



School Policy Manual

LEADERSHIP AND MINISTRY STRUCTURE

NAME

The name of the school is Vintage Christian Academy, hereafter known as VCA.

CORPORATE STATUS

VCA is a ministry of Vintage Church. The school operates under the authority and governance of Vintage Church and its School Board. VCA is organized under Vintage Church's Texas corporate not-for-profit and Vintage Church's 501c (3) with the Internal Revenue Service, as an assumed name.

AUTHORITY OF VINTAGE CHURCH SR. PASTOR AND GOVERNING BOARD OF ELDERS

The Sr. Pastor and the Governing Board of Elders of Vintage Church are the governing corporate body who is the ultimate authority over all Vintage Church ministries, including VCA. The Governing Board of Elders entrusts the Sr. Pastor of Vintage Church with administrative oversight of the Head of School and the school including:

- *Adoption of an annual School budget
- *Staffing oversight of faculty and administration
- *Special acts of finance.
- *Maintains all standards of financial care and oversight.

FIDUCIARY

The Head of School shall develop policies that steward funds and resources in a manner consistent with Vintage Church and the Scriptures and to do so in a way that is above reproach.

EXECUTIVE

The Head of School, is the chief administrative leader of the school and has the responsibility for the operation of the school. He reports to the Sr. Pastor/School Board and operates the school according to its policies.

The Head of School shall prepare guidelines and policies for the faculty, administrative staff, and School Board, which are consistent with the policies of the school. The School Board works with the Head of School and consists of members serving in a volunteer

advisory role to provide feedback and recommendations to the Head of School at the request of the Head of School.

LEGISLATIVE

The Head of School shall review and/or adopt policies for the organization and operation of this school. The Head of School shall keep the School Board regularly apprised of any policy changes.

HIRING AND RELEASE OF THE HEAD OF SCHOOL

The Sr. Pastor of Vintage Church, in consultation with the Governing Board of Elders has the authority to hire and dismiss the Superintendent at will.

EVALUATION OF THE HEAD OF SCHOOL

An annual written evaluation of the Head of School's job performance will be performed solely based on the Head of School's job description, goals and organizational operation within the boundaries established in school policies. The Sr. Pastor will confirm the findings of this evaluation.

SECTION 1- PERSONNEL POLICY EMPLOYMENT OF PROFESSIONAL STAFF

PROFESSIONAL STAFF

The Head of School recognizes that it is vital to the successful operation of the school that positions created are filled with highly qualified and competent personnel.

The Head of School shall approve the employment, compensation and terms of employment for each professional staff member employed by this school.

Individuals employed in the following categories shall be considered members of the professional staff:

Teachers
Principals
Directors

Such approval for employment shall be given only to those candidates recommended by the Head of School. All applications for employment shall be referred to the Head of School or designee.

The Head of School shall prepare administrative guidelines for the recruitment and selection of all professional staff.

RELATIVES OF STAFF MEMBERS

Relatives of staff members may be employed provided the staff member being employed is not placed in a position in which he/she would be supervised directly by the related staff member.

MISREPRESENTATION

Any professional staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this policy grounds for dismissal.

SECTION 2- CREATING A POSITION

EMPLOYMENT POLICIES

Vintage Christian Academy recognizes the need to establish positions, which, when filled by competent, qualified professional staff members, will assist the school in achieving its education goals. Vintage Christian Academy employs only U.S. citizens and others lawfully authorized to work in the United States.

PLANS FOR NEW POSITIONS

The Head of School will submit plans to the School Board for approval of the following:

- Create new positions and provide each with a job description clearly descriptive of the duties for which the position was created and provide each with a title that conforms to the appropriate certification.
- Set the salary for a new position not currently covered by available salary-schedule.

When creating new positions, the Head of School shall give primary consideration to:

- The number of students enrolled
- The special needs of the Christian school community
- The special needs of the students
- The operational services of the school

SECTION 3- RECRUTIMENT AND SELECTION OF PROFESSIONAL STAFF

ACTS CERTIFICATION REQUIREMENTS

The administrative team, in conjunction with the Head of School, will strive to build a staff of teachers who meet the certification requirements of the accrediting agency, ACTS.

SALARY APPROVAL

The Head of School and School Board shall approve salaries, fringe benefits, and other working conditions annually.

CHRISTIAN FAITH

Teachers must give strong evidence of Christian faith and a sincere desire to live the Christian life. Each teacher must be willing to give wholehearted support to the Word of God as it is interpreted in the Statement of Faith. Each employee affirms that he/she shall have read, subscribes to, and is in full agreement with the Statement of Faith, Philosophy and Goals of Vintage Christian Academy and Vintage Church. The employee will not communicate within the school or to its students any theological position which is contrary to these standards.

The Head of School will maintain administrative guidelines on the recruitment and selection of qualified professional staff.

SECTION 4- CERTIFICATION OF PROFESSIONAL STAFF

CLASSICAL CERTIFICATION

Valid Classical U certificates for those teachers who are eligible for certification must be on file in the office upon completion. If a professional staff member's certification is not completed in a timely manner, the staff member will be counseled to immediately rectify the situation. Appeals due to extenuating circumstances may be made to the Superintendent

New teachers have one year from hire to file their certificates.

Experienced teachers who have fulfilled new certification requirements during the summer will have until October 1 to file their certificate (copy).

ADDITIONAL TRAINING

Any teacher receiving additional training, earning credit that would place them in another salary bracket, must present satisfactory evidence of the completion of such additional training to the office by the first day of September in order to receive an increase in pay for the current year.

Satisfactory evidence shall mean:

1. Official transcript bearing the seal of the college or university.

2. Official letter bearing:

- * Title of course(s)
- * Exact number of semester or quarter hours earned
- * Signature of authorized college representative.

SECTION 5- QUALIFICATIONS OF PROFESSIONAL STAFF

All professional staff members of VCA are required to be qualified spiritually, morally, and professionally. Therefore, the following provisions are put in place:

Spiritual Qualifications

The staff member shall be one who has received Jesus Christ as Savior and Lord. Vintage Christian Academy employees are expected to be active, participating members of a Christ centered church—Worshipping, Walking and Working for Christ.

They shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The staff member shall reflect the purpose of the school as stated in the Mission and Purpose Statement and Core Values.

To be qualified to be an VCA staff member, one must believe, follow and exemplify the doctrine statement of Vintage Church and provide a “Letter of Membership” from their church on a yearly basis.

Moral Qualifications

Members of the VCA professional staff shall seek to live a life above reproach to believers and non-believers alike.

Professional Qualifications

The professional staff member shall be certified or certifiable, and one who is called by God to the teaching profession. Teachers must be certified or working toward

completion of certification by Classical University within one year of starting contract date.

PHILOSOPHICAL AGREEMENT

The professional staff members will agree to accept, without reservation (mental and verbal), the written Educational Philosophy of Vintage Christian Academy. Professional staff members will also be expected to abide by the rules and regulations stated in the Faculty Handbook, Student Handbook, and professional contract.

SECTION 6- EMPLOYMENT OF PERSONNEL FOR EXTRA-CURRICULAR ACTIVITIES

PART TIME EMPLOYEES FOR COACHING AND ACTIVITIES

The Head of School may find it necessary to employ on a part-time basis, coaches or activity personnel who are not members of the professional staff. Such part-time employees may be members of the school's support staff or individuals from the community or nearby areas.

