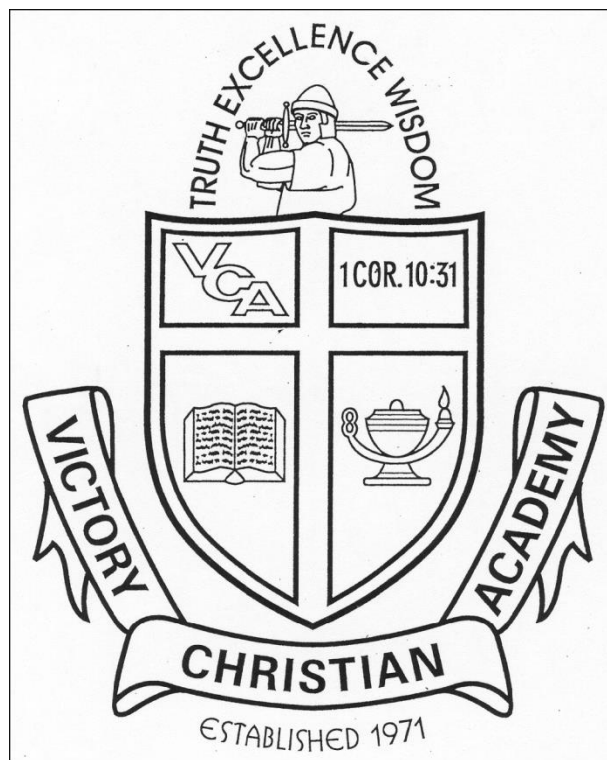


Victory Christian Academy

Parent & Student Handbook

2016-2017



Victory Christian Academy

a ministry of

Victory Baptist Church

10613 Lem Turner Rd.

Jacksonville, FL

904-764-7781

For the most current information about Victory Christian Academy,
please visit our website at www.victoryministry.com.

Also be sure to check out our Facebook pages:
facebook.com/vca.jacksonville ♦ facebook.com/vbc.jacksonville



Victory Christian Academy

Studying To Show Ourselves Approved Unto God

www.victoryministry.com 10613 Lem Turner Road, Jacksonville, FL 32218 904-764-7781

Dear Parents and Students:

We are pleased that you have chosen Victory Christian Academy as your school. We consider it a great honor and a privilege to share the responsibility of training your child. With privileges come responsibilities, therefore we must have rules to guide our relationship.

The Bible is our guide book which serves as our set of rules, and shows us how to live the Christian life. Our prayer for your family is that God's Word will have a strong impact upon your life.

We share a great burden for our school family; first for salvation of all our parents and students, and secondly for spiritual growth in each of our lives. On the following page, you will find several passages of Scripture that will be a help to those who have never received Christ as their personal Saviour.

Please call us if we can be of assistance to you. May the Lord bless you as you seek to rear your family in Biblical principles.

VICTORY CHRISTIAN ADMINISTRATION

Administrator..... Mrs. Sandra Effler, M.S.
Business Administrator Mrs. Patricia Sutherin

WHAT MUST I DO TO BE SAVED?

ADMIT THAT YOU ARE A SINNER

The Bible says, *For all have sinned and come short of the glory of God.*
(Romans 3:23)

KNOW THAT GOD HAS ALREADY PROVIDED FOR YOUR SALVATION

For God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life.
(John 3:16)

KNOW THAT YOU CANNOT SAVE YOURSELF

Not by works of righteousness which we have done, but according to his mercy he saved us.
(Titus 3:5)

REPENT OF YOUR SINS

Except ye repent, ye shall all likewise perish.
(Luke 13:3)

ASK JESUS CHRIST TO SAVE YOU

For whosoever shall call upon the name of the Lord shall be SAVED.
(Romans 10:13) **AND**
Believe on the Lord Jesus Christ, and thou shalt be saved.
(Acts 16:31)

CONFESS JESUS BEFORE MEN

If thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved. For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation.
(Romans 10:9,10)

**HAVE YOU ASKED CHRIST TO SAVE YOU?
IF NOT, DO IT NOW!**

TABLE OF CONTENTS

I. GENERAL INFORMATION	
Purpose of Handbook.....	1
Mission Statement.....	1
History of the School.....	1
Purpose of the School.....	2
Philosophy of Education.....	2
Statement of Faith.....	3
Educational Objectives.....	4
Pledges.....	4
Pledge to the American Flag	
Pledge to the Bible	
Pledge to the Christian Flag	
II. ADMISSIONS	
Statement of Nondiscrimination.....	5
Procedures.....	5
Registration.....	5
Withdrawals / Dismissal from School.....	6
III. CONDUCT AND DISCIPLINE	
General Conduct.....	7
Parental Support.....	7
Physical Contact / Immorality.....	8
Campus Conduct.....	8
Internet Use Policy.....	9
Discipline.....	9
IV. STUDENT DRESS AND HAIR CODE	
Dress Code Violations (K4-12 th Grades).....	10
Hair Code (K4-12 th Grades).....	10
Kindergarten and Elementary Dress Code.....	11
Girls' Dress Code (7 th -12 th Grades).....	12
General Guidelines	
School Banquet / Party Dress	
Boys' Dress Code (7 th -12 th Grades).....	14
General Guidelines	
Banquet Dress	
Sports Practice Dress (6 th -12 th Grades).....	15
After School / Weekend School Functions.....	15
V. GENERAL POLICIES AND INFORMATION	
Attendance Policies.....	16
Early Pick-ups	
Tardy	
Half-Day Absence	
Absence	
Books.....	17
Bookbags.....	18
Emergency Procedures.....	18
Eligibility Requirements for Holding Office.....	18
Extended Care.....	18
Faculty.....	19
Fees.....	19
Field Trips.....	19
Fundraising.....	19
Insurance.....	20
Leaving Campus.....	20
Library.....	20
Lunch Program.....	20
Make-Up Work.....	20
Materials / Supplies.....	21

Table of Contents (continued)

Materials Not Appropriate for School.....	21
Music Program	21
Parent Involvement.....	22
Parents Web.....	22
Parties (6 th -12 th Grades)	22
Personal Property.....	22
Pick-Up.....	22
Rock, Country, and Rap Music.....	23
Sales & Promotions & Brochures/Flyers from other Organizations.....	23
School Offices	23
Spiritual Emphasis.....	23
School Lockers	23
Senior Field Trip	24
Transcripts / School Records	24
Visiting the School and Classrooms	24
VI. GENERAL SCHOOL REGULATIONS.....	25
VII. SICKNESS, INJURY AND MEDICATION	
Sickness or Injury	27
Communicable Disease Policy.....	27
Medication	27
VIII. ACHIEVEMENT TESTING PROGRAM.....	28
IX. KINDERGARTEN DIVISION	
Introduction.....	29
Curriculum	29
Attendance Policies	29
Dress Code.....	30
Discipline Policies.....	30
Clinic/Medication.....	30
Parties	30
Pick-up Policy	30
Grading.....	30
Homework	31
Supplies.....	31
X. ELEMENTARY DIVISION	
Admission.....	32
Curriculum	32
Dress Code.....	32
Discipline (Grades 1-5).....	32
Supplies.....	32
Parties	32
Grading.....	33
Homework	33
Honor Roll.....	34
Promotion	34
XI. JUNIOR AND SENIOR HIGH DIVISION	
Discipline (Grades 6-12).....	35
Demerit System	
Demerit Code	
Academic Information (Grades 6-12)	37
Grading Information.....	37
Effort and Conduct Grades	
Extra Credit	
Examinations	
Promotion	38
Homework	39
Honor Roll.....	39

Table of Contents (continued)

High School Course Requirements	40
Special Notes	
Attendance Requirements	40
Course Selection	40
Drop / Add Regulations	41
Graduation Course Requirements.....	41
Graduation Honors	42
Honor Courses	42
National Honor Society	42
Student Drivers	42
XII. PHYSICAL EDUCATION AND SPORTS PROGRAMS	
Physical Education	43
Goals	
Dress	
Excuses	
Grading	
General Information	
Athletics in General	45
High School Athletic Program.....	45
Interscholastic Activities	
Student Participation in Sports	
Cheerleading	45
Sports Fee	45

Victory Christian Academy

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Jacksonville, Florida
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PARENT-STUDENT HANDBOOK 2016-2017

PURPOSE OF HANDBOOK

It is the purpose of this handbook to explain to the parents and students of Victory Christian Academy our basic philosophy of education, discipline, and policies that will direct our relationship together throughout the year. If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to correct the problem.

We trust that this handbook will provide you with the information that will lead to a successful school year.

MISSION STATEMENT

Victory Christian Academy, a ministry of Victory Baptist Church, exists to challenge students in grades K4-12 to become well-balanced, Christ-like persons by educating in the mental, physical, social, and spiritual realms.

HISTORY OF THE SCHOOL

Victory Christian Academy has been used of God to train thousands of boys and girls in the Duval and Nassau County area for over thirty-five years. Victory Christian, a ministry of the Victory Baptist Church, Inc., began under the direction of Dr. Arthur Estes in 1971. The burden of Dr. Estes, the pastor of the church, was to provide a quality Christian education for children of all ages.

When the school began, the first student body consisted of 182 kindergarten - sixth grade students. During the first year, the classes were held in the facilities of Victory Baptist Church.

The following year, a new building was built. The two story brick building had 19 classrooms, a cafeteria, a teacher's lounge and administrative offices. The same 1972-1973 school year saw the addition of grades 7-10. Other additions included an elementary building of 14 classrooms in 1973 and a gymnasium in 1976.

The first graduating class for Victory Christian Academy was the class of 1975. Throughout the years of the school's existence, VCA graduates have distinguished themselves in many areas. Because of the school's longevity, VCA graduates are now sending their children to the school.

Victory Christian Academy was one of the first Christian schools accredited by the Florida Association of Christian Colleges and Schools. Victory is now a member of the Sunshine State Association of Christian Schools (SSACS) and the American Association of Christian Schools (AACCS). The school is primarily college preparatory in its academic emphasis, and its graduates are required to meet all graduation requirements for the State of Florida.

Today, Victory Christian Academy has two year olds through twelfth grades. The school continues its commitment to quality Christian education under the leadership of the pastor and school board of Victory Baptist Church, the administrator, and a business administrator. The success of this ministry is attributed to the faithfulness of its dedicated Christian faculty and the highly developed curriculum that is used in each of the grades. The Lord has done many wonderful things through our ministry for which we praise His name! Our hearts are thankful for parents who see the importance of a Christ-centered education.

PURPOSE OF THE SCHOOL

The ultimate goal and purpose of Victory Christian Academy is to develop Christian boys and girls into mature disciples of Jesus Christ, capable of and dedicated to accomplishing His will for their lives and glorifying Him with their choices in whatever vocation they pursue. We believe that includes an assurance of their personal salvation by faith, maintaining academic excellence, and learning to live a disciplined life of conviction and responsibility. Our desire is to work with the parents in bringing the child up in the nurture and admonition of the Lord and thus enabling him both at home and at school to grow in wisdom (academically), in stature (physically), and in favor with God (spiritually) and man (socially) (Luke 2:52).

PHILOSOPHY OF EDUCATION

Wisdom and knowledge come from God, therefore man's education is complete only when God and His word are at the center of all learning. *The fear of the lord is the beginning of knowledge* (Prov. 1:7). In education we are concerned with the total person: his intellectual, spiritual, physical, and social being (Luke 2:52). We believe the needs of the total person can only be met by synchronizing our philosophy of life with that of the Bible.

The Student

1. Created by God and in His image, he is of inestimable worth, possessing an eternal soul that shall inherit everlasting life or everlasting damnation.
2. Because of sin, he is unable to reach God. His nature is totally depraved and foolishness is bound in his heart (Proverbs 22:15).
3. Faith in Christ Jesus is the only way of establishing a right relationship with God. Reality in life's purposes and values can be ascertained in and through Christ alone.

The Curriculum

1. God is the source of all wisdom and He has revealed Himself specifically in the Bible - thus God's Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
2. Christian education should aspire to train a child in such a way that he will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian viewpoint.
3. The home and church, being ordained of God and being charged with the responsibility of training and teaching (Deut. 6:6, Matthew 28:20), should work together with the Christian school in promoting the student's growth.

The Teacher

1. The teacher in the Christian school must of necessity give evidence of knowing Christ as personal Savior.
2. He must be wholly committed to following and obeying Christ, thus being wholly committed to a life of service to man for Christ's sake.
3. He should possess academic and professional learning necessary to perform his task.

STATEMENT OF FAITH

This church receives the Scriptures as the inspired Word of God and the sole authority in matters of faith and practice. The church's understanding of Christian truth is herein contained by the following Declaration of Faith.

1. We believe that the Bible is God's Word, that it was written by men divinely inspired and that it is the supreme, infallible authority in all matters of faith and conduct.
2. We believe in God the Father, perfect in holiness, infinite in wisdom, and measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all that come to Him through Jesus Christ.
3. We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of Virgin Birth, sinless in life, making atonement for the sins of the world by His death. We believe in His bodily resurrection, His ascension and visible, premillennial return to the world, according to His promise.
4. We believe in the Holy Spirit who came forth from God to convict the world of sin, of righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ.
5. We believe that all men by nature and by choice are sinners but that *God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life.* We believe, therefore, that those who accept Christ as Lord and Savior will rejoice forever in God's presence and those who refuse Christ as Lord and Savior will be forever separated from God.
6. We believe in the church - a living spiritual body of which Christ is the Head, and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed on a credible confession of faith, and associated for worship, work and fellowship. We believe that to these local churches were committed for perpetual observance, the ordinances of baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Saviour, and the enthroning of Him as Lord and Master. We believe that all human betterment and social improvements are the inevitable by-products of such a Gospel.
7. We believe that every human being is responsible to God alone in all matters of faith; that each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority; that therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other.
8. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; 19:5 & 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:0; I Thess. 4:1-8; Heb. 13:4)
9. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

EDUCATIONAL OBJECTIVES

1. To lead students to a saving knowledge of Jesus Christ.
2. To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it.
3. To develop a desire to know and obey the will of God.
4. To develop the mind of Christ in each student and to teach each student how to overcome sin.
5. To encourage the development of self-discipline and responsibility.
6. To instill in each student love and honor for home and parents.
7. To provide each student with developing skills necessary to make a living.
8. To give each student a solid academic foundation in the fundamentals of learning, along with Christian training taught from a Biblical point of view.
9. To develop an appreciation for the fine arts and to use fine arts abilities in Christian service.

