

Conduct Standards Philosophy

“Do unto others as you would have done to you.”

VAES staff wish to partner with parents to develop in our students thoughtfulness, kindness and the ability to think of others first. Students are taught to follow the golden rule, and be accepting of others. We work to foster qualities of Christian character including respect, responsibility, commitment, obedience, integrity, safety, love, manners, and empathy. We claim the promise of 1 Samuel 12:23, “I will teach you the good and the right way.”, and the promise of 1 John 1:9, “If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness.”

Detention Policy

VAES operates a detention system whereby students who have violated acceptable procedure and behavior norms will be able to redeem themselves via “the make-up of time”. The purpose of this system is to permit students the opportunity to spend time in a controlled study situation. It is very important that the school and parents work together to help the students learn proper behavior/Christlike character, and that students have certain consequences for inappropriate behavior. Detentions can be issued by teachers, staff or administrators, and the student must serve when assigned.

Parents will be notified when a student receives a detention with a note home and email communication.

Detention Guidelines

1. Detention will be served on Fridays from 7:00-7:40 a.m., unless notified.
2. Students must report at 7:00 to the computer lab.
3. Detentions will not be allowed to accumulate.
4. Late arrival will result in an additional detention.
5. It shall be the responsibility of the student and parent to make necessary and proper arrangements for transportation.
6. Students are required to bring study materials with them to work on during detention.
7. Students are required to sit where assigned.
8. Absolutely no talking is to take place during the detention period, nor will students be allowed to place their head down or sleep.
9. Failure to serve detention will result in one additional day of detention (first offense). Subsequent offenses will result in possible suspension.
10. No electronic devices will be allowed in detention.

Behavior Violations

It is not possible, nor is it intended, to identify all infractions that may occur. Below, is a listing of certain violations and disciplinary consequences. The Principal has the authority in his/her discretion to identify other acts which constitute infractions under this policy and to establish appropriate discipline. The following infractions and resulting consequences are progressive and cumulative for one academic year.

Food/Candy/Drinks/Gum

Food, candy, gum and drinks are only allowed in the cafeteria or at staff supervised activities.

First Occurrence:	Confiscation/Documented warning
Second Occurrence:	Confiscation/one detention
Third Occurrence:	Confiscation/possible suspension

Book/Gym/Duffel Bags/Backpacks

For safety, when entering the school at the 7:40 bell, students are to place backpacks/bags in their lockers. Backpacks should remain in lockers until dismissal time.

First Occurrence:	Documented warning
Second Occurrence:	One detention
Third Occurrence:	Detention/possible suspension

Missing Assignments/Class work:

Students should come to class prepared to learn with homework, class work, and projects completed on time.

First Occurrence:	Verbal warning from teacher
Second Occurrence:	Documented warning/communication with parent
Third Occurrence:	One detention
Future Occurrences:	Parent meeting with the teacher

Lunch Room Behavior:

Students are expected to be courteous, clean up as needed, scrap tray efficiently, and refrain from sharing or throwing food. No cell phone or device use allowed in the lunchroom. Students should stand in line for hot lunch without incident, and follow all lunchroom rules.

First Occurrence:	Verbal warning
Second Occurrence:	Documented warning
Third Occurrence:	One detention
Further Occurrences:	Two detentions

Cell Phones/Electronic Devices

Students are permitted to have their cell phones/iPads/devices on school grounds. Cell phones must be silenced at all times. Teachers may designate small amounts of time for proper cell phone/device use. See Acceptable Use Policy for additional device usage parameters.

First Occurrence:	Confiscation/ parent picks up device from school/Documented Warning
Second Occurrence:	Confiscation/parent picks up the device from school/phone not allowed at school for 2 weeks/One detention
Third Occurrence:	Confiscation/parent picks up the device/ may not be allowed at school permanently/Detention/Possible suspension

Locker/Personal Property Use Policy

Unauthorized use of lockers, student desks, or other personal property is not allowed.