CANDIDATE RECOMMENDATION

The School Board authorizes the Head of School to recommend candidates for employment by the school.

CANDIDATE QUALIFICATIONS

The Head of School shall establish administrative guidelines to ensure that each person employed as a coach or activity personnel has the appropriate qualifications.

SECTION 7- PERSONAL BACKGROUND CHECK

To more adequately safeguard students and staff members, Vintage Church requires a criminal background check for each applicant the Head of School recommends for employment on the school's professional and support staff (full-time or part-time.)

Criminal background checks will also be made for substitutes who may be employed by the school on a regular basis or for an extended period of time as well as coaches.

CRIMINAL HISTORY

The Head of School shall establish the necessary procedures for obtaining any information on the applicant regarding his/her conviction of a felony or a misdemeanor or any pending criminal charges.

CONFIDENTIALITY

The procedures shall also ensure that any information and record obtained from such inquiries is confidential and shall not be released or disseminated.

SECTION 8- EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this school that VCA hire qualified personnel of any race, color, sex, national and ethnic origin. No person shall, on grounds of race, color, gender, national origin, age, disability or any other characteristic protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of Vintage Christian Academy.

LETTERS OF INTENT

Vintage Church requires that each staff member employed by this school sign a Letter of Intent.

This shall include, but not be limited to:

- beginning date of employment;
- number of days of employment;
- total hourly wage to be paid during the school year;
- number of payments to be made during the school year.

The Head of School is authorized to execute employment contracts for Vintage Church upon approval of employment.

NO RIGHTS OF TENURE

A professional staff member is employed for one (1) year. By accepting the appointment, the employee specifically acknowledges that this Letter of Intent is for a limited duration and that all rights and privileges contained in the letter shall terminate at any time. No rights of tenure or presumption of continued employment are conferred or implied by the contract or by a number of consecutive contracts. No right to notice of renewal or non-renewal of the contract is conferred or implied.

SIGNING/RETURN OF LETTERS OF INTENT

All new staff Letters of Intent must be returned to the Head of School within 14 days of receipt of said contract unless an extension of time is granted to validate employment.

STAFF VACANCIES

Before recruiting new employees, the Head of School shall survey staff members for possible upgrading or transfer, maintaining a current staff evaluation for this purpose. Present employees who are qualified and have applied for an opening will be given preference in hiring if equally qualified, but the administration reserves at all times the right to hire the best qualified professional staff members available.

SECTION 8- STAFF ASSIGNMENTS

The Head of School shall assign personnel to the various positions of the staff. Such assignments are on an annual basis, but may be changed at any time, if in the judgment of the Head of School, the best interest of the school warrants the change. Professional staff assignments are not placed or changed without sufficient reason and careful analysis by the administration.

SECTION 9- NON-RENEWAL OF CONTRACT

Professional staff members who are not planning to return the next year are requested to notify the administration as soon as possible. The administration of the school will also do their best to notify as early as possible those to whom they may not be offering contracts. It is understood that this paragraph relates to Christian courtesy and is not a regulation.

When a teacher is considered for non-renewal of contract or for release by the administration, the case shall be brought to the attention of the Senior Pastor not less than thirty days prior to May 31st. A minimum of 30 days should elapse between the recommendation for release to the Senior Pastor and final legal date for separation, except for major disciplinary situations.

It will be the responsibility of the Head of School to establish administrative guidelines that ensure that all necessary procedures have been followed when non-renewal of a professional staff member's contract is recommended.

SUSPENSION

Major disciplinary situations shall require immediate suspension of the teacher pending final action by the Head of School to terminate his/her contract. This suspension may be with or without pay.

The Head of School shall establish administrative guidelines that detail the procedures and circumstances involving suspensions; both with or without pay.

TERMINATION

Employment may be suspended or terminated, upon a decision by the Head of School, for violation of the policies of the school, or for reasons set forth in law.

The Head of School and the School Board may make recommendations for termination of services of the person employed.

RESIGNATION

It is the policy of the school to accept all written resignations upon their submission to the Head of School, who will inform the School Board. A resignation, once submitted, may not then be rescinded unless the Head of School agrees.

EXIT INTERVIEW

All employees who leave the VCA ministry must be offered an exit interview with the Head of School or their designee. A report will be completed and will become an official part of the employee's permanent file and will be used as the reference from VCA for all future requests.

SECTION 10- KEEPING OF PERSONNEL RECORDS

There will be established and maintained, one official file on each professional staff member. This file is confidential. Personnel files are privileged. They are open to inspection by the individual to whom the file belongs, the administration, executive members of the pastoral staff and authorized representatives of the employee.

Changes in an employee's status shall be made a part of his/her personnel record (change in residence, marital status, etc.)

The employee concerned must acknowledge any inclusions in the official file by initialing the file copy.

Anonymous letters or materials shall not be placed in a professional staff member's file, nor shall they be made a matter of record.

Personnel record files may include but not be restricted to some or all of the following:

1. Application for employment, including references (confidential, not available to teacher or his representative)
2. Copy of latest contract and/or salary notice
3. Official transcript of college credits
4. Classical U Teaching Certificate, or a copy
5. Record of military service
6. Evaluation forms
7. Documented reprimands.

SECTION 11- STAFF DRESS CODE

The school believes it is important for the staff to model for the students the qualities that we have in our dress code: modest, appropriate and ready to teach in a classroom setting. The school allows a casual, but professional dress. These efforts to dress appropriately will support the learning environment at VCA.

Those staff members who come to work dressed inappropriately may be asked to return home in order to dress in accordance with standards.

SECTION 12- SCHOOL BOARD COMMUNICATION

CHANNELS OF COMMUNICATION

The School Board desires to maintain open channels of communication between itself, the Head of School, the Senior Pastor and the staff. The primary line of communication will, however, be through the Head of School.

A. Staff Communication to the School Board

All official communications from staff members to the Board and/or Advisory Council shall be submitted through the Head of School. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. School Board Communication to Staff

All official communications, policies, and directives of the School Board, which may be of interest or concern to the staff will be communicated through the Head of School.

C. Social Interaction

Both staff and School Board members share a keen interest in the school and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of VCA. However, since individual School Board members have no special authority except when they are convened at a regular meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

SECTION 13- HARRASSMENT FREE WORK ENVIRONMENT

VCA is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. We will take action to prevent and correct any violations of this policy by following God's standard of due process as outlined in Matthew 18. Anyone who is found to be in violation of this policy will be subject to discipline, up to and including termination.

SEXUAL HARRASSMENT DEFINITION

Sexual harassment is defined by this policy to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone employed by VCA.

Examples of sexual harassment could include:

- Submission to the conduct is explicitly or implicitly made a condition or term of an individual's employment.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through VCA.

Clearly, these conditions would all be in direct violation of God's standards for conduct as outlined for us in Scripture.

SECTION 14- GRIEVANCE PROCEDURE

Scripture outlines clear guidelines for Christians to follow in the event that one party has offended or been offended by another. Matthew 18 and Galatians 6 give clear instruction as to the process that needs to be followed in such situations. Clearly, this policy must be firmly built upon God's pattern for grievance resolution.

