshift weapons);
- Magazines, books, music or materials that are in poor taste;
- Pornography in any form;
- Tobacco, alcohol, illegal drugs, unreported prescription or nonprescription drugs or medications.

### ***Students With Food Allergies***

Due to the multi-use of our facilities by other ministries within the church, we are unable to comply with requests for certain classrooms, and lunchrooms to be classified as "Peanut Free" environments. The same would apply to any other food allergy a student may have (i.e.: milk, nuts, berries, etc.).

### ***Technology & Personal Websites***

Use of iPods, mp3 players, cell phones, DVD players, Kindles, or any other listening device, is not permitted on school grounds during school hours, school functions and field trips by K-8<sup>th</sup> grade students. 9<sup>th</sup>-12<sup>th</sup> grade students are permitted to use tablets and laptops for classroom use only, after completing and returning a *Technology Use Agreement Form*.

VSCA Administration reserves the right to monitor students' personal blog sites, social websites or networking webpages (Instagram, Twitter, Facebook, etc.) and furthermore; shall require students to remove from those websites any inappropriate information about VSCA, its students, faculty or any other information that would misrepresent our values.

### ***School Picture Day***

Students must wear their formal uniform for picture day. (No boots or sneakers may be worn).

### ***Senior Pranks and Senior Cut Day***

Senior Pranks and Senior Cut Day are prohibited and will result in severe disciplinary action, including, but not limited to exclusion from commencement exercises.

### ***Students 18 years or older***

As long as a student is enrolled, parents, not the student, are required to fill out all forms, including, but not limited to, notes for absences, appointments, PE excuses, field trips, all forms related to sports, etc.

### ***Use of Cars***

*Parental permission is required in writing.* A student may bring a car and park it on the street until leaving in the afternoon. Please note, there is only 4 hour parking on the street. Cars may be ticketed after 4 hours of parking on the street. Students are permitted to move their cars during **lunchtime only**. Parking permits are available to park in the Valley Stream municipal parking lot, for an annual fee. The permit is good for April 1<sup>st</sup> – March 31<sup>st</sup>, of the following year. Students may not drive their cars to any other destination. A student is not allowed to use his/her car during lunch periods. A student must have his/her parent's written approval in order to be a passenger in another student's car. The original copy of this approval must be on file at the School office.

### ***Video Games***

Video games, with an EC or an E rating, may be played during lunchtime only. These can only be played with hand-held video game systems. Students cannot play video games on their smart phones. Students are encouraged to bring in board games during inclement weather. These may be played during lunch time only and cannot be played when outside. The school does not assume responsibility for lost, stolen or damaged items.

# ACADEMIC POLICIES

## Elementary School

If a student has an academic average below 70% in two or more subjects, the student will be placed on academic probation for one semester. Students on academic probation will be re-evaluated at the end of the semester. If all courses are over 70%, the academic probation status will be removed. If there is no improvement, the student may be dismissed from the school. Students on academic probation are required to attend any extra help offered by the subject teacher, either during lunch or after school.

## Middle School and High School

A 70% overall academic average must be maintained by all middle school and high school students. If a student receives a failing grade in two or more subjects, the student will be placed on academic probation for one semester. At the end of this period, the student will be re-evaluated. If there is no improvement, the student may be dismissed from school. Students on academic probation may not be permitted to attend after school activities. Students repeating a subject during the school year will be responsible for a course fee to cover all costs.

Students receiving an incomplete will be given a limited amount of time to make up his/her work. No student may graduate VSCA with a failing grade in Bible.

Any students who have failed three or more subjects at the end of the school year may not be considered for re-enrollment the following school year.

No senior will be permitted to graduate without completing all class assignments (zeros are not an option).

Students who fail a course in the school year must take a summer course. Student must pass the summer course in order to return to VSCA in September. An official transcript must be received by August 31<sup>st</sup> indicating that the student has passed the course.

## *College Applications and Transcripts*

It is the student's responsibility to mail out all college applications, essays, fees and recommendations. Students are asked to provide the teachers 4-6 weeks for any letters of recommendation. A Transcript Release Form must be submitted to the Guidance Counselor. Processing time for all transcripts is 7-10 days. All accounts must be in good standing before any records can be sent.

## Final Exams

Attendance is mandatory for all 6<sup>th</sup>-12<sup>th</sup> grade final exams. Only students with a medically excused absence (and physician's note) will be scheduled for make-up exams.