First Occurrence:	Documented warning
Second Occurrence:	One Detention
Third Occurrence:	Detention/Possible one day suspension

Public Display of Affection

VAES prohibits displays of public affection.

First Occurrence:	Documented warning
Second Occurrence:	One detention
Third Occurrence:	Detention/Possible suspension

Skateboard/Hover Board/Skates/Rollerblades

For safety and security, skateboard/hover boards/skates/roller blades/heelys, etc. are prohibited on school property.

First Occurrence:	Documented warning
Second Occurrence:	One detention
Third Occurrence:	Detention/possible suspension

Pass Violation/Hallway Behavior

Students must have permission from a staff member to be in the hallway. Students should walk in the hallway, treat all property in the hallway or on the walls with respect, and obey the No Talking/Quiet Zones.

First Occurrence:	Documented warning
Second Occurrence:	One detention
Third Occurrence:	Two detentions
Future Occurrences:	Detention/possible suspension

Dress and Grooming

The intent of VAES in enacting a dress code is to promote a good academic environment, maintain discipline, prevent disruption, and to promote Christian principles such as modesty and simplicity. While VAES recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, immodest, or unsafe is prohibited. Refer to the handbook section on dress code policy for details.

First Occurrence:	Warning given. Student given opportunity to come into compliance.
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Second Occurrence:	One detention
Third Occurrence:	Two detentions
Future Occurrences:	Detention/Possible suspension

Pictures/Video Taping

Due to privacy concerns, taking pictures or videotaping is not allowed without the consent of a teacher.

First Occurrence:	Confiscation/one day detention
Second Occurrence:	Confiscation/one day suspension
Third Occurrence:	Confiscation/three day suspension

Fighting/Bullying/Threatening Behavior/Language/Unsafe Play

Unsafe Physical Play

Physical contact such as pushing, shoving, slapping, flicking, poking, tripping, etc. will not be tolerated (the excuse “we were just playing” will not be accepted).

First Occurrence:	One detention
Second Occurrence:	Two days detention
Third Occurrence:	One suspension
Future Occurrences:	Review by school board

Fighting

The deliberate act of hitting, or striking another student on school property, or going to or from school, including any activity under school sponsorship, will not be tolerated. Premeditated attacks will result in stronger consequences.

First Occurrence:	May be sent home the day of the fight/3 day suspension
Second Occurrence:	May be sent home day of the fight/5 day suspension
Third Occurrence:	May be sent home day of fight/10 day suspension
Future Occurrences:	Review by the school board

Harassment/Bullying

An example of harassment is, but is not limited to, making fun of another student(s), excluding students, spreading rumors, etc. See Bully Policy for details.

First Occurrence:	Two detentions
Second Occurrence:	One day suspension
Third Occurrence:	Three day suspension
Future Occurrences:	Review by the school board

Language: Obscene/Lewd/Vulgar/Abusive/Hate Speech

Inappropriate language will not be tolerated. Language directed at staff can result in stronger consequences.

First Occurrence:	Two detentions
Second Occurrence:	Three detentions
Third Occurrence:	One-three day suspension
Future Occurrences:	Review by the school board

Disrespect

Speaking to any member of the school community in a discourteous or insulting manner will not be tolerated.

First Occurrence:	One detention
Second Occurrence:	Three detentions
Third Occurrence:	1-3 day suspension
Fourth Occurrence:	Referral to School Board

Disruptive/Disorderly Behavior

A willful act or behavior that jeopardizes or destroys the educational atmosphere will be considered disruptive behavior.

First Occurrence:	Documented warning
Second Occurrence:	One detention
Third Occurrence:	1-3 day suspension
Fourth Occurrence:	5 day suspension

Insubordination

Willful failure to respond to or verbal refusal to carry out a reasonable request by any staff member or other person in authority, shall be considered an act of insubordination.