In the event that a VCA employee, parent, or student has a complaint pertaining to school policy or action of a school employee, the party with the grievance should follow the steps of this policy with the goal being the God-honoring resolution of the issue at hand. The steps to be followed in sequential order are as follows:

*Personal soul-searching bringing personal motivations and interest in line with God's perfect will (Galatians 6:1)

*One-on-one personal confrontation of the parties involved in the issue at hand (Matthew 18:15)

If the matter is still unresolved, a witness or two must be brought into the confrontation process. This witness could be a spouse, a teacher, a student or another party interested in helping to resolve the issue at hand. (Matthew 18:16)

If the issue is still unresolved in matters pertaining directly to the ministry of the school, the school chain of authority as defined in the organizational chart must be brought into the grievance procedure (Matthew 18:17) A member of the administrative team and ultimately the Head of School of the school must always be involved in the grievance procedure prior to any matter being taken directly to the Head of School. If this important step has been violated the parties involved must be referred back to the appropriate step in this grievance procedure. It is the responsibility of the Head of School to refer unresolved matters up the chain of command to the School Board.

Written grievances will also be referred back down to the appropriate step in the aforementioned procedure without any action being taken either explicit or implied. Once a matter has been referred by the Head of School or School Board, a decision will be made bringing final resolution to the issue at hand (Matthew 18:17).

SECTION 15- USE OF VOLUNTEERS

The Head of School recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Head of School or his designee shall be responsible for coordinating the work of community volunteers.

The Head of School shall also ensure that each volunteer is properly informed of the school's appreciation for his/her time and efforts in assisting the operation of the school.

SECTION 16- ADMISSION REQUIREMENTS

A parent or parents must subscribe to the doctrinal statement of VCA and desire to cooperate with the school in the total development of their child. The school endeavors to assist the home in the task of developing spiritually mature individuals by providing a sound, well-rounded and Christ-centered academic experience.

VCA seeks families and students who are committed to the principles of education as

found in God's Word. Enrollment at VCA is a privilege, not a right. Enrollment carries significant responsibility for all members of a family. VCA is not a replacement for the Christian home. We are an aid, not a supplement, but the primary responsibility for children rests squarely on the shoulders of the parents.

NON-DISCRIMINATION ADMISSION POLICY

VCA admits students of any race, color, sex, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students in the school program. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, class assignments, scholarship program, and other school-administered programs.

The Head of School is charged with the task of ensuring that this non-discrimination policy be disseminated through various publications of the school.

AGE REQUIREMENTS

A child shall be eligible for pre-kindergarten providing that s/he has attained the age of four on or before September 1. This requirement shall also apply to children who transfer into VCA and who may have attended pre-kindergarten in another school.

Exceptions to these age requirements will be considered by the administration on an individual basis upon the special request of the child's parent(s) or legal guardian(s).

STUDENTS EXPELLED FROM OTHER SCHOOLS

It is the policy of VCA not to accept students who have been expelled from other schools for the period of the expulsion or exclusion. Exceptions may be made if a satisfactory meeting is conducted between the Head of School, parents, and student.

SECTION 17- RETURNING STUDENTS

Annually, parents of returning students will submit documentation of intent to return for the next school year.

Among others, the following shall be conditions requisite for re-enrollment in the school:

- Satisfactory academic progress
- Obedience to school regulations
- Payment of tuition and fees when due
- Students whose accounts are more than 30 days past due will be ineligible to re-enroll for the following year until such time that the account is current.

RE-ADMISSION POLICY FOR EXPELLED STUDENTS

Any student who has been expelled from VCA and desires readmission may, with his parents, request a meeting with the administration for that purpose. Since dismissal comes after a serious infraction(s) of the rules of the school, steps taken to return should not be easy. Students expelled from Vintage Christian Academy may be considered for re-admission after the full term of his/her expulsion has been served. The administration is always interested in the student and will do all it can to see to it that repentance and restoration become a reality, which is the spirit of the Scriptures (1 Corinthians 5:1-3; 2 Corinthians 2:1-11; Galatians 6:1-10).

Readmission rests squarely on the expelled student and his demonstrated repentance, submitting to the counsel of his/her parents and pastor, following the recommendations of the administration. Readmission, if accepted by the school, will be granted only on a probationary basis.

REMOVAL, SUSPENSION & EXPULSION OF STUDENTS

The Head of School recognizes that removal from the educational programs of the school, whether by removal, suspension, or expulsion, is the most severe action that can be imposed on a student in this school and should be entered into carefully and prayerfully. Believing that discipline is necessary for the welfare of each student, as well as the entire school constituency, teachers seek to maintain classroom behavior in a manner consistent with Christian principles as set forth in the Scriptures and stated school policy.

Because of their regular contact with students, it is the classroom teachers who most often are in a position to discipline a student. As the teachers notice disruptive behavior, they should correct the student. Where the student refuses to correct the misbehavior, or continues the misbehavior, teachers will take one or more of the following actions:

- Communicate with the parents via note, phone call, e-mail
- Issue a personal detention where the student will stay after school with the teacher. Any after school detention requires a principal's and parent's signature.
- Other immediate actions that help deter the behavior (move the student to another location, stay after class, etc.)

For purposes of this policy and the administrative guidelines, the following definitions shall apply:

- "Removal" shall be the exclusion of a student from the school due to lack of parental cooperation with the administration of the school and/or church or when a student's conduct, attitudes, or lack of effort make it inadvisable for the student to remain in the school. Students may also be removed when tuition is more than

60 days delinquent without satisfactory arrangements having been made with the Business Office. Removal of a student may be considered only temporary. Students may apply for readmission immediately following resolution of the issue involved.

- “Suspension” shall be the temporary removal of a student from this school’s program for a period not to exceed 10 school days. Students may be suspended for a longer period of time pending expulsion. The number of days a student is suspended will be determined by the Head of School. Administrative guidelines will detail the consequences levied upon a student when serving a suspension.
- “Expulsion” shall be the removal of a student from this school for a period of no less than the remainder of the current semester and one full semester immediately thereafter.

Only the Head of School has the authority to expel.

Any student who brings a firearm and/or deadly weapon to school shall be expelled. This expulsion is permanent unless the Head of School, in consultation with administration, determines there is cause for the expelled student to be considered for re- admission. This consideration may not occur prior to two full semesters from the date of incident. The Head of School shall notify the appropriate law enforcement agency when a student possesses a firearm or deadly weapon on school property or at a school-related activity. Students who are removed, suspended or expelled for any reason will be assessed tuition through their last day of attendance. The Head of School shall report to the School Board all expulsions and multiple suspensions of an individual student over the course of one school year.

SECTION 18- ATTENDANCE

ATTENDANCE POLICY

Attendance is required of all students unless illness or emergency prevents such. Students will be expected to attend classes regularly and to be on time in order to receive maximum benefits from the instructional program; to develop habits of punctuality, self-discipline and responsibility; and to assist in keeping disruption of the educational environment to a minimum. Therefore, it shall be the policy to require regular and prompt attendance on the part of all students.

TARDIES

Tardiness is defined as being late by 10 minutes or less. At first glance, tardiness would appear to only hurt the tardy student academically. In fact, recurring tardiness to class is

disrespectful and often negatively impacts the teacher and other students. The teacher is responsible to be prepared to begin on time and make efficient use of the whole period. Students are responsible to be prepared and ready to learn. Neither teacher nor students can maximize the learning potential within a class period when recurring tardy students delay the start of, interrupt, or cause duplication of learning.

Excessive absences are:

Students exceeding 15 days (Core Days) or more in absences may not be eligible for credit (grades 6- 12). Students exceeding 15 days (Core Days) or more in absences may be considered for retention (grades K-5).