## GRADING SCALES

### 6<sup>th</sup> – 12<sup>th</sup> Grades

Please refer to the following chart for numeric conversion into GPA and letter grade values.

Code	Description	Low	High	GPA Value
A+	Excellent	97	100	4.00
A	Excellent	93	96.99	4.00
A-	Excellent	90	92.99	4.00
B+	Very Good	86	89.99	3.50
B	Good	85	83.99	3.00
B-	Good	80	82.99	3.00
C+	Average	77	79.99	2.50
C	Average	73	76.99	2.00
C-	Average	70	72.99	2.00
D+	Poor	68	69.99	1.50
D	Poor	66	67.99	1.00
D-	Poor	65	65.99	1.00
F	Fail	0	64.99	0.00

### Elementary Grading Scale

4: 90-100

3: 80-89

2: 65-79

1: 64 and below

### Graduation Requirements

All VSCA students are required to take the SAT or ACT. and score a minimum of:

- 350 Math portion of SAT or by scoring 12 or higher on the Mathematics Usage subtest of the ACT.
- 390 Verbal portion of the SAT or by scoring 12 or higher on the English Usage subtest of the ACT.

In addition, students are required to take and pass the Global History & Geography Regents, the U.S. History Regents, and the Living Environment Regents. If a student chooses to take more Regents, parents must notify Administration in January so that Regents may be ordered for June administration.

### Homework

1<sup>st</sup> – 6<sup>th</sup> grade students will be provided with an agenda book. 7<sup>th</sup>-12<sup>th</sup> grade students must have a homework assignment pad. Homework assignments are the responsibility of the student and may be viewed using the link located on the VSCA website. Elementary Agenda books must be signed nightly by parents.

Homework is one of the methods used to reinforce concepts taught, to promote progress and to teach good work habits and responsibility. It may be in the form of daily assignments, long term and group projects, reading, studying, exam preparation and reviewing of class work.



If a student is absent, it is the student's responsibility to check on FACTS for all assignments and homework. Make-up work not turned in within the time limit set by the teacher will be treated the same as work not turned in when present.

## ***HONOR ROLL***

### **High Honor Roll**

At the end of the quarter, students' averages will be reviewed. In order to be placed on the High Honor Roll, 4<sup>th</sup> through 12<sup>th</sup> grade students must have achieved a numeric average of 95. Student cannot have any grade below an 85.

### **Honor Roll**

At the end of the quarter, students' averages will be reviewed. In order to be placed on the Honor Roll, 4<sup>th</sup> through 12<sup>th</sup> grade students must have achieved a numeric average of 90. Student cannot have any grade below an 80.

### ***Printing of Student Work***

Due to the high cost of printing supplies and the ever-changing issues of software compatibility, *unless specific permission* has been granted by the teacher, all printing of student work must be done at home.

### ***Valedictorian and Salutatorian***

Candidates for Valedictorian and Salutatorian will be based on overall cumulative average. **Valedictorian must have a cumulative average no less than a 97.0. Salutatorian must have a cumulative average no less than 96.0.** In order to be considered for Valedictorian and Salutatorian, candidates must have been enrolled full time at VSCA in the Junior and Senior year. Candidates cannot have any suspensions in their Junior or Senior years. Determination will be made at the end of the 3<sup>rd</sup> quarter of the Senior year using a cumulative average of all high school and college level courses, overview of attendance records, behavioral records and overall strong Christian character, leadership and service.

In addition, candidates for Valedictorian or Salutatorian shall:

- Have no final grade below 85.
- Have maintained an average of 90 or better for the first three quarters of their Senior year
- Complete four credits of math or science (online, college-level science):
  - Algebra I or Earth Science
  - Algebra II or Living Environment
  - Geometry or Chemistry
  - Pre-Calculus or College Level Math/Science

Students given this honor must remain in good standing and be eligible for their diploma on graduation day. Students who do not do so may lose their status.

## Uniform Guidelines

VSCA students are to wear the required school and gym uniforms. Uniforms can be purchased at Ideal Uniforms - 175 Rockaway Avenue, Valley Stream, NY. - 516-354-8255. Several items may also be purchased through Land's End (see below). **These are the only stores from where you can purchase school uniforms.** Gym Shirts and Gym sweatshirts with the school logo are available for purchase at VSCA.

