

**2010-2011**

*Student  
Handbook*



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## 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

We envision a Christ-centered discipleship school where:

- Students 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;
- Students will be equipped to excel as they pursue higher education and a life of service that exemplifies biblical precepts;
- Students will have the opportunity to communicate, problem solve, and demonstrate high-level thinking skills based upon a biblical world view;
- Students will be encouraged as they develop spiritually, intellectually, morally and socially;
- Students from Christian families will have an opportunity to obtain an affordable, quality education

## 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 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 in to grades 1-8. 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 and visit Victory Christian Academy's website at [www.VCAcademy.org/tuition](http://www.VCAcademy.org/tuition).
- 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. Go to [www.VCAcademy.org/FACTS](http://www.VCAcademy.org/FACTS) for more information.

### 2. Enrollment Fees and Procedures

- Visit [www.VCAcademy.org/enrollment](http://www.VCAcademy.org/enrollment) to view all 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 15th 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 \$25.00 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 are over 30 calendar days delinquent will 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, the 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 are paid in full.

## V. REFERRAL PROGRAM

Victory Christian Academy has established a program which rewards current families for every new family that enrolls a student based on their referral. Complete program details are available in the Registration Details section at [www.VCAcademy.org](http://www.VCAcademy.org).

## VI. SCHOOL SCHEDULE

The school doors will open to students at 8 a.m. and students should be dropped off between 8 and 8:15 a.m. Classes begin at 8:20, and students are to be in attendance in the classroom at this time or will be considered tardy (see Section VIII). Students are dismissed from school at 3:15 and should be picked up promptly. Students left at Victory beyond 3:30 p.m. will be taken to the extended care program and the appropriate fees will be charged to the family.

## VII. EXTENDED CARE PROGRAM

Victory offers an Extended Care program for families whose schedules require them pick up their students at times after the normal school ending time. This is not a “convenience care” program and should not be used as an optional child care program. This service is being provided to enable families to be part of Victory who otherwise might not be able because of their work schedule. The policies of this program are as follows:

- Students should pack an extra healthy snack for after school. No snacks will be provided by the school.
- After school care will begin at 3:30pm and end at 6:00pm.
- Students should be picked up no later than 6:00pm.
- A fee of \$1.00 per minute will be assessed after 6:00pm.
- A parent or guardian must sign the log when the student is picked up in the afternoon.
- A fee of \$3.50 per hour 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 automatically be added to each family's account, and billed along with tuition. See the Financial Policies (Section IV) for more details.
- Students will have a quiet area available to do homework and an area for supervised activity.

## 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

In order for an absence to be excused, a parent must notify the school in writing concerning the date and reason for the absence. Any absence for which the school does not receive written documentation will be considered unexcused. Any work a student has missed during an unexcused absence cannot be made up. See Homework and Make-up Work (Section XXVIII.4) for further explanation.

### 3. Excessive Absences

Victory Christian Academy students cannot have more than ten absences (excused or unexcused) during a single semester or 20 over a whole school year. A student cannot miss more than 70 hours of class time during a single semester or 140 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. This submission should contain official documentation (such as signed doctor's notes) indicating dates and reasons that justify that the absences were unavoidable.

### 4. Family Vacation During the School Year

In the event of family trips or other such circumstances, the parents must notify the school administration in writing two weeks in advance of the time to be missed for the absence to be excused.

### 5. Doctor's Appointments

Preferably, appointments for doctors, dentists, and other scheduled appointments should be made toward the end of the school day or after school when possible. If periodic appointments are necessary during school hours, an attempt should be made to schedule these appointments at different times of the day so as not to miss the same classes each time.

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

Students are required to be in attendance a minimum of 3 hours on the 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.

## 7. 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 office personnel and the teachers, disrupts classes, deprives the student of important class time, and teaches irresponsibility to the student by example.

## 8. Penalty for Excessive Tardiness

Parents of students who exceed the five allowed tardies per quarter will be assessed \$5 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 (Section IV) for details.

## 9. Student Pick-up Policies

Students not picked up by 3:30 will be considered late. At 3:30 p.m. students will be taken to the extended care program for supervision. Parents/carpools arriving after 3:30 p.m. will need to sign out the student(s). Fees detailed in Section VII will apply.

## 10. 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, all students will 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. Unless it is arranged in advance for approved reasons, any absence from a field trip will be counted as an unexcused absence from school. Any parents wishing to help supervise or drive should contact either the teacher or the parent in charge of planning ahead of time.

## **XIII. FUNDRAISERS**

Victory Christian Academy will host periodic fundraising activities to target specific school improvement projects. Family participation is encouraged but not required.

## **XIV. LUNCHES**

Victory Christian Academy students will bring their daily lunch with them from home. Victory may, on occasion, host a special hot lunch, and these will be announced well in advance for family planning purposes. Students should not bring glass containers to school. Students will eat lunch with their class in a classroom, lunch room, or other designated area. No refrigerators are available for student use.

## **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 from 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**

Students requiring medication during the school day must inform the teacher. 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 dispense medication (including aspirin) without a note or verbal permission from home.

## **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 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. All books are to be covered with durable paper or plastic by the beginning of the second week of school. Elastic book covers should not be used (they stress and can break the binding) and book covers should not be taped to the inside of the book's cover.

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 three ways when poor weather arises:

1. **Snow Schedule:** School begins at 10 a.m. and ends at its normal time;
2. **Half Day:** School begins at its normal time, but dismisses at noon;
3. **Snow Day:** School is not in session at all.