First Occurrence:	Three detentions
Second Occurrence:	Two-Three day suspension
Third Occurrence:	Review by the school board

Closed Campus Policy /Loitering/Willfully sneaking off campus violations

Under closed campus policy, student are to remain on campus for the entire school day unless leaving for reasons of illness, appointment, etc. Students are to immediately enter the building upon arrival.

Upon dismissal, students are to leave school unless they have proper authorization to stay, under the supervision of a staff member, OR check in to the Extend Ed afterschool care program by 3:00. Students

may not enter the Extend Ed program after 3:00 unless a staff member checks them in. Students are not to loiter on school property after 2:50 p.m.

Students must check out in the front office for early dismissal, and have an authorized adult sign them out.

First Occurrence:	One detention
Second Occurrence:	Three detentions
Third Occurrence:	One day suspension

Willfully sneaking off campus:

First Occurrence:	One day suspension
Second Occurrence:	Three day suspension
Third Occurrence:	Refer to School Board

Academic Cheating/Plagiarism

Cheating includes, but is not limited to: (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to an instructor or another student.

The acts of cheating, plagiarism, or forgery in connection with academic endeavor or school processes or procedures are detrimental to the educative process and one's character. Whenever a student is guilty of this misconduct, the following discipline will take place.

First Occurrence:	Collection of work/no credit for the work/ parent notification/three detentions.
Second Occurrence:	Collection of work/no credit for the work/ parent notification/one day suspension
Third Occurrence:	Collection of work/no credit for the work/ parent notification/three days suspension.

Additional instances of cheating would require a review by the school board.

Fireworks/Caustic/Noxious Substances

The act of possessing, using, or transferring items such as firecrackers, smoke bombs, stink bombs, caustic/noxious substance, etc., on school property or at any school-sponsored activity is prohibited.

First Occurrence:	Three day suspension
Second Occurrence:	Five day suspension
Third Occurrence:	Recommendation for expulsion to the school board

Forgery/False Representation

The act of falsifying, verbally or in writing, the name of another person. Falsifying times, dates, grades, or other data such as excuses, detentions, and/or teacher's forms which request parent signature shall constitute forgery or false representation.

First Occurrence: Three detentions
Second Occurrence: 2 day suspension
Third Occurrence: 5 day suspension
Future Occurrences: Review by the school board

Indecency/Obscenity/Gestures

Offensive acts, which include acts of immoral conduct, against commonly recognized Christian standards of propriety or good taste as interpreted by the administration and/or teaching staff; also vulgar acts in verbal or written form, pictures, taking pictures, video taping, caricatures, or suggestive/inappropriate clothing during any school activity shall be deemed inappropriate. Any offenses directed at staff will result in a stronger consequence.

First Occurrence: One day suspension
Second Occurrence: Five day suspension/recommendation for counseling
Third Occurrence: Review by school board

Theft and/or Unauthorized Possession of Property Belonging to Others

Stealing will not be tolerated in any form (school or personal property). Full restitution is expected. Police may be notified.

First Occurrence: Three day suspension
Second Occurrence: Five day suspension
Third Occurrence: Review by the school board

Threats/False Fire Alarm/False 911 Call/False Bomb Threat

Causing, by an act or in written form, a false fire alarm, bomb threat, or emergency 911 call is strictly prohibited.

All occurrences: Immediate suspension, Review by school board/notification of legal authorities.

Threatening/Verbal Assault:

Threatening/Verbal Assault: Students

Intimidating other students or interfering with other students by threats of violence or physical harm is prohibited.

First Occurrence: Three detentions
Second Occurrence: One day suspension
Third Occurrence: Three day suspension
Future Occurrences: Review by school board

Threatening School Personnel

Intimidating school personnel or interfering with administrators or teacher by force, violence, or threat of violence is prohibited.

All Occurrences: Immediate suspension from school with recommendation for expulsion

Extortion/Blackmail/Coercion

Obtaining money, property, or service by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force is prohibited.