**\*\*Please Note: only the uniform items listed below may be worn at school  
– NO EXCEPTIONS\*\***

### *Items that may be ordered from Land's End:*

- *Girls pants (plain front, pleated front, and stretch flares in classic navy)*
- *Girls Classic Navy Cotton Cardigan*
- *Boys Classic Navy Drifter Crew Sweater*

### **Dress Down Day Attire K-12**

Clothing must be neat, clean and modest. For girls, no cleavage may be showing. No holes or rips in clothing. No tight fitting clothing. Midriffs must be covered. No sleeveless/low cut tops. No shorts may be worn. Capris below the knee are permitted. No jeggings. Leggings are permitted under skirt or dress that is at least mid-knee in length. Sandals with heel straps for safety may be worn. No flip flops. The same makeup and jewelry policy for uniform days applies to dress down days. No shirts, pants or jewelry may be worn with inappropriate language or picture, opposing the values set forth by VSCA (subject to Administrator's discretion.) Dress down days are noted on the school website.

### **K- 5<sup>th</sup> Grade Girls**

**Uniform:** Plaid jumper, solid white button down blouse with round collar (Peter Pan collar) and plaid tie. **Jumper must be mid-knee length or longer.** Navy pants may also be worn. These can be purchased at Ideal Uniforms, or Land's End (see listing of approved items above).

**Sweater:** Navy crew neck cardigan.

**Shoes:** Navy/Black with no more than 1" heel. Socks and tights must be navy. Students are also permitted to wear black and navy boots only. (See note on formal uniform attire for special functions). \*

**Jewelry:** Post earrings only, one earring per earlobe. All jewelry is subject to the discretion of the Administration.

**Nails:** Must be short in length.

**Hairstyle:** Neat, conservative hair style. No streaking, bleaching or dying of the hair. No hair adornments that may be considered distracting may be worn. No dreadlocks. All hairstyles are subject to the discretion of the Administration. Neatness of hair is of utmost importance.

**Makeup:** No makeup may be worn.

### ***K – 5<sup>th</sup> Grade Boys***

**Uniform:** Navy blue dress pants with solid white dress shirt and plaid tie. Black or navy belt.

**Sweater:** Navy cardigan or sleeveless vest.

**Shoes:** Black/navy dress shoes with rubber soles and laces. No sneakers. **Socks must be navy or black.** No ankle socks with formal uniform. Students are permitted to wear black or navy boots. (See note on formal uniform attire for special functions). \*

**Jewelry:** No earrings.

**Hairstyle:** Neat, conservative hair style. Hair may not touch the top of shirt collar. No streaking, bleaching or dying of the hair. No mohawks. No dreadlocks. No facial hair. All hairstyles are subject to the discretion of the Administration. Neatness of hair is of utmost importance.

### ***6<sup>th</sup> – 8<sup>th</sup> Grade Girls***

**Uniform:** Plaid skirt, with round collar (Peter Pan), solid white button down blouse and plaid tie. **Skirt must be mid-knee or longer.** Navy pants may be worn. These must be purchased at Ideal Uniforms or Land's End (see listing of approved items above).

**Sweater:** Navy sleeveless vest or navy crew neck cardigan.

**Shoes:** Black/Navy with no more than 1" heel. Socks/tights must be navy. Students are permitted to wear black or navy blue boots. (See note on formal uniform attire for special functions). \*

**Jewelry:** Post earrings only, one earring per ear lobe. Bracelets, necklaces and rings are subject to the discretion of the Administration. No body piercing.

**Makeup:** No makeup is to be worn.

**Nails:** Must be short in length. Polish must be light colors only.

**Hairstyle:** Neat, conservative in nature. No hair adornments that may be considered distracting may be worn. No dreadlocks. All hairstyles are subject to the discretion of the Administration. Neatness of hair is of utmost importance.

### ***6<sup>th</sup> – 8<sup>th</sup> Grade Boys***

**Uniform:** Navy blue dress pants, solid white dress shirt and plaid tie. Navy or black belt.

**Sweater:** Navy cardigan or sleeveless vest.

**Shoes:** Navy/Black dress shoes with rubber soles and laces. No sneakers. **Socks must be navy or black.** No ankle socks with formal uniform. Students are permitted to wear black or navy blue boots. (See note on formal uniform attire for special functions). \*

**Jewelry:** No earrings or body piercings.

**Hairstyle:** Neat, conservative haircut. Hair may not touch the top of shirt collar. No streaking, bleaching or dying of the hair. All hairstyles are subject to the discretion of the Administration. Neatness of hair is of utmost importance. No facial hair.