PLEDGES

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of Victory Christian Academy each day.

The recitation each morning of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians. Therefore, it is essential that every student see his responsibility to recite these each day.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

ADMISSIONS

STATEMENT OF NONDISCRIMINATION

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

PROCEDURES

All students entering Victory Christian Academy, other than kindergarten, must take and satisfactorily pass an entrance exam. A testing fee is charged for the entrance exam and is payable prior to the test.

In addition to the entrance exam results, the following information must be submitted before the admissions committee can make a final decision:

- 1) A completed application form
- 2) A copy of the previous year's and most recent report card or school transcript
- 3) A completed *Academic Evaluation* from student's previous school
- 4) A signed *Statement of Cooperation*
- 5) A signed *Standard of Conduct* form (grades 5-12 only)
- 6) A state-certified copy of the child's birth certificate
- 7) A signed *Parental Permissions & Agreements* form

After reviewing the above information, the administration may desire to schedule an interview with the prospective student and parents. A decision by the admissions committee will be sent by mail within two weeks of the testing date provided all necessary forms have been submitted.

The administration reserves the right not to define criteria whereby a student may be accepted or denied as a student at Victory Christian Academy. The school also reserves the right to place a student in a lower grade if deemed necessary.

All new students are admitted conditionally with a nine weeks' trial period. If the child fails to make acceptable progress or does not adjust to the program, the parents will be asked to find a school better suited to meet their child's needs.

The records of students presently enrolled at Victory Christian Academy will be reviewed on an annual basis to determine their status. Students will only be readmitted on the basis of a satisfactory record in academic subjects, conduct, and spiritual growth.

REGISTRATION

Registration for new students may occur in the main school office after a positive determination has been made by the admissions committee. Before registration can be completed, the above seven pieces of information, as well as current immunization and health physical certificates, must be on file at the school office. The registration process will be complete upon receipt of the registration fee and all required forms on file.

Pre-registration for previously enrolled students begins in January. Completion of the Registration Card, *Financial Agreement*, and other forms and payment of the registration fee will ensure a place for the child during the next school year. Parents are cautioned to complete registration during the month of March as testing for new students begins the first of March and classes tend to fill up quickly. Parents risk the possibility of losing a place for their child for the new school year by delaying in the pre-registration process.

WITHDRAWALS/DISMISSAL FROM SCHOOL

Withdrawals from school must be made through the school office. Students attending one day of the month will be responsible for the full month's tuition. Written notice in advance of a withdrawal is expected so that a withdrawal/transfer form may be prepared. No records will be transferred while there still is an outstanding balance on the student's account. Students who choose to withdraw from Victory Christian Academy either during or at the conclusion of a school year may or may not be accepted back at a future date.

Victory Christian Academy expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be asked to transfer to another school. Also, if the student's behavior or attitude **whether on or off school property** indicates an uncooperative spirit or one that is out of harmony with the *Statement of Faith*, the spirit, or the policies of the school, whether or not there is any definite breach of conduct, he may be requested to transfer. Such determination is the sole discretion of the administration. Uncooperative or unsupportive parents may be the cause of a student being denied admission or readmission. Readmission considerations following dismissal will be determined on a case-by-case basis.

A 6th-12th grade student may be dismissed from school when 100 demerits are accumulated or when he or his parent is found to be out of harmony with the *Statement of Faith*, the spirit, the rules, or the policies of the school. Students who are dismissed from Victory Christian Academy will not be considered for re-enrollment for the period of one year. Parents and the student must meet with the administration before re-enrollment will be considered. Students who finish the school year with 100 demerits but are permitted to complete the year under special arrangement will not be enrolled the following year.

If a student is dismissed (expelled or administratively withdrawn) from school, he may not return to the campus for any reason, including school functions such as games and programs. If a student is parentally withdrawn, the decision to allow the student to attend school functions will be made by the administration.

CONDUCT AND DISCIPLINE

GENERAL CONDUCT

Victory Christian Academy expects that its students live above reproach showing respect to God, country, family, faculty, and fellow-students; therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at Victory Christian Academy is a privilege, not a right. Constructive suggestions are always welcomed, but GRIPING IS NOT TOLERATED. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

Students in 5th-12th grades are required to sign a copy of the following *Standards of Conduct* and their parents will sign acknowledging that they will see to it that their child will abide by these standards and not break the rules in the conduct code. Students who do not comply with this agreement, on or off campus, are subject to dismissal. Although younger students are not required to sign a form, we will stress the importance of the conduct rules of the school.

Victory Christian Academy STANDARDS OF CONDUCT 5th - 12th Grades

Victory Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Rom. 8:29), which is the work of the Holy Spirit (II Cor. 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matt. 22:37-39, Rom. 13:8-10, Gal. 5:15). The result is a life consecrated unto God and separated from the world.

Victory Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Cor. 8:9, 12, 13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Cor. 9:27).

A sense of the need for spiritual growth in the light of these principles has led Victory Christian to adopt the following standards that are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests each student, whether at home, school, or elsewhere to refrain from:

- | | |
|--------------------------------|---|
| ❖ swearing | ❖ involvement with any form of pornographic literature (computer/internet, books, etc.) |
| ❖ use of tobacco products | ❖ gambling |
| ❖ abuse of drugs | ❖ involvement in rock or so-called "Christian rock" music or concerts |
| ❖ all forms of dancing | ❖ immorality |
| ❖ indecent language | |
| ❖ drinking alcoholic beverages | |

Students are also expected to maintain Christian standards in courtesy, kindness, morality and honesty.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Victory Christian Academy believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by the standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with the Victory Christian Academy ideals of work and life will be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

(To be signed by both the student and the parent at time of enrollment.)

PARENTAL SUPPORT

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards

articulated in the ministry's *Statement of Faith*, the administration reserved the right to deny the student continued enrollment in the school.

All parents who enroll their children in Victory Christian Academy are to sign the *Statement of Cooperation* indicating to the school their willingness to support the school in all endeavors. During the time of enrollment, we would like to feel that we have the parent's confidence and support. Should there come a time that your support can no longer be given, we would ask that you withdraw your child/children from the school.

PHYSICAL CONTACT / IMMORALITY

Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity will not be tolerated. There should not be any extended physical contact between students. This type of behavior will result in demerits, suspension or expulsion. Behavior should be above reproach.

In accordance with the ministry's *Statement of Faith* and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, lewdness, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; 9:5 & 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4)

Definition of "immoral act" – Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in a sexual act.

Definition of "identifying statement" – A statement that a student is a sexually active, homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts. (Examples: "I am gay," "I am a homosexual," "I have a homosexual orientation.")

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Victory Christian Academy and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

CAMPUS CONDUCT

Disorderly conduct (goofing off, horseplay, disruptive talking, etc.) is not conducive to Christian character and leads to destruction of property and/or harm to others; therefore, it will not be tolerated. In Victory Christian Academy, these four rules must be followed:

1. No student will be out of his seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and reply to teachers with the utmost respect.
4. Students in 6th-12th grades who fail to follow instructions will be given demerits.
5. Students in elementary school who fail to follow instructions will receive marks on their conduct cards, resulting in a lowering of conduct grades.

Bullying, physical fighting, or intentionally threatening or causing pain on another student is strictly prohibited. Threatening to hurt another student may result in significant disciplinary action. We cannot stop fights unless we prevent anger-provoking behavior, and incidents of this nature, even if not carried out, will be treated seriously.

Victory Christian Academy is a private institution and as such, has the right to set and maintain its own standards of acceptable conduct, dress, cleanliness and scholarship for those who ask to join its student body and faculty.

INTERNET USE POLICY

Students who engage in internet usage, "blogging," and/or social networking sites that are inconsistent with school standards and philosophy are subject to disciplinary action up to and including dismissal.

No student may ever use any school computer to access the internet without a faculty/staff member supervising directly. No student may access any school computer without specific permission for use during that particular session. No student may access VCA's wireless internet.

DISCIPLINE

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1a, and Hebrews 13:17a), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17). If we discipline ourselves, it is not necessary for others to discipline us.

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it quickly to the teacher. Often a conference or even a note will clear up the difficulty. Should the problem remain after this has been done, then feel free to consult with the administration. Whenever possible, conferences should be arranged during a teacher's regular working hours. **Parents should not call teachers at home to discuss student problems.** That time is usually needed for their own personal and private lives. In this atmosphere of definite and positive Christian standards of conduct, there will be fine opportunity for the development of a strong and stable daily life that will be Christian in character.

Students found to be out of harmony with our school ideals of work and manner of life by repeated violations of those ideals or who display a continuing rebellious and disagreeable attitude toward them shall be required to withdraw for the general welfare of all concerned. However, that student may be reconsidered for reapplication during another school year, if circumstances seem to warrant it.

Students who break the standards of conduct or dress codes will receive corrective measures to deal with the problem, which may take the form of demerits, detention, extra assigned work, probation, suspension, or expulsion.

A student presenting a discipline problem will be put on probation, suspended or expelled. Students not working up to their ability may also be put on probation. Some reasons for probation or suspension that could lead to expulsion include, but are not limited to:

1. Continued deliberate disobedience.
2. A rebellious spirit which is unchanged after extended effort by the teachers.
3. A continued negative attitude and bad influence upon other students.
4. Insufficient academic progress.
5. A serious breach of conduct inside or outside of the school.
6. Failure of the parents to comply with the disciplinary procedures of the school.
7. Failure of the parents to get recommended professional help.

Students may be expelled without previous warning.

Please see additional discipline policies under the kindergarten (pg 30) and elementary (pg 32) divisions of the school. The demerit system for grades 6-12 is explained on pages 35 & 36.

STUDENT DRESS AND HAIR CODE

At VCA we strive to teach students the value of a disciplined life. Good self-discipline will set the stage for proper learning. Part of self-discipline is "dressing for success." Students learn there is one standard of dress for school/work and another for play. As these standards are maintained, productivity, achievement, and self-control will be hallmarks of our students. A Godly standard of dress includes neatness, cleanliness, and modesty.

The dress code for any student attending any function held in the Victory Baptist Church auditorium should be at least the same as for classroom dress (also see pgs. 13-16).

DRESS CODE VIOLATIONS (K4-12th grades)

It is the parent's responsibility to see that the student abides by the dress code. Parents, please be aware of what your child is wearing when he/she leaves for school. If in doubt, have him/her change.

Dress code violations will be dealt with as follows:

In some situations, the student will be sent to the office and the parent will be called to bring appropriate clothes. Depending upon the nature of the violation, the student may not be admitted to class until a change of clothing is brought. Time spent in the office for a dress code violation will be considered an unexcused absence. If a student is in continual violation of the dress code, he and the parents will be asked to meet with the administration. Students in grades 6-12 will also receive demerits for each dress code violation.

Since fads and fashions are constantly changing, the administration reserves the right to determine what is acceptable in the area of hairstyles or accessories worn. Anything, which in our judgment is likely to distract or disturb other students and hinder the educational environment we desire to build in our school, will not be permitted.

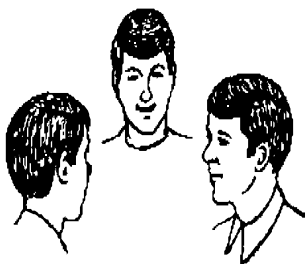
HAIR CODE (K4-12th grades)

It is the student's responsibility to abide by the hair code at all times, and he should not have to be reminded. Hair slips will be issued when a student fails in his responsibility to maintain the hair code. Students in grades 6-12 will receive demerits for each hair code violation. ALL STUDENTS are given two (2) days to correct the hair problem. If the problem is not corrected within that time, the student will be sent home.

Young ladies should wear their hair in a soft, feminine manner. Fad hairstyles are not acceptable. If applied hair color is used, it must be a normal color (i.e., brown, black, blonde). We believe that every young lady gains the respect she commands, and that her dress and personal appearance will lead every young man to respect her accordingly.

Hair is to be clean and well groomed. Hair length for boys should not touch the collar of a standard dress shirt, touch the eyebrows or cover any portion of the ears. Boys' hair should be taper cut and should not be curled or flipped in the back. "Rat tails" and fad haircuts are NOT acceptable. "Bowl" cuts are NOT acceptable. Boys are NOT to wear braids. Lines cut in the hair are not acceptable. Two layered (mushroom) cuts in the hair are not acceptable. Sideburns must not extend below the middle of the ear. If applied hair color is used, it must be a normal color (i.e., brown, black, blonde).

Young men's faces should be clean-shaven at all times, and mustaches are not allowed.



ALL STUDENTS/PARENTS: Designs, initials, partial, or fully shaven hairstyles are NOT appropriate and will be dealt with on an individual basis.

KINDERGARTEN and ELEMENTARY DRESS CODE

Uniforms have been adopted as the only appropriate dress for school for all students in K4-6th grades. The shirts and skirts/skorts must be purchased through RC Uniforms, our contracted uniform company. Boys' pants may be purchased at any company that sells uniforms. No student is allowed to wear shorts.

Kindergarten and elementary girls' (grades 1-3) skirts/skorts must come to the knee when standing in a normal erect position as well as when seated. Elementary girls' (grades 4-6) skirts/skorts must come to the middle of the knee.

Girls may wear loose-fitting culottes or capris to school functions, practices, and athletic activities. Full sports shorts are acceptable for practices only. These must come to the middle of the knee when standing or in a seated position. Girls may also wear loose-fitting slacks (not blue jeans) to these functions.

Boys' pants must be worn with a belt. Uniform shirts are to be worn tucked inside the pants. Shirts must be buttoned except for the top button. Nothing should be worn under the school uniform shirt except a white short-sleeved tee shirt or turtlenecks during cooler weather.

Flannel or other shirts are not considered jackets and are not to be used as such at school. At the discretion of individual teachers, jackets made of material which causes noise during movement (i.e. nylon wind breakers, etc.) may not be allowed in the classroom. School jackets from other schools may not be worn while attending Victory Christian Academy.

