



Student Handbook

2017-2018

Contents

VCA Mission Statement	3
Vision.....	3
Statement of Faith.....	3
Attendance	5
School Hours	5
Withdrawal Policy	5
Open/Closed Campus Policy	6
Visitors.....	6
Dress Code.....	7
VCA Honor Code	11
Church Attendance	11
Character Training	11
Cheating	12
Hazing/Bullying.....	12
Forms of Discipline.....	12
Counsel with Students	12
Written Assignments	12
Parental Contact and Conferences.....	12
Paddling.....	13
In School Suspension (ISS).....	13
Suspension	13
Expulsion and Dismissal	13
Behavioral Probation.....	14
Arriving and Leaving	14
Victory Kids Care.....	14
Personal Property.....	14
Lockers (7 th Grade and up)	15
Student Driving Regulations	15
Release of Students	16
Testing	17
Class Rank.....	17
SAT and ACT	17

Kindergarten Graduation	17
Promotion/Retention.....	18
Placement	18
Honor Roll	18
Immunizations	20
Illness	20
Infectious Diseases	21
Placement	21
Communicable Childhood Diseases	22
Medication Policy	22
Non-prescribed Drugs.....	22
Prescribed Drugs.....	22
Weather	23
Child Abuse Reporting	23
Sexual Harassment	23
Abuse or Molestation.....	23
Sexual Harassment	23
Sexual Exploitation.....	23
Student Code of Conduct.....	24
Computer Access 7 th -12 th Grade	23
Degree Plans	24
Weatherford College Wise County	24
College Days 11 th -12 th Grade Students	24
Transportation Release Form	26
Lunch Transportation Form	27
College Day Request Form	28

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.”*

Vision

Our focus here at Victory Christian Academy is to instill godly character and to provide excellent academic opportunity. We will work diligently to help students develop their God-given talents and prepare them for a lifetime of Victory! This goal can only be accomplished through the cooperative effort of staff, students, and parents.

Statement of Faith

The Scriptures – The Bible is the inspired Word of God, the product of holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, is what we accept as our infallible guide in matters pertaining to conduct and doctrine (I Thessalonians 2:13, II Timothy 3:16, II Peter 1:21).

The Godhead – Our God is one but is manifested in three persons – the Father, the Son, and the Holy Spirit being co-equal (I John 5:7). God the Father is greater than all, the Source of the Word (Logos) and the Begetter (John 1:14; 14:28; 16:28). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).

Man – His Fall & Redemption – Man is a created being, made in the likeness and the image of God, but through Adam’s transgression and fall, sin came into the world. “For all have sinned, and come short of the glory of God” (Romans 3:23). “As it is written, There is none righteous, no, not one” (Romans 3:10). Jesus Christ, the Son of God was manifested to undo the work of the devil and to give His life and shed His blood to redeem and restore man back to God (I John 3:8). Salvation is the gift of God to man, separate from works and the Law, which is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

Eternal Life & New Birth – Man’s first step toward salvation is godly sorrow that worketh repentance. The new birth is necessary to all men, and when fulfilled, it produces eternal life (John 3:3-5, II Corinthians 7:10, I John 5:12).

Water Baptism – Baptism in water by immersion is a direct commandment of our Lord and is for believers only. The ordinance is a symbol of the Christian’s

identification with Christ in His death, burial, and resurrection (Matthew 28:19, Acts 8:36-39, Romans 6:4, Colossians 2:12). The following recommendation regarding the water baptismal formula is adopted: "On the confession of your faith in the Lord Jesus Christ, the Son of God, and by His authority, I baptize you in the Name of the Father, and the Son, and the Holy Ghost. Amen."

Baptism In The Holy Ghost – The Baptism in the Holy Ghost and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the new birth. This experience is accompanied by the evidence of speaking in other tongues as the Holy Spirit Himself gives utterance (Matthew 3:11, John 14:16-17, Acts 1:8; 2:4; 2:38-39; 19:1-7).