The Head of School shall create and disseminate information of this policy dictating the official times of the school day, times that constitute partial attendance, tardiness, and such. Furthermore, these guidelines will clarify parent and student responsibilities with regard to absences.

ATTENDANCE RECORDS

VCA shall keep an accurate daily record of the attendance of each child enrolled. These documents are of legal value and, therefore, must be clear and accurate.

TRUANCY

Truancy is willful absence from school or any assigned class or study hall without the prior knowledge and consent of the parent(s) and appropriate school authority.

A student who comes to school and fails to attend any assigned class or study hall is truant (even though he/she remains in the building or on the school grounds) unless the Head of School or designee previously excuses such absence.

The Head of School shall prepare administrative guidelines that detail the definitions, parameters and consequences of being truant.

WITHDRAWAL FROM SCHOOL

The Head of School shall establish administrative guidelines including a withdrawal form that is to be signed by the student and his/her parent in accordance with school policy..

- Ascertain the reasons for the withdrawal.
- Determine whether or not mutually satisfactory arrangements can be made to keep the student in school.
- Help the student and his/her parents explore the consequences of the student withdrawing.
- Obtain written acknowledgement from the student as well as written consent from the parents.

COMPLIANCE

The Head of School shall prepare administrative guidelines to ensure compliance with all attendance policies of the school. He shall ensure that these guidelines are disseminated to the appropriate public to ensure maximum compliance. Administrative guidelines will govern the keeping of accurate attendance records, and detail the consequences if a student does not abide by stated policies. These guidelines shall also ensure that students absent for any excusable reason have an opportunity to make up work they missed.

SECTION 19- STUDENT RECORDS

PLACEMENT OF STUDENT RECORDS

Student records are maintained and periodically updated. These files are located in a secure location in the school office.

EXAMINATION OF STUDENT RECORDS

This policy provides access to student records under the following stipulations:

- a. Any student 18 years or older and every parent of a student under 18 may examine official records, official files, and official data of the school directly relating to the student. Parents of students who are 18 years old or older must have written consent of the student to see the records.
- b. All material in a student's cumulative record must be available for examination and may include but not be limited to identifying data; academic records; achievement level records (such as grades, achievement test scores, etc.); attendance data; scores on IQ aptitude and psychological tests; health information; family background information. The student's temporary record may include observations and ratings of teachers and counselors; general behavior or discipline records.
- c. The resource file may include observations or notes made by an individual teacher, counselor, or administrator which are not communicated to other persons in working with the student, are not considered to be a part of the student's official record and need not be available for examination.
- d. Data on other students appearing in a student's record need not be made available.
- e. A hearing with the VCA Head of School or designee, one other member of the VCA administrative team may be requested by parents to challenge the contents of their child's file only on the grounds that some contents of the file are inaccurate, misleading, or otherwise inappropriate.
- f. Requested examination of the file will be made in the school office. Those eligible for examination of records will be allowed a copy for their own personal records. Such a request will be filled within three (3) working days.

TRANSFER RECORDS OF STUDENT

VCA will honor requests from other educational institutions for the transfer of student records (not considered to be confidential in nature) to which a former student seeks to or intends to enroll. Confidential files will be clearly marked in a student's accumulative record and will not be forwarded to another school. These confidential files would include extensive educational testing beyond those tests which are routinely given to all students, and information dealing with disciplinary matters deemed to be specifically related to the student and his/her personal interaction with the policies and practices of VCA. The intent of this policy, then, is to transfer only those records that are deemed to be the most essential needed for initial placement of the student while protecting his/her right to privacy. No other information may be sent without specific, written, and signed instructions from the legal guardian. Specifically, information included in a student's accumulative record folder would include but not be limited to the pupil's legal name, sex, date of birth and verification of birth date, name(s) of parent(s)/legal guardian(s), grade level, date of entry, date of withdrawal, VCA information, grade reports, applicable health and safety information including an immunization record and hearing and vision screenings, and standardized test results. These records would be freely sent to another educational institution upon request as mentioned above.

Requests for transfer of records will be honored within a reasonable time period not to exceed 10 business days after the request, if the student account is paid in full. If the student account is not paid in full, records may be held.

TRANSFER OF CREDITS FROM OTHER SCHOOLS & HOMESCHOOLS

In recognizing its responsibility to uphold the educational standards of VCA and its accrediting agencies, the Head of School establishes the following policy and criteria regarding the acceptance of credits from other schools:

Recognition of credits or course- work shall be granted when evidence that the student has completed the necessary requirements is given and the student's transcript (if applicable) has been received. VCA reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the proficiencies that are prerequisite to a placement. In the case of non-accredited schools or home schools, VCA also reserves the right to examine the curricula/syllabi, and documentation of course hours.

SECTION 20- STUDENT CODE OF CONDUCT

At VCA, our intent is to build a student culture where students seeking to live biblically Christ- centered lives can be treated maturely, trusted appropriately, and held accountable in ways that reflect respect for students as individuals. This attitude toward

students serves to intentionally create an environment specifically geared to help students flourish. The Vintage Christian Academy student culture is designed for those who are responsible, respectful, and motivated. Students are trusted but simultaneously held accountable to be good stewards of their opportunities. Our #1 focus is on disciplining students toward full devotion to Christ.

VCA expects students to adhere to these standards at all times and students are held accountable for behavior outside of school that violates these standards. In keeping with these beliefs, it is to be understood that VCA expects its students to:

- Cultivate an active and authentic relationship with Jesus Christ
- Treat others with respect and love
- Live a life of integrity
- Maintain God's standards for morality, purity, and righteousness

In addition, the mature Christian should find himself going against the tide of public acceptance and opinion in many arenas, most notably in the area of entertainment. VCA strongly encourages its students to participate in entertainment or activities that are above reproach. Knowing that Christ desires for His children to dwell on good things, VCA students should avoid any entertainment or activities that contains blasphemy, profanity, vulgarity, nudity, adult situations, and graphic violence; that is, any entertainment or activity contrary to the high standard of the Scriptures (1 John 2:15-16; Philippians 4:8). Any material or activity endorsing an anti- Christian lifestyle should be avoided. Public display of affection will not be permitted on school grounds or any school-related activity.

The Head of School or his designee, shall report to local law enforcement, instances of drug violations. The Head of School or his designee, shall report to local law enforcement, firearms incidents at the school as well as verified incidents involving drugs in the school. The Head of School or his designee shall also notify local law enforcement of such incidents. Also, the Head of School or his designee, shall notify local law enforcement officials of written complaints from school personnel regarding instances of battery committed against school personnel at the school.

The Head of School shall be responsible for establishing administrative guidelines to carry out School Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in and out of school and school-related activities.

MARRIAGE, ENGAGEMENT, AND DATING POLICY

VCA is not available for married students and VCA students should not be engaged while they are in high school. We also discourage dating below the 10th Grade. In accordance with biblical precepts, same-sex romantic relationships are strictly prohibited. Any identification of gender different than a student's birth gender is strictly prohibited.

STUDENT DISCIPLINE

Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty to institute and enforce regulation in a manner which is in accordance with Christian principles and discipline as set forth in the Scriptures and school policy. The Head of School will develop administrative guidelines for student discipline and attitude that align with Scriptural principles, are communicative, and enforceable. The rules and subsequent sanctions or consequences for misbehavior will be related in kind to the offense, are not discriminatory, demeaning, or harmful to students. The principals have the authority to dispense disciplinary measures to students, subject to school policy and administrative guidelines. Teachers and other employees of VCA have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of VCA and/or when such conduct interferes with the educational program of the school or threatens the health and safety of others.

