



2011 – 2012 Student Handbook

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VCA Mission Statement

Building the next generation of leaders through excellent academics and biblical principles. ***Proverbs 1:7, The Fear of the Lord is the beginning of knowledge.***

Attendance

In order to adequately complete the educational process for each student, a student must have good attendance in school. Victory Christian Academy understands and makes provision for those absences that are unavoidable, such as personal illness, death, and emergencies that cannot be avoided. It is necessary, however, for VCA to enforce strict policies about unexcused absenteeism. No absence will be excused without a note from a parent explaining the absence.

Consistent excuses, such as car trouble or caring for younger brothers and sisters, cannot be accepted indefinitely, even with notes from parents. Make-up work is accepted when the absence is excused; otherwise, zeroes will be given for missed work. If a student is absent from 20% of the scheduled classes for that given reporting period he/she may be put on academic probation. Simply stated, academic probation means that a student's individual situation will be observed, with grades and the amount of material covered monitored very closely by the teachers and the administrator to determine if, at the end of the school year, the student should be retained or promoted.

School Hours

School begins at 8:00 A.M. for all grades and will dismiss at 3:05 P.M. Pre-K parents have the option to pick up their student(s) at 12:00 pm daily.

Tardies

Students at Victory Christian Academy are expected to be in class on time. A student is considered tardy if he/she is not seated in his/her class by 8:05 A.M. If a student is tardy for an acceptable reason, his/her tardiness will be excused if he/she has a note from the parent explaining the tardy. Three unexcused tardies are equivalent to one unexcused absence and will merit a zero in the classes that are missed. A letter from the school office will be sent to the parents when tardies reach excess. If necessary, a parent-teacher conference will be scheduled.

Withdrawal Policy

If parents wish to withdraw a student, they should notify the school principal. Two working days after notification, a withdrawal slip will be prepared and all records will be sent to the new school (Note: Grades will be held if there are any outstanding tuition or fees). Parents who withdraw students after the first day of the month are responsible for the entire month's tuition.

Closed Campus Policy

The safety and security of students and staff is a primary concern. To assist in providing such conditions, Victory Christian Academy must operate a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day unless otherwise stipulated in this policy. Closed campus procedures are developed to ensure a safe environment for students.

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or legal guardian has provided written permission for the student to leave school for a specific need (i.e. doctor appointment, bereavement) and the principal has approved this request.
- The student has a school-approved work or study release privilege.
- The student meets the criteria established by Victory Christian Academy administration and is eligible for off campus privileges.

Please Note: A student who leaves the school grounds without authorized permission shall be considered truant.

Visitors

Only current parents, legal guardians, grandparents, alumni, guest speakers, Victory Family Church staff and approved vendors and contractors are allowed on the campus as guests. Visitors are required by policy to check in at the school office and secure permission to be on campus. Visitors must wear an identification badge that allows staff and students to know that the visitor is approved to be on campus. Visitors are required to check out at the school office upon departure. Other appropriate procedures may be encouraged and implemented by the Administration of Victory Christian Academy to assist in the enforcement of a closed campus policy to provide security and safety for all students and staff.

Dress Code

The VCA Dress Code was developed to provide the best atmosphere for students to learn and to avoid peer pressure related to clothing. Our primary objectives are neatness and modesty. The VCA Dress Code is sufficiently flexible to encourage individual identity and a positive self-image within the borders of appropriate dress for school. [Ink'n'Stitch](#) is the official supplier of the VCA skirts and jumpers and all the VCA monogrammed shirts, hoodies, sweatshirts and jackets. [Ink'n'Stitch](#) is located in Bridgeport and their number is (940) 683-2314. The VCA logo shirt is a required item and will be worn on field trips and other special events. Additional items may be purchased at other stores provided they meet Dress Code requirements.

The guidelines in this handbook are meant to provide help for parents and students in selecting appropriate clothing for school. If a parent or student has a question about the Dress Code, please do not hesitate to call the school offices for clarification. Students who do not comply will be dealt with relative to the seriousness of the infraction. Sloppiness in appearance and immodest clothing may result in removal from the classroom until proper attire is acquired. Lesser violations such as non-compliant colors, styles, etc. will be noted with a written warning. Repeated violations of the lesser sort will result in additional disciplinary action.