Sanctification – The Bible teaches that without holiness no man can see the Lord. We believe in the doctrine of sanctification as a definite yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 12:14, I Thessalonians 5:23, II Peter 3:18, I Corinthians 1:30, II Corinthians 3:18, Philippians 3:12-14).

Divine Healing – Healing is for the physical ills of the human body. It is wrought by the power of God through the prayer of faith and by the laying on of hands. It is provided for in the atonement of Christ and is the privilege of every member of the Church today (Isaiah 53:4-5, Matthew 8:17, Mark 16:18, James 5:14-16, I Peter 2:24).

Resurrection Of The Just & The Return Of Our Lord – The angels said, "This same Jesus...shall so come in like manner..." (Acts 1:11). His coming is imminent. When He comes, "... the dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air..." (I Thessalonians 4:16-17). Following the tribulation, He shall return to earth as King of Kings and Lord of Lords. Then, together with His saints, who shall be kings and priests, He shall reign for a thousand years (Revelation 20:6).

Hell & Eternal Retribution – The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire, and therefore, has no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms "eternal" and "everlasting" used in describing the duration of the punishment of the damned in the Lake of Fire carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the presence of God (Hebrews 9:27, Revelation 19:20).

Attendance

In order to adequately complete the educational process for each student, a student must have good attendance in school. VCA 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 siblings 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. Once a student has missed 10% of school, there will be a required parent meeting with Mr. Stanford. If more than 10% of school is missed, the student will have to make up the lost instruction. They will have to make up 10 minutes per subject per day missed. This can be done after school, on a Saturday, or over the summer. This will be at the teachers' discretion. There will be a fee of \$50/hr.

School Hours

School begins promptly at 7:55 AM for all grades and will dismiss at 2:55 PM for Pre-K and Kindergarten. First through Fifth Grade will dismiss at 3:05 PM. Sixth through Twelfth grade will dismiss at 3:20.

Tardiness

Students at VCA are expected to be in class on time. A student is considered tardy if he/she is not seated in his/her class by 7:55 AM.

We have a tardy policy in place to teach the VCA students the importance of promptness. The purpose of this policy is to train our students to become successful adults. All tardies are considered unexcused unless a note, signed by the parent, is brought to the office giving a reason for the tardy. Once your child has received two unexcused tardies, you will receive notification. If more unexcused tardies occur after this notification, then you will be charged a \$25 late fee.

Withdrawal Policy

If parents wish to withdraw a student, they should notify the school administration. 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. If a student withdraws from VCA to home school, they will not be allowed to participate in any extra-curricular activities.

Closed Campus Policy Pre-K - 8th Grade

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.

Open Campus Policy - High School

VCA offers open campus to 9th grade students once every nine weeks to students who receive A or A/B honor roll. Mr. Stanford will determine the day. The student is required to be at their next period class on time. If a student is tardy one time, they will forfeit open campus privileges for the next 9 weeks.

VCA offers open campus lunch to juniors and seniors. Lower classmen may participate in open campus ONLY if they have a driver's license. Lunch period is 12:20pm-1:00pm. The open campus lunch policy can change at any time. The student is required to be at their next period class on time, which begins at 1:05pm. If a student is tardy 3 times, they will forfeit all open campus privileges. See the Student Driving Regulations of the handbook concerning the transportation of other VCA students.

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

Victory Christian Academy students are required to wear school uniforms. 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.

All students are required, at a minimum, to have one officially embroidered top each in red, black and white. The various color tops are used throughout the school year for special events, assemblies, field trips and/or student pictures where all students will be required to wear a particular color. If you have uniforms from previous years that still fit and are in good condition, they may still be worn.

VCA has two approved uniform suppliers. The main uniform supplier is Proline Designs, which is located in Decatur. You can visit their store location to purchase and order items. Items cannot be purchased elsewhere and then embroidered at this location. Uniform tops must be purchased at Pro-Line Designs to be embroidered. Additionally, this location has a variety of pre-approved VCA spirit gear for purchase that students may wear on Fridays.