### ***9<sup>th</sup> – 12<sup>th</sup> Grade Girls***

**Uniform:** Solid navy blue skirt (two pleats in the front, two pleats in the back), solid white oxford shirt (pointed collar) and navy tie. **Skirt must be mid knee length or longer.** Navy pants may be worn. These must be purchased at Ideal Uniforms, or Land's End only (see listing of approved items above.)

**Sweater:** Solid navy blue sleeveless vest or V-neck cardigan.

**Shoes:** Black/Navy with no more than 1" heel. Socks/tights must be navy. Students are permitted to wear black or navy blue boots. (See note on formal uniform attire for special functions). \*

**Jewelry/Body Markings:** One earring per ear lobe permitted. No gauges or plugs. Hanging earrings cannot be longer than 1" long. No body piercings or visible tattoos permitted. Bracelets/necklaces and rings are permitted at the discretion of Administration.

**Makeup:** Light makeup. Light lipstick

**Hairstyle:** Neat, conservative in nature. No hair adornments that may be considered distracting may be worn. All hairstyles are subject to the discretion of the Administration. Natural color only. Neatness of hair is of utmost importance.

**Nails:** Short in length - conservative nail polish color.

### ***9<sup>th</sup> – 12<sup>th</sup> Grade Boys***

**Uniform:** Navy blue dress pants, solid white oxford dress shirt, solid navy tie. Navy or black belt. Pants must be worn at the waist.

**Sweater:** Solid navy blue sleeveless vest or cardigan.

**Shoes:** Navy/Black dress shoes with rubber soles and laces. No sneakers. **Socks must be navy or black.** No ankle socks with formal uniform. Students are permitted to wear black or navy blue boots. (See note on formal uniform attire for special functions). \*

**Jewelry:** No earrings, body piercings, or visible tattoos.

**Hairstyle:** Neat, conservative hairstyle. Hair may not touch the top of shirt collar. Natural color hair only. All hairstyles are subject to the discretion of the Administration. Neatness of hair is of utmost importance.

**Facial hair:** Must be neatly trimmed and is subject to the discretion of the Administration.

### ***MANDATORY USE OF FORMAL UNIFORMS***

***\*All students are required to wear formal uniforms (with no boots) for programs including, but not limited to, Picture Day, Academic Fair, recital, Graduation and Awards Ceremonies..***

#### ***Formal Uniform is:***

- ***K-5 Girls:*** Plaid jumper, solid white button down blouse with round collar, plaid tie, black/navy shoes with no more than 1" heel, and navy socks/tights. Pants and boots are not permitted.
- ***6-8 Girls:*** Plaid skirt, with round collar, solid white button down blouse, plaid tie, black/navy shoes with no more than 1" heel, and navy socks/tights. Pants and boots are not permitted.
- ***9-12 Girls:*** Solid navy blue skirt with pleats as described above, solid white oxford shirt, navy tie plaid tie black/navy shoes with no more than 1" heel, and navy socks/tights. Pants and boots are not permitted.
- ***K-8 Boys:*** Navy blue dress pants with solid white dress shirt, plaid tie, black/navy dress shoes, and black/navy socks. Boots are not permitted.
- ***9-12 Boys:*** Navy blue dress pants, solid white oxford dress shirt, solid navy tie, black/navy dress shoes, and black/navy socks. Boots are not permitted.

### ***Physical Education Uniform***

Physical Education uniforms are to be worn to school on days students are scheduled to have Physical Education class. The uniform consists of the following:

- Solid navy loose fitting sweatpants/track pants (*available at Ideal Uniforms, or Lands End only*). These must have our school logo on the upper left thigh).
- VSCA Polo Shirt (available at VSCA school offices only).
- Optional gym clothing includes: the VSCA sweatshirt and VSCA shorts, however, shorts must be worn under sweat pants during non-gym class periods. Sneakers must be worn in gym. Uniform must be kept neat. **All faded, torn or worn pants must be replaced.** Only VSCA school sweatshirt permitted. Only a white t-shirt may be worn under uniform. No long sleeve shirts are permitted under polo.

**All clothing must be labeled with the student's name.** Items found that are not labeled will be in the lost and found for 14 days, after which they will be donated to charity.