Pants (All Grades for Boys and Girls)

- Black, Khaki or Navy
- No cargo pockets or pockets on the leg
- No low-rise cut pants and not excessively tight
- No tapered legs
- Pre-K and Kindergarten may wear pull-on (elastic waist) Uniform style and color
- All belts must be black or brown and worn with belt loops

Shorts (All Grades for Boys and Girls)

- Black, Khaki or Navy
- From a kneeling position, the hemline must be no more than 3” from the floor and relaxed fit, not excessively tight
- Pre-K- and Kindergarten may wear pull-on (elastic waist) Uniform style and color
- All belts must be black or brown and worn with belt loops

Skirts/Skorts (All Grades)

- Plaid (Black and Crimson Red or Black and White), Black, Khaki or Navy
- From a kneeling position, hemline must be no more than 3” from the floor
- All Grades – Black or Navy modesty shorts must be more than 3” from the floor and worn under jumpers and skirts that do not have shorts built in them.

Knit Polos (All Grades for Boys and Girls)

- Black, White or Crimson Red & must have VCA logo
- Long or short sleeve; must be loose fitting
- No brand name, embroidered emblems, or logos

Oxfords (All Grades for Boys and Girls)

- Black, White or Crimson Red & must have VCA logo
- Long or short sleeve; must be loose fitting

Sweaters/Vests (All Grades for Boys and Girls)

Sweaters: Black, Crimson Red, Black & White or Black and Crimson Red

Vest Styles: Crew Neck, V-Neck, Pullover, Vest and Zipper Front

Hoodies/Sweatshirts (All Grades for Boys and Girls)

- VCA sweatshirts or solid black, white or crimson red
- VCA “team” warm-up jackets, hoodies, and sweatshirts will be allowed
- No advertisements printed or embroidered across the front, back, or sleeves of the sweatshirt
- Sweatshirts can be worn in the classrooms
- Hoodies and sweatshirts may be purchased from the approved vendor

Coats (All Grades for Boys and Girls)

- VCA embroidered or printed jackets and coats will be allowed.
- No commercial advertisements printed or embroidered across the front, back, or sleeves of the coat.

Undershirts: (All Grades for Boys and Girls)

- Solid White, Solid Black, Solid Crimson Red or Solid Gray
- An undershirt is any shirt worn underneath a uniform shirt

Socks/Tights/Leggings (All Grades for Boys and Girls)

- Solid White, Solid Black, Solid Crimson Red or Solid Gray
- Leggings – may only be worn under a skirt

Shoes (All Grades for Boys and Girls)

- No backless style or flip-flops type shoes.
- No shoes with heels or soles higher than 2”.
- Shoes shall be conservative in nature and should not draw undue attention to the student.
- Athletic Footwear shoes must be worn during Physical Education classes.

Jewelry (All Grades)

- No necklaces longer than 18”
- Jewelry should not call undue attention to the student
- No rub-on tattoos, permanent tattoos, or other markings on the body of any kind are permitted.
- No body piercing of any kind with the exception of modest earrings for girls - no large loops are allowed and earrings must be worn in the lobe only.

Ties/Scarves (All Grades for Boys and Girls)

- Ties or scarves may be worn but should not bring undue attention to the student.

Friday (Jeans Day for All Grades)

- Only when announced and jeans days are at the discretion of the administration.
- No holes on the surface area or excessively worn jeans.
- Jeans must not be excessively tight.
- Shirts must have VCA printed or embroidered on them.

Extracurricular Event Dress (All Grades)

- A student's dress and appearance at VCA events home and away should reflect Christian modesty and values.
- Students not reflecting these values will be asked to leave the event and will meet with the administration the next school day.

Picture Day (All Grades)

- The dress code for fall and spring picture days will be standard uniform apparel.
- Spring Pictures will require a white polo embroidered with the VCA logo in accordance with standard uniform policies.
- Fall Pictures will require a red polo embroidered with the VCA logo in accordance with standard uniform policies.
- Please ensure that students are present for picture days as that is when the pictures for the yearbooks will be taken. If students are absent on picture days there is a high probability that students' pictures will not be included in the yearbook. Please make every effort to be present.
- Any additional special instructions will be provided by the administration as needed.

General Appearance (K-12 Grades)

- Hair should be cut so that it does not hang in his/her eyes. It should be clean, appropriately styled, and should not call undue attention to the student. This includes the cut and color of hair.
- Uniform attire should be clean, pressed, and without tears, frayed edges, or noticeable excessive wear.
- No hats, caps, or other types of headgear (including bandanas) are to be worn in the buildings unless medically required and approved by the Administration.