The Head of School shall publish these discipline standards and measures to students and their families.

CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Head of School cannot condone the use of unreasonable force as an appropriate procedure in student discipline. VCA staff should not find it necessary to resort to physical force to compel obedience. If all other means fail, staff members may resort to removal of the student from the classroom or school through suspension or expulsion procedures. VCA staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property. When an employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, s/he may be subject to discipline. Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, or inappropriate force upon a student, s/he may be subject to discipline.

This prohibition applies as well to volunteers and those with whom the school contracts for services.

CARE OF SCHOOL PROPERTY

The property of Vintage Christian Academy is God's property. Respect for the appearance and care of the school is one aspect of one's Christian testimony. Attempts should be made to teach students respect for property in respect to building and grounds, furniture, textbooks, and equipment. Students who cause unnecessary damage to school property will be subject to disciplinary and pecuniary measures. The School Board will authorize the administration to levy fines for the loss or damage to, but not limited to, school furniture, equipment, vehicles, instruments, materials, textbooks or damage to the school buildings or grounds. Furthermore, students and employees should report any incident where damage to school property has occurred.

The Head of School shall develop administrative guidelines to implement this school policy with regards to all of the school's property and assets.

DRESS AND GROOMING CODE

The purpose of a dress code is to motivate self-discipline in the areas of modesty, neatness, and appropriateness. Christians need to show wisdom in choice of attire, avoid extremes, and portray the modesty that Scripture indicates is so important (I Timothy 2:9,10 and I Peter 3:3,4). As such, clothing or styles that call attention to physical features are not acceptable. All clothing must be clean and in good repair. Clothes should reflect the appropriateness of going to school and doing one's best. Furthermore, the choice of one's clothes should not interfere with the educational program of other students. VCA uniforms are to be worn on designated days.

The Head of School and administration seek cooperation with the parents of our students in the application of the dress code. As the primary educators of their children (Deut. 6; Eph. 6), it is incumbent upon parents to guide and supervise their children in the selection of appropriate clothing.

Accordingly, the Head of School shall establish such dress and grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to spiritual and academic purposes. The school administration reserves the right to amend the dress code as deemed necessary. The student dress code shall be published annually.

ACADEMIC INTEGRITY

The importance of academic integrity and the value of honesty and transparency is of utmost importance to Vintage Christian Academy. It is the responsibility of all students and faculty alike to live a life above reproach. This includes the presentation of academic work as one's own. Therefore, the Head of School has developed this policy

regarding plagiarism and academic cheating for students. Plagiarism is an offense for which corrective action will be taken, which may include, but not limited to, suspension or expulsion. The Head of School is responsible for developing and disseminating specific guidelines for what constitutes plagiarism and/or academic cheating and its subsequent penalties.

BULLYING

Vintage Christian Academy is committed to protecting its students and employees from bullying, harassment, or discrimination. VCA believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

Bullying is defined as a deliberate negative action from one person(s) toward another person (s) that is repeated over time that is designed to frighten, intimidate, or injure the person it is directed toward. Bullying and cyber-bullying is not tolerated at VCA. If the administration deems a situation to be bullying or cyber-bullying, the consequences will result in escalation to the highest level of discipline, up to and including expulsion.

Bullying may involve, but is not limited to: Unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual or racial harassment, public humiliation, destruction of school or personal property, social exclusion including incitement and/or coercion, rumor or spreading of falsehoods.

The Head of School expects its students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the welfare of other students and staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Head of School is responsible to communicate and disseminate to its public the expectations, responsibilities, investigative actions, and disciplinary measures with regard to this policy. Furthermore, the Head of School will adopt and periodically review an Acceptable Use Policy (AUP) that will address for purposes of this policy the issues of cyberbullying, cyberstalking, on-line harassment, and acceptable uses of social networking internet sites.

SECTION 21- MEDICAL POLICY

EMERGENCY MEDICAL AUTHORIZATION

VCA will distribute annually to parents or guardians of all students the Emergency Medical Consent Form via FACTS. The form must be signed, returned and will be kept

on file in the school. In the event emergency medical treatment for a student is necessary, VCA will adhere to the instructions on the authorization form. The Medical Consent Form will be kept in an easily accessible file in the school building during the school year.

Whenever a student is brought off campus for a school-sponsored activity, school officials will bring a copy of the medical consent forms to the activity for each participating student. In the event that it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the faculty handbook.

STUDENT ACCIDENTS

The School Board believes that school personnel have certain responsibilities in case of accidents that occur in school. Said responsibilities extend to the School Nurse and/or administration of CPR by persons trained to do so, summoning of medical assistance, and notification of administration personnel, notification of parents, and the filing of accident reports.

The Head of School shall provide in- service programs that educate teachers and other pertinent school personnel on blood-borne pathogens and CPR certification.

The Head of School shall provide administrative guidelines detailing the procedures school personnel are to follow when reporting school-related accidents involving students.

USE OF MEDICATIONS

VCA shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

All medications given in school, including over the counter medications (Tylenol or Advil), should be prescribed by a licensed provider on an individual basis as determined by the student's health status. Written documentation by a physician, as well as parental permission, must be on file in the health office to permit the child to receive medication during school hours. This must be completed before any medication can be administered in school.

SECTION 22- STUDENT SEARCHES

PERSONAL SEARCHES

Reasonable searches of students and their personal property shall be permitted provided that the search is conducted pursuant to the terms and provisions of this policy. These searches may be permitted using the legal doctrine of “reasonable suspicion” that legal precedent has provided for educational settings. All such searches shall be conducted only on school property or at a location where a school function is being carried out. Principals and their designees shall be authorized to conduct such searches as may be authorized by this policy. If a crime is suspected, a principal or his/her designee may detain the student for a reasonable time for the purpose of allowing the police to obtain a search warrant.

No physical harm shall be inflicted in conducting a search of a student.

Law enforcement agencies will be notified of any dangerous or harmful conduct or materials found as a result of any such search. The Head of School shall provide administrative guidelines for the use of student searches and make appropriate information known to respective publics.

SEARCHES OF LOCKERS AND PERSONAL EFFECTS

All lockers made available for student use on the school premises, wherever located, are the property of VCA. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by Texas State Law of school rules.

VCA retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose. The principal or designee shall conduct all inspections of lockers. Students may not use their own locks to prevent access, and any unauthorized locks may be removed without notice.

Students who use a school provided locker should presume that they possess no privacy in that locker or the locker contents.

The Head of School shall provide administrative guidelines for the use of locker searches and make appropriate information known to respective publics.

SEARCH OF MOTOR VEHICLES

The principal or his/her designee upon reasonable suspicion that a vehicle contains items that cause or can reasonably be foreseen to cause, an interference with school purposes or an educational function, may search a motor vehicle owned or operated by a student and parked upon school property.

Anything found in the course of a motor vehicle search may be disposed of by the principal or his/her designee as deemed appropriate or may be used as evidence in any suspension or expulsion proceeding.

The principal or his/her designee may request a law enforcement official to assist in searching a motor vehicle parked on school premises.