Footwear for kindergarten and elementary (through 5th grade) students is limited to sneakers or dress shoes (not sandals or slipper-style shoes). Thongs are not appropriate footwear. Skate-shoes are not to be worn. All shoes are to have a back or heel-strap. Shoestrings are to be properly laced and tied at all times. "Velcro" type straps are to be properly fastened at all times. For safety reasons, shoes are to be properly worn – not merely on the foot, but securely on the foot. The color of footwear should be conservative in nature. Boys must wear socks (visible above the shoe) with shoes. Girls must wear socks, tights or hose. The color of the hosiery should be conservative in nature. Leggings are not to be worn unless socks cover the bottom.

All students must wear non-marking (white sole) tennis shoes for activities in the gym. Because the gym floor is slippery, socks or stockings alone are not permitted due to the possibility of falls. If the student wishes to wear another style of shoe to school, he must also bring an appropriate pair of tennis shoes to change into. Kindergarten students must be able to change their own shoes as necessary.

Girls are allowed to wear a minimum of jewelry but no makeup. Excesses tend to distract the student as well as those around her. Girls are only allowed to have the lower ear lobe pierced and there is a limit of two earrings per ear lobe. Boys are not to wear necklaces or to have their ears pierced. Body piercing is not allowed for girls or boys. Tattoos (washable or permanent) are not allowed for any student.

Girls are not allowed to wear hats, bandanas or scarves as head coverings during classes. These head coverings may be worn for PE and sports practices.

Since fads and fashions are constantly changing, the administration reserves the right to determine what is acceptable in the area of hairstyles or accessories worn with the uniforms. Anything, which in our judgment is likely to distract or disturb other students and hinder the educational environment we desire to build in our school, will not be permitted.

For school pictures and possibly for a scheduled special day during the year, students may be allowed to dress according to the dress codes for students in grades 7-12. Students who do not follow these dress codes will be sent to the office and a parent called to bring them a uniform. Students who are not dressed appropriately for field trips and field days will also be sent to the office and will not be allowed to participate until a change of clothing is brought.

Dress Code for SPORTS PRACTICE and AFTER SCHOOL/WEEKEND SCHOOL FUNCTIONS, please see page 15.

GIRLS' DRESS CODE (Grades 7-12)

Dresses, jumpers, skirts, and blouses are proper school attire. (A blouse must be worn with any sundress or jumper.) All dress lengths must be no shorter than the **middle** of the knee when standing or sitting. Therefore, splits may be no higher than mid-knee. If the skirt/dress is layered, the heavier material under the sheer must come to the middle of the knee. Tight or form-fitting skirts are not acceptable.

Please be careful of straight skirts — when sitting, skirts come much higher than the required dress length.

Splits: Straight dresses and skirts with splits are allowed if the split is no higher than the required dress length. If the split is higher, it must be sewn (NOT PINNED) to the required length.

Wrap-around Skirts: Skirts must wrap around a minimum of 1½ times and be pinned closed at the middle of the knee.

Pants / Shorts: Pants and/or shorts are NOT appropriate for school.

Blouses / Shirts / Dresses: The following are NOT appropriate for school:

1. cropped shirts shorter than the waist or any top which reveals any midriff area when bending or reaching
2. sheer see-through look on any part of the dress other than the sleeves
3. tight fitting, body-fitting, or "slinky" looks.
4. regular collarless, casual tee shirts
5. tank tops
6. tight, form-fitting tops or tops whose necklines are too low
7. over-sized, floppy, tacky, untucked shirts
8. open-shoulder or strapless
9. blouses lower than 2 finger lengths below the collarbone

Sleeveless blouses are not to be low cut under the arms or cut high on the top of the shoulder. Thin blouses will require full undergarments. Blouses are to be buttoned except at the collar.

Knit Shirts: The dressier knit shirts are acceptable if they meet the overall standard dress code. Turtlenecks are also permissible for girls.

Slogans / Logos / Pictures: A clothing brand name is permitted if it is small and insignificant. Please, no commercial advertising or team shirts (including high school, college or professional teams).

Girls may wear the fashionable hand-painted shirts with simple designs, flowers or animals. Please, NO Disney or cartoon characters or pictures of any kind; NO sports events, company names, religious icons or popular slogans. Stay within a standard of school dress, not play or sports dress.

Denim: **Girls are permitted to wear denim skirts, jumpers, or jackets in colors other than blue. No blue jean clothing article may be worn – including jackets. The faded, stoned-washed or washed out look is NOT ALLOWED IN ANY COLOR.**

Jackets / Coats: Coats and heavy jackets are NOT to be worn during the school day. They may be worn to school but not during the school day. If you find you are cold in the classrooms, it is suggested that you keep a sweater at school; a light-weight fleece jacket or sweatshirt may also be worn in the classroom. Girls are NOT to wear camouflage material. Please note that hoodies are not to be worn at school. No jackets/coats that represent other high schools may be worn while attending Victory Christian Academy. College or professional sports teams may be represented on jackets that are not worn in class. VCA administration and faculty reserve the right to ask that any item be removed if it is deemed to appear more for outdoor use.

General Guidelines:

Girls are not required to wear socks, tights or hose during regular class hours; **the fad "leggings" are not acceptable.** The color of all footwear should be conservative in nature.

Dress shoes or dress sandals are acceptable; beach or thong-type sandals, slipper-type shoes, tennis shoes, or "Crocs" are *not* acceptable. Shoes with shoestrings are to be properly laced and tied at all times. "Velcro" type straps are to be properly fastened at all times. For safety reasons, shoes are to be properly worn – not merely on the foot, but securely on the foot.

All students must wear non-marking (white sole) tennis shoes for activities in the gym. Because the gym floor is slippery, socks or stocking alone are not permitted due to the possibility of falls. If the student wishes to wear another style of shoe to school, she must also bring an appropriate pair of tennis shoes to change into.

If a skirt or dress has visible belt loops, a belt must be worn.

We allow girls to wear a conservative amount of make-up and jewelry, but ask that it not distract from the overall neat appearance. Girls are only allowed to have the lower ear lobe pierced and there is to be a limit of two earrings per ear lobe. No other body piercing is acceptable.

Tattoos are not acceptable, whether permanent or temporary.

Girls are not allowed to wear hats, bandanas or scarves as head coverings during classes. These head coverings may be worn for PE and sports practices.

Fad clothing and other clothing and/or articles and hairstyles that identify with the rock, rap, or country music culture and TV stars are NOT appropriate for school.

School Banquet / Party Dress:

All banquet dresses must be approved before they may be worn. If a dress does not pass the initial dress check, any alterations or changes must be re-checked before the dress will be permitted. If a girl comes to a banquet in an inappropriate dress, she will be asked to return home to change.

The short styles must meet the school dress code length; tea-length and floor length are acceptable.

No tight fitting, body-fitting, or "slinky" looks.

No sheer see-through look on any part of the dress other than the sleeves.

No open shoulder or strapless.

No cut-in shoulders or shoulder straps.

No enlarged arm holes.

Dresses with thin straps must be worn with a jacket or wrap at all times before, during and after the function.

Be very careful with the neckline cut in front and back. Look at the front of the dress while sitting and bending slightly forward; if the dress becomes immodest in these positions, it is too low. The back of the dress must not be any lower than the everyday undergarment line.

Dates of VCA students must meet all dress and hair code expectations of any other VCA student (including girls' dresses being checked prior to the event). Students below 9th grade are not permitted to attend the Junior-Senior Banquet as dates of students.

BOYS' DRESS CODE (Grades 7-12)

We ask that our young men dress with pride in an overall, neat appearance. The sloppy "fad" look is NOT appropriate for school. Pants are to be worn around the waist, not below, and shirt-tails are to be tucked in at all times. Shoestrings are to be properly laced and tied and/or "Velcro" type straps are to be properly fastened at all times. Shoes are to be properly worn – not merely on the foot, but securely on the foot.

Shirts: The following are NOT appropriate for school:

1. tank tops
2. see-through shirts
3. sleeveless shirts
4. regular tee-shirts

All shirts must be neatly tucked in at all times. Over-sized, floppy, tacky, untucked shirts are not acceptable.

Shirts are to be buttoned except at the collar.

Collars: All shirts must have a dress style collar.

Pullover Sweaters: Boys may wear pullover sweaters if they meet the overall standard of dress code. If the sweater has no collar, a shirt with a collar must be worn underneath.

Slogans / Logo / Pictures: A clothing brand name is permitted, if it is small and insignificant. No commercial advertising or team shirts (including high school, college or professional teams).

Boys may wear shirts with simple designs or animals. Please, no Disney or cartoon characters or pictures of any kind; no sports events, company names, religious icons, or popular slogans. Stay within a standard of school dress, not play or sports dress.

Pants: The "slogan, logo rule" also applies to pants.

NOT appropriate for school:

1. sweat pants and/or "warm-ups"
2. short pants (skateboard pants)
3. **loose fitting, baggy pants**
4. wild stripes, plaids, or camouflage
5. "balloon" pants
6. overalls
7. pants with patched designs, holes, etc.
8. **"drawstring" pants**
9. pants are not to have inserts with designs of contrasting material

Appropriate for school:

1. dress slacks
2. "Bugle Boy" style pants (be careful of large slogans/brand names)
3. "Dockers" style slacks
4. conservative stripes, plaids, or checks
5. dress denim pants, any color except blue — *blue jeans are not allowed*. The faded, stoned-washed or washed out look is not allowed in any color.

NOTE: All styles of acceptable pants must be worn at waist level.

Denim Shirts: Boys may wear shirts with denim accent if they are not frayed or faded. The faded, stoned-washed or washed out look is not allowed in any color.

Belts: Belts must be worn if belt loops are on the pants.

Jackets / Coats: Coats and heavy jackets are not to be worn during the school day. They may be worn to school but not during the school day. If you find you are cold in the classrooms, it is suggested that you keep a sweater at school; a light-weight fleece jacket or sweatshirt may also be worn in the classroom. Please note that hoodies are not to be worn at school. Boys are not to wear camouflage material. No other high school jackets/coats may be worn while attending Victory Christian Academy. College or professional sports teams may be represented on jackets. VCA administration and faculty reserve the right to ask that any item be removed if it is deemed to appear more for outdoor use.

General Guidelines:

Boys MUST wear socks (visible above the shoe) with shoes.

Dress shoes may be worn. Sandals are not acceptable for boys. Tennis shoes are not allowed except for PE class or sports practices. Shoes such as Converse and Vans or any other shoe that resembles a tennis shoe are not allowed to be worn. Shoestrings are to be properly laced and tied and/or "Velcro" type straps are to be properly fastened at all times. Shoes are to be properly worn – not merely on the foot, but securely on the foot.

All students must wear non-marking (white sole) tennis shoes for activities in the gym. Because the gym floor is slippery, socks alone are not permitted due to the possibility of falls.

No type of neck jewelry or earrings is to be worn. Boys are not to have their ears (or any other portion of their body) pierced for any purpose. Only ID bracelets and watches are acceptable wrist wear for boys.

Tattoos are not acceptable, whether permanent or temporary.

Hats, caps, and/or sunglasses are not to be worn inside the buildings.

Young men must be clean-shaven, on a daily basis if necessary. Mustaches are not allowed.

Fad clothing and other clothing and/or articles and hairstyles that identify with the rock, rap, or country music culture and TV stars are NOT appropriate for school.

Banquet Dress: Certain banquets will allow the young men to wear a tux; others will require a regular suit. A tux or suit should remain within the overall standard of dress. The "fad" look is NOT appropriate. If a young man comes to a banquet wearing inappropriate attire, he will be sent home to change.

Dates of VCA students must meet all dress and hair code expectations of any other VCA student (including girls' dresses being checked prior to the event).

SPORTS PRACTICE DRESS

Students in the sports program are allowed to change after school into gym clothes or clothes appropriate for practice.

Girls: Culottes or baggy shorts (no shorter than the middle of the knee) or loose-fitting pants and lightweight knit shirts. Tee shirts may be worn if they are plain or have acceptable designs. They may be asked to practice in sports uniforms. Blue jeans are not appropriate.

Boys: Knee-length gym shorts, uniform shorts or long pants, and lightweight knit or tee shirts. Tank tops may be worn for practice only. A shirt must be worn at all times during practice. Designs must be within the dress code.

STUDENTS IN THE SPORTS PROGRAM ARE NOT TO BE IN THE MAIN BUILDINGS IN PRACTICE CLOTHES.

AFTER SCHOOL / WEEKEND SCHOOL FUNCTIONS

Students attending Victory Christian Academy sponsored functions after school and on weekends must adhere to the following dress code; this also applies to sports teams when traveling.

Girls: Mid-knee culottes, capris, or loose-fitting slacks made out of material other than blue denim and appropriate tops (school dress is also appropriate). ***Blue jeans, jogging pants, pajama pants, or sweat pants are not appropriate.***

Boys: Knee-length walking shorts or long pants and appropriate tops. Jogging pants, sweat pants, or pajama pants are not appropriate.

Those not appropriately dressed will be asked to go home and change.

The dress code for any student during any function being held in the Victory Baptist Church Auditorium should be the same as for school classroom dress or dressier. Girls should not wear slacks, etc. Boys should wear long pants, collared shirts, etc.

GENERAL POLICIES AND INFORMATION

ATTENDANCE POLICIES

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students being withdrawn from school.

Victory Christian Academy reserves the right to retain a student who accumulates too many absences, tardies, or early pick-ups at the same grade level. Excessive absences affect a student's grade and could place his promotion or re-enrollment in jeopardy.

Kindergarten (K4 & K5), please see page 30 for a comprehensive kindergarten attendance policy.

Early Pick-ups: School is dismissed at 3:00 PM on regular school days and at 11:30 AM on scheduled half-days. Important instructions and last minute details are taken care of in the last 10-15 minutes of the school day. It is disruptive to this classroom routine to dismiss a child from class early. Therefore, unless it is for a doctor's appointment, family emergency, etc., we ask that you not come into the building to ask that a child be released from class with only a few minutes of class time left. Students who are habitually picked-up before 3:00 PM will be sent a letter from the administrator, and the student's re-enrollment for the next year may be in jeopardy.