Please note: VCA administration reserves the right to make certain judgments concerning dress code that may not be covered in the handbook.

VCA Honor Code

I will faithfully attend and participate in scheduled services at Victory Family Church (VFC) or a similar Bible-believing church. I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving and honoring God. I will not use or be associated with the use of tobacco, drugs or alcohol and I will honor God by maintaining a lifestyle of sexual purity. I will refrain from the use of profanity, vulgarity or any other type of writing, print material, innuendo or conversation, which is inappropriate for a Christian. I will not lie, cheat or steal, nor will I tolerate such activity. I will show respect for authority and submit myself to the teachers and administration of VCA, realizing that attendance at VCA is a privilege, not a right.

My dress and my appearance will not only comply with the dress code of VCA, but it will also reflect Christian modesty and values. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions. I will support the VFC Statement of Faith as it is applied to instruction throughout the curriculum. I will fulfill my student contracts in all athletic and non-athletic extracurricular activities and understand that failure to honor these commitments will result in immediate dismissal from VCA. I will uphold this Honor Code for the full twelve months of the year, at school, at school activities and outside of school.

Church Attendance

VCA places the training of our students in Godly Christian character as our highest priority. It is our policy to partner with families that are instilling Biblical values in their children through their home and their church. Therefore, instruction at VCA is to be a supplement to the character-molding process, not a replacement. For this reason, consistent family church attendance is mandatory. For those families who attend Victory Family Church, church attendance (verified through giving records) is checked twice yearly. If a family is admitted on the basis of their regular attendance at VFC and stops attending church or starts attending elsewhere, they are no longer eligible to attend VCA. Families who have been admitted to VCA on the basis that they regularly attend a different church will be asked to complete a Church Attendance Verification Form annually. These forms are mandatory and are distributed annually when the alumni re-enrollment packages are sent out.

Character Training

Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn content, and in the process, teach them to:

- Respect Authority
- Pay Attention
- Obey Willingly and Immediately
- Apply Themselves to the Task at Hand
- Develop Habits of Orderliness, Attention to Detail, Obedience, Persistence, Honesty, Accomplishment and Cooperation
- Choose Things that are Excellent
- Do Right Because it is the Right Thing to Do
- Understand How Things Work Together
- Work Hard to Get the Right Answer
- Love Wisdom
- Finish the Job
- Learn the Rules and Apply Them

Cheating

Cheating/plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero. Parents will be contacted by the Administration. Additional consequences are at the discretion of the administration. Possible consequences are detention, paddling, suspension, or dismissal.

Hazing/Bullying

Hazing and/or bullying of any student(s) at VCA will not be tolerated.

Forms of Discipline

The objective of any discipline is to see the student become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. The various forms of discipline used by VCA are listed below:

- Counsel with students
- Written assignments
- Parental contact and conferences
- Paddling
- In school Suspension
- Suspension
- Expulsion
- Behavioral Probation

Counsel With Students

Teachers will counsel and discuss disciplinary problems with students when required. Teachers may involve the Administration in counseling, when deemed necessary.

Written Assignments

The teacher or Administration may give written assignments. These assignments may involve the student studying God's Word about his/her discipline problem and writing about what he/she has learned. These assignments may also be things that pertain to the class subject matter.

Parental Contact and Conferences

Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be allowed to impede the education of others. Teachers will not discipline the entire class to address a problem, which only one, two, or a few students are having. Teachers will contact Administration regarding students they feel should serve detention. Parents will be contacted by Administration regarding the teacher's request, and the student will serve his or

her assigned detention the next school day. Parents are expected to support teacher/administrator recommendations for detention. If parents, teachers and the VCA Administration are in agreement, detention may be used to complete missing work or redo less-than-acceptable assignments.

Paddling

Teachers and/or other non-administrative staff are not allowed to paddle a student at any time. Paddling will always be handled by the Administration only after consulting the parents. Paddling will be an option for severe offenses such as fighting, disrespect to authority, and cheating. It will also be an option for lesser offenses when other methods have been tried and found not to be effective in curtailing repetition of the problem behavior. Paddling will always be conducted in the office by an administrator and with a staff member as a witness. It will be administered after signed consent from the parent(s) has been obtained. A maximum of 3 swats will be administered at any one time.

