



---

# STUDENT HANDBOOK

---

VCACADEMY.ORG

REV. 7/20

# TABLE OF CONTENTS

I.	Mission Statement.....	2
II.	Vision Statement.....	2
III.	Admission Policies .....	2
IV.	Financial Policies.....	3
V.	Referral Program .....	4
VI.	School Schedules .....	4
VII.	Extended Care Program .....	4
VIII.	Attendance, Absence, Tardy And Pick-Up Policies.....	5
IX.	Emergency Phone Numbers .....	6
X.	Emergency Release Forms .....	6
XI.	End of Day Clean Up .....	7
XII.	Field Trips.....	7
XIII.	Fundraisers.....	7
XIV.	Lunches .....	7
XV.	Conflict Resolution Policy .....	7
XVI.	Medications .....	7
XVII.	Posters, Announcements, Sent-Home Materials .....	8
XVIII.	School Property, Textbooks, And Supplies .....	8
XIX.	Snow Announcements .....	8
XX.	Transfer Students Grade Placement.....	8
XXI.	Use of Office Phone and Cell Phones.....	8
XXII.	Visitors on Campus .....	9
XXIII.	Withdrawal of Students .....	9
XXIV.	Student Records.....	9
XXV.	Student Conduct Standards .....	9
XXVI.	Disciplinary Procedures .....	10
XXVII.	Dress Code .....	11
XXVIII.	Academic Policies.....	13
XXIX.	Student Activities .....	14
XXX.	Student Accident Insurance For Regular School Hours .....	15
XXXI.	Victory's Reserved Rights.....	15

## I. MISSION STATEMENT

The mission of VCA, in partnership with Christian parents, is to provide a loving, Christ-centered environment of educational excellence so that our children may develop their gifts, knowledge, skills and energies to become servant leaders for the Kingdom of God. (Deut. 6:7-8, Pro 9:10, Eph 6:4, Matt 22:37)

## II. VISION STATEMENT

Students from Christian families will have an opportunity to obtain an affordable, quality education. We envision a Christ-centered, biblically based, discipleship school where students from Christian families will:

- Learn that Jesus Christ is to be honored in all things and is the source of all truth and the foundation for all decisions;
- Stand out among their peers;
- Be able to defend their faith;
- Be equipped to excel as they pursue higher education and a life of Christian service;
- Be encouraged as they develop spiritually, intellectually, physically, morally and socially;

Victory Christian Academy seeks to provide an education experience that is fully Bible-centered. We believe that the Lord would have us bring His Word into every aspect of our children's instruction so that in His will our children will not be conformed to this world but transformed continually through the power of that truth.

As a discipleship school, Victory Christian Academy's purpose is to minister to Christian families by training its students with the finest Christian curricula available through dedicated, Godly teachers. Our families come to Victory Christian Academy from a wide variety of local churches and denominations.

## III. ADMISSION POLICIES

### 1. Non-Discrimination Statement

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

### 2. Admittance Policy

Victory Christian Academy is a "Discipleship School." As such, Victory requires at least one parent to give a clear testimony of having been born again by the power of the Spirit through faith in Christ and His substitutionary sacrifice. School families are also required to be in regular fellowship with the body of Christ in a local meeting of the church, and will be asked to provide annual verification of such fellowship in the form of a pastoral letter. All potential families will sit in a parental interview with the school principal prior to admission to VCA.

### 3. Age Requirements

As children grow, it is important that the children be surrounded by other students who are at the same developmental stage as themselves. Because of this, Victory Christian Academy does require that the age of the applying student be appropriate to the grade placement. A kindergarten student should turn five

years old before July 30 to be accepted into school the following August. Victory will, on occasion, accept students with birthdays as late as September 30 with both parent and teacher recommendation. Parents are required to contact the school and arrange an evaluation time if they believe their child should be considered for this exception. Elementary students who are two years or more above normal age for a particular grade will generally not be considered.

#### **4. Admittance Procedures**

The admissions process begins when a family submits a Victory Christian Academy application to the school along with the application fee. The application must be submitted before any of the following steps will be scheduled.