SECTION 23- STUDENT ORGANIZATIONS

ENDORSEMENT

The School Board believes that an education that is excellent involves among other things, a variety of co-curricular and extra-curricular activities. A valuable element in this includes student organizations. These organizations allow for valuable student input, leadership opportunities, mentoring, and discipleship.

The Head of School shall prepare administrative guidelines detailing each of the endorsed student organizations including membership and the rules that govern each organization. Every student organization at Vintage Christian Academy shall have a faculty sponsor or coordinator.

FUNDRAISING OF STUDENT ORGANIZATIONS

All fundraising activity is subject to approval by Vintage Church and the School Board (or designee). Student organizations are not financially supported by VCA. Therefore, the School Board makes provisions allowing student organizations to raise funds for specific purposes. Approval for fundraising activities must be granted by the Head of School before any fundraising activity is initiated.

CLASS GIFTS TO SCHOOL

Class gifts may be made to the school after consultation with the Head of School. All class accounts must be settled and decisions made regarding excess funds before the final day of the seniors' academic year. All monies not specifically designated will be allocated to the financial aid account.

SECTION 24- STUDENT INSURANCE

INSURANCE

VCA does not provide medical coverage for any of its students. It is the responsibility of the parents to see that the student is covered by insurance.

WAIVER OF INSURANCE

The School Board believes that students, particularly students who participate in sports should have reasonable medical coverage. However, students without adequate medical insurance may participate in athletics and other extra-curricular activities. Any student participating in the school's athletic program without adequate medical insurance needs a waiver of liability form signed by the parent or legal guardian annually and on file in the school office before the first day of practice.

The school assumes no liability and provides no medical benefit on behalf of the uninsured student who has been injured other than the general liability insurance for accidents on school grounds or school-related activities.

COMPLIANCE

The Head of School shall develop administrative guidelines and disseminate appropriate information to the school's publics respectively.

SECTION 25- STUDENT MOTOR VEHICLES

USE OF MOTOR VEHICLES BY STUDENTS

High school students must register their vehicle with the high school office. After registering, students are required to pay for a VCA Student Parking credential. Students are required to park in the designated student area, allowed by the administration. Vintage Christian Academy regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

Students should leave their cars locked and enter the school building immediately upon arriving at school. There is to be no loitering in the parking areas at any time. Sitting in cars during the school day is not permitted.

Student drivers allowed to park on VCA's property is a privilege. Students should always exercise safety and caution when driving on the property. If drivers fail to comply with these expectations, administration reserves the right to revoke a students' driving privilege at any time.

Vintage Christian Academy will not be responsible for motor vehicles that are lost, stolen, or damaged, or any damage caused by the motor vehicle.

The Head of School shall develop administrative guidelines for the operation and/or parking of motor vehicles including fees for school parking permits if any, and consequences of reckless driving on school property and/or during school sponsored activities.

SECTION 26- ACADEMIC PROGRAM

DIVISION OF SCHOOL PROGRAM

Vintage Christian Academy is a Christian school that operates Mothers Day Out (ages 2 and 3), Pre-kindergarten (ages four); Kindergarten (age five) through grade five, middle school grades six through eight, and high school grades nine through 12. The School Board authorizes the Head of School to operate academic programs at Vintage Christian Academy that include the above divisions.

INSTRUCTION IN ENGLISH

Instruction at Vintage Christian Academy will be in the English language, except of course, in the instance of teaching a foreign language to students.

LENGTH OF SCHOOL DAY

The school day shall be configured in such a manner as to meet all state requirements and class instructional time. For high school credit, all classes should meet the requirement of 120 hours of class or contact time with an instructor over the course of a school year. This stipulation is the expectation, barring unforeseen circumstances that are outside of the ability of VCA Administration's control.

SECTION 27- CURRICULUM DEVELOPMENT

CURRICULUM DEVELOPMENT

The School Board recognizes its responsibility for the quality of the educational program at VCA. To this end, the curriculum is developed, evaluated, and adopted on a continuous basis and in accordance with a plan for curriculum evaluation.

For purposes of this policy, curriculum shall be defined as all the planned activities of VCA, including formal classroom instruction and out-of-class activity necessary to accomplish the educational goals of the school.

The School Board directs that the curriculum of VCA will:

- *Be consistent with VCA's philosophy and goals

- *Provide for continuous and cumulative learning at all grade levels

- *Utilize a variety of learning resources and methodologies to accomplish VCA's educational goals

*Provide measurable educational outcomes by which the school may measure student progress

*Provide instruction in courses required by pertinent school accrediting agencies.

ADOPTION OF COURSES OF STUDY

The School Board shall ensure a comprehensive instructional program to serve the educational needs of the students at Vintage Christian Academy. To this end, the School Board charges the Head of School to recommend and adopt new courses of study as the needs arise.

EVIDENCE OF AMERICAN PATRIOTISM

Vintage Christian Academy provides instruction in patriotism, the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Texas, and the proper use and display of the American flag, and shall require pupils to recite the Pledge of Allegiance daily.

No student shall receive a certificate of graduation from the eighth grade or from high school without passing an examination on these subjects. No student shall graduate from VCA eighth grade unless he or she has received instruction in the history of the United States and has given evidence of a comprehensive knowledge of the subject.

GRADUATION REQUIREMENTS

The School Board establishes criteria in granting a diploma of graduation from Vintage Christian Academy.

GRADUATION & COURSE REQUIREMENTS FOR HIGH SCHOOL

Vintage Christian Academy's high school diploma will meet or exceed the Texas State guidelines for high school graduation. VCA is designed to meet the educational needs of students who are planning to attend college. Therefore, fifty-six (56) semester credits in grades 9 through 12 are required for graduation from VCA in this college preparatory program. One credit is earned for each semester of a successfully completed course.

Once enrolled at VCA in order to receive a VCA diploma, students must take all required courses (Bible, English, Science, Social Studies/History, and Math) at VCA. Exceptions may be considered by the administration, upon written request, submitted in advance, and signed by the parent(s).

All required credits/courses must be satisfactorily completed before graduation exercises in order for a student to participate in graduation exercises and/or end-of-the-year senior activities. "Required course" is defined as any course needed to satisfy diploma and/or credit number requirements.

Any student who has not satisfactorily completed the graduation requirements will not receive a diploma until such requirements have been satisfied. Those requirements must be completed satisfactorily within two years from the date of graduation. Students who have two or fewer credits outstanding may be allowed to participate in the Commencement ceremony.

Once enrolled at Vintage Christian Academy, students must take all required courses (Bible, English, science, social studies/history, and math) at VCA. Exceptions may be considered by the administration, upon written request, submitted in advance, and signed by the parent. Requirements for Bible credits are only applicable for the years matriculated at VCA.

Any student who has not satisfactorily completed graduation requirements will not receive a diploma until such requirements have been satisfied. These requirements must be completed satisfactorily within two years from the date of graduation in order to receive a valid diploma.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

SECTION 28- STUDENT ASSESSMENT & PROCEDURES

GRADING

Vintage Christian Academy is committed to accurate assessment and grade reporting, grades are reported separately from academic habits and behaviors.

While we place a high emphasis on academic rigor, we also value consistent ***class preparation*** and ***essential practice necessary for learning***. Students are expected to meet the demands of work for each class in a timely fashion and communicate with their teachers about assignments, deadlines, additional help or alternative learning plans as they may be necessary. Therefore, as appropriate in each class, accountability and specific checkpoints are put in place to ensure that students are properly engaging in the learning process. Ultimately VCA is committed to ensuring that students learn both the content and skills necessary for each of their classes, but also learn and develop the critical life skills for college and career success.