In-School Suspension (ISS)

In-school suspension may be used as a disciplinary tool to help alter student behavior and/or attitude. In-house suspension refers to a student being isolated from the other students for a designated period of time deemed necessary by the Administration. Teachers may provide educational materials from their classes for the student to work on and turn in as if they were in normal classes.

Suspension

Suspension may be used as a disciplinary action for problems deemed by the Administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Whether or not students are allowed to make up work missed due to a suspension is subject to the administrator's discretion. In the event of suspension, all work should be gathered from the office and will be due at the time of return to school.

Please Note: Suspended students will not be allowed to participate in or attend any school-related function or extracurricular activity until reinstated by the VCA Administration.

Expulsion (Dismissal)

Students may be dismissed from school when they fail to respond to correction. Teachers will document all behavioral problems that arise with a student. These records will assist the Administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Actions, which show disrespect, dishonesty, rebellion or other negative attitudes, will be handled by the Administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student

who does not cooperate with the education process. The following actions, at school or outside of school, may result in dismissal:

- Causing consistent discipline problems and showing little or no repentance.
- The use or possession of tobacco, drugs, alcohol, weapons (guns, knives, razor blades, or any other object deemed to be a potential weapon), pornography, cigarette lighters, matches, etc.
- Threatening violence toward students, staff or any other person. This includes speech, writing, gestures, etc.
- Poems, artwork, or other creative material are not to be used to cover threats or thoughts of violence.
- Fighting, foul language, or obscene gestures.
- Alluding to or committing immoral acts.
- Theft or destruction of property and violations of the VCA Student Code of Conduct.

Once a student has been expelled from VCA all belongings will be gathered by the administration. Student's belongings will be taken to the front office where they may be picked up by parents.

Behavioral Probation

When a student's attitude is not in accordance with the school's policies or principles, the Administration may place that student on behavioral probation. While on behavioral probation, if the student violates any part of the Student Code of Conduct, they may be suspended or expelled (dismissed).

Arriving and Leaving

Students may be dropped off at the VCA campus after 7:30 am and must be picked up prior to 3:15 pm daily. Families requiring drop-off prior to 7:30 am and/or pick-up after 3:15 pm must enroll in the Before and After School Care (BASC) program.

Before and After School Care (BASC)

BASC is a fee for service program available to VCA families via Victory Kids Care (VKC). There is an annual Registration Fee of \$25.00 per family for BASC. Registration Forms are required before a child can attend. These forms may be obtained from the school office.

BASC opens at 7:00 AM and closes at 6:00 PM daily. BASC fees will be billed monthly. Students dropped-off prior to 7:30 am must be dropped off at the VKC facility on the Victory Family Church (VFC) main campus. Students will be transported to VCA prior to class. All students on school property after 3:15 pm daily will ride the van over to VKC and will be placed in After-School Care. Parents may pick up their children at VKC.

Only a child's parents or those persons whose names are on regulation forms in the school office will be allowed to pick up a child. Identification will be required when the BASC coordinator does not know a parent or an authorized person.

Before School Care		After School Care	
One Child	\$3 per day	One Child through 4:00 pm	\$4 per day
		Siblings through 4:00 pm	\$3 per day
Siblings	\$2 per day	One Child through 6:00 pm	\$7 per day
		Siblings through 6:00 pm	\$5 per day

Personal Property

Students should bring to school only those items necessary for normal school activities. Although the school cannot be responsible for lost items, the school office will attempt to maintain an up-to-date lost and found.

Release of Students

Only a child's parents or those persons whose names are on regulation forms in the school office will be allowed to pick up a child. Identification will be required when the BASC coordinator does not know a parent or an authorized person. If a parent, a relative, or a friend other than the custodial parent picks up a child either at the end of the day or during the day, please let the school office or the child's teacher know in writing who that person will be. This person should be on our approved list in the office. **ANYONE OTHER THAN THE CUSTODIAL PARENT MUST SHOW IDENTIFICATION.**

Anyone picking up a student, whether the custodial parent or a substitute, must come to the school office and ask the office staff to get the child. If it is after hours the BASC coordinator will release the student if the appropriate steps have been taken previously for the child's release. If a parent is taking a child out of school early, he/she is to come to the office and sign the student out. It will be necessary if the student returns the same day for a parent to sign him or her back into the school.

Testing

Each student, Kindergarten through Fifth Grade, will be required to take standardized tests each Fall and Spring. The results of these tests will be placed on the student's permanent file and a copy sent home to the parents.