**Students are to be in their full uniform upon entering the building. Uniforms must be clean and pressed. Students who do not comply with the school dress code will not be permitted to attend classes. There will be no exceptions. Part of Christian character is shown in the way we dress. Your reputation reflects our school.**

### ***Uniform Notes***

1. Top button on shirt and blouse must be closed at all times.
2. Shirts and blouses must be tucked into skirts or pants at all times.
3. Ties must be on at all times and in proper position.
4. All young men must wear a belt and have it buckled at all times. Pants must be worn at waist.
5. No undershirt is permitted to show outside the shirt sleeves.
6. No undershirts with color or logos can be worn under uniform.
7. High School students must follow all rules listed above when going out for lunch.
8. Boys may not wear hats in the school building.
9. Constant reminders by staff may warrant detention.
10. If a 6-12<sup>th</sup> grade student arrives to school without a tie, he/she may rent one for \$1.00 for the day. If the tie is not returned by the next day, a \$10 fee will be billed to the family's account.

All attire is subject to the discretion of Administration.

## **DISCIPLINE POLICIES**

VSCA was created and exists today for a unique purpose – to provide students with an education from a Biblical point of view. The School’s philosophy of discipline is based on Reverence, Respect and Responsibility. The School realizes the responsibility that the faculty and staff have in fulfilling that purpose. It is equally important to realize that students also share in that responsibility. Any behavior that detracts from a favorable learning environment lessens the opportunity for students to benefit from education, and programs and activities offered at VSCA. Any behavior that damages or diminishes the Christian testimony of the School is considered inappropriate and will result in disciplinary action.

### ***Classroom Discipline***

- Our teachers have a right to teach.
- Our students have a right to learn.
- No student may stop our teachers from teaching, or stop another student from learning.
- Behavioral problems in the classroom or under the teacher’s supervision are generally handled by the teacher.

Each teacher determines his/her rules, rewards and consequences. School detention may be assigned by the teacher as a consequence for misbehavior. The following basic rules also apply in each classroom.

1. Each teacher will inform their students of specific rules, consequences and rewards in his/her own classroom. They will inform the students of what behavior is considered appropriate for the classroom.
2. Students are not to be in any classroom unless a teacher is present.
3. The teacher’s desk, bookshelves and cabinets are private areas and may not be touched without the teacher’s permission.
4. Any project or class work hanging in the classroom is not to be touched.
5. Students must have permission before leaving their classroom during class.

### ***Disciplinary Action***

VSCA follows a policy of progressive student discipline. The severity of the discipline imposed increases with the severity and frequency of the conduct warranting the discipline. Depending on the severity of the conduct, one or more steps may be by-passed in favor of more severe discipline up to expulsion. Whether to impose discipline progressively, or which step to impose, is within the sole and absolute discretion of VSCA.

Disciplinary actions may include verbal reprimand, loss of free time or lunchtime, removal of privileges or ineligibility from School activities or field trips.

More than two detentions within a school year will warrant a one-day suspension. Three suspensions within a school year may result in dismissal. Dismissal from VSCA may be imposed as the result of a single event or serious misconduct. A student who is dismissed, or one who withdraws pending disciplinary action may not attend any activity or school function.

## ***Conduct Warranting Discipline***

Violations subject to disciplinary action, including extended school detention, consist of but are not limited to:

1. Repeated dress code violations.
2. Excessive absences and/or tardiness to class.
3. Inappropriate display of affection (holding hands, kissing, hugging, etc)

The following violations are subject to severe disciplinary action, which may include probation, suspension, expulsion, or involvement of law enforcement, when necessary. This also includes violations which occur outside of regular school hours:

1. Cheating - giving or receiving information or answers during an exam or class assignment or plagiarism. This will also result in a grade of "ZERO" on the exam or assignment.
2. Behavior that is disruptive to the classroom or school campus.
3. Attempting to injure, degrade, haze or disgrace any student or school employee.
4. Destroying or tampering with another student's property (including lockers, books and back packs).
5. Being disobedient, disrespectful or lying to school personnel.
6. Use of profane, vulgar or obscene words, gestures or pictures, including private emails, texts, Snapchats, or other social media outlets.
7. Defacing and/or damaging property belonging to the school or school personnel (writing on walls, desks, doors, etc.). The parents or guardians shall be liable financially for any damage or replacements.
8. Gambling.
9. Stealing.
10. Gossip, bullying, and divisiveness.
11. Truancy, cutting class or required activities, leaving campus without permission.
12. Hitting, fighting, threatening with violence, or making non-consenting physical contact or verbal abuse to a student or staff member.
13. Bringing to school, possessing, distributing or using tobacco, hookahs, e-cigarettes, non-prescribed or prescribed drugs, alcohol, stimulants, depressants or other controlled substances.
14. Sexual immorality.
15. Involvement or affiliation with activity resembling gangs.
16. The use of computers to improperly access school data or information or to disseminate material which is offensive or which violates the law or any other School Policy.
17. Possession or distribution, by any means, including, but not limited to personal e-mails and internet usage of pictorial or written material that includes any pornographic material, or material which libels or defames, impugns or casts an untrue or unfavorable light on any student, staff members or their friends or family, or that damages or demeans the Christian testimony of Valley Stream Christian Academy.
18. Possession of any object or substance that poses a danger to anyone, including but not limited to: guns, knives, lighters, or slings.
19. Conduct jeopardizing the health, safety or welfare of students or School personnel.