The School Board authorizes the Head of School to construct a system of grading that when used correctly, accurately reflects the achievement level of each student.

STANDARDIZED TESTING

The School Board authorizes the Head of School to administer standardized testing provided during the school years to help students decide their course of study and to identify their strengths and abilities. These could include PSAT, ACT, eMPower, SAT and others. Testing deemed necessary by the Administration will be required to:

- *Ensure that students in appropriate grades are given an objective measurement of student progress with national norms
- *Determine the progress of students and to assist them in attaining instructional goals
- *Satisfy any accreditation standards

PROMOTION/RETENTION

A student will be promoted to the succeeding grade when he/she has:

Completed the course requirements at the presently assigned grade; In the opinion of the professional staff, achieved the instructional objectives set for the present grade; Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade; Demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

LOWER SCHOOL (GRADES K- 5)

Students must complete satisfactory work in the content areas (math and reading) in order to be promoted to the next grade.

MIDDLE SCHOOL (GRADES 6 - 8)

Students who receive cumulative grades of D or F in a specific academic discipline may be asked to remediate the subject. Depending on the extent of the deficiency, the administration may recommend the following: summer work, tutoring, or retention. Due to lack of attendance, students who are absent more than 15% of school days in a school year may need to repeat the grade. Arrangements for tutoring and summer work

must be pre- approved by the school administrator. Students who are recommended for summer work or tutoring must show evidence of adequate progress in order to enter the next grade.

HIGH SCHOOL (GRADES 9 – 12)

At the high school level, we operate on a semester basis for credit. This means a student must maintain a grade of 60% or higher in order to receive semester credit. A high school student who is absent more than 20 class periods in a semester may not receive credit for that course. Both excused and unexcused absences count toward this percentage of absences. Extensions may be applied for and granted to the student by the Administration. The school will attempt to notify parents when 10 days have been accumulated. As the number of absences comes close to the 20 period limit, a conference between parent(s) and principal will be held to discuss imposed restrictions and/or credit loss.

High school students (9-12) receiving an “F” for a semester grade in required courses, will need to re-take the course. However, any “F” will count as a zero toward the total GPA.

The Head of School shall develop administrative guidelines for promotion, placement and retention of students for each division at Vintage Christian Academy.

REPORTING OF STUDENT PROGRESS

VCA believes that the Scriptures make very clear the primary responsibility of educating children lies with the parents. Cooperation between home and school is vital for optimum growth in the child. VCA recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Head of School directs the establishment of a system of reporting student progress, which shall include written reports and/or parent conferences with teachers; and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Head of School shall develop guidelines for reporting student progress to parents which:

Enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents

Ensure a continual review and improvement of methods of reporting student progress to parents

SECTION 29- AWARDS OF ACHIEVEMENT

AWARDS OF ACHIEVEMENT

VCA values excellence and wishes to promote in students the desire to do “all things as unto the LORD”. It shall be the policy of this school, therefore, to recognize outstanding accomplishment in curricular, co-curricular and extra-curricular areas.

The Head of School shall develop plans for recognition of outstanding student achievement based on well-defined, consistent criteria and standards and detailed in the administrative guidelines.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

The Head of School requires that seniors at VCA fulfill the following requirements to be eligible for the valedictorian or salutatorian award.

The candidate for these awards shall:

To be eligible for valedictorian or salutatorian, a student must have attended VCA for a minimum of his/her junior and senior years. A student's GPA is used by the school administration to identify candidates for senior class valedictorian and salutatorian. Final determination is based upon academic performance, as well as spiritual qualifications. Advanced credit transferred in from a previous school for a course that is not available at Vintage Christian Academy will not be used in the calculation for Valedictorian or Salutatorian. Instead, it will be weighted on a 4 point scale.

CLASS RANKING

SYSTEM OF ACCUMULATING GRADE POINT AVERAGE

The Head of School acknowledges that a system of computing accumulative grade point average of high school courses and ranking for high school students is useful to inform students of their relative academic placement among their peers and to provide prospective employers, institutions of higher learning and such with a predictive device so that each student is more likely to be placed in an environment conducive to success.

The Head of School shall create and oversee such a system that computes accumulative grade point averages and relative ranking of high school students. Furthermore, he shall provide administrative guidelines which ensure a fair, consistent application of this ranking system and a method of disseminating information to pertinent parties.

SECTION 30- CLASS SIZE

CLASS SIZE NUMBERS

Believing that limiting the number of students in individual classes may enhance the academic attainment of students; the size of VCA classes will be carefully controlled.

For preschool, class sizes are targeted at: 15:1.

If a class exceeds 15, a classroom assistant may be added to the class until the class is at 15 members. If possible, another class will be formed to accommodate families.

For grades K-8, class sizes are targeted at 15:1. Classes exceeding the 15:1 ratio may be assigned a teacher's aide.

The Head of School may make exceptions to the above limits after consultation with the School Board.

SECTION 31- DROP/ADD OF HIGH SCHOOL CLASSES

HIGH SCHOOL CLASSES

No high school class may be dropped or added unless the student consults with the school counselor and/or high school principal and secures permission to do so. No course may be added after the second week of the semester, unless unusual circumstances prevail. Courses may be dropped without penalty/record within the first three weeks (20 school days) of the start of the course. Courses that have been dropped after the third week of the semester will be indicated on the student's transcript as either a Withdrawal/Pass or Withdrawal/Fail depending on the academic average of the student's course work at the time of withdrawal. A "Withdrawal/Fail" will count as an "F" in factoring the student's GPA.

The administration reserves the right to cancel any class that does not have enough students registered to make it either financially or academically feasible.

SECTION 32- EXAMINATIONS

RESTRICTIONS ON GRADING OF CLASS TESTS/EXAMINATIONS

VCA wishes to protect the privacy of its students. No students, therefore, are to correct tests and/or exams of any other student. They may correct homework, daily work or quizzes as the teacher sees fit. Approved teacher assistants, including parent volunteers, under the direction of a supervisory teacher, may correct tests/examinations, but not post grades.

SENIOR EXEMPTIONS FROM SEMESTER EXAMS

Semester final exams will account for 20% of the semester grade. For the purpose of data analysis and measuring instructional effectiveness, all students will take semester exams. Second semester seniors will qualify for semester exam exemption if they meet the following criteria:

1. Must have a C- grade or higher in the class
2. No more than 6 absences from the class during the semester

NOTE: Semester exams will never be administered early. If students are unable to attend at the scheduled time of the exam, alternate plans will be agreed upon by the student, the teacher and student services to take the exam at a later time.

SECTION 33- STUDENT SERVICES

GUIDANCE SERVICES

The School Board recognizes the importance of providing guidance and counseling services for students at Vintage Christian Academy. Therefore, the Head of School requires that a planned program of guidance and counseling be an integral part of the educational program at VCA.

Specifically, the school's guidance services should:

- *Assist upper school students in planning their course schedules
- *Aid students in identifying career options and making choices as it relates to post-secondary education or vocation
- *Provide high school students/parents procedural information regarding post-secondary education
- *Provide pertinent information relating to post-secondary education financial aid and scholarship opportunities
- *Minister to lower and upper school students, assisting them with personal, family and crisis counseling
- *Assist students in becoming independent planners and decision makers with regard to post-secondary plans

The Head of School will ensure adequate funding and personnel commensurate with an excellent guidance and counseling program.