Any changes in schedule will be posted on Victory's website, [www.VCAcademy.org](http://www.VCAcademy.org), as well as local major TV stations. A flyer 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. Parents are discouraged from picking up their students early when poor weather arises mid-day as this often will put the parent and student on the road at the worst time for safety.

## **XX. TRANSFER STUDENTS GRADE PLACEMENT**

Grade placement will be determined solely by the school administration and teachers after an evaluation process. Victory cannot accept for enrollment students 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 TELEPHONE 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 only. 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. Abuse of this could result in the phone being taken away and returned at the end of the day.

## **XXII. VISITORS ON CAMPUS**

All visitors to the campus 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. To 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. In the event that we receive conflicting instructions from a parent or legal guardian concerning the release of student records then 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 neighbor 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 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, 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 on final dismissal)
- 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

## XXVI. DISCIPLINARY PROCEDURES (CHECK MARKS, DEMERITS, DETENTIONS)

### 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 with in a spirit of love and hope so that the process can establish an atmosphere of mutual trust, respect and cooperation with the students.

### 2. Disciplinary Procedures K-5

The elementary level (K-5) will use a “pulling the card” system to track student behavior over the course of a day. Students start the day with five cards of different colors and are asked to remove the front card when there is an infraction to the class rules. Students who pull three cards in one day will miss one recess (or other class activity). Students who pull four cards in one day will miss another recess (or other class activity). Students who pull all five cards in a day will miss that day’s recesses (however many are left) and the following day’s recesses. Parents will be notified any time a discipline is administered (if a child pulls three, four, or five cards). All school discipline should be supported and reinforced in the home.

### 3. Disciplinary Procedures 6-8

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

**First Class Demerits** are administered for minor offenses. Tardiness to class, irresponsibility with books, locker, or homework, and general foolish and disruptive behavior are all examples of the kinds of offenses warranting a first class demerit.

**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, or stealing 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 in-school suspensions, 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 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 (For Grades 6-8)

- Detention starts at 3:30 and ends at 4:30 p.m.
- 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 pay a \$5.00 fee to the detention supervisor in order to serve the detention
- Students must be on time to detention. The doors will close at 3:30 p.m. and students will not be allowed to come in late. Students should be picked up promptly at 4:30 p.m.
- 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 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 towards 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 (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 School Dress Code (6-8)

In an effort to help maintain a structured and disciplined environment in our middle school, Victory requires all students in grades 6-8 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 and sweatshirts 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, culottes or skorts.
- T-shirts of any style are not allowed.

### ***Pants, Shorts, Skirts, Culottes and Skorts***

- Students can wear any solid color or plaid dress pants, shorts, skirts, jumper, or skorts.
- Belts must be worn, and visible, if the pants, shorts, skirts, culottes or skorts have belt loops.
- Saggy (pants worn below the waist causing the pants to sag between the legs) are not allowed.
- Pants, shorts, skirts, and skorts are not to be overly baggy 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 are not allowed.
- Athletic shorts or pants of any kind are not allowed (sweatpants, gym shorts, etc.)
- Shorts, skirts, and skorts must be of modest and appropriate length, with the hem falling no higher than 2" above the top of the knees.

## XXVIII. ACADEMIC POLICIES

### 1. Grading Scale

The following grading scale is used for Victory's grades:

<i>Grade</i>	<i>Percent Range</i>
A	93-100
B	85-92
C	77-84
D	69-76
F	0-68

### 2. Academic Restrictions

Students with less than a "C" average (2.25 G.P.A.) 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. Homerooms and Advisors (Grades 6-8)

Each student will be assigned to a homeroom and will be assigned an advisor. The advisor has the responsibility and right to check student notebooks, lockers, and general appearance. The advisor will also monitor the student's general progress.

### 4. 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 generally not be accepted for credit. Any work missed during an excused absence may be made up at the discretion of the teacher. Any work missed as a result of an unexcused absence will not receive credit.

Families who give permission to their students to be absent (for a family trip, a sports tournament, etc.) must make prior arrangements with the administration and the teachers to make up work missed. The anticipated schoolwork must be complete before or during the trip, with arrangements having been made with the teacher to take tests that might be missed.

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.

### 5. Academic Fail Policy

Students failing three or more subjects at the end of the year will be considered for retention at their present grade level. The administrator will also evaluate students who receive low grades (F's and D's) in three or more subjects at the end of the year concerning 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.

## 6. 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.

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.

### 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. Teachers will send home mid-quarter progress reports to the parents at the midpoint of each quarter as well.

## XXIX. SCHOOL COLORS AND MASCOT

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



## VICTORY CHRISTIAN ACADEMY

## XXX. STUDENT ACTIVITIES

### 1. Eighth Grade Class Trip

The eighth grade students may plan and take an eighth grade class trip. The number of days the students miss from school will depend on the nature and extent of the trip taken. 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. Students will be expected to pay at least 25% of the trip cost themselves as a way to teaching responsibility and value. This percentage must be arranged with the administration when the trip is planned. 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 teacher or other approved school representative on the trip with them.

## 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 ye eat, or drink, or whatsoever ye do, do all to the glory of God.” (I Cor. 10:31). Expanding on this basic principle, the Bible further instructs that the Christian’s body is a “temple of the Holy Spirit” (I Cor. 6:19). The student is therefore to glorify God with his or her body (I Cor. 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 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.

Many extra-curricular activities are available for eligible participants, including sports, cheerleading, and student council. 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.

### **XXXI. 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 (i.e. sports, cheerleading, 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.

### **XXXII. 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.