After the application is submitted, a student evaluation will be scheduled for students who are transferring into grades 1-12. A Kindergarten screening will be held prior to enrollment. Also, Victory will contact the parents to schedule a parental interview with both parents or guardians. The interview process allows the school administration to be assured that the family is in accord with the school's mission and governing values so that both the school and parents will be able to move ahead with a confident hope of success. Following the evaluation and interview process, the family will be asked to submit all the necessary paperwork to complete the student file, which will include an official birth certificate (for age verification) and the pastor letter. A checklist of necessary paperwork will be provided to the family.

## **IV. FINANCIAL POLICIES**

### **1. Tuition, Registration, and Discounts**

- For current tuition rates, registration fees and available discounts, visit Victory Christian Academy's website.
- Victory Christian Academy has partnered with FACTS in an effort to streamline the tuition payment process. FACTS offers a variety of payment schedules and options. Each family is required to register online with FACTS. Victory will not be able to receive tuition payments. All tuition payments will be made through FACTS.
- VCA allows full one-time payment to the school for those wishing not to enroll in FACTS.

### **2. Enrollment Fees and Procedures**

Visit the Victory Christian Academy website for current enrollment fees and procedures for both new and existing families.

### **3. Late Fees, Delinquent Accounts and Procedures**

- While exact payment schedules can vary per family, all tuition payments are due to FACTS on the 15<sup>th</sup> of each month. Late payments will automatically be assessed a \$25 late fee. Should a check, automatic bank payment or credit card payment be returned, an additional \$25 FACTS Returned Payment Fee will be automatically assessed to your account for each failed payment attempt. These charges do not include any penalties your bank may assess.
- Payments outside of tuition made directly to the school will be assessed a \$20 insufficient funds charge if a check bounces, plus any applicable bank charges.
- All fees are non-refundable.

- Payments will first be credited to the most outstanding balance before being credited to the tuition balance. Late fees must be paid no later than the month following their assessment. If not paid, additional late fees will accrue.
- Any balance at the end of the academic year due to late payments, insufficient funds checks, etc. must be paid in full by May 15 with the last tuition payment. Multiple student families must have every account settled to ensure consideration for all their students for the following year.
- Accounts over 30 calendar days delinquent can result in the suspension of student(s) from classes until the account is brought up to date. Consistent delinquency may result in expulsion from Victory Christian Academy.
- If a student is withdrawn or expelled before the school year is completed, tuition due will be prorated based on the number of weeks the student was enrolled in school. Any partial week will be billed as a complete week of school.
- Report cards and student transcripts will not be released until all accounts are settled.
- If a family has any outstanding balances at another private school, they student will not be admitted to Victory Christian Academy. Confirmation of debt resolution will be required from the previous school's administrator before admission to VCA is granted.
- No family will be allowed to register their child(ren) at VCA for the next school year until any outstanding balance (i.e. late fees, etc.) for the current school year is paid in full.

## V. REFERRAL PROGRAM

Victory Christian Academy has established a program which rewards current VCA families for new families that enroll based on their referral. Complete program details are available by contacting the school administrator.

## VI. SCHOOL SCHEDULES

School will be in session according to the following schedule:

1. North Campus
  - a. Hours: 8:00 am – 2:55 pm
  - b. Drop off: 7:40 am – 8:00 am
  - c. Classes begin: 8:00 am \*
  - d. Pick up: from 2:55 pm – 3:15 pm
  - e. If a North Campus student is not picked up by 3:15 pm, he/she will be taken to the North Campus front desk to await parent pickup. Please call the North Campus office to advise administration of any circumstance that would cause your student to be picked up late.
2. South Campus
  - a. Hours: 8:30 am – 3:20 pm
  - b. Drop Off: 8:10 am – 8:30 am
  - c. Classes begin: 8:30 am \*
  - d. Pick up: from 3:25 pm – 3:35 pm
  - e. If a South Campus student is not picked up by 3:35 pm, he/she will be taken to the South Campus Extended Care program.

\* STUDENTS NOT IN ATTENDANCE AT THEIR SCHEDULED TIMES WILL BE CONSIDERED TARDY.

## VII. EXTENDED CARE PROGRAM

Victory offers an Extended Care program for families of parents in K – 5<sup>th</sup> grade whose schedules require them to drop students at school before the scheduled drop-off time or pick up their students at times after the normal

school ending time. This is not intended as a “convenience care” program, rather as a service to enable families to be part of Victory who otherwise might not be able because of their work schedule.