This is not an exhaustive list of conduct warranting discipline. Disciplinary action may be taken for other conduct which is damaging to the Christian testimony or which directly or indirectly diminishes the ministry or integrity of Valley Stream Christian Academy, its students, its faculty, the parents of its students, or evidences disregard for the Biblical

position of the Christian ministry of the School or the Christian Church. Students involved in any of the above behavior outside of school are subject to the same disciplinary action.

***Respect for Authority***

All staff members deserve respect, and cooperation. Students are expected to submit to their authority.



## Academic Integrity Policy

*Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out. Proverbs 10:9.*

### **Academic Honesty**

As Christians, we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate VSCA standards. Whenever students have a question about this procedure or any procedure, they should ask their teachers and/or advisors. Teachers will inform students of procedures and practices relating to homework and class work. Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed by their teacher.

Study or homework collaboration is not considered academic dishonesty, unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work. At no time should students hand in identical work, unless it is a group project which lists all students' names who contributed to the assignment.

### **Plagiarism**

Plagiarism is the act of taking and using as one's own work, another's published or unpublished thoughts, ideas and/or writings. This definition includes; computer programs, drawings, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word (which includes cutting and pasting material from other sources), mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation).

God has called every one of us to act with integrity in everything that we do.

When it comes to academic pursuits, a student is expected to act with honesty. Every assignment or exam given is an opportunity to practice what has been taught and measure how the student is progressing. This is not possible if the work submitted is not wholly, or in part, the student's. Academic dishonesty is anything that interferes with a true measure of student progress. This occurs whenever a student knowingly, or should know, that an action would cause an inaccurate measure of student progress. "I didn't mean to" or "I didn't know" is never an excuse for academic dishonesty.

Academic dishonesty includes, but is not limited to:

- Cheating on assignments or exams: Students are not permitted to use any unauthorized materials on exams unless directed by their teacher. This would include textbooks, notes, cellphones, iPads, smart watches, and other students. For all other assignments, students are expected to work independently unless otherwise directed by their teacher. Students may use their textbook, class notes, outside research, etc., to help them understand the topic at hand, but all work should be their own.

- Not working properly with other students: There are times students will be encouraged to do group work or to ask another student for help. This is permissible as long as students actually do the work themselves and do not merely get the answers from another student.
- Using the same assignment for different classes: Each assignment must be completed for the course in which it is assigned and cannot be used to fulfill requirements for another class. This would include submitting the same research paper to more than one teacher, recycling a book report, or creating an art piece for more than one class.
- Forgery or misrepresentation: Any attempt to lie to a teacher or administrator in order to get an absence excused, a deadline extended, or obtain special accommodations is not acceptable. Forging the signature of a parent, teacher, administrator, and/or other student is also not acceptable.
- Plagiarism: Plagiarism is any attempt to pass off someone else's work, thoughts, ideas, or words, as your own. All student work is expected to be original, not copied from others. Work not properly cited is plagiarism.
- Helping other students commit academic dishonesty: It is just as wrong to help someone act dishonestly as it is to commit the act oneself. Any attempt to help other students cheat on exams, give students copies of exams/assignments, give answers to homework assignments, etc., will not be tolerated. Students found to have assisted others in academic dishonesty will be subject to the same consequences as the student that committed the offense.
- Attempting to commit Academic Dishonesty: Any attempt, even if discovered before it actually happens, may result in the same consequences as the actual offense.
- Altering records: Any attempt to alter records, grade books, or any other official document will not be tolerated.
- Interfering with Academic Integrity: It is wrong to threaten and/or bribe someone into either not reporting an instance of academic dishonesty or commit academic dishonesty. Any attempt to threaten, intimidate, or bribe someone after a report is made will not be tolerated.

Students found to have committed academic dishonesty will receive a zero on the assignment and be required to successfully complete an academic integrity assignment. The teacher will notify the principal of the instance, contact the student and his/her parents, and approve the completion of the academic integrity assignment.