SECTION 34- INSTRUCTIONAL MATERIALS

TEXTBOOK SELECTION

Vintage Christian Academy is committed to providing an excellent academic program. Curriculum review, evaluation and adoption are an ongoing process.

The Head of School will provide administrative guidelines for the review/revision of curriculum. Furthermore, a timeline or cycle of review should be established in order to provide a systematic and timely review of all materials.

SECTION 35- RETAKEN COURSES

RETAKEN COURSES

A student who has passed a course at the high school level may retake a course for credit. The grade of the retaken course will be considered with the previous grade, and the higher of the two grades will be used to compute the student's GPA. A maximum of three semester courses may be retaken in the student's high school career.

The adjusted GPA, consisting of only two retaken semester courses, will be considered with regards to qualifying as a candidate for senior class valedictorian or salutatorian and other academic awards. Furthermore, the repeated courses must be taken at VCA.

The grade of a student's repeated course will appear on the student's transcript and will be identified as a course retaken.

SECTION 36- COMMUNITY RELATIONSHIPS

PUBLIC INFORMATION

INFORMING THE SCHOOL COMMUNITY

The school believes that parents are the primary educators of their children, and therefore, should be notified and kept current on school issues, events, assessment, etc., that are pertinent to the education of their children. The Head of School shall provide a program designed to keep all pertinent school audiences well informed of school issues.

MEDIA SPOKESMAN

The Head of School shall be VCA's official spokesman to the news media. He may at times, and at his discretion, delegate this responsibility to others. The school's staff will be given proper training as to how to relate to the news media in the event of an emergency.

AUXILIARY ORGANIZATIONS

Vintage Church supports the formation of auxiliary organizations designed to assist and promote Christian education at Vintage Christian Academy. In order for these groups to be recognized as organizations that officially represent this school's interests, Vintage Church must recognize them as such.

The Head of School shall be responsible to bring before the Sr. Pastor or its designated proposals regarding the formation and operation of any auxiliary organization. He should bring any charter and organizational framework to Vintage Church for its consideration.

Vintage Church reserves the right to withdraw any support or sponsorship from any organization which it believes violates the scope or philosophy for which the organization was created.

SECTION 37- SCHOOL VISITORS

SCHOOL VISITOR POLICY

Vintage Christian Academy welcomes visitors to the school. In order to accommodate those visiting the school and to maintain a safe and orderly school environment, it is necessary and proper to offer safeguards and parameters to which visitors will be subject. Rules regarding the proper entry of visitors are conspicuously posted or displayed on the school grounds and at any entry into the building.

The Head of School shall develop with the Vintage Church Safety Team, administrative guidelines detailing the rules regarding school visitors. The School Board authorizes the Head of School and/or his designees to remove from the school grounds any individual or group that in his opinion, would hinder the safe and orderly conduct of the school.

SECTION 38- RELATIONSHIPS WITH OTHER INSTITUTIONS

Vintage Church

Vintage Christian Academy is a ministry of Vintage Church and exists under the governance of Vintage Church leadership. The Head of School serves as the liaison between the school and the School Board. The Head of School keeps the Sr. Pastor abreast of any pertinent issues. In turn, he brings these issues to the School Board. The Head of School is charged with the responsibility to keep the Sr. Pastor abreast of issues, noteworthy events or accomplishments, or concerns. He shall make every effort to recruit students from the pool of eligible children at Vintage Church and foster excellent public relations with the church.

OTHER CHURCHES

The student and family population of Vintage Christian Academy represents a diverse group of churches in the greater Killeen area. The Head of School is responsible for establishing and maintaining relations with these representative churches. He shall develop guidelines designed to keep these representative churches up to date with school events and accomplishments, disseminating information intended to foster partnerships between the school and these churches.

OTHER ELEMENTARY AND SECONDARY SCHOOLS

The School Board believes that a working relationship with other schools, both public and private, may be used as an effective witness of God's presence in the life of our school. The School Board encourages the Head of School to seek cooperative measures when, in his opinion, it is desirable, prudent, and in the best interests of VCA in accomplishing the school's mission, philosophy and goals.

EDUCATIONAL ASSOCIATIONS

It is the School Board's desire to offer the very finest Christian education available to our students. In light of this, the School Board believes that participation in educational associations may be beneficial to VCA by fostering collegial relationships with other school personnel or experts in the field of education. In addition, VCA's reach and influence can be magnified when associated with many schools and represented at the state and national levels. The School Board, then, encourages the Head of School to seek educational associations that accomplish the purposes described above.

The School Board believes that accreditation by state and/or national accrediting agencies benefits our school. Accreditation requires that VCA personnel carefully examine the entire school program. An outside agency evaluates VCA, making recommendations that lead to the school's improvement. Together, this evaluation leads to self-improvement.

Furthermore, accreditation implies meeting a high standard by which the public can judge and trust.

In light of the above, the School Board desires for VCA to be an accredited school when in the opinion of the School Board, such accreditation does not compromise the school's mission, philosophy or goals, or place an unreasonable burden on school personnel or program.

Official associations or accreditation agreements between the school and outside agencies must be pre-approved by the Sr. Pastor. The Head of School shall bring proposals of such agreements to the Sr. Pastor for his consideration.

POST-SECONDARY INSTITUTIONS

The School Board believes that exposing our students to colleges, universities, and other post-secondary institutions is beneficial. As such, VCA permits institutions of higher learning to visit our school campus. The Head of School will devise administrative guidelines detailing the parameters of such visits.

GOVERNMENTAL AGENCIES

Vintage Christian Academy follows all pertinent federal, state and local regulations for the safe operation of schools. The Head of School is responsible to ensure the proper, accurate and timely reporting of inspections, statistics and other relevant information to the proper authorities.

Governmental aid may be made available to Vintage Christian Academy, but acceptance of such assistance may only be made by decision of the Sr. Pastor.

The Head of School shall be responsible to be knowledgeable of any pertinent issues, laws or regulations affecting Vintage Christian Academy. He shall provide administrative guidelines detailing these regulations and the school's obligation or responsibility in fulfilling them. He shall report to the Sr. Pastor from time to time on the status of said regulations.

SECTION 39- RELATIONSHIPS WITH PARENTS

RELATIONSHIP WITH PARENTS OF STUDENTS

Education is primarily the responsibility of parents. Vintage Christian Academy exists to assist parents in this vital task. In order to ensure an excellent working relationship between home and school, thorough communication must be a priority. The Head of School is charged with the responsibility of providing various and effective forms of communication to the home, and the means by which the home may communicate with the school. He must provide opportunities where parents may visit the school and classrooms, speak with the teachers, and be a regular part of the educational process.

The School Board believes that as primary educators of their children, parents are ultimately responsible for the behavior of their children, in school and out of school.

Vintage Christian Academy seeks full cooperation of parents in working with the school staff. And though parents are ultimately responsible as caretakers of their children, they do not have the right to make decisions that contradict the policies of the school. Because attendance at Vintage Christian Academy is a privilege and not a right, the school can expect full cooperation with regard to student compliance with policies and

practices of the school. Should the parent find him/herself unable to support the policies and practices of Vintage Christian Academy, the parent should withdraw the student(s) from the school.

The Head of School shall provide administrative guidelines with regard to compliance of this policy.