Before Care policies include:

- Before care is available beginning at 7:00 am
- Students are to be brought into the school and signed in by parents

After Care policies include:

- Students should pack an extra healthy snack for after school. Snacks are not provided by VCA.
- After school care will begin at 3:35 pm and end at 6:00 pm.
- Students should be picked up no later than 6:00 pm.
- A fee of \$1.00 per minute will be assessed after 6:00 pm.
- A parent or guardian must sign the log when the student is picked up in the afternoon.

The following apply to all Extended Care:

- A fee of \$3.50 per hour/per child will be charged for extended care. At the end of the week, any partial hour will be charged at the full hour rate.
- All program fees will be billed weekly and paid weekly.
- Students will have a quiet area available to do homework and an area for supervised activity.
- Fees for children who attend Before Care or After Care as guests of other students will be billed to the parents of the host child.
- Children in the building before or after school who are not in Before Care or After Care are the responsibility of the parents.

## VIII. ATTENDANCE, ABSENCE, TARDY AND PICK-UP POLICIES

### 1. Rationale

Since much of Victory’s educational value resides in the classroom experience and interacting with the teacher and other students, Victory’s students are required to arrive at school on time and attend class if at all possible. All absenteeism is strongly discouraged except for genuine illness, death in the family, or other extreme situations. Taking students out of school for vacation is discouraged because of the poor effects an extended absence has on the student’s progress and grades. Absences, tardies and late pickups also create many inconveniences for the teacher.

### 2. Excused and Unexcused Absences

Check your child’s health before coming to school. If there is any doubt, it is best to keep your child at home. If your child has experienced a fever, diarrhea, or vomiting, they must be free from all symptoms without medication for 24 hours before returning to school. Please notify the office if your child will not be in attendance due to genuine illness for the absence to be excused and for missed homework to be sent home. A lack of notification of your child’s absence will be considered unexcused. You will be contacted if your child becomes ill while at school. In this case, your child should not return to class or school until they have been symptom free without medication for 24 hours.

### 3. Excessive Absences

Victory Christian Academy students cannot have more than ten absences (excused or unexcused) during a single semester or 20 over an entire school year. A student cannot miss more than 70 hours of class time during a single semester or 1140 hours of class time over the school year. A student who exceeds the ten absences per semester or the 70-hour per semester limit will be reviewed for possible retention or dismissal.

Should a student exceed these absence limits, the parents must submit in writing an explanation why the absences were justified or unavoidable to the school administration within two weeks of the last day of school of the semester in which the absence occurred. This submission should contain official documentation (such as signed doctor's notes) in dictating dates and reasons that justify that the absences were unavoidable.

#### 4. Full or Partial Absence and Student Activities

Students are required to be in attendance at least half of the school day in which they participate in extra-curricular activities sponsored by the school. A student who leaves early due to illness will not be permitted to return that same day to participate in any extra-curricular activities.

#### 5. Tardiness to School Policies

Students may not have more than 5 tardies in a quarter or more than 20 in a school year. All students arriving late must report to the office to get a tardy slip for admittance to class. Students more than 5 minutes late need to be signed into the office by a parent. Tardiness creates extra work for the office personnel and the teachers, disrupts classes, deprives the student of important class time, and teaches irresponsibility to the student by example.

#### 6. Penalty for Excessive Tardiness

Parents of students who exceed the five allowed tardies per quarter will be assessed a \$5 fee for each tardy beyond the five allowed. Requests for exceptions must be made in writing within a week of the tardy, explaining the extenuating circumstances. These fees will be processed in the same fashion as late fees for tuition. See Financial Policies for details.

#### 7. Student Pick-up Policies

Students not picked up by 3:15 pm at the North Campus will be considered late pickups. If a North Campus student is not picked up by 3:15 pm, he/she will be taken to the North Campus front desk to await parent pickup. Students at the South Campus need to be picked up no later than 3:35 pm. At that time these students will go to extended care. Parents/carpools of students arriving after 3:15 pm at North Campus and 3:35 pm at South Campus will need to sign out their children. Fees detailed in the Extended Care Program will apply.

#### 8. Arrival or Departure During the School Day

All students arriving after school has begun or leaving before school is dismissed must report to the office to sign in or out.