Tardy: All students (K4-12th grade) are expected to be on time – in their seats and ready for class to begin before the tardy bell rings. Tardies to school require a written excuse from the parent, stating the reason. ALL K4-5th grade students arriving after 8:15 AM are to be brought to the main office by a parent to receive a tardy slip. Elementary students arriving tardy, but before 8:15am, may go straight to class. (After 8:15 AM, the office has recorded all absentees and students may no longer be in their classrooms.) Students in grades 6-12 are to go to the administration office, with a note from a parent, to receive a tardy slip; students arriving late without a note will receive demerits. We cannot accept a "blanket" excuse for all tardies. Tardy notes must be received within two (2) days of the tardy date. ALL AFTERNOON K4 STUDENTS ARE TO SIGN IN AT THE FRONT OFFICE REGARDLESS OF THEIR TIME OF ARRIVAL.

In grades 1-12, when a student has 5 unexcused tardies in any grading period, the 5th tardy will be recorded as an unexcused absence and the student may be asked to do make-up work (every fifth unexcused tardy will equal a one (1) day unexcused absence). This will also prevent the student from receiving a perfect attendance award at the end of the school year. For students in grades 7-12, a tardy to school will also result in two (2) demerits.

Habitual tardiness at any grade level may lead to dismissal from school.

Half-Day Absence: Students who are absent from class for more than two (2) hours during any portion of the day will be counted as being absent for one-half day. Students who are absent from class for more than four (4) hours during any portion of the day will be counted as absent all day. This will include any portion of class time that the student spends in the clinic. Any half-day or all day absence will prevent the student from receiving a perfect attendance award.

When school is dismissed at 11:30 AM, students missing one (1) hour during any portion of the day will be counted as absent for ½ day. Students who miss more than two (2) hours during any portion of the day will be counted absent all day.

Absence: A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused class absences in a designated semester course will be subject to the withholding of a passing final grade pending a review of the absences by the administration.

Students will be counted in attendance only if they are actually present or are engaged in a school-approved educational activity that constitutes a part of the instructional program.

The following are acceptable reasons for absences: student illness, medical appointments, death in the family, school-sponsored events or activities previously approved by the school. Students who are absent must present a written note from their parent and/or doctor upon returning to school **stating the reason** for the absence. The student may only be absent ten (10) days during the school year (for any reason) before a doctor's note will be required; doctor's notes must

include the date(s) to be excused, the date the student may return to school, AND whether the absence was due to injury or illness. If the doctor's note does not include this information a note from the parent must also be given. A receipt from the doctor's office is NOT a doctor's excuse.

A student's absence may be approved if the parents go out of town and the student must go with them. A written note must be brought in advance for approval. All work is to be completed within the time specified. Pre-approved absences also count toward the limit of ten (10) days excused absences during the school year in grades 1-12, therefore, the number of pre-approved absences is to be no more than five (5) days for the school year. Vacations and business trips will be considered unexcused unless approved in advance by the administration, and the student has passing grades in all subjects. (See "Make-up Work" section for unexcused absences.)

All absences not listed above are **unexcused**. This includes any absences where no **written** note is received within one (1) day after the absence. The following reasons will be **unexcused** for school absences:

1. A foreseeable absence that was not pre-excused will automatically be considered unexcused.
2. All non-emergency absences or absences for the sake of convenience to the parent, (example: skipping school, staying home to baby-sit, sleeping late after returning from athletic trips, etc.).
3. Any high school student who misses school because of illness and reports to a regular job on that day.
4. If a student returns to school without a written note from parents, he will receive an unexcused absence.
5. If a student misses all day for a doctor's appointment that takes only an hour or so, the absence will be unexcused. It is suggested for the benefit of the student and teacher that appointments be made after school. If this is not possible, the student should only be out of class for the required time of the appointment. If several appointments are needed, please work to see that the same class/subject is not missed each time.
6. Suspensions are unexcused absences.

Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. A student must be in a class for at least 40 minutes to be considered present unless a valid excuse is presented to the teacher. (Attendance will be taken on a period by period basis in grades 7-12.) **Regardless of the number of excused absences a student may have, no credit can be awarded in classes where the student has missed 18 or more hours of instruction during the school year.**

Any absence is considered unexcused until a written note from the parent stating the reason for the absence is received (phone calls do not replace written notes). It is the policy of Victory Christian Academy to not allow the student to make up work missed due to an unexcused absence, unless ruled otherwise by the administration.

Parents may be called to verify a student's absence and reason. A **written note**, by a parent/guardian stating the specific reason for the absence, **must be brought in by the student when returning to school** (phone calls do not replace written notes). An extended illness (more than 3 days) or a contagious illness will require a doctor's statement regarding the nature of the illness upon returning to school.

If a student is absent from school, he is not to show up on campus for practices, social events, ball games, or just to visit. **An absence means the student is not on campus at all.**

If a child becomes ill and must be sent home, this may constitute an absence as well. See "Sickness, Injury, and Medication" section more for details.

BOOKS

The book leasing fee covers the cost of consumable books, test books and other materials used by your student in the classroom throughout the year as well as the cost of leasing non-consumable textbooks for the year. The safekeeping of books is the responsibility of the student to whom they are leased. The textbooks should be handled with care. They must not be written in, marked, or pages folded and should be kept covered all year. The non-consumable textbooks must be returned at the end of the year in good condition with no marks in them. Parents will be

charged for any non-consumable textbooks not returned or returned in poor condition or with writing in them.

Note that VCA reserves the right to charge parents for test books, and/or other materials, if textbooks are not leased from VCA.

NOTE: Any parent or student who purchases or uses any answer key or test for curriculum used at VCA will be subject to immediate dismissal of the student from the school. This practice is viewed as cheating and grounds for dismissal.

BOOKBAGS

Students in grades 6-12 may bring bookbags to school, but they must leave them on the hooks in the hallway and not bring them into the classroom. A locker is assigned for each student in 6-12 grades. All books are to be kept in a securely closed bookbag or in the student's assigned locker; books found lying loose in the hallway will be taken to Lost & Found, and the student will pay to retrieve them. Bookbags are to be left on the hooks near the student's locker, not elsewhere in the hallway (i.e. near the door of the next class). Bookbags and other items are never to be left in the doorways of any room. All bookbags, lunch containers and instruments are to be put neatly on the hooks. Students who do not comply with the above will receive demerits. These measures are necessary for safety and orderliness. VCA reserves the right to search lockers, bookbags, etc. and to confiscate materials as deemed necessary.

EMERGENCY PROCEDURES

The alarm for the fire drill is a siren. Students are to move quickly from the building in a straight line without talking, running, crowding, or touching each other. Upon reaching the proper distance from the building (designated by the teacher), students should turn and face the building and listen to roll call. Fire drill routes are posted in each classroom.

The alarm for severe weather will be followed by a vocal intercom announcement that severe weather is in the area. Students are to quietly follow the teacher's instructions to move into the hallway, sit on the floor facing the wall, and cover their heads with their hands until the all clear is given.

If there is an intruder, suspicious person, or dangerous situation on campus, teachers are informed by a police-sounding siren. Teachers will lock the doors to classrooms and instruct students to sit on the floor away from windows and doors until the all clear is given.

In the event that school is to be canceled or let out early, the administration will notify three (3) TV stations (WJXT TV 4, WTLV TV 12 and AWAS Fox 30). If weather conditions are such that school closing is a possibility, parents are asked to tune in to these stations.

ELIGIBILITY REQUIREMENTS FOR HOLDING OFFICE

Only eligible students with at least a "C" average and no "F's" qualify to serve as class officers of any official school organization. The basis for eligibility will be the most recent quarter grades at VCA. Students holding office must also have approval of the school administration. Only students who have been in our school for at least one semester may hold office.

EXTENDED CARE

All students who arrive before 7:45 a.m. are to report to the cafeteria until the 7:45 a.m. bell rings. After 3:15 p.m., all students must be under the supervision of a teacher (help class, sports practice, private lessons, in detention, or with a parent). No student is to be on campus unless in one of these designated areas. Unsupervised students remaining on campus after 3:15 p.m. will be placed in extended care or a supervised study hall and students' accounts will be charged accordingly. If extended care children are not picked up by 6:00 p.m., there will be an extra charge for every 15 minutes the child is left. Parents are asked to sign up in advance for non-school days when extended care is available.

Hours: 6:30 a.m. - 7:45 a.m. and 3:00 p.m. - 6:00 p.m.

Late Pick-up Fee: \$10.00 per child for any part of each quarter-hour after 6:00 p.m.

FACULTY

All faculty members of Victory Christian Academy are approved academically, morally, spiritually, and physically by the school administration before they join the faculty. All faculty members of our school staff are required to meet the educational requirements of the Sunshine State Association of Christian Schools (SSACS). Each faculty and staff member has appropriate background check and fingerprint screening.

The foremost requirements for teachers at Victory Christian Academy are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. All of our faculty are active members of Victory Baptist Church.

FEES

Tuition is figured on an annual basis. Payments are broken down into 10 monthly payments for convenience. The first payment is due August 1st, with the last payment due May 1st. Parents may also pay on a semester or yearly basis.

No exemption will be made for sickness or any other cause. The entire amount must be paid whether the child is in school or not. The teacher is prepared to teach whether the student is present or not. Also, when absenteeism occurs, additional responsibility is placed on the teacher to make up this work. This pertains to the pre-school classes as well as elementary, junior and senior high classes.

There is a service charge for all payments received after the 10th of the month. The student's report card will not be issued if accounts are not current. If delinquent payments have not been brought up-to-date after a total of 30 days have elapsed, the student will be suspended (unexcused absence) until some satisfactory arrangement has been made.

In previous years we have had a number of students who register, but do not report on the first day of school; neither was the office advised that they were not coming. Books, desks, and supplies are bought prior to the first of August when the first month's tuition is due. This results in an unjustifiable financial burden upon the school. Since we cannot wait until the first day of school to order materials, we must insure that revenue is available to pay for the initial outlay for each student. Please remember again, we cannot operate effectively on intentions, therefore these fees are not refundable.

No reservation will be held for any child registered whose fees are not paid-in-full by August 1. After this date, if vacancies exist, applications will be accepted on a first-come, first-served basis in grades with openings.

FIELD TRIPS

Field trips are an important part of every child's learning experience. An information letter with destination, times of departure and return, costs, dress codes, etc. and an attached "Field Trip Permission" will be sent home prior to any off-campus trip. If the student does not return the signed permission, he will not be allowed to leave campus with the class; he will be assigned work to complete during the day, and will be left with another teacher. If the student does not come to school on the day of a scheduled field trip, the absence will be unexcused (unless the student was ill or the absence was pre-excused).

In many cases, entrance restrictions or other factors make it necessary to limit the number of parents in attendance. In some cases, the teacher may ask certain parents to attend and the number will be limited only to those parents.

Often parents, grandparents or other adult family members are welcome to join the class on field trips; however, young children or non-VCA siblings, cousins, etc. will not be permitted. Extra costs may be involved and transportation may not be available for parents/grandparents. Only the student of the accompanying parent is allowed to ride in the family transportation. We ask that those joining the class follow VCA dress code standards.

FUNDRAISING

We are grateful for our equipment and our facilities; however, there is much more we would like to provide for our students. Since our tuition is low, it is imperative that we have fundraising campaigns. Knowing that you have a keen interest in your child's education and in this school, we invite you to participate in the projects as they are announced.

No handbills or literature of any kind are to be passed out in the school unless it has been approved in advance by the administration. There will be no sale of items without prior approval by the administration.

INSURANCE

Our policy provides for "excess" coverage for your child while at school and will pay "in excess over any family or employer group insurance which must contribute their maximum first." Our insurance plan is subject to review and change as we attempt to continue to provide a better protection plan.

Although insurance is provided, Victory Christian does not assume liability for an accident or sickness beyond our control. Any student who is required to be in Extended Care but is not in the assigned Extended Care location will not be covered by school insurance.

LEAVING CAMPUS

Any student leaving campus for any reason during the school day must be signed-out by a parent or designated adult. The sign-out sheet is located in the main school office. If a student returns the same day, he must return to the office to sign back in and receive a "Re-admit to Class" slip. Failure to sign-in and obtain a "Re-admit to Class" slip may result in the student being marked absent for the remainder of the day.

ONCE A STUDENT ARRIVES ON CAMPUS, HE IS CONSIDERED IN SCHOOL. Leaving campus without permission, even before school officially starts, or at the end of the day before dismissal time, will be considered skipping.

If a student is to leave with anyone other than a regular ride, a written permission must be sent in by a parent. If a student drives and must leave before 3:00 p.m., he must have written permission from a parent.

Any student who walks home or rides a public bus must have a note to that effect on file. Such students must leave campus no later than 3:15 or report to Extended Care. Victory Christian Academy assumes no liability for students waiting at a bus stop or walking home.

LIBRARY

Elementary students are encouraged to use the library services to obtain optional reading material as well as for research purposes. Students may check out books for two (2) weeks. A fine will be assessed on all overdue books. Encyclopedias are not to be taken out of the library. Under no circumstances are any of the reference materials to be taken out of the school building. Report cards will not be issued to those who owe book fines.

LUNCH PROGRAM

Meals are available but not included in the monthly tuition fees. The meals are well prepared and well balanced; therefore, we recommend that each child eat lunch in our cafeteria. The student is encouraged to eat what is on his plate. We believe this is an important part of the child's training.

Parents are welcome to have lunch with their children. You may call the receptionist to find out the exact time your child's class goes to lunch. Please stop by the main office for a visitor's pass before going to the cafeteria (don't go to the child's classroom since not all classes come to the cafeteria directly from the classroom). We do require that you and your child sit at one of the center tables and not with the class.

MAKE-UP WORK

It is the responsibility of the student with an excused absence to obtain from the teacher(s) and turn in the missed assignments. It is also the responsibility of the student to obtain any missed class notes from another student. The student will have as many days to make-up the work as he was absent. Assignments for pre-approved absences are due when the student returns to class unless prior arrangements have been made with the teacher(s).