The other uniform supplier is French Toast. Uniforms can be purchased on their [website](#). You must enter our school's code QS5YWJS to access the appropriate dress code. French Toast also has retail locations in Gainesville, Fort Worth, and Arlington. Please visit their website for specific addresses.

Uniform bottoms may be purchased anywhere, but must meet the standard uniform requirements. Again we ask this only to help create complete uniformity throughout the school.

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. Violations such as non-compliant colors, styles, etc. will be a notated warning and a call to parents. Repeated violations will result in additional disciplinary action.

1st Uniform Violation – Warning from teacher.

2nd Uniform Violation – Student will call parent and will not be allowed to wear jeans on that Friday. Student must wear full uniform on Friday.

3rd Uniform Violation – Elementary age students will get 1 week of silent lunch

- 7th – 9th Grade will get 1 week of 7:00am morning detention
- 10th – 12th Grade will lose 1 week of off campus lunch
- All students with this violation will have to wear uniform on Friday and will not partake in 'FREE DRESS' Friday

4th Uniform Violation – Visit with Mr. Stanford, parent will be contacted and discipline will be administered.

Pants (All Grades for Boys and Girls)

- Black, Khaki, Gray or Navy
- No cargo pockets or pockets on the leg
- No low-rise cut pants and 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

Shorts (All Grades for Boys and Girls)

- Black, Khaki, Gray 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, Gray 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 no more than 3” from the floor in a kneeling position and worn under jumpers and skirts that do not have shorts built in them

Polos (All Grades for Boys and Girls)

- Black, White or Crimson Red & must have embroidered VCA logo
- Long or short sleeve; must be loose fitting
- No brand name, embroidered emblems, or logos other than the official VCA logo
- All polos must be purchased from the approved vendors mentioned above.

Oxfords (All Grades for Boys and Girls)

- Black, White or Crimson Red & must have embroidered 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 in 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 an 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

Tights/Leggings (All Grades)

- Solid White, Solid Black, Solid Crimson Red or Solid Gray
- No patterned leggings
- Leggings – may only be worn under a skirt

Belts

- Belts must be worn with uniform bottoms that have belt loops. Belts need to be either black or brown.

Shoes (All Grades for Boys and Girls)

- No backless style or flip-flops type shoes
- No shoes with heels or soles higher than 2”
- No shoes with ‘squeaks’ or lights
- Shoes shall be conservative in nature and should not draw undue attention to the student.
- Shoes must be appropriate for recess and Physical Education classes.
- Secondary students must have athletic footwear to wear 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)

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.

- The dress code for fall and spring picture days will be standard uniform apparel
- Fall Pictures will require a polo embroidered with the VCA logo in accordance with standard uniform policies

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. Boy's facial hair must be clean and neatly groomed. Uniform attire should be clean, pressed, and without tears, frayed edges, or noticeable excessive wear. Shirts must be tucked in and a brown or black belt worn. 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. Also, as the weather cools and hoodies and sweatshirts are needed, they are to be VCA approved. No other school or team sweatshirt will be allowed. Again these may be purchased through Proline Designs.

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

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

Public Displays of Affection

Public displays of affection (holding hands, hugging, necking, petting, kissing, etc.) are not acceptable behaviors for school or school-related events.

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 and 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 by 3:15 pm for primary grade students and by 3:25pm for secondary students. Families requiring drop-off prior to 7:30 am and/or pick-up after designated times, must enroll at Victory Kids Care.

Victory Kids Care

VKC is the daycare operated by Victory Family Church. If you are needing childcare for either before or after school your child must be registered with VKC. You can contact them at 940-393-9320.

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.