Kindergarten Graduation

Victory Christian Academy holds graduation exercises for the kindergarten students. A reception is held in honor of the graduates.

Elementary Promotion/Retention

If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teacher, and Administration. The general guidelines for retention are as follows:

- Kindergarten to 2nd Grade – teacher recommendation based upon one or more of the following:
 - Personal observation
 - Below grade level performance in academic subjects
 - Below grade level on developmental testing
 - Social/emotional immaturity

- 3rd to 5th Grade – teacher recommendation based upon one or more of the following:
 - Failure of two or more academic subjects
 - Grade levels of 1.5 points below the norm in standardized testing in total reading or total math
 - Social/emotional immaturity

Students with one final grade of “70” in a major subject (English, Math, Science, Social Studies, Bible) will be passed on to the next grade on academic probation. In most cases, a recommendation will be made that the student receives tutoring during the summer. In addition, the student may be required to take an entrance test before the start of the next school year to determine his/her readiness to do the work required in the next grade level.

The probationary status will be in effect for the first six weeks of school and will be removed if the student maintains a “75” average or better during the first grading period (typically 9 weeks).

Placement

Testing and/or the administrative staff will determine grade placement for all students. ***VCA Reserves the right to adjust and/or modify course selections and/or combination of classes at each grade level based on final enrollment.***

Honor Roll

The following criteria is established for the elementary honor roll:

1. Students who make all **A's** in all subjects for the six week period with all **E's** in conduct for the same six week period will qualify for the **A** honor roll.
2. Students who make **A's** and **B's** in all subjects for a six week period with all **E's** in conduct will qualify for the **A-B** honor roll.

Interpretation of Grades

A - Excellent

B – Above Average

C - Average

F - Failing

I - Incomplete

90-100 = **A**

80-89 = **B**

70-79 = **C**

Below 70 Failing

Interpretation of Conduct Grades

E – Excellent

S – Satisfactory

N – Needs Improvement

If a student earns an **N** in conduct, then that student will be monitored, placed on probation and a conference will be scheduled with parent to discuss a resolution.

Immunizations

Each student must be immunized against certain diseases or must present a certificate or statement signed by a U. S. licensed physician that, for medical reasons, the student should not be immunized. The certificate or statement must state, in the doctor's opinion, that the immunization required would be harmful to the health and well being of the student or any member of the student's family or household. This certificate must be renewed every year unless the doctor has specified a lifetime exemption. If, for reasons of conscience including religious, the parent/guardian does not want the student immunized, he/she must submit a notarized official Texas Department of Health affidavit requesting the exemption for each child. Exemptions for reason of conscience are valid for 2 years from the date they are signed.

The immunizations required are: diphtheria/pertussis/tetanus, polio, measles (rubella), mumps, rubella, HIB, Varicella (or show a reliable history of chicken pox), pneumococcal conjugate, hepatitis A, and hepatitis B. Proof of immunization may be a personal record validated by a licensed physician or public health clinic with a signature or rubber stamp.

Any student who fails to maintain current immunizations shall be excluded from school until such time immunizations comply with requirements. Elementary Student/Parent Handbook 06/01/09DSHS (Department of State Health Services) rules that specify immunization requirements for school entry have currently undergone review with resulting changes for Kindergarten and 7th graders. Rules

for K – 12 can be found at <http://www.dshs.state.tx.us/immunize/school/>. The easily read chart is at <http://www.dshs.state.tx.us/immunize/docs/school/6-14.pdf>.

Illness

For the welfare of your children and the benefit of others, please keep your child home when the following conditions exist: vomiting or diarrhea within the previous twelve hours and temperature of 100.4 or higher. **Please note:** students diagnosed with strep throat or any other contagious illness must have a physician's note before they can return to school; students on antibiotic for flu or any other symptoms must be on the antibiotic for 24-hours before they can return to school. If a child develops a fever after he or she comes to school, the parent will be called immediately to pick the child up. Please make sure that the school office has current home, work, and emergency numbers. Please do not send your child back to school until there has been a 24-hour waiting period of the child being fever-free. This also applies to any vomiting or diarrhea. Taking the temperature before administering any fever-reducing medication is the only way to know if the child is fever-free.