### IX. EMERGENCY PHONE NUMBERS (YELLOW CARD)

When a student is ill or has an emergency at school, the office will attempt to contact the parents immediately. The office will call the phone numbers listed on the yellow card in the order in which they are listed. It is the parents' responsibility to update the yellow emergency card if there are any changes in their work, home, or cell phone numbers or the names and numbers of their other emergency contacts. \*\*The Yellow Emergency Card will be the first and possibly only reference for contact information during an emergency – please keep it updated.

### X. EMERGENCY RELEASE FORMS

Each family is asked to fill out an emergency release form so that the school can request medical aid for your child in the event that we are unable to reach you or if the situation requires immediate release. We

will still use the Yellow Emergency Card to contact the emergency contacts in the order they are listed until one is reached.

## XI. END OF DAY CLEAN-UP

As part of Victory's character training program, students may be assigned a clean-up duty to perform at the end of each day. Specific assignments will be provided and monitored by Victory faculty and staff.

## XII. FIELD TRIPS

Victory students will have periodic field trips throughout the year. Field trip days count as regular school days and the student's attendance is required. Parents will be notified of the field trip in advance.

Parents and/or other family members wishing to help supervise or drive must get the approval of the school administration prior to the day of the field trip. Proof of a current driver's license, insurance and background checks are required for all drivers.

## XIII. FUNDRAISERS

Victory Christian Academy will host periodic fundraising activities throughout the school year.

## XIV. LUNCHES

Victory Christian Academy students will bring their daily lunch with them from home. Students should not bring glass containers to school. No refrigerators or microwaves are available for students. Hot lunches may be available on certain days for \$4.00.

## XV. CONFLICT RESOLUTION POLICY

Victory Christian Academy school parents and teachers are expected to honor the Lord by using a biblical method of conflict resolution. Matthew 18:15-17 gives a model for Biblical conflict resolution. The principles are simple:

1. You should take your complaint to the person who has offended you privately (whether it is a school parent, teacher, or staff), without gossiping or slandering the person to others beforehand;
2. If the conflict is still not resolved, you should take it to the next level of authority, which in the school would be the teacher (if the problem is with a parent in the class), the principal (if the problem is with a teacher), or the school board (if the problem is with the principal) for them to bring resolution.

When problems are solved in a way that honors God, we immunize ourselves and our children for the curse of bitterness. PLEASE NOTE: IF YOU APPROACH A TEACHER OR THE PRINCIPAL BEFORE TALKING TO THE NECESSARY PEOPLE FIRST, YOU WILL BE DIRECTED BACK TO THE FIRST STEPS OF THE CONFLICT RESOLUTION PROCESS BEFORE THAT SCHOOL AUTHORITY WILL GET INVOLVED.

## XVI. MEDICATIONS

Parents of students requiring medication during the school day must inform the office. Notes regarding medication will only be valid for the current illness unless the student has a chronic condition. When possible, the medication **MUST** be stored in the office. The school will not administer any treatment to students, or dispense medication (any over the counter drug) without a note, verbal permission from home, or unless noted on the back of the emergency procedure card.

## XVII. POSTERS, ANNOUNCEMENTS, SENT-HOME MATERIALS

All posters, posted announcements, and notes designed to be sent home to all or some of the school families must be cleared with the school principal first. Anonymous notes of encouragement to teachers or individual families are valuable and encouraged. Anonymous notes of criticism or complaint will not be sent home or delivered to teachers. Complaints should be handled according to the Matthew 18 principle of conflict resolution (see Section XV).

## XVIII. SCHOOL PROPERTY, TEXTBOOKS, AND SUPPLIES

God has provided us with wonderful facilities for our school. Students should consider the building and the school equipment as a blessing from Him and do all in their power to be good stewards of them. Any student known to deface or destroy school property will be assessed the full cost of the repairs and be subject to disciplinary action. (see Section XXVI).

All textbooks are the property of Victory Christian Academy. Students are responsible for the care of their books and will be charged fees if the books are lost, damaged (beyond normal wear and tear), or destroyed. Parents will be notified in advance when this is necessary.

Some classes may require special materials from time to time that will have to be supplied from home. Parents will be notified in advance when this is necessary.