Remember, unexcused absences include those absences with no written note from a parent, in-school suspensions, and excessive tardies which accumulate and become an unexcused absence, and students who have exceeded their absence limitation and are

required to have a doctor's note for their absence (a doctor's note is required after 10 absences).

MATERIALS / SUPPLIES

Students are expected to have in their possession and bring to class all necessary materials and tools (notebooks, paper, pens and pencils, rulers, compasses, protractors, etc.). Borrowing or loaning should not take place. This includes borrowing or loaning gym uniforms, clothing, and money for any purpose.

MATERIALS NOT APPROPRIATE FOR SCHOOL

Radios, pagers, cell phones, and other electronic equipment, as well as laser pointers or other items which may cause classroom distraction, are not to be brought to school without prior permission from the administration. Students who have obtained administrative permission (grades 6-12) to bring cell phones to school must leave their phones with their homeroom teacher during the day. Both student and parent will be required to sign a cell phone use contract. Violation of the contract may result in loss of privilege to bring them to school. Recording devices may be required by voice/music teachers, but otherwise should not be brought to school. If a recording device is necessary, it should be self-contained, not part of a cell phone or other device.

Also, games, weapons, knives, regular playing cards, and immoral or questionable reading material are not to be brought on campus (game cards such as Uno and Rook are acceptable for use during extended care). Normally, there is no need to bring periodicals of any kind on campus unless a teacher assigns material from a periodical as reading. Any teacher may ask the student to refrain from bringing inappropriate reading material to school. (The only exception to the above is that acceptable games may be played during Extended Care. Students who use games at other times will have them confiscated – they must be kept out of sight during school hours.) VCA cannot be held responsible for the loss of or damage to personal property. If *Gameboys* or other electronic devices are brought to school, the student is solely responsible for their care.

VCA reserves the right to search lockers, bookbags, etc. and to confiscate materials as deemed necessary.

MUSIC PROGRAM

Piano and instrumental lessons are available for a fee through Victory Christian Academy on an individual basis. These lessons are given during school when possible. For more information, please contact the school office.

Victory Christian Academy has a junior high chorus for 7th and 8th graders and high school choirs, groups and ensembles for students in the 9th grade or above. Students in grades 1-6 participate in music classes. We also have a Beginning, Intermediate, and Secondary Band.

All music classes and groups perform in various programs during the year. All elementary and secondary programs are considered part of the curriculum, and the attendance of all students in the programs is vitally important. **If a student chooses to not attend a program, his music grade will be adversely affected.** If there is a legitimate conflict (such as a church service) which prohibits the student from participation, a written note from the parent must be given to the music teacher at least one week prior to the performance. Failure to do so will result in lowering of the grade. In the event of an unforeseen emergency (i.e., death in the family) a note must be brought when the student returns.

PARENT INVOLVEMENT

The faculty and administration encourage parents of our students to remain actively involved in their child's education. Parents should feel free to contact their child's teachers to discuss progress. All appointments should be coordinated through the administration office.

Parents are strongly encouraged (mandatory for parents of new students) to attend the orientation meeting before the first day of school. New policies and procedures as well as other important informational items are discussed at this meeting.

VCA requires a parent/legal guardian's signature on a number of communications going home (progress reports, demerits and discipline notes, homework assignments, etc.) A signature is the most efficient way for the teacher or administration to know that the parent is aware of issues and progress. If someone other than a parent/legal guardian is to sign communications, please notify the teacher and/or administration. Please return signed communications the next school day.

There are times throughout the year when parents may be asked to serve as a chaperon or a helper in some activity. The school requires parents to follow the same standard of dress and conduct as required of the students. Parents not meeting the standards will not be permitted to act as chaperones.

We would also greatly appreciate it if parents would dress modestly and appropriately when they visit our campus or attend any school function. There is to be **no smoking at anytime** on school or church property.

PARENTS WEB

For several years now, Victory has been using RenWeb - a school management system software. Through them, we have set up ParentsWeb – a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. Through ParentsWeb, parents can view online their children's attendance, grades, progress reports, report cards, lesson plans, homework, and discipline as well as the school calendar, announcements, staff directory, teacher email addresses and other useful school information.

To learn more about ParentsWeb 2.0, please check out the following link:
www.renweb.com/robohelp/pwdemo/parentswebdemo_demo.htm

To access ParentsWeb, please go to www.vcasoldiers.com and click on the tab for Parent Information. On the right-hand side, click on the link (under Online Resources) that says RenWeb – Parent Login. First-Time Users will need to create an account. The Victory ID for RenWeb is VCA-FL. **IMPORTANT:** The email address used to create a ParentsWeb account must match the email address Victory has on file for the parent. RenWeb will send an email to that email address with a link where parents will be able to set their own username and password. If you forget your username or password, please use the link provided on the login page to have your password reset. An email will be sent to your email address on file with a link to reset your password – this link will only work for a limited time.

PARTIES

During Christmas and end-of-year parties for grades 6-12, only the parents of current VCA students will be allowed to join the classroom festivities. Siblings, former students, or other guests will not be allowed in the classrooms. (Refer to the kindergarten and elementary sections for other party guidelines.)

PERSONAL PROPERTY

All personal belongings should be clearly marked with the child's name. Bookbags, lunch boxes, notebooks, clothing items, etc. are not to display anything or any character contrary to Christian character (i.e. the "rock" culture, **Little Bratz**, **Harry Potter**, Pokè Mon, etc.). VCA reserves the right to search lockers, bookbags, etc. and to confiscate materials as deemed necessary.

PICK-UP

IF SOMEONE DIFFERENT IS PICKING UP YOUR CHILD DURING OR AFTER SCHOOL — FOR ANY REASON — PLEASE NOTIFY THE SCHOOL IN WRITING OF THIS CHANGE. IF AN EMERGENCY ARISES, PLEASE CALL, IDENTIFYING YOURSELF AND THE PERSON WHO

WILL BE PICKING UP YOUR CHILD. A PHOTO ID WILL BE REQUIRED OF THE PERSON PICKING UP THE CHILD. **IN K4 AND K5 A PHOTO ID MUST BE SHOWN REGARDLESS OF WHO IS PICKING UP THE CHILD EVERYDAY.**

ROCK, COUNTRY, AND RAP MUSIC

The purpose of Victory Christian Academy is to work hand-in-hand with the home to, *Train up a child in the way he should go*. This training includes academic as well as character growth.

Since rock, rap, and country "music" is part of the counter-culture which seeks to undermine authority by implanting seeds of rebellion in a young heart and mind, Victory Christian Academy considers listening to this "music" to be detrimental to the spiritual, moral, and intellectual life of a young person.

It is recognized that VCA does not patrol what type of music the young person should listen to at home. However, it is also recognized that students who exist on a steady diet of rock, rap, or country "music" do not grow spiritually, become cold and indifferent to the things of God, and hinder the growth of other students. Therefore, the policy of VCA is to be opposed to all forms of rock, country, or rap "music" and its culture. Tapes, records, pictures, magazines, emblems, or any other rock, rap, or country music paraphernalia are not to be brought on campus. This includes the singing or whistling of any rock, rap, or country "song" or the drawing of a rock, rap, or country emblem or rock, rap, or country group's name on any text, text cover, notebook, etc.

Victory Christian Academy reserves the right to dismiss a student who is found in attendance at a rock, rap, or country concert, or a dance party. Also the rock, rap, and country hairstyles of the day are not acceptable hairstyles at Victory Christian Academy.

SALES & PROMOTIONS & BROCHURES/FLYERS FROM OTHER ORGANIZATIONS

Except for school-sponsored projects, students are not to advertise or sell items on campus, or to promote or advertise after-school activities by other groups or organizations.

SCHOOL OFFICES

School offices are places of business during school hours. Students having business for the school office should arrange to have it done before school or during their lunch hour. Students should come to the window and ask the secretary's permission before entering any office.

School phones are for business use only and are not to be used by students unless an emergency arises and permission has been obtained. Students are only to use the phone in the upstairs administration office (unless the administration office is closed). Parents are requested to make all calls to the office as brief as possible.

School copy machines are not for personal or student use.

SPIRITUAL EMPHASIS

Chapel services are held once a week with special speakers, faculty, and students participating in the programs. From time to time there will be special musical and educational programs. Parents are encouraged to visit any chapel service.

SCHOOL LOCKERS

All students in grades 6-12 will be furnished with a locker at the beginning of the year in which to store their books and other belongings. All lockers and locks are the property of VCA. The student is assigned a locker number and combination. This is the student's personal combination to help safeguard his personal belongings and prevent their loss. Under no circumstances is the student to give his combination to any other student. Students are not to bring locks from home. All lockers are to be kept locked at all times. Food is not to be left in the locker overnight. Pictures, stickers, or other designs **ARE NOT** to be posted outside the locker at any time. Anything posted on the inside of the locker must be consistent with school philosophy and standards. **No items are to be placed on the top of the lockers.** Lockers are to be kept clean and uncluttered. Belongings that students are unable to keep in the locker must be placed **neatly** on the hooks — hallways are to be uncluttered at all times. Books and personal belongings left in the hall where they may be tripped over or left overnight will be placed in Lost & Found and demerits may be issued. Any malfunction in the combination lock or locker should be reported to

the administration office immediately. The student will be charged a replacement fee for a lock if it is lost. VCA reserves the right to search lockers, bookbags, etc. and to confiscate materials as deemed necessary.

SENIOR FIELD TRIP

The annual Senior Field Trip to a location to be chosen by the administration is regarded as a major factor in the student's educational experience. Therefore, all seniors are expected to take advantage of this opportunity in order to fulfill their graduation requirements. The cost of the trip is the responsibility of each student and parent. The seniors are involved in various fundraisers during the year, which can help defray the cost of the trip. If a senior chooses to not attend the senior field trip, he must attend school.

TRANSCRIPTS / SCHOOL RECORDS

Transcripts are furnished upon request if all fees and payments are up-to-date. Seniors may receive the first transcript copy at no cost. Additional copies will cost \$2.00, payable upon receipt. Please submit your request for transcripts or records in writing at least three (3) days in advance.

VISITING THE SCHOOL AND CLASSROOMS

Parents are always welcome at Victory Christian Academy and should feel free to visit the school and classrooms. We do, however, request that any visitor to a classroom make an appointment through the administration office in advance. Parents who come to school during normal school hours for any reason are asked to go directly to the school office and identify themselves. Parents/visitors will obtain a pass from the office. It is not possible for us to be well acquainted with all of the parents who have students in our school, and we do not allow strangers to be in the building during school hours unless they are escorted. Parent-teacher conferences should be scheduled with the classroom teacher at a convenient hour. Please do not send friends or relatives to pick up your child without written notification to us in advance. This is for the protection of your student.

GENERAL SCHOOL REGULATIONS

1. No running, loitering, or talking in the classrooms.
2. Early arrival students must report to the appointed place. When permission is granted for them to go to their respective classrooms, they must go directly there and be seated in their own chair or desk.
3. Students may only operate the soft drink and candy machines at lunch, after school, or in extended care - while in the cafeteria. Any food items taken from the cafeteria after lunch must be consumed either outside after school or in extended care. Students are not to eat or drink, or have open food or drink containers, in the hallways.
4. Students should not drop papers, wrappers, or bottles on the grounds.
5. Students who need to conduct business in the school office should go to the office window. All students sent to the administrative offices should check with the secretary before going into any office.
6. Students will be required to keep their classrooms, their lockers, and the halls neat and orderly at all times.
7. A student should not enter a classroom other than his own without permission of the teacher in that room.
8. Students will be encouraged to eat heartily in the lunchroom. If the student consistently refuses to eat, parents will be notified. Food is not to be wasted. What a student takes on his plate, he will be expected to eat.
9. Criticism of teachers, administration, or rules of the school will not be tolerated by either students or parents. Continued violation of this policy will not be tolerated. The administration reserves the right to dismiss any student who is found out of harmony with the school and its rules or whose parents do not support the school program.
10. Objects left in the classrooms and on the school grounds should be turned into the school office. Students may redeem items from Lost and Found for a small fee.
11. **No gum chewing will be permitted on the school premises** (including the gym) — before, during or after school. Food, including candy, is not to be eaten in the halls or classrooms unless a teacher has given it to be eaten in class as a reward.
12. Any parent wishing to visit the child's classroom or to pick up a child must go directly to the school office and speak with the receptionist. Parents and all guests should obtain a visitor's pass issued by the receptionist.
13. Students may use the telephone only in cases of extreme emergency. Forgetting a homework assignment, lunch money, or some item of wearing apparel, etc., does not constitute an emergency.
14. Students must obey promptly the commands and directions of teachers without complaint, argument, or facial expressions of disagreement. Disrespect, disobedience and insolence will not be tolerated.
15. Stealing other student's books or personal belongings (P.E. clothes, jewelry, etc.) will not be tolerated. Students may be dismissed for these violations.
16. Kissing, handholding and other public displays of affection between boys and girls are not permitted on the school grounds, in the buildings, buses, or at any school function. A reasonable distance between boys and girls is expected at all times.
17. No student will be retained at Victory Christian Academy who experiments with or regularly uses tobacco products, alcohol, or illegal drugs of any form. Students are reminded that Florida Statute 232.256 states that a student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Furthermore, as a private school, students are reminded that their lockers are the school's property and may be inspected at anytime.

18. All school lockers are to be kept locked at all times. Students should not give combinations of locks to other students.
19. Students are not to stick anything to the outside of their lockers. Anything on the inside of the locker must be consistent with school philosophy and standards.
20. Students in grades 6-12 are not to leave book bags or personal belongings in the hall or classrooms after school. All books and belongings must either be kept in their lockers or carried home. Coats, jackets and sweaters may be hung on hooks in the hallway, but should be carried home everyday.
21. The lunchroom is off limits to all students who are not engaged in eating lunch or in a class. Students may not invite visitors to eat lunch with them without the administration's permission.
22. Students are to use restrooms only during breaks between classes. Students will not be excused from class unless it is an extreme emergency.
23. The gymnasium is off limits to students except when under the supervision of a P.E. teacher or coach. **Students found in the gym without proper supervision will receive demerits.**
24. Students who are found to abuse school equipment or property will be dismissed.
25. After 3:15 p.m. all areas are off limits to students who are not involved in an official activity. Demerits will be given to violators. Faculty members will be stationed to enforce this rule.
26. No male student is allowed to have pierced ears. Body piercing (other than girls' earlobes) is not permitted.
27. Any student that is sexually active will immediately be dismissed from the school. (See pg 8.)
28. Playing cards are not allowed on the school campus or on school-sponsored trips (game cards such as UNO or Rook are acceptable for use during extended care).
29. No knives or guns of any kind are allowed on the school campus.
30. Laser pointers or other items which may cause classroom distractions are not permitted.
31. Students who engage in internet usage and/or "blogging" that is inconsistent with school standards and philosophy are subject to dismissal.