Infectious Diseases

Admission of Continued Enrollment of Students with Infectious Diseases

God deals with us individually (*1 Corinthians 15:10*); therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, the behavior, neurological development and physical condition of the student. Because we have a responsibility to protect all of our children, the expected type of interaction with others in the school environment and the possibility of contagion will likewise be considered in this decision.

A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee composed of at least the student's physician and a public health expert or consultant chosen by the leadership of the school. The decision of the screening committee will be final.

For those infectious diseases for which there is no cure the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations as determined by the school administration as to permit a reliable assessment of any change in the child's condition which might affect contagion. Parents or guardians must release the results of these evaluations to the administrator. Their failure to authorize the release of these results will jeopardize the child's continued enrollment. A student excluded from school may be admitted or readmitted, pursuant to re-evaluation under the admission procedures specified above if there is sufficient improvement to warrant admissions.

Placement

First consideration should be given to placing the infected student in the regular educational setting consistent with the appropriate precautions needed to avoid infecting others. An infected student unable to attend classes as determined by screening committee, supported by appropriate facts and rationale, shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law. All persons with infectious diseases deserve our compassion.

Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school:

- Chicken Pox
- Pinworms
- Measles
- Scabies
- Mumps
- Ringworms
- Pneumonia
- Impetigo
- Whooping Cough
- Pink Eye

Medication Policy for Non-prescribed Drugs

- Students should not bring any medication to school unless it is absolutely necessary.
- If a student must bring a non-prescribed medication to school, i.e., Tylenol, antihistamine, the parent must send a note with the student explaining the reason for the medication, and instructions to the teacher for administering the medication.
- The student may only bring one dose. The medication must be sealed in a clear plastic baggie. No non-prescribed medicine will be dispensed from the school office.
- No student may give medication to another student. If a student gives medication to another student, all privileges to take any medication at school will be forfeited plus further disciplinary action will be taken.

Medication Policy for Prescribed Drugs

The parents and a physician must complete permission slips acquired from the office before prescription medicine can be dispensed. A note from the parent

along with the medication and permission slips must be brought to the school office before the medication can be dispensed. Teachers will dispense medicine to the students. **Please Note:** All doctor prescribed medication must be brought in its original bottle with the pharmacy information on the label. This will include the physician's name, type of medication, date, refills (if any), and the dosage and frequency.

Weather

In the event of inclement weather tune to television stations Channel 4 by 6:30 A.M. for a school-closing announcement. Victory Christian Academy will generally follow the Bridgeport and Decatur ISD weather closing policies. Every attempt will be made to post school closing information on the VCA website.

Child Abuse Reporting

Under Texas law, the staff and administration of Victory Christian Academy is obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: ***“A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall be reported.”*** Victory Christian Academy will comply with the law. At Victory Christian Academy, all school staff is to report suspected or known cases of child abuse immediately to the administrator. Once reported, the administration will coordinate the procedures for reporting the suspected or known abuse to the appropriate authorities. If an abuse case needs to be reported to the authorities, it is the policy of Victory Christian Academy to make this report without first contacting the parents of the child.

Policy on Sexual Harassment

Sexual abuse or sexual molestation

Victory Christian Academy will not tolerate sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Any valid complaint of sexual abuse or sexual molestation will be reported immediately to the Administrator who shall report the same to the authorities and Victory Christian Academy will fully cooperate with law enforcement authorities in investigating allegations that may lead to criminal prosecution of such criminal activity.

Sexual Harassment

Victory Christian Academy will not tolerate sexual harassment of employees, students, or parents. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual

harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments, which create a hostile or offensive work, study or learning environment. Sexual harassment from teachers, students, supervisors, co-workers or others who visit VCA should be reported immediately to **Scott Stanford, Administrator**.

Sexual exploitation

Victory Christian Academy will not tolerate sexual exploitation of employees, students, or parents. A valid complaint of sexual exploitation may lead to appropriate and strict disciplinary action, including termination. Sexual exploitation involves any attempt to develop a sexual or romantic relationship between teacher/student, teacher/teacher, teacher/parent, teacher/employee or teacher/volunteer with which the teacher has a Supervisory Relationship. Sexual exploitation from teachers, students, supervisors, co-workers or others who visit the Academy should be reported immediately to **Scott Stanford, Administrator**.

Student Code of Conduct

Students are expected to abide by the code at all times, on and off campus, whether participating in school-sponsored activities or not.

“I will strive to discover my God-given talents, to develop those abilities fully, and to devote those gifts to a lifetime of learning, serving, and honoring God. “