Cell phones - It is our desire to have an uninterrupted learning environment at Victory Christian. Students are not permitted to call or text other students while they are at school. Any VCA student who uses cell phone text messaging to harass, tease, or spread harmful or illegal statements or materials about other students, staff, or parents, or who uses text messaging to cheat, will be subject to disciplinary action, which may include suspension from school. The same standards that apply to Internet usage apply to cell phones and other electronic devices.

Therefore, students are not allowed to use or have cell phones with them during the school day. This includes lunchtime and other free time the student may have during school hours. Cell phones must be turned off before entering the building and left in their locker until the end of the school day (after 3:20 P.M.).

Students who break this policy will have their cell phone confiscated and be charged a \$20 fine for each offense. The student's cell phone will only be given back to the student's parents after the fine has been paid.

The front office has a phone if you need to contact your parent.

Also, if parents need to contact their child, they can call the school office 940-626-4730.

Lockers (7th Grade and up)

Lockers must be kept neat at all times. Food may not be kept in a locker for more than one day. Writing is not permitted on the inside or outside of the lockers. Pictures on the inside of lockers may only be secured with tape and must reflect Christian character and Biblical morality. No stickers are allowed to be placed on the lockers. Students may only use the locker issued to them and may not open the locker of another student without specific permission. VCA Administration reserves the right to open and inspect any locker at any time. Locks will be provided by parent/student and must be a combination lock. No key locks please. Also, all lock combination codes must be turned into the front office. VCA is not responsible for any lost or stolen items from lockers. No personal items (books, bags, etc) should be found in the hallways or outside of the lockers.

Student Driving Regulations

- The student driver must apply for a parking permit. They must submit a copy of their driver's license, registration, and copy of insurance.
- The student driver will notify the office immediately of any vehicle changes. The permit must match the vehicle for which it was issued and cannot be used in any other vehicle or by any other student.
- Student drivers will comply with the Texas Statute 545.424 concerning the transportation of any student off campus at anytime.
- Students shall have a Transportation Release Form on file to transport any student to and from the VCA campus.

- Students shall have a Lunch Release Form on file to transport any student during open campus days.
- Students will lose parking privileges if found leaving school without authorization. Students will also lose their parking privileges if they transport another student off of school property.
 - 1st Offense – 1 week w/o permit
 - 2nd Offense – 1 month w/o permit
 - 3rd Offense – Loss of parking privileges for the year
- Student drivers will maintain academic eligibility. If a student becomes academically ineligible their permit will be revoked until eligibility is restored.
- The student driver will only park in the designated student parking area (east side of the building). Students will not be allowed to park in faculty or volunteer parking areas.
- Students are not to return to their vehicles during school hours without specific permission from a faculty member or administrator.
- Punctuality and good attendance are necessary to maintain parking privileges. Habitual lateness and/or absences will be grounds for revocation of that privilege.
 - 5th unexcused tardiness – 1 week w/o permit
 - 10th unexcused tardiness – 1 month w/o permit
 - 15th unexcused tardiness – loss of parking privilege for the year
- The student driver will drive carefully and cautiously on school grounds at all times and will park their car immediately upon arrival. Students will vacate their vehicle immediately upon parking. Loitering in vehicles is grounds for revocation of the parking privileges.
- Please note that all vehicles are subject to be searched while on school property. Students are responsible for ensuring all contents in their vehicle adhere to VCA school policy.
- Permits will not be issued to students that have any outstanding balances or fees
- **Cost of each permit is \$15.00** and is good for one academic year.

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. 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 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 will be required to take the IOWA Basic Test periodically. The results of these tests will be placed on the student's permanent file and a copy sent home to the parents.