SICKNESS, INJURY AND MEDICATION

SICKNESS OR INJURY

Students are not to come to school if they are running a fever, vomiting, experiencing diarrhea, or are too ill to maintain their daily schedule. Students who become ill while at school will be sent to the school clinic and a parent will be called to pick up the student. (Students are considered absent from class while in the clinic and it will affect perfect attendance eligibility.) *Any student that is sent home with symptoms such as fever, vomiting, or diarrhea must be symptom free for 24 hours before the student will be allowed to return to school. We reserve the right to require a child stay home if we feel it is necessary.* If a student suffers a serious injury at school, VCA will call for immediate medical assistance and then attempt to notify the parent(s). For minor injuries, an attempt will be made to reach the parent(s) first for instructions.

Students who have been ill and return to school must have a doctor's note to excuse them from PE or other outside activities. The note must include the time frame and the type of activity the student is to be excused from (i.e. all outside activities or running, jumping, etc.).

COMMUNICABLE DISEASE POLICY

Victory Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrative office.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, VCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. VCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Communicable diseases include (but are not limited to): Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans only by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiaasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever R. Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio, Cholera, Vibrio Infections, Yellow Fever.

MEDICATION

A signed *Permission to Administer* form from a parent or a licensed physician must be on file before any medicine can be given at school (includes over-the-counter). Prescription medicines must be in the original container and labeled with the child's name. ALL medicines must be left with the school receptionist or secretary with a note from the parent explaining dispensing procedures (includes over-the-counter headache medicine for ALL students). Medicines will not be administered more often than is prescribed on the label. VCA cannot assume full responsibility to see that any medication is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under the parent's supervision.

Students are not to have medication of any kind in their possession. Students may not give any medication to other students. Students will not have over-the-counter medications administered by VCA personnel for extended periods of time (this includes any brand name of medicine for the same type of ailment). A doctor's note will be required if the medication is to be given for more than 7 days.

ACHIEVEMENT TESTING PROGRAM

Victory Christian Academy has a detailed testing program designed to measure the student's abilities and progress. The results of this testing are used to aid the teachers and administration in improving the curriculum.

All K5-12th grade students are given achievement tests in the spring of each year to measure their achievement in areas of English, Math, Science, and Social Studies. The *Iowa Assessments* is the testing instrument used for this purpose. All student responses are electronically scored and a detailed sheet listing the child's results is provided to the parent with the final report card. In addition to the achievement tests, all students are given the *Cognitive Abilities Test* to determine the student's school ability index.

Juniors and seniors are strongly encouraged to take either the SAT (Scholastic Aptitude Test) or the ACT (American College Test) before graduation. Preferably students should take both to ensure adequate information for college admissions.

Juniors are required to take the PSAT.

KINDERGARTEN DIVISION

INTRODUCTION

Our kindergarten is a Bible-based, academic program that builds the foundation for the elementary division. The student must be age four (K4) or five (K5) no later than September 1st and must meet all the admission requirements as stated in the general information section of the parent/student handbook. If the child proves to be too immature to handle the class, the kindergarten director may ask that he be placed in the next lower class.

CURRICULUM

The A Beka and Bob Jones University Press curriculum are used in the kindergarten program. The curriculum stresses the phonetic reading system and development of early math skills. All necessary workbooks, work sheets, and reading materials are to be purchased prior to the first day of school by making payment to VCA. Bible is taught as a specific subject in kindergarten through flannel graphs and other visual aids.

ATTENDANCE POLICIES

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students being withdrawn from school.

The parent of any kindergarten student who frequently misses instructional time (tardy, early pick-ups, etc.) will be called in for a conference with the administrator and will be subject to withdrawal of the student. Students on the VPK program (K4) will be immediately withdrawn when their absence level reaches the point that they are no longer eligible for VPK funding.

Tardy – Kindergarten students are expected to be on time (8:15am) – in their seats and ready for class to begin before the tardy bell rings. Tardies to school require a written excuse from the parent, stating the reason. Students arriving after 8:25am are to be brought to the school office by a parent to receive a tardy slip. Kindergarten students arriving tardy, but before 8:25am, may go straight to class. (After 8:25am, the office has recorded all absences and students may no longer be in their classrooms.) K4 full-day students who are assigned to an afternoon instructional class may arrive late in the morning without tardy penalties – if arriving after 12:00pm, they would be counted tardy.

Habitual tardiness and/or early pick-ups may lead to dismissal from school.

Absence – A student accumulating 10 or more unexcused absences in a school year will be subject to the withholding of a passing final grade, pending a review of the absences by the administration.

K4 students who are absent from class for more than one hour of instructional academics will be counted as being absent for ½ day. Students who are absent from class for more than two hours of instructional academics will be counted as absent all day. This will include any portion of academic time that the student spends in the clinic.

K5 students who are absent from class for more than two hours during any portion of the day will be counted as being absent for ½ day. Students who are absent from class for more than four hours during any portion of the day will be counted as absent all day. This will include any portion of class time that the student spends in the clinic. Any ½-day or all-day absence will prevent the student from receiving a perfect attendance award.

The following are acceptable reasons for absences: student illness, medical appointments, death in the family, school-sponsored events or activities previously approved by the school. Students who are absent must present a written note from their parent and/or doctor upon returning to school **stating the reason** for the absence (without a valid reason, the absence cannot be excused). The student may only be absent 10 days during the school year (for any reason) before a doctor's note will be required; doctors' notes must include the date(s) to be excused, the date the student may return to school, AND whether the absence was due to illness or injury. A receipt from the doctor's office is NOT a doctor's excuse.

DRESS CODE

School uniforms from RC Uniforms are required. (See *General Information*, "Dress Code" for specific details.)

DISCIPLINE POLICIES

Kindergarten discipline problems are handled in the following ways: warning to student, marks given on weekly conduct report, yellow note sent home by the teacher, pink note sent home by the administrator. In the event the student has been sent to the administrator, the following steps will be followed:

1. The first time the student is talked to about the mishap and some privilege withheld – recess, art, computer, etc.
2. The second time the parent is called and asked to speak to the student on the phone.
3. The third time the parent is called and asked to remove the student from school for the remainder of the day.
4. The fourth time the parent is called and asked to remove the student from school for the remainder of the day and will not be allowed to return the following day.
5. The fifth time the parent will be asked to withdraw the child from school.

The steps listed above are disciplinary procedures followed for most discipline issues. However, in the event of behavior that is harmful to other students, disruptive to the learning environment, or a blatant refusal to obey authority, a student may be dismissed without following the above steps.

School policy also allows for the dismissal of a student whose parent(s)/guardian(s) is uncooperative or unsupportive in reference to school policies or school authorities.

CLINIC / MEDICATION

All medication must be signed in by the parent at the school office when the child is brought to school. The medication must be labeled clearly with the child's name, dosage, and times to be given. If this is not done, the medication will not be administered. Medications will not be administered more often than is prescribed on the label. (See section on "Sickness, Injury and Medication".)

PARTIES

Party days, times, and things to provide will be sent home with sufficient notice prior to the party. Please remember that the school does not display anything having to do with witches, leprechauns, jack-o-lanterns, bunnies, and Santas or anything that would be contrary to Biblical truth.

PICK-UP POLICY

IN K4 AND K5 A PHOTO ID MUST BE SHOWN EVERYDAY, REGARDLESS OF WHO IS PICKING UP THE CHILD. IF SOMEONE DIFFERENT IS PICKING UP YOUR CHILD DURING OR AFTER SCHOOL — FOR ANY REASON — PLEASE NOTIFY THE SCHOOL IN WRITING OF THIS CHANGE. IF AN EMERGENCY ARISES, PLEASE CALL, IDENTIFYING YOURSELF AND THE PERSON WHO WILL BE PICKING UP YOUR CHILD. A PHOTO ID WILL BE REQUIRED OF THE PERSON PICKING UP THE CHILD.

GRADING

The grading of the child's work may take many forms; a comment, a check mark, a sticker, or by an actual letter grade. Each method is recorded in the grade book and will be used in determining the child's report card grade.

The K4 report card is an achievement checklist. The scale is as follows: outstanding; progressing; needs improvement; and unsatisfactory. This will apply to academic, social and developmental skills.

The K5 report card is based on the same scale as grades 1-5, but uses letter grades only. Social and developmental skills are also graded by letter on the K5 level.

HOMEWORK

Homework starts with simple phonics review and writing practice two (2) nights a week. Reading assignments start in December. A homework assignment sheet is placed in the bookbag. It should be signed and returned after the homework is completed. Homework is expected to be done when assigned. Parental help is the key to the success of the child.

SUPPLIES

Students will receive a supply list during the summer mailing. Clearly mark items with your child's name. Each student must have a backpack or satchel to carry papers and notes home for the parents to check daily.

ELEMENTARY DIVISION

ADMISSION

The Elementary Division (grades 1-5) continues to build upon the foundation laid by the kindergarten. In order to enter the first grade, the student must be six (6) years old no later than September 1st, and must meet all admission requirements as stated in the general information section of the handbook. All new students entering grades one through five are required to take an entrance examination and score at grade level. If the student scores lower than grade level, he must enter at a lower grade, or in selected cases, be required to have tutoring or attend summer school.

CURRICULUM

Victory Christian Academy uses the Bob Jones University Press curriculum and textbooks, supplemented by materials from A Beka. The main emphasis is placed upon reading, math, and grammar. Bible is taught as a specific graded subject with a strong emphasis placed upon the student's individual responsibility to a Holy God.

DRESS CODE

School uniforms from RC Uniforms are required. (See *General Information*, "Dress Code" for specific details.)

DISCIPLINE

Victory Christian Academy expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at Victory Christian Academy is a privilege, not a right. Constructive suggestions are always welcomed, but GRIPING IS NOT TOLERATED. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed. Students will receive a conduct grade on their report card every nine weeks. Students who at any time receive an "F" or two consecutive "D's" may be asked to leave the school.

Disorderly conduct (goofing off, horseplay, disruptive talking, etc.) is not conducive to Christian character and leads to destruction of property; therefore, it will not be tolerated. In Victory Christian Academy, these three rules must be followed:

1. No student will be out of his seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and reply to teachers with respect.

Discipline problems are handled in the following ways: warning to students, notes to parents, detention, phone calls to parents, parent-teacher-administration conferences, probation, suspension, or expulsion.

Students in grades 1-5 will receive a conduct grade each week which will be averaged for each 9-week grading period. Students in 6th grade will be on the demerit system and will not receive weekly conduct grades.

SUPPLIES

Students will receive a supply list during the summer mailing; it is also posted on the website. Please be sure to take note and replenish such supplies as pencils, notebook paper, etc. before they are depleted.

PARTIES

Party days, times, and things to provide will be sent home with sufficient notice prior to the party. Please remember that the school does not display anything having to do with witches, jack-o-lanterns, leprechauns, bunnies, and Santas or anything that would be contrary to Biblical truth.

GRADING

Papers will be sent home on Wednesday consisting of the past week's work. This will include tests, quizzes, projects, and seatwork, etc. The cover sheet will be signed and sent back to school. The following key will be used for progress in habits and attitudes. This key will also be used in music, art, computer, and 1st-6th grade PE.

S = Satisfactory progress
N = Needs to improve
I = Improvement shown
U = Unsatisfactory

The following has been adopted as the elementary grading scale for all academic work done at Victory Christian Academy (grades 1-5):

<u>Letter Grades</u>	<u>Percentage Grades</u>	<u>Grade Points</u>
A+	98 - 100	4.3
A	93 - 97	4.0
A-	90 - 92	3.7
B+	88 - 89	3.3
B	83 - 87	3.0
B-	80 - 82	2.7
C+	78 - 79	2.3
C	73 - 77	2.0
C-	70 - 72	1.7
D+	68 - 69	1.3
D	63 - 67	1.0
D-	60 - 62	0.7
F	0 - 59	0.0

HOMEWORK

Victory Christian Academy believes that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. Homework is:

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Weekly homework assignment sheets for students in grades 1-4 will be sent home each Monday for the parent to read. This will list all of the work that the student is required to do. Students in 5th grade will write their homework in an assignment pad. Homework for grades 1-5 will also be available weekly on ParentsWeb. The homework sheet, assignment pad and ParentsWeb are communication tools through which the teacher can keep the parent up to date on the student's progress. Parents should check to see that all homework is completed each evening and all books are returned to the classroom the next school day. Forgotten books often impair the effectiveness of the classroom.

Homework assignments must be completed and handed in on the day designated by the teacher. Points will be deducted for late work as appropriate.

Concerned parents will understand what we mean when we say that the real price paid to help ensure that the best education possible for their children is NOT the tuition paid in the office, but rather the hour spent each evening helping them with their homework.

HONOR ROLL (Grades 1-5)

Students who maintain Honor Roll Status throughout the entire school year will be recognized during the school's awards ceremony in the spring.

1. Students who earn straight "A's" (including Conduct) will be named to the **Principal's List**. (no lower than a "B" in Band, Penmanship, or P.E.)
2. Students who earn a combination of all "A's" and "B's" will be named to the **A-B Honor Roll**. (no lower than a "B" in any subject, including Conduct, Band, Penmanship, and P.E.)
3. Students who earn all "B's" (including Conduct) will be named to the **B Honor Roll**. (no lower than a "C" in Band, Penmanship, or P.E.)