If a student commits academic dishonesty a second time, regardless of the class, the student will receive a zero on the assignment, will be required to complete a more thorough academic integrity assignment, receive a one day suspension from school, and be placed on academic probation. The teacher will notify the principal, who in turn, will schedule a meeting with the student and parents.

If academic dishonesty is committed a third time, the student will be dismissed from Valley Stream Christian Academy.

## **Internet/Computer Acceptable Use Policy**

It is the desire of Valley Stream Christian Academy to provide the opportunity for all students to develop the skills necessary to effectively utilize changing technology as they interact with the school, church, local and international communities in a safe, responsible and Christ-honoring manner. In order to ensure students are well prepared and are proficient in technology essential for success in the 21st century, Valley Stream Christian Academy provides employees and students with access to a variety of resources, including a computer network and Internet resources.

For the purposes of this document, school technology shall be defined as any school-owned electronic device which is used for computing, communicating, or recording, as well as any student owned devices used during the school day. This may include, but is not limited to, computers, servers, scanners, printers, routers, switches, iPads, tablets cameras, and phones.

### ***Purpose of the Policy***

The purpose of this policy is to define "acceptable use" of the Network/Internet by students and employees. It will also help to ensure smooth operation of the Network/Internet connection by defining proper conduct for all users. Failure to comply with the terms and conditions outlined in this policy may result in restriction, suspension, or termination of the user's access privileges. It may also result in other penalties, including suspension or expulsion from school for students or termination of employment for employees, as well as possible legal or other civil action by third parties.

### ***Privileges and Responsibilities***

Use of school technology is a privilege and not a right. Inappropriate use will result in termination of those privileges. In situations where this policy does not provide clear direction, school administration will determine what is or is not appropriate. School Administration is charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that Network and Internet access is for educational purposes only and that Smithtown Christian School has taken reasonable steps to ensure that access is limited to such purposes. Parents and students shall not hold Valley Stream Christian Academy responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied to the Internet. Students and employees are expected to abide by the terms and conditions of this policy. Students and employees must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student and employee handbooks.

Administration will establish a process for setting up individual and class accounts, establish a system maintenance policy, prepare budgets for technology expenditures, order appropriate software, coordinate the purchase of new equipment with school personnel and outside agencies, and supervise nonprofessional technology personnel.

## ***Terms and Conditions***

### **A. Personal Safety**

Users should never share personal contact information about oneself or other people. This includes, but is not limited to, telephone numbers, addresses, social security number, birthday, and pictures. Ignitia/FACTS, email account passwords must not be shared. If any user encounters any message, comment, image, or other content online that causes concern for personal safety, it should be brought to the attention of appropriate school personnel.

### **B. Respecting Others**

Users should be polite when using technology. Harassment, which is persistently acting in a manner that distresses or annoys another person, is unacceptable. Engaging in personal attacks by performing sexual, prejudicial, discriminatory, or hurtful actions is strictly forbidden. This includes distribution of media (pictures, video, audio, etc.) regardless of format. In addition, messages and/or media received should not be redistributed without the written permission of the sender. Users will not post information that, if acted upon, could cause damage or a danger of disruption. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### **C. Plagiarism and Copyright Infringement**

Users will not plagiarize works that they find on the Internet or elsewhere. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Students should refer to the Academic Integrity Policy in the Student handbook for all policies regarding academic integrity. Users will respect the rights of copyright owners.

Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Copying, changing, reading, or using another person's files without that person's prior written permission is not acceptable.

### **D. Inappropriate Language/Materials**

School technology must not be used to view, send, or display lewd and offensive media, such as pictures, video, audio, etc. regardless of format. Material that advocates illegal acts, violence or discrimination towards other people (hate literature) may not be accessed, as well as material that either addresses or is of a sexual nature. Students will not conduct research on such topics without a teacher's approval. If such information is inadvertently accessed, it must be immediately disclosed to a staff member. Language that is obscene, profane, sexual, rude, inflammatory, threatening or disrespectful may not be used at any time. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. The school's computer network and Internet resources are considered a limited forum, similar to a school newspaper; therefore, the school may restrict student speech for valid educational reasons.

### **E. Illegal Activities**

Neither school nor personal technology may be used to engage in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any

activity that violates local, state, or federal laws. Users will not attempt to gain unauthorized access to the school system or to any other computer system through the school system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing." Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal. Software, music, videos, and most other electronic media are protected by copyright laws. Therefore, downloading, creating, storing or distributing unauthorized copies of this media is prohibited.