## XIX. SNOW ANNOUNCEMENTS

Victory Christian Academy will act in the best interest of its students when inclement weather arises. Victory can alter its schedule in the following ways:

1. **Half Day** : School begins at its normal time, but dismisses at 11:30 am – North Campus and 12:00 pm – South Campus.
2. **Snow Day**: School is not in session at all.
3. **Late Start**: School will start later and dismiss at the regular dismissal time.
4. **Early Dismissal**: School will start at the regular start time and dismiss earlier than normal.

Any changes in schedule will be communicated through email as well as local major TV stations. A reminder will be sent home at the beginning of the winter season to remind parents of this information. On rare occasions, the weather may turn poor during the school day. The school will monitor the development of the weather and will dismiss school early if it is in the best interest of the students.

## XX. TRANSFER STUDENTS GRADE PLACEMENT

Grade placement will be determined solely by the school administration and teachers after an evaluation process. Victory cannot accept students for enrollment who have failed two or more grade levels. Students who have missed four or more weeks of school in the current term (at another school) might not be accepted in the current school year.

## XXI. USE OF OFFICE PHONE AND CELL PHONES

Students will not be called to the school telephone except in the case of an emergency. Parents are encouraged not to call the school to leave messages for their children. Students may use the office phone only for emergency calls. Student cell phones must be turned off during the school day and kept out of sight in a backpack or locker, and not brought into the classroom. Student use of cell phones in violation of this policy will result in the phone being taken away and returned at the end of the day. Repeat violations will require a parent to pick up the phone in the school office.

## XXII. VISITORS ON CAMPUS

All visitors to the campus **INCLUDING PARENTS** must report directly to the office. Student visitors must comply with the Victory dress code. Any student who desires to have a visitor in the school must obtain permission from the principal ahead of time. Visitors to the campus and to any social activities are subject to the code of behavior for students, and their host is responsible for their conduct. Parents wishing to visit the classroom should notify the teacher at least one day in advance.

## XXIII. WITHDRAWAL OF STUDENTS

Withdrawals must be conducted through the school office. All books, equipment, and other school articles must be turned in at the time of withdrawal. Parents will be billed for any items that are not turned in at the time of withdrawal at replacement cost. Student records may be held until the family's financial account is cleared.

## XXIV. STUDENT RECORDS

Student records are available for review by parents and legal guardians. In order to view a child's records or request VCA to send official transcripts to another school, a parent or legal guardian must sign the VCA Records Release Form or the request form from the requesting institution. Any request for review or release of student records must be approved by the administrator. In the event that we receive conflicting instructions from a parent or legal guardian concerning the release of student records, both signatures will be required before the records will be sent.

## XXV. STUDENT CONDUCT STANDARDS

Since Victory bears the name of Christ, a high standard of conduct is expected of staff and students alike. Since we, as Christians, profess to love God above all and our neighbors as ourselves, we should reflect that love in all of our actions and in our attitudes toward each other. As the Bible instructs us, "If we live in the Spirit, let us walk in the Spirit." (Gal. 5:25)

Students are expected:

- To exhibit a desire to be Christ-like in conduct
- To be punctual, responsible, and ready to learn
- To bring all necessary supplies to class
- To show respect to the teacher and other school authorities

On the other hand, the following acts or attitudes are unacceptable at any time and will be issued discipline according to the school's discipline plan:

- Foul language, harsh language, frequent put-downs of others, physical bullying and other forms of harassment
- Disrespect to teachers, the principal, parental helpers or others in authority
- Improper displays of affection
- Irresponsibility in completing assignments, getting papers signed, copying other student's work, cheating or bringing proper items to class
- The use of electronic devices without the permission of the teacher
- Possession and/or use of alcoholic beverages, illegal drugs, tobacco products, weapons or pornographic material – students caught with any of these at school will be automatically suspended pending a decision from the board on expulsion.
- Vandalism of any school property; forgery of a signature on a note, pass, or other school communication; fighting or causing intentional injury to another student; stealing or

deliberate damage to school property – all punishable with immediate suspension pending a decision from the board on expulsion.

## **XXVI. DISCIPLINARY PROCEDURES**

### **1. Rationale**

While discipline can be unpleasant, it gives students needed correction and redirection for behavior and attitudes. Victory understands that discipline is a necessary part of love: “He who withholds discipline hates his son, but he who loves him disciplines him diligently” (Proverbs 13:24). Victory will discipline students within a spirit of love and hope so that the process can establish an atmosphere of mutual trust, respect and cooperation with the students. Corporal punishment in the form of paddling or spanking will not be utilized by school personnel as part of the school’s disciplinary policy or procedures.