PROMOTION (Grades 1-5)

For a student to be promoted to the next grade, he must have successfully passed all academic subjects. If a student fails one academic subject and does poorly in another, he may be asked to repeat the grade or be required to successfully complete summer tutoring or summer school. If a student is on the borderline academically (having several "D's") or displays a distinct lack of maturity for his age, he may be asked to repeat the grade. Students in grades 3-5 who receive final grades of "F" in two (2) or more academic subjects (physical education, art, computer, and music are not included) will not be promoted to the next grade level.

No student will be promoted in grades 1 or 2 if he fails reading, math, phonics, or receives a "D" in two (2) or more of these subjects.

NOTE: Any parent or student who purchases or uses any answer key or test for curriculum used at VCA will be subject to immediate dismissal of the student from the school. This practice is viewed as cheating and grounds for dismissal.

JUNIOR AND SENIOR HIGH SCHOOL DIVISION

DISCIPLINE (Grades 6-12)

Victory Christian Academy expects its students to live above reproach, showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at Victory Christian Academy is a privilege, not a right. Constructive suggestions are always welcomed, but GRIPING WILL NOT BE TOLERATED. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

The conduct of a student off campus is just as important as his conduct on campus. Therefore, any student involved in any of the following, on or off campus, may or may not be retained as a student, depending upon their involvement: use or possession of tobacco products, alcohol, or illegal drugs; attendance at secular concerts involving country or rock music; involvement in immoral acts, including pornography and any other sexual activity (refer back to page 8); any criminal acts which cause the student to be imprisoned; disrespectful acts or intimidating acts toward any faculty member; gambling; stealing; attending any parties where alcohol or drugs are used; attending any night club. Any student involved in any of the above may be expelled anytime before graduation and will not receive a diploma, even if all work has been completed.

DEMERIT SYSTEM

Students will be given varying numbers of demerits depending upon the type and severity of the infraction. A list of offenses and their demerit penalties follows. Demerits may also be given at the discretion of the administration in certain irregular cases not covered by the list. The number of demerits given for a specific offense will be doubled, tripled, etc., for successive violations of the same code.

A student who accumulates a total number of demerits may suffer the following or other penalties as determined by the administration:

5 demerits = One hour detention	50 demerits = One day suspension
10 demerits = Two hour detention	75 demerits = Two day suspension
40 demerits = Placed on probation	100 demerits = Expulsion

Eight (8) demerits or fewer per nine weeks will be removed from the student's record. Students with more than eight (8) demerits will keep those demerits until the end of the semester. All students begin the 2nd semester with zero demerits. Recognition is given at the end of the school year to students with demerit free records.

1. Each student will receive a copy of the *Parent & Student Handbook* during the first week of school. The handbook will be discussed at great length in chapel and all questions answered. Parents and students are responsible to read the entire book and sign the Student Conduct Agreement.
2. Demerits will be filled out and signed by the student and the teacher. The administration office will send a notification to the parents via email of the demerits. Parents can also view on **ParentsWeb** a record of demerits received by their students.
3. Students who do not complete their homework will be given one demerit. In addition, they will be required to serve a lunch detention, completing their homework, each day until the homework is complete and turned in. Lunch can be eaten while completing homework.
4. All detentions will be served at the lunch detention table the day that the student accumulates five demerits. Detention work will be given (unless student has incomplete or missing homework assignments).
5. Students accumulating 40 demerits in one semester will be placed on probation. This means they cannot participate in extracurricular activities or hold any class office.
6. If the administration feels that demerits are not changing a student's behavior, other means in lieu of demerits may be used.
7. Although a student may not have enough demerits to warrant suspension or expulsion, the demerit record weighs heavily in the decision whether or not to re-admit the student for the next school term.

DEMERIT CODE

Boys wearing necklaces	5
Cheating	25 or more
Communicating (body language, etc. other than talking & notes)	1
Damaging school or personal property	50 or more
*Dancing	50 or more
Direct disobedience	5 or more
Disrespect	5 or more
Dress code violation	1 (2 nd offense = 5)
Entering off-limit areas	5
Failure to report misconduct.....	5 or more
Failure to return notes, reports, correspondence	1
Fighting.....	20
Forgery	20
*Gambling.....	50 or more
Gum chewing, eating, drinking beverages where prohibited.....	1 (2 nd offense = 5)
Hair code violation	5
Having rock, country, or movie stars on notebook, lockers	10
Homework, projects, etc. not done or in on time.....	1
Horseplay	2 or more
Inattention in class.....	1
Irreverence in chapel.....	5 or more
Leaving grounds without permission	50 or more
Littering.....	1 or more
Lying.....	25 or more
Misuse of hall pass.....	10
No P.E. shirt/shorts	1
No textbook or materials	1
Not turning in cell phone.....	2 (after 2 nd offense = 5)
Note writing and/or passing	2
Offensive slang or inappropriate language.....	5 or more
Out of order	1 or more
Plagiarism.....	25 or more
*Pornography (in any form)	50 or more
*Profanity or Indecent language	50 or more
Public display of affection.....	5 or more
Refusal to sign a demerit report	5
Running or excessive talking in halls and lunchrooms.....	1 or more
*Sexual activity	75 or more
Singing or writing rock, country, or rap lyrics.....	10
Stealing	50 or more
Talking without permission	1 (after 5 th offense = 2)
Tardy to class	1
Tardy to school.....	1
Uncooperative attitude	50 or more
Unnecessary noise	1
*Use or possession of alcohol, illegal drugs or tobacco products	100
Vulgarity (obscene gestures, etc.)	20 or more

*These offenses are contrary to the Student Code of Conduct which students and parents sign.

ACADEMIC INFORMATION (Grades 6-12)

This section is designed to provide the parents and students of Victory Christian Academy information regarding course offerings and the school's academic requirements for graduation. The administration understands that the academic program of Victory Christian Academy cannot match the course offerings of its public counterpart, but it does strive to excel in the thoroughness of its presentation of the material taught in the classroom. Any student who is willing to apply him or her self satisfactorily and do what is required of him/her by the teacher can expect to do well in the school. Students who have such motivations should make the transition into college quite easily.

Our courses have been carefully developed to prepare our students for entrance into college. With a strong commitment to the Bible and solid coverage of language, math, and the sciences, we feel that our students should be adequately equipped for a challenging future. We remind our parents and students that we teach all classes in light of the Word of God, and we do not apologize for such a commitment. We believe the Bible gives a scriptural admonition to ... *train up a child in the way he should go ...* and that ... *The fear of the Lord is the beginning of wisdom ...* These convictions affect the academic orientation of all classes taught at Victory Christian Academy.

It is our desire that each student, with the encouragement of his parents, works hard and does his very best at the task that has been set before him. Although graduation may seem a long way down the road, hard work and perseverance now will reap dividends when the student has successfully completed all requirements and the diploma is in hand!

NOTE: Any parent or student who purchases or uses any answer key or test for curriculum used at VCA will be subject to immediate dismissal of the student from the school. This practice is viewed as cheating and grounds for dismissal.

GRADING INFORMATION

The following has been adopted as the grading scale for all academic work done at Victory Christian Academy in grades 6-12:

<u>Letter Grades</u>	<u>Percentage Grades</u>	<u>Grade Points</u>
A+	98 - 100	4.3
A	93 - 97	4.0
A-	90 - 92	3.7
B+	88 - 89	3.3
B	83 - 87	3.0
B-	80 - 82	2.7
C+	78 - 79	2.3
C	73 - 77	2.0
C-	70 - 72	1.7
D+	68 - 69	1.3
D	63 - 67	1.0
D-	60 - 62	0.7
F	0 - 59	0.0

*Points are assigned as above with the exception of Honors courses. For these courses, an A = 5 points, and a B = 4 points. (See '*Honors Courses*' for more information.)

Effort and Conduct Grades:

1 - Excellent 2 - Good 3 - Satisfactory 4 - Poor 5 - Unsatisfactory

1. Grades will be issued at the end of each nine-week period. At that point, the academic teachers will assess each student's ability, attitude, and application of skills. All incomplete work at the end of a grading period must be made up within 10 school days after the beginning of the new grading period or the grade will be changed to an "F."
2. The final average of an annual class is determined by counting final exams as 20% and the quarter grades as 80%, with a provision for teacher override. The final average of a semester class is calculated by 40% value for each of the two nine-week periods and 20% value for the final examination, with a provision for a teacher override.

3. Progress reports will be sent home on all students during the middle of the grading period. The purpose of this report will be for parents to evaluate their child's grades and to take whatever action necessary to make improvements. After the parent has reviewed the report, he needs to sign and return it to the homeroom teacher the following day. Parents who wish to discuss the progress of the child are encouraged to schedule a conference with the teacher.
4. Report cards are issued at the end of each grading period. These reports give parents and students accurate information regarding the progress or lack of progress being made by the student. Report cards are to be signed and returned to the homeroom teacher the next school day.

Extra Credit:

Extra credit is given at the teacher's/supervisor's discretion and may only be used to raise a grade before the end of the grading period. Extra credit will not be given to students that have a low grade as the result of not turning in homework, projects, etc. No extra credit may be done to raise a grade already earned and reported on the report card. Extra credit must be offered to all students or none.

Examinations:

1. The academic year at Victory Christian Academy is divided into four nine-week grading periods. Teachers are required to administer at least two tests and one nine-week exam during this grading period. An exam schedule will be provided for the nine-week exams. Nine-week exams will cover material for the entire quarter, while final exams will cover material for the entire year. Report cards will be sent home at the end of each quarter.
2. All students in grades 7-12 will be required to take final examinations.
3. Students who miss final examinations will be allowed one week (from the date they returned to school) to make up the examination. Tests must be made up at the discretion of the subject-area teacher. Students who fail to make up work within the given time period will be given a 0 on the test.

PROMOTION

Students in grades 6-8 who receive final grades of "F" in two (2) or more academic subjects (physical education, art, computer, and music are not included) will not be promoted to the next grade level. Students who receive a final grade of "F" in one (1) of these subjects will be required to be satisfactorily tutored in order to be promoted to the next grade level. If a student received one (1) or more "D's" in major subjects in addition to an "F", he may be required to repeat the grade.

Students in grades 9-12 who receive a final grade of "F" in any required subject must repeat the subject and receive a passing grade in order to be eligible for graduation.

For a student in grades 9-11 to be promoted, he must earn the required credits for the next year's classification:

To enter grade:	Must have earned:
10	6 credits
11	12 credits
12	18 credits
Graduate	24 credits and a 2.0 average

Students who complete grade 9 but do not have a 2.0 GPA will be promoted on probation. Students who complete grade 10 but do not have a 2.0 GPA will be retained. Students who complete grade 11 but do not have a 2.0 GPA will not be allowed to return to VCA for their senior year.

HOMEWORK

Victory Christian Academy believes that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. Homework is:

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Homework assigned in each class can be viewed on ParentsWeb weekly. Points will be deducted for late work as appropriate. Secondary students who do not complete homework will receive demerits and will complete homework that day in lunch detention. Parents should check to see that all homework is completed each evening and all books are returned to the classroom the next school day. Forgotten books often impair the effectiveness of the classroom.

Concerned parents will understand what we mean when we say that the real price paid to help ensure that the best education possible for their children is NOT the tuition paid in the office, but rather the hour spent each evening helping them with their homework.

HONOR ROLL (Grades 6-12)

Students who maintain Honor Roll status throughout the entire school year will be recognized during the school's awards ceremony in the spring.

1. Students who earn straight "A's" will be named to the **Principal's List**.
(no lower than a "B" in Choir, Band, or P.E.)
2. Students who earn a combination of all "A's" and "B's" will be named to the **A-B Honor Roll**. (no lower than a "B" in any subject, including Choir, Band, or P.E.)
3. Students who earn all "B's" will be named to the **B Honor Roll**.
(no lower than a "C" in Choir, Band, or P.E.)

HIGH SCHOOL COURSE REQUIREMENTS (Grades 9-12)

Special Notes:

1. All students while enrolled at Victory Christian Academy are required to take Bible classes. Students who fail these classes in grades 9-12 must make them up before graduation.
2. **All students are required to take 7 classes per year.** Seniors must take at least 5 hours of classes.
3. The majority of the academic subjects are of one year's duration. Students are expected to remain in these classes the entire school year. Students who drop out of a class during the course of the year will receive no credit for that class.
4. Requirements for graduation begin in 9th grade. For each full-time, annual course that is successfully completed during the school year, one credit will be awarded. Completion of a semester course will receive one-half credit. A minimum grade of a "D-" is required to receive a unit of credit.
5. Any student receiving an "F" can receive credit toward graduation by successfully repeating that subject the following year. Other alternatives include repeating the course in summer school or night school, or taking a correspondence course from an approved, academic institution. Such a course must correspond closely to the subject failed and be approved in advance by the administration.
6. All courses attempted are included in the computation of a student's grade point average (GPA). Should a student fail a subject, he will be required to repeat the class in summer school or prior to graduation. A 2.0 GPA is required for high school graduation.
7. It is the student's responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, Victory Christian Academy cannot be held responsible for any student who is deficient in credits at the end of his senior year.
8. Seniors will not be permitted to march in the commencement exercises if they lack more than one credit for graduation. Arrangements must also have been made to earn their credit in an approved summer or correspondence school program before the student can march. Victory Christian Academy cannot be held responsible for the inconvenience caused by a senior's failing courses during the last days of school.

ATTENDANCE REQUIREMENTS

1. A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused absences in a designated semester course will be subject to the withholding of passing final grade(s) pending a review of the absences by the administration.
2. Students will be counted in attendance only if they are actually present or are engaged in a school-approved educational activity that constitutes a part of the instructional program.
3. Attendance will be taken on a period by period basis. Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. A student must be in the class for at least 40 minutes to be considered present unless a valid excuse is presented to the teacher. Regardless of the number of excused absences a student may have, **no credit can be awarded in classes where the student has missed 18 or more hours of instruction during the school year.**

COURSE SELECTION

1. High school students may choose their elective classes under the guidance of a counselor, in preparation for the following year. Students are encouraged to choose classes that best meet their abilities and will help them meet the requirements for graduation.
2. Students are required to furnish the school office with any transcripts of work completed in other schools as soon as possible. These credits will not be counted until an official transcript from the school is in our office.
3. Students must choose alternates to all electives when completing their course selection sheets. The administration will do its best to give students the classes they ask for, but because of scheduling conflicts this may not always be possible.