Class Rank

Students will be ranked according to their GPA at the end of each quarter beginning in the 9th grade. This will permit the designation of Valedictorian and Salutatorian as well as allow students to know where they stand in the rankings. No ranking will be given to students who transfer in after the first quarter of their junior year. Only students who attend VCA the entirety of their 10th, 11th, and 12th grade years are eligible for the Valedictorian and Salutatorian designations. Students that score 1300 or higher on the SAT will have that designation placed on their transcripts. Grades for all courses taken in the 9th – 12th grades will be used in figuring class rank except:

1. Grades from correspondence schools
2. Grades transferred from another school for which VCA does not have an equivalent
3. Grades from a community college
4. Credit by exam
5. Grades from home school

SAT and ACT

Victory Christian Academy requires that all seniors take the SAT or ACT by January 1st of their senior year. These tests will be taken at the expense of the student. It is the student's responsibility to register for and take the test. Test results must be recorded in the school records. We highly recommend that students participate in an online prep course. An information sheet will be sent home with each 10th grader during the first quarter which provides more information regarding the SAT and ACT test.

Kindergarten Graduation

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

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 Grade and up – 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 are established for the elementary honor roll:

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

Academic Requirement for All VCA Extracurricular Activities

Students at VCA are encouraged to participate in extracurricular activities. With that being said, our priority is on academics and Godly character. The academic requirements for extracurricular activities are outlined below.

All Junior High and High School students will be required to have passing grades in all subjects at the end of each 9 weeks. Any student with a grade lower than 70% at the end of the nine-week grading period will be placed on **academic probation** and will be ineligible to compete in their activity for the next 4½ weeks. After the 4½ week period is over, the student’s grades will be reviewed and either the student will remain on probation or released to participate in the current extracurricular activity.

Once Progress Reports are completed and a student is 75% or below in any subject, that student will be required to have a minimum of 1 hour tutoring per week until the grade is above a 75%. Students on probation will be required to have a minimum of 2 hours of tutoring per week for the subject they are failing. VCA students will also be responsible for getting a **weekly grade report** sheet filled out by each teacher and turned in to the front office by Wednesday of every week.

These students must also maintain good attendance at school as well as at practice in the activity that he or she is participating in. If the student has extensive absences from school totaling more than 10% of the required school year attendance, then that student will be reviewed by the administration for possible removal from that activity. Not only will the student be required to maintain good grades and good attendance, but will also be required to maintain a positive, respectful attitude and display behaviors that glorify God. If a student has a conduct grade that is unsatisfactory, then that student will be reviewed by the administration for possible removal from the sport or activity.

In addition and per TCAF Policies –

Academic Eligibility Periods: The first eligibility period will begin six weeks after school begins. Grades should be checked every six weeks thereafter. Any student failing the grading period will be ineligible for a period of three weeks. Ineligibility shall begin no later than the following Wednesday. At that time, grades will be checked again. If student is not passing all subjects, the player will remain ineligible for another three weeks. If said student is passing all classes, they will once again be eligible for play. Any student or coach violating this rule will be a subject to sanctions, forfeitures, or expulsion.

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 (I 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

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 or an 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 and turned in to the 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.

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, parents should tune to television station channel 4 by 6:30 A.M. for a school-closing announcement. VCA 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, Facebook, and via text message.

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." VCA will comply with the law. At VCA, all school staff are 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 VCA to make this report without first contacting the parents of the child.

Sexual Harassment

Abuse or Molestation

VCA 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 VCA 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

VCA 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. “

Computer Access - 7th-12th Grade

Students currently in the 7th-12th grade will be permitted to bring a laptop (PC/MAC ONLY) for school use only (See below for minimum requirements). Students will utilize technology as a resource to support the mission of VCA. We expect students to use technology in a manner that is appropriate, safe, kind, and in a way that honors the Lord Jesus Christ. This policy is a guideline that students are expected to follow when using technology on the VCA Campus.

The wireless network is intended for educational purposes only.
VCA staff members will monitor all activity used on the network.
Godly behavior is expected online as well as offline.

Misuse of school property or resources can result in disciplinary action.
Although VCA makes all attempts to provide and ensure students' safety online, VCA will not be held liable for harm or damages as a result from use of school technology.