### **2. Disciplinary Procedures Grades K-5**

The teachers in grades K-5 will use a disciplinary system of tracking student behavior. Each teacher will determine classroom rules and consequences for his/her room. These rules will be posted in the classroom and made available to parents.

The teachers discipline plan will involve missed recess time, depending on the level of inappropriate behavior or other consequences consistent with the seriousness of the behavior. A referral to the office will be at the teacher’s discretion.

Students who are sent to the administrator more than 5 times in one year will be considered for possible expulsion from school. All school discipline should be supported and reinforced in the home.

### **3. Disciplinary Procedure Middle and High School**

On the middle and high school level, students will receive demerits for infractions of the rules. Demerits fall into two categories:

1. First Class Demerits are administered for minor offenses. Tardiness to class, irresponsibility with books, locker, or homework, and general foolishness and disruptive behavior are all examples of the kinds of offenses warranting a first class demerit.
2. Second Class Demerits are administered for more serious offenses dealing with a rebellious attitude or issues of respect. Direct disobedience, lying or cheating, displays of a disrespectful attitude, vandalism to school property, stealing, or fighting are all examples of the kinds of offenses warranting a second class demerit.

All demerits are accumulated on a weekly basis. If a student receives three first class demerits for the same (or similar) offense, the student will be assigned a detention as discipline. Second class demerits are more serious and will receive a detention for a single infraction. Students who have a continual problem with a specific area of the behavioral code may receive lunch-time detention, in-school suspension, out of school suspension, or even dismissal.

If the administrator decides that a student’s behavior warrants dismissal, the parents have the right to a meeting with the administrator and a representation of the school board. The administration and the school board will consider in private all of the facts that are presented and decide to the best of their ability what action would be best for the student and the school.

All students attend Victory at the pleasure of the school’s administration and board.

#### 4. After School Detention Rules (Middle and High School)

- Detention starts at 3:05 pm and ends at 4:05 pm.
- Students are not allowed to use the restroom during this time, and students are not allowed to leave until the supervisor dismisses them.
- Students must be on time to detention. The doors will close at 3:05 pm and students will not be allowed to come in late. Students should be picked up promptly at 4:05 pm.
- Students will be required to work on schoolwork during detention. Students must bring enough schoolwork to fill the hour. Students will not receive tutoring during this time and are not to ask questions or talk. Students may read textbooks, study notes, or work on classroom assignments; students must work on schoolwork the entire time. Magazines, electronic devices, writing letters/notes, drawing pictures or doodling are not allowed.
- Students are not to talk during detention for any reason. Students are not to lay their heads on the desk. Students are to keep their feet in front of them on the floor. Students are not to sleep.
- If a student breaks any rule during detention, the student will not be given credit for the detention, even if he or she attended the whole time. If a student fails detention by breaking a rule, the supervisor will notify the student at the end of the detention and the detention will be reassigned. An additional detention fee must be paid.
- Parents may request that a detention be postponed as long as the parents request this in writing before the detention is due to be served. Detention is an important part of the school's disciplinary process and parents should make sure these disciplines come before other, optional activities.

## XXVII. DRESS CODE

### 1. Rationale

A person's dress reveals much about his or her attitudes toward life, respect for himself or herself, for others, and for God. A Christian's dress should reflect the truth that we are created in the image of God. While the Scripture does not put undue emphasis on matters of dress, it does clearly instruct us to dress modestly and appropriately, and to do so to God's glory.

### 2. Elementary Dress Code (Grades K-5)

Victory's students in K-5 must dress in a way that is neat, clean modest, and appropriate as defined here:

**Neat:** not sloppy, ragged, torn or frayed

**Clean:** not dirty, stained or smelly

**Modest:** not designed to display the student's body (or parts of the body) in inappropriate ways (examples include shirts that expose the midriff, spaghetti straps, spandex shorts or short skirts or shorts for girls; muscle shirts, half shirts, saggies, or spandex shorts for guys).

**Appropriate:** not offensive to the other members of our school community (examples include clothes that advertise or display alcohol, tobacco, drugs, offensive rock bands, and professional wrestling); dress must reflect a respect for the school's learning environment.