DROP/ADD REGULATIONS

1. Permission from the school office is required to drop or add a course after enrollment. A drop/add card must be signed by all the teachers in question and then approved by the academic advisor. No student may drop a class without written permission from his parents.
2. After the first four weeks of the semester, no class may be dropped or added to a student's schedule. Any class that is dropped after this date will receive a grade of "F" for failure and will appear on the student's transcripts. There are no refunds for class fees if the course is dropped.

GRADUATION COURSE REQUIREMENTS

In order for a student to obtain a high school diploma, he must successfully earn 25 academic credits in grades 9-12 and must have a 2.0 grade point average.

Minimum Requirements:

FOUR (4) CREDITS IN ENGLISH

- With a major concentration in composition, grammar, and literature.

FOUR (4) CREDITS IN SOCIAL STUDIES

- 1 credit World History
- 1 credit U.S. History
- 1 credit Geography
- ½ credit American Government
- ½ credit Economics

THREE (3) CREDITS IN SCIENCE (a 4th credit is offered during the senior year, but not required)

- at least 2 credits Lab Science (Biology & Chemistry or Anatomy/Physiology)

FOUR (4) CREDITS IN MATHEMATICS

College Preparatory Track

- Algebra I, Algebra II, Geometry, Pre-Calculus (optional)

General Track

- Algebra I, Algebra II, Geometry, or Business Math*

*Business Math courses are not college preparatory classes.

FOUR (4) CREDITS IN BIBLE

- One credit for each year.
- Students transferring into VCA will be responsible for credits earned only while at VCA. Jr. and Sr. level Bible courses will be entitled "World Religions" and "Jewish History" to comply with certain scholarship requirements. The course and curriculum materials remain the same.

ONE (1) CREDIT PHYSICAL EDUCATION

This credit can be earned at ½ credit per completed season of team sports.

ONE-HALF (½) CREDIT HEALTH

TWO (2) CREDITS IN SPANISH

ONE-HALF (½) CREDIT IN VOCATIONAL EDUCATION COURSES

Beginning in 05/06, all students will be required to take a college prep computer class.

TWO (2) CREDITS IN PERFORMING FINE ARTS COURSES

- 1 credit Choir
- 1 credit Speech and/or Drama (½ credit for Band may be substituted for ½ credit in Speech or Drama)

Electives*

Anatomy/Physiology (2)	Pre-Calculus (1, 4)	Teacher's Aide
Chemistry (2)	Physics (2, 4)	Chorus I, II, III, IV
Business Math (4)	Algebra II (1)	Band I, II, III, IV
Accounting (4)	Journalism I, II, III, IV (3)	

1. Must meet the approval of the Math Department
2. Must meet the approval of the Science Department
3. Must meet the approval of the Journalism Department
4. Course will be offered depending upon class load and teacher availability.

*An elective is any class that is not serving the purpose of satisfying another graduation requirement. Electives should be carefully balanced between academic and non-academic courses. When signing up for electives, students must include at least one alternate for each elective selected. Students should not assume that there is any less amount of work associated with these classes.

GRADUATION HONORS

Seniors who have a final grade point average of 3.25 or above (on a 4.0 scale) will be graduated with honors.

The valedictorian and salutatorian from the graduating class will not be chosen on the basis of the academic record alone. Citizenship, attitude, cooperation, and similar factors will be considered by the administration in making this choice. The valedictorian and salutatorian must have been a student at Victory Christian Academy during the entire 11th and 12th grades and have at least a 3.25 average.

HONORS COURSES

1. The following VCA courses are considered "Honors" Courses: Advanced Math and Anatomy & Physiology. Students may also take Junior and Senior English as an Honors Course by doing additional work. Students who choose to take these classes for "Honors" credit must have approval from the subject teacher and the academic advisor. The students must have received at least a "B-" average in their previous year and must maintain at least a "B-" during the course of the year. Dual enrollment classes (at FSCJ) will be entered as "Honors" courses on the student's high school transcript.
2. Honors classes are designed for students who have strong motivation and are willing to do a substantial amount of work on their own.

NATIONAL HONOR SOCIETY

National Honor Society is open to tenth through twelfth grade students who are selected by a faculty committee. The criteria for membership in National Honor Society are scholarship (3.25 G.P.A. or better), leadership, service, and character. Victory Christian Academy is a chapter member of the National Honor Society and as a chapter abides by National Honor Society regulations.

STUDENT DRIVERS

1. All students who drive to school must obtain permission from the school office.
2. Cars must be parked at the designated place upon arrival at school. Students are not to sit in their cars until school starts but should go to the cafeteria. Written permission shall be obtained from the administration for each authorized use of a car during the regular school day.
3. Student drivers must file a record of their driver's license and insurance coverage (and names of regular riders if any) with the office.
4. Students must have full insurance coverage to drive cars or motorcycles to school.
5. Students must observe posted speed zones and follow regular traffic patterns.
6. Students may not be in or go to cars in the parking lot during school hours.
7. Students may not sit in their cars with other students after school. Students must leave the campus after school.
8. Students violating school regulations regarding the use of automobiles may be denied permission for car use.
9. Students may not play loud offensive music in their cars on campus.
10. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.
11. Boys and girls (other than brothers and sisters) are not to ride together - to or from school, or ride home together after sports practice, without written permission from both parents.

Violation of any of the above requests will cause a student to lose his driving privileges for one full semester and may result in social discipline.

PHYSICAL EDUCATION AND SPORTS PROGRAMS

PHYSICAL EDUCATION

Physical education is fundamentally a learning time. Physical education stresses physical activity, not as an end in itself, but as a means toward fulfilling one's personal potential in all phases of life. Physical education is a planned program of personal movement experiences that develops the body and fosters growth intellectually, decisionally, and creatively in harmony with the goal of Christian education.

If a student is unable to participate in any physical activities for medical reasons, the school must have a doctor's note specifying the reason, the date the student may return to normal activities, and which specific activities the student may not participate in (i.e. running, jumping, etc.). However, the student will still be required to stay with his class or group. VCA does not have the staff available to keep the student inside the school building.

Goals

1. Health and fitness - Care of the body in order to serve God and others.
2. Motor proficiency - Use of human movement to meaningfully serve God and others.
3. Intellectual - Understanding of the human being in action.
4. Decisional - Development of choices and commitments.

For the Christian, play is natural. It is a gift. Play is both the process and product in physical education. While the Bible states that bodily exercise has no relationship to our need for salvation (1 Tim. 4:8), our bodies are the vehicles in and through which we serve God and others in life.

Dress

Items needed for class include a P.E. uniform, (shorts, culottes, and t-shirts are to be purchased through Victory Christian Academy), proper athletic shoes (**non-marking, white soles**), socks, and a towel. All shoes and uniforms must be clearly marked with the student's first initial and last name on them. Marking must be done either with a laundry marker, permanent ink pen, or sewing. The shirts are to be labeled, and the shorts or culottes are to be labeled on the inside hem of the front left leg. Shoes are to be marked on the inside of the soles. If the name is not on the clothing, a mark will be given by the instructor. No other writing or designs are to be on the uniform, socks, or shoes. During cool weather a sweater or jacket may be worn over the uniform. Students are required to wear their own suits, shoes, and socks. Uniform checks will be done at unscheduled times. Any student found wearing someone else's uniform will receive demerits.

Uniforms must be clean and neat every Monday, with the name clear and visible. Clothes are to be taken home after the last physical education class of the week. Students may take their uniforms home more often, but if forgotten, the student will not be excused for not dressing out and must participate in school clothing (demerits will be given).

Failure to dress out on required days causes a drop in grade as well as the possibility of other discipline as the instructor sees fit.

Students are to be in the locker room no later than 2 minutes after the class is scheduled to begin. For physical education classes, the classroom is the locker room. Students must be changed and ready for roll call by 10 minutes after the class begins. No gum, food, or drinks are allowed in the locker rooms or during class.

Uniforms are not to be worn in the school building at any time. Students may wear PE uniforms home IF they are going home immediately after the class or are involved in a scheduled sports practice.

Students should not wear expensive jewelry to school. Teachers are not responsible for holding such items. Anything brought into the dressing room (including jewelry) is the student's responsibility! No jewelry is to be worn during P.E. class or when any sport is played. Students should bring some type of container in which to put their jewelry and not leave it loose or hanging in the locker.

Students will be given 10 minutes to dress after class.

Excuses

For minor difficulties, a note from the parents is required. A student should bring a note from home stating the date, grade, student's name, and the length of time and reason he is to be excused. Phone calls are not acceptable. If a student does not have a written excuse, points will be taken off of his grade.

Students are required to dress out for class even though they may be physically unable to participate. They will be used to assist the teacher as needed, thus maintaining their participation grade. If any student is physically unable to participate in the regular physical education activities for a period of more than three consecutive days, he or she must secure a medical excuse from the doctor. This letter will need to be filled out so that the teacher will know what the student is capable of doing in class. If a student is medically excused from the class for a period of time, he must do written reports during his time of non-participation. This written work helps to maintain a passing grade (no higher than a "C"). Students wishing to receive a grade higher than a "C" must plan to make up the skills test as soon as they have been given written permission to do so by their doctor.

If a student is to be excused permanently from physical education, he or she must obtain a medical excuse from his physician. This procedure must be cleared with the administration office. Any student with a medical problem or disability needs to tell the teacher by the end of the 1st week of class. The teacher needs to know if the student cannot participate in certain activities or if he may be limited in an activity.

Students will not be excused from P.E. classes to make up work in other classes.

Grading

Objective grading will take into consideration sports, skill tests, rules tests, notebooks, attendance, tardiness, dress, reports, completing assignments and physical fitness tests. Subjective grading will take into consideration participation in class activities, including sports using skills in game situations, social and personal qualities, neatness, leadership, effort, initiative, sportsmanship, conduct, etc.

Dressing out is an important part of the participation grade. Not dressing out properly includes any of the following:

1. Not having proper T-shirt
2. Not having shorts
3. Improper shoes (non-marking, white soles are required) and socks

General Information

No students are allowed to eat or drink in the locker rooms at any time. **No chewing gum or eating candy at any time.**

During volleyball and basketball season, students are not allowed to walk on the courts, under the volleyball nets, etc. The courts are off limits except for scheduled classes, events, practices or games.

No excuses will be written for students who are late to class because they take too much time after class to dress. Students should remember to not waste time, and to be prepared for the next class when the bell rings. PE students may not leave the gym until the bell rings to dismiss class.

No horseplay will be allowed at any time. This includes water fights, towel fights, and any other conduct unbecoming to a young man or lady regarding the standards of the school.

Please do not abuse the equipment.

Keep the floor, walls, and water fountains clean.

Exercises for the entire year must be done correctly or extra work will be given.

Students are expected to use and express good manners at all times.

Report any injuries to the instructor immediately.

The equipment room is off limits. The teacher must give special permission before entering. At no time are students to be using the equipment room without the supervision of a teacher.

ATHLETICS IN GENERAL

Students wearing uniforms represent our school, and their conduct reflects on the student body as a whole. Athletes must watch every aspect of their behavior during play, traveling, or in the stands. Fighting, abusive language or poor conduct will not be tolerated and will subject the athlete to immediate removal from the team. Listed below are a few rules:

1. Shorts or cleats are not to be worn in the school building.
2. Athletes are to be picked up within 15 min. after practice or the pick-up time following a game.
3. Injured players are to stay with their team and are not to loiter around school.

HIGH SCHOOL ATHLETIC PROGRAM

Interscholastic Activities

Victory Christian Academy maintains an active interscholastic sports program competing in major sports. All students participating in any interscholastic sport, including cheerleading, must have a current sports physical each year of participation, must have proof of insurance against athletic injury, must sign a liability waiver, and must maintain a passing grade in all subjects per 4½-week grading period.

Student Participation in Sports

The spirit of the school's policy with regard to academics is to ensure that VCA maintain academic excellence and at the same time fulfill contracted games we obligate ourselves to play.

To be eligible for a team sport, students must maintain at least a 2.0 grade point average and not have any "F's" in core subjects at the time **report cards** are issued. Athletes will be dropped from athletic teams, cheerleader squads, etc. if they fail to maintain at least a 2.0 grade point average or receive any "F's" in core subjects or at the time that report cards are issued. Athletes will be restored to academic eligibility at the time grade reports are issued (each 4½ weeks) or upon the discretion of the administrator.

If a student is academically eligible at the time **report cards** are issued, but receives any "F's" in core subjects when grades are checked at the 4½ week period progress reports, that student will then be placed on "academic probation". Students not raising their grades at the end of the additional 4½ weeks (when report cards are issued) will be dropped from the team and will be ineligible to play sports.

Anytime a student has 40 demerits recorded on his record, he will automatically be ineligible to play sports.

CHEERLEADING

Cheerleaders are selected from those qualifying in tryouts and meeting the same qualifications as other athletes.

SPORTS FEES

Our sports activities are not funded by tuition so we must have some means of generating an income to defray the expenses that ticket sales and fund-raisers do not cover: uniforms, equipment, insurance, official's fees, transportation, and miscellaneous expenses.

We currently charge each student a sports participation fee that entitles him or her admission to any sporting event on our campus. In addition, athletes (including cheerleaders) are charged a sports fee per sport played.

Fees are non-refundable and are due at the beginning of the sport.



Victory Christian Academy

"Studying To Show Ourselves Approved Unto God"

www.victoryministry.com 🍏 10613 Lem Turner Road, Jacksonville, FL 32218 🍏 904-764-7781

2016 – 2017 Student Handbook Agreement Grades 6-12

Name: _____ Grade: _____

I have / have not (circle one) read all information in the *Parent/Student Handbook* except for the kindergarten and elementary divisions.

I understand that I am responsible for the information in the handbook, and I am willing to abide by all the regulations stated therein.

Student Signature

Parent's Signature

Date

This signed statement is to be returned to your homeroom teacher no later than Friday, September 2nd or if enrolled later, within two weeks of registration.

The *Parent/Student Handbook* is also available on ParentsWeb under Resource Documents and on our website (www.vcasoldiers.com).