First Occurrence: Five day suspension
Second Occurrence: Ten day suspension
Third Occurrence: Recommendation for expulsion to the school board

Vandalism

The acts of willful destruction of school property and property belonging to others; and defacing school property such as lockers, desk, books, etc., are prohibited.

Minor Offenses: Examples include, but are not limited to, writing on school property, etching, making a mess in the bathroom, etc.

First Occurrence: One day detention
Second Occurrence: Two-three days detention
Third Occurrence: One day suspension
Future Occurrences: Review by school board

Major Offenses: Examples include, but are not limited to, defacing school property, painting, glass breakage, physical destruction, etc.

First Occurrence: One day suspension
Second Occurrence: Three day suspension
Future Occurrences: Recommendation to school board for expulsion

Alcohol, Tobacco, and Other Substances

The manufacture, distribution or intent to distribute, sale, possession, use, or being under the influence of the following substances or look alike substances is prohibited:

- A. Alcohol or any alcoholic beverage;
- B. Tobacco or tobacco products in any form;
- C. Illicit drugs;
- D. Any glue, aerosol, or other chemical substance, including, but not limited to, lighter fluid and other fluids for inhalation;
- E. Substances purported to be illegal, abusive, or performance-enhancing, (i.e., "look-alike" drugs);
- F. Drug paraphernalia.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school policy.

Any nonprescription drug, medicine, vitamin, or other chemical must be taken in accordance with the school's policy.

Use and/or under the influence – any physical condition that indicates a controlled substance has been consumed.

First Occurrence: Ten days of Out-of-School Suspension, parent notification. Appropriate law enforcement or other agencies may be notified for illegal activities. Penalty may be reduced to a minimum of five (5) days with verification of completion of voluntary professional counseling.

Second Occurrence: Recommendation for expulsion to the school board

Possession (physical possession of or admittance of physical possession - including a student's desk, hallway locker, backpack, etc).

First Occurrence: Ten days of Out-of-School suspension/parent notification. Penalty may be reduced to a minimum of five days with verification of completion of voluntary professional counseling.

Second Occurrence: Recommendation for expulsion to the school board.

Sale, distribution, or intent to distribute (any student who shall intend to provide or distribute or offer to sell any controlled substances or look alike substance on school property, at a school-related or school sponsored function to any person at any time)

All Occurrences: Out-of-school suspension with recommendation for expulsion to the school board.

Weapons Policy

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that the weapon was brought on school property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be expelled from school for a period of one year if he/she brings onto or has in her/his possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, rockets, or devices that can be converted into such a destructive item.
- any cutting instrument consisting of a sharp blade over three inches long fastened to a handle
- any gun, or toy gun presented as a real weapon
- any similar object that is intended to invoke bodily harm or fear of bodily harm

Use of an object as a weapon:

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to pens, pencils, laser pointers, scissors, and so on. Intentional injury to another can be a felony and/or cause for Civil Action.

Knowledge of Dangerous Weapons or Threat of Violence:

Because VAES believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threat of violence to a staff member. Failure to report such knowledge may subject the student to discipline.

All Occurrences: Any weapons policy violation may subject a student to expulsion.

Other Dangerous Objects

Potentially dangerous objects include, but are not limited to: squirt guns, bean shooters, sling shots, wallet chains, laser pointers, lighters, snowballs.etc., are not allowed in school or on school grounds.

First Occurrence: Confiscation/one detention
Second Occurrence: Confiscation/two detentions
Third Occurrence: Confiscation/one day suspension

Persistent Disobedience:

If a student has persistent disobedience or violations in any area, they will be reviewed by the school board. Current enrollment and future enrollment will be in jeopardy.

Appeals Process

The only appeals that will be considered are suspendable offenses or offenses that include expulsion. Appeals are accepted from custodial parents or legal guardians. Appeals must be written, contain the basis of the appeal, and have a signature and date. Please follow our Grievance Policy, which is in the school handbook.