### 3. Middle and High School Dress Code (Grades 6-12)

In an effort to help maintain a structured and disciplined environment in our upper grade classes, Victory requires all students in Middle and High School to adhere to the following dress guidelines. Students who miss classes because of discipline in regard to dress may not be allowed to make up their work or it may be for reduced credit.

### ***Shirts, blouses, sweaters and sweat shirts***

- Students may wear pullover uniform-type shirts, collared blouses or dress shirts, or turtlenecks. All shirts must be buttoned to the neck (the top button may be left open). String tie shirts and “V” neck shirts that dip below the collarbone are not allowed. Shirts cannot be open below the collarbone.
- Sweaters may be worn as long as a turtleneck or collared shirt is visibly worn underneath.
- Slogans, pictures, lettering and advertising on shirts are not allowed. Emblems are not allowed unless they are small polo-type emblems on the chest of pullover shirts.
- All shirts, regardless of fabric type or cut of hem, must be tucked neatly into the pants, shorts, skirt, capris or dress shorts.
- T-shirts and sweatshirts of any style are not allowed.
- Hoodies (either sweatshirt or zipper/jacket style) may be worn to school, but not when classes are in session. Other jackets worn over dress code must show the collared shirt beneath.
- Spirit wear will be allowed on relaxed code days or other special school events as a jacket over a collared shirt.

### ***Pants, Shorts, Skirts, Capris or Dress Shorts (no cargo shorts)***

- Students can wear any solid color or plaid dress pants, shorts, skirts or capris.
- Belts must be worn, and visible, if the pants, shorts, skirts or capris have belt loops.
- Saggies (pants worn below the waist causing the pants to sag between the legs) are not allowed.
- Pants, shorts, skirts and capris are not to be overly baggie or form fitting (too tight).
- Cargo pants and “zip off” pants (with removable legs) are not allowed.
- Jeans of any color or style are not allowed.
- Stretch pants and “jeggings” are not allowed.
- Athletic shorts or pants of any kind are not allowed (sweatpants, gym shorts, etc.)
- Shorts and skirts must be of modest or appropriate length, with the hem falling no higher than 2” above the top of the knees.
  - **First offense** – Verbal warning
  - **Second offense** – Trip to the administrator’s office and lunch detention
  - **Third offense** – After school detention

### ***Relaxed Code***

On certain occasions Victory Christian Academy may relax its dress codes for specific events. Field Trips, field days, sporting events, and dress down days are examples. On these days special guidelines may be given to govern dress, but as a general rule dress should be modest and appropriate. The following guidelines should be followed on relaxed dress code days:

- Shorts should be appropriate Khaki shorts or dressier unless the student is participating in physical activities that require sports type shorts.
- Jeans should not be frayed or visibly worn-out
- T-shirts should not look old or worn-out; undershirts are not acceptable as main shirts at any time
- Victory spirit-wear is encouraged on all relaxed dress code days.

## XXVIII. ACADEMIC POLICIES

### 1. Grading Scale

The following grading scale is used for Victory's grades (standard mathematical rules apply for rounding to whole numbers):

<i>Grade</i>	<i>Percent Range</i>
A	100-90
B	80-89
C	70-79
D	60-69
F	0-59

### 2. Academic Restrictions

Students with less than a "C" average (2.0 GPA) or 2 "D"s during the weekly eligibility check reviewed every Monday morning will be placed on academic supervision. Any student on academic supervision may have his or her involvement in extracurricular activities limited, including participation in sports, student council or other clubs.

### 3. Homework and Make-Up Work

Homework is an essential aspect of student growth and learning. Victory expects its students to complete their homework neatly and turn it in on time. Late out-of class assignments will be accepted at the discretion of the teacher. Any work missed as a result of an unexcused absence will be accepted at the discretion of the teacher.

Families who give permission to their students to be absent (for a family trip, a sports tournament, etc.) must make prior arrangements for schoolwork with the teachers and submit an VCA Absence Request Form with the administration. The student must have his/her teachers sign the Excused Absence Form with homework assignments. Reference section VII.2.

If a student has an excused absence, the make-up work is required to be done upon return within as many days as the student has been absent, unless other arrangements have been made with the teacher. Tests will be made up at the teacher's discretion and convenience, not the student's.