## **F. Bring Your Own Device**

Some teachers may allow students to have their own devices in school for note taking, lesson activities, and other educational purposes. This is referred to as "Bring Your Own Device." Both teachers and students must comply with administrative policy regarding which classes are permitted Bring Your Own Device privileges. In cases where Bring Your Own Device is approved by administration, students must utilize their devices for instructional purposes only as directed by their teacher. Use not related to the instructional process and/or explicitly permitted by the teacher is not allowed. Although personal devices are not owned by the school, students utilizing their devices must abide by all of the policies outlined in this Acceptable Use document. Failure to do so may result in a revocation of the Bring Your Own Device privilege and depending on the severity of the offense, additional disciplinary action may be taken. Students are not permitted to connect to the Internet using a detected Hot spot or 3G or 4G account while at school. The purpose of this is to ensure that students do not bypass the safety measures (e.g., filters) that have been put in place on the school's network. Please see section below for additional guidelines for parents. Students are expected to choose appropriate wallpapers, screen savers, backgrounds, and displays on their devices that are consistent with Valley Stream Christian Academy's core values and mission.

## **G. Privacy**

Valley Stream Christian Academy reserves the right to monitor all activity on school technology. Users should not assume any level of privacy related to actions using school technology. Student devices are subject to search at any time for any reason.

## **H. System Security**

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person. Users will immediately notify the Administration if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not download and install any software to school technology

## **I. Liability of Users**

Users are responsible for any financial costs, liabilities, or damages incurred by the school as a result of improper use of school technology, including, but not limited to, equipment (including repairs), legal fees, and other costs.

## **J. Limitation of School Liability**

Valley Stream Christian makes no guarantee that the functions or services provided by or through school technology will be error free or without defect. The school will not be

responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on school technology and will not be responsible for financial obligations arising through its unauthorized use.

### **K. Parental Notification and Responsibility**

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources, such as television, cell phones, electronic devices, videos, movies, and music.

In the case of “Bring Your Own Device,” parents must be aware that while the school broadly monitors network usage, it is still possible for students to either purposefully or accidentally access inappropriate material by bypassing the school network. It is strongly suggested that parents utilize available methods to monitor their student’s device usage both during school and out of school.

### ***Violations of Policy***

In the event that a student or employee has violated the Computer/Internet Acceptable Use Policy and/or Honor Code as it relates to technology, he/she will be advised of the suspected violation and will be given an opportunity to present an explanation to a building administrator. Violation may result in the suspension of computer privileges and/or other disciplinary action consistent with the school’s Honor Code. Employee violations of the school Acceptable Use Policy will be handled by the Superintendent.

Valley Stream Christian Academy will fully cooperate with local, state and federal officials in any investigation related to any illegal activities conducted through school technology.

**Valley Stream Christian Academy  
Student/Parent Pledge**

Student Pledge,

As a VSCA Student, I am committed to living my life in line with God's Word. I understand and accept my responsibility to the school and God's Kingdom to recognize and avoid any activities and behavior that is not Christ honoring. I also accept the responsibility to communicate with school faculty, staff and my peers in love, when their actions are harmful to themselves, to others and/or God's Kingdom. I will consciously seek to develop a pattern of life that will honor the Lord Jesus Christ in my relationships with others. I understand that my behavior outside of school must also reflect the same responsibilities. I affirm that I have read and will abide by the policies/procedures set forth in the Parent/Student Handbook. I understand that this handbook does not constitute a contract.

Please sign and return this page to the school office by September 27, 2019

***Student Signature:***

***Date:***

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Parent/Guardian Pledge,

As a VSCA Parent, I am committed to living my life in line with God's Word. I understand and accept my responsibility to the school and God's Kingdom to recognize and avoid any activities and behavior that is not Christ honoring. I also accept the responsibility to communicate with VSCA's faculty, staff, students and my peers in love, when their actions are harmful to themselves, others and/or God's Kingdom. I will consciously seek to develop a pattern of life that will honor the Lord Jesus Christ in my relationships with others. I also affirm that I have read and will abide by the policies/procedures set forth in the Parent/Student Handbook. I also understand that VSCA specifically retains the discretion to amend, discontinue or vary the policies or procedures contained in the handbook with or without prior notice. I understand that this handbook does not constitute a contract.

***Parent Signature:***

***Date:***

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