Minimum Requirements for Laptops/PC

Windows 7 or Above

Mac OS X or Above

Up to Date on OS Patches

Antivirus Software With Latest Definitions

Internet Explorer 7 or Higher or Firefox/Chrome with Automatic Updates

Enabled

Password Protected

Degree Plans

Students are given the option to graduate on a Recommended Degree Plan or a Distinguished Degree Plan. The guidelines are listed below:

Recommended Degree Plan

2 - Foreign Languages
Basic High School Courses

Distinguished Degree Plan

3 - Foreign Languages
1 - Dual Credit Class Per Year at the VCA Campus
minimum of 4 Dual Credit Classes
Pass all 3 Sections of the TSI by the Fall of Senior Year

Weatherford College Wise County

VCA is partnered with Weatherford College Wise County, hereinafter WCWC, for all Dual Credit Classes. Students must pass the required TSI testing at WCWC. Students must be passing all VCA classes. All classes offered through WCWC will be in the Fall and Spring during the current school year.

Freshman – One dual credit class is allowed per year. EDUC 1300 is required to be taken at the VCA campus. No other dual credit classes can be taken during the school year. Any summer classes taken will not count as a dual credit for VCA. Students must maintain a 3.0 GPA overall to be eligible for ALL dual credit classes, current and for the next school year.

Sophomore - One dual credit class is allowed per year. Sociology is required to be taken at the VCA campus. No other dual credit classes can be taken during the school year. Any summer classes taken will not count as a dual credit for VCA. Students must maintain a 3.0 GPA overall to be eligible for ALL dual credit classes, current and for the next school year.

Junior/Senior – Two dual credit classes allowed per year. The class offered on the VCA campus is required to be taken during the school year. Any additional classes taken will not count as a dual credit for VCA. Student must maintain a 3.0 GPA in all core classes to be eligible for all dual credit classes, current and for the next school year.

College Days 11th-12th Grade Students

Students that are currently in the 11th and 12th grade will be allowed 3 college days per year to attend college campuses. These days will count as excused absences. All days must be approved in writing on the College Day Request Form. Students must be current on all assignments to be eligible to use these days. The College Request Form must be completed by the college that the student attended and turned in on the following day.

Electives

Worship Tech is a year long elective. Students must tryout in the Spring for the upcoming school year.

VICTORY CHRISTIAN ACADEMY
TRANSPORTATION RELEASE FORM

Date: _____

My son/daughter _____, has my permission to ride
to/from (school name/event location) _____ on (date)
_____, in the private vehicle of _____.

I hereby release Victory Christian Academy from any and all liability
arising out of or resulting from these arrangements.

Parent's Signature

VICTORY CHRISTIAN ACADEMY LUNCH TRANSPORTATION FORM

My son/daughter, _____, has permission to leave campus for open campus lunch on the appointed day each week. This means my student may drive or choose to ride with another student from Victory Christian Academy.

Victory Christian Academy does not oversee who is riding with whom and I understand as a parent that students will be most likely driving students.

I hereby release Victory Christian Academy from any and all liability resulting from these arrangements.

My student understands that if they fail to sign out and sign in correctly, or if they are late returning, they may lose their privileges for a specified time.

Signature of Student _____

Printed Name of Parent _____

Signature of Parent _____

Date _____

VICTORY CHRISTIAN ACADEMY COLLEGE DAY REQUEST FORM

To: Victory Christian Academy Administration

Date: _____

We would like to request to use ___ of our College Days for

(Name of Student)

on the following day(s): _____

Including the above dates, we have used _____ of our 3 College Days allowed for the year.

NOTE: We understand that administrative approval is required for college days to be excused absences. In addition, documentation from the college visited is required (use Victory Christian Academy College Day Form). Upon approval and documentation, college days will not be counted in the total number of absences. No college day will be permitted after April 1st. Once the senior has been accepted and had made a commitment to a college, no further college days may be taken.

VICTORY CHRISTIAN ACADEMY COLLEGE DAY FORM

This is to verify that _____

(Name of Student)

visited our campus on _____

(Date)

Signed _____

Title _____

College or University _____