### 4. Academic Fail Policy

Students failing two or more subjects at the end of the year, or with other maturation issues, will be considered for retention at their present grade level. At the end of the year, the administrator will also evaluate students who receive low grades in three or more subjects to consider retention. Parents of students being retained will be notified with explanation in writing. After notification, the parents may ask for a conference with the administrator and teacher to discuss the retention. A student who has been previously retained two or more grade levels at any school will not be accepted at Victory Christian Academy.

Eighth grade students who fail two or more core academic subjects (math, English, social studies, science and Bible) will not be allowed to participate in the graduation ceremony at the end of the year nor will they be presented with an eighth grade diploma until the credits necessary for graduation have been earned. (Summer school credits may be accepted to complete graduation requirements with prior approval.)

## 5. Parent Conferences

Parents will be asked to attend at least one parent-teacher conference a year, held near the end of the first quarter. This conference is essential for building bridges of communication with your child's teacher. A second conference may be scheduled at the discretion of the teacher or parent in the third quarter if deemed necessary.

Parents may request additional conferences with a teacher by calling the school or contacting the teacher when he or she is not in class. Conferences will be scheduled according to the need of the students as discerned by the parents or teacher. Parents must set up a conference with the teacher in advance; parents are not to interrupt a class in session to confer with the teacher. Morning hours are not for conferences.

## 6. Report Cards and Progress Reports

The school year is divided into two semesters, and each semester is divided into two quarters. Report cards will be issued four times a year at the end of each quarter. Middle and High School students will be required to take cumulative semester tests at the end of each semester.

Teachers strive to update grades daily and they are available for review on the JupiterGrades website. Teachers will occasionally post feedback, comments, etc. Parents are encouraged to check in regularly to keep updated with their student's progress.

## 7. School Logo and Mascot

Victory's mascot is the Charger and the school colors are blue, white and gold. School spirit wear will be made available for purchase to all families.



# XXIX. STUDENT ACTIVITIES

## 1. Eighth Grade Class Trip

The Eighth Grade students may plan and take an eighth grade class trip. The school principal must approve the trip and the duration. The eighth grade class and sponsors may fundraise to help raise money for this trip, but all fundraising activities must be approved with the school administration before they are commenced. All funds collected through fundraising done in the school's name must be turned in to the principal and held in the Victory account. The students will be required to pay all the expenses of having at least one male and one female representative.

## 2. Parent Sponsored, School Sponsored

The Scriptural standard for social activities, speaking generally, is the same for all Christians, regardless of their age: "Whether therefore you eat, or drink, or whatever you do, do all to the glory of God." (1 Corinthians 10:31). Expanding on this basic principle, the Bible further instructs that the

Christian's body is a "temple of the Holy Spirit" (1 Corinthians 6:19). The student is therefore to glorify God with his or her body (1 Corinthians 6:20).

Fun and wholesome activities are a valued and necessary part of Victory's program. Parents and other adult sponsors involved in planning of recreational activities should make sure that the students are properly chaperoned at all times. Chaperones take the responsibility and authority of making sure the students conduct themselves in a Christ-like manner.

Modest attire must be worn at all social functions. The school will enforce modest swimwear (one-piece suits for the ladies and boxer shorts for men) at any school-related swimming functions. Similar attire is encouraged at parent-sponsored events attended by Victory Christian Academy students.

Extra-curricular activities are available for eligible participants, including sports and student council, yearbook, etc. Actual activities offered during the year will depend on student interest and availability of parent sponsors/coaches. All fees for extra-curricular activities are due at the time of registration for these activities. These fees will vary from year to year, and will be set and collected by the sponsor/coach.

### **XXX. STUDENT ACCIDENT INSURANCE FOR REGULAR SCHOOL HOURS**

Victory carries student accident insurance on the students during school hours. Any accidents that occur coming to or leaving from school, on the property, or at extra-curricular activities (sports, etc.) resulting in injuries are eligible to be covered by the student accident insurance beyond the parents' regular medical insurance. It is the parents' responsibility to get the proper forms from the office and fill them out in accordance with the policy's time frame.

### **XXXI. VICTORY'S RESERVED RIGHTS**

Victory Christian Academy reserves the right to make, amend, or prescribe rules and policies for dress, appearance, conduct or any and all other unforeseen problems that may arise at any time during the school year. Victory expects full cooperation from students and parents regarding adherence to all school plans, policies and regulations.