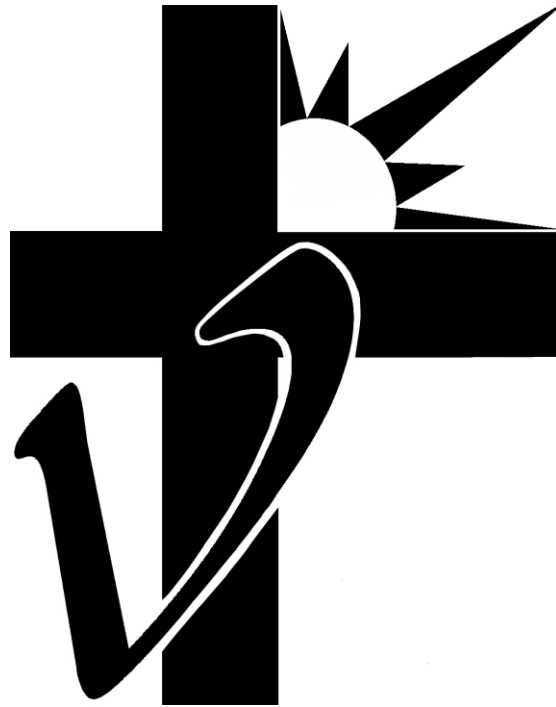


# Victory Christian Academy Parent/Student Handbook 2019-2020



## The Mission of VCA

*To be an intentional voice in the lives of our students by discipling them through Christ-centered education and preparing them to engage with and change the world.*

### South Campus

Grades PK-5<sup>th</sup>

3805 LaPorte Avenue

Valparaiso, IN 46383

[vcasc@vcaacademy.info](mailto:vcasc@vcaacademy.info)

(219) 548-8803

### North Campus

Grades 6<sup>th</sup> -12<sup>th</sup>

360 N. 325 E.

Valparaiso, IN 46383

[vcanc@vcaacademy.info](mailto:vcanc@vcaacademy.info)

(219) 548-2701

**Victory Christian Academy  
Parent/Student Handbook 2019-2020**

VCA South Campus (PK-5) 3805 LaPorte Avenue Valparaiso, IN 46383 219-548-8803  
VCA North Campus (6-12) 360 North 325 East Valparaiso, IN 46383 219-548-2701

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**Victory Christian Academy  
2019-2020 Parent/Student Handbook**

**Theme for the Year**

**“Striving together for the faith of the Gospel”**

**“...stand firm in the one Spirit, striving together as one for the faith of the gospel.”**

**Philippians 1:27 (b) NIV**

**School Board**

**School Board Members:** Dr. Brett Brechner (Vice Chairman), Mr. Kurt Felsman, Mrs. Tracey Knapp (Secretary), Mr. Torrey Mullins, Mr. Martin Sonnenberg (Treasurer), and Mr. Jeff VanderWel (Chair)

|   | <b>Administration</b>  |
|---|------------------------|
| <b>Administrator/Superintendent</b>             | David Funk             |
| <b>Elementary Principal</b>                     | Faryl Smith            |
| <b>Secondary Principal/Academic Dean</b>        | Marisol Parr           |
| <b>Financial Director/Exec. Assistant</b>       | Megan Huber            |
| <b>Athletic Director</b>                        | Brian Almanza          |
| <b>IT Director</b>                              | Laurance Draves        |
|   | <b>Auxiliary Staff</b> |
| <b>Learning Lab &amp; RTI Coordinator;</b>      | Jenica Basseler        |
| <b>Administrative Assistant (NC)/Attendance</b> | Tonya Mandich          |
| <b>Administrative Assistant (SC)/State</b>      | Ardith Moldstad        |
| <b>Submissions</b>                              |                        |
| <b>Safety/Security Facilities Manager</b>       | Clint Coleman          |
| <b>Guidance Counselor</b>                       | Heather Kellogg        |
| <b>School Nurse/Admin. Assistant (SC):</b>      | Joanna Rotole          |

**\*Please see the school website for a complete listing of faculty and staff.**

**Statement of Faith**

Victory Christian Academy is founded on the Holy Scriptures as interpreted in the statement of faith of the Association of Christian Schools International (ACSI). The doctrinal position of Victory Christian Academy:

1. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of God’s will for the salvation of men, and the divine and final authority for all Christian faith and life (II Timothy 3:16-17; John 14:26; 16: 12-15).
2. We believe in one Go (Deut. 6:4), Creator of all things, infinitely perfect and eternally existing in three person, Father, Son, and Holy Spirit (II Corinthians 13:14; Matthew 28:19).
3. We believe that Jesus Christ is true God (John 1:1) and true man (Hebrews 2:14), having been conceived of the Holy Spirit and born of the Virgin Mary (Luke 1:34-35). He died on the cross as a sacrifice for our sins...,was buried..., and raised on the third day according to the Scriptures (I Corinthians 15:3-4; 20:24-29), ascended into heaven (Acts 1:1-9), where He is now our High Priest and Advocate (Hebrews 7:25-26; I John 2:1; Philippians 2:5-7). He will return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ (John 16:14) and during this age to convict men (John 16:8), regenerate the believing sinner (John 3:5-8), indwell (I Corinthians 12:3), guide, instruct (John 14:26), and empower the believer for godly living and service (Ephesians 5:18-21).

5. We believe that man was created in the image of God according to scriptural accounts (Genesis 1), but fell into sin (Genesis 3) and is therefore lost (Romans 5:12-21) and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained (John 3:5-8).
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe (Hebrews 9:22-28; Romans 4:25), and only such as receive Jesus Christ are born of the Holy Spirit, and thus become the children of God (John 1:10-13; 3:5-8).
7. We believe that the true church is composed of all such persons who through a saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head (Colossians 1:18-22).
8. We believe in the bodily resurrection of the dead of the believer to everlasting blessedness and joy with the Lord (I Corinthians 15:51-53; I Thessalonians 4:13-18), and of the unbeliever to eternal judgment. (Revelation 20:7-15).

### **Philosophy of Christian Education**

The philosophy of education at Victory Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God that contains this truth. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God for the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by accepting God's free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on life and the world from which will come a balanced personality and a proper understanding and acceptance of one's role in life at home, at work, at play, and at worship as given to us in God's Word. This philosophy channels our energies to promoting high academic standards while helping students to achieve skills in creative and critical thinking, using the best integrated curriculum materials available. The objective of our instructional program is to enable students to pursue excellence in the educational fields to which God calls them.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable, and through them all runs spirituality. Therefore, we resist the tendency to teach the Bible compartmentally or on the intellectual level alone. We believe the Bible permeates the total curriculum because it is the source of all truth given to us by God. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of the Christian school.

### **The Vision of VCA**

To impact the world for God's glory by sending out students that are educated, disciplined, and inspired by the truth of His Word.

### **The Mission of VCA**

To be an intentional voice in the lives of our students by disciplining them through Christ-centered education and preparing them to engage with and change the world.

### **Core Values**

1. Christ-centered education
2. Excellence
3. Intentional discipleship
4. Partnership with families
5. Missional

### **History of Victory Christian Academy**

The state of Indiana officially incorporated Victory Christian Academy September 3, 2002, as a non-profit organization. Joyce Folk, Pam Wilson, and Tamara Canzoneri, desiring to begin a mainstream evangelical, but independent, Christian school pursued accomplishing the academy under the conviction of the Lord's direction and the extreme need for such an organization.

These experienced educators opened Victory Christian Academy with both a 4<sup>th</sup> and 5<sup>th</sup> grade classroom serving 11 students with Pam Wilson as teacher. Soon, Joyce also began teaching math and science at the academy, while Tammy pursued the legal formation of the school as an independent non-profit organization. By the end of the first school year, enrollment had grown to 13 students and included a 6<sup>th</sup> grade.

The Lord directed the group developing the school to focus the search for a location in eastern Valparaiso. This location would allow easy access from several communities. This search resulted meeting others in the community who were like-minded in their dream for an independent, non-denominational Christian school.

Over the past 17 years, VCA has grown rapidly to over 300 students and we see this as evidence of God's desire for Christian Education in this area. We are blessed and humbled to include that over 200 students and/or parents have come to know the Lord through the ministry of Victory Christian Academy during this time.

Victory Christian Academy is currently a member of and accredited by the Association of Christian Schools International (ACSI), and the North Central Association Commission on Accreditation and School Improvement (NCA-CASI). Initial ACSI accreditation was received in June 2009 and NCA accreditation was in January 2010. VCA was reaccredited in 2017 by ACSI. The school is committed to accountability and continuous improvement.

VCA is also a private school approved by the state of Indiana to accept Indiana School Choice Vouchers families that qualify and Scholarship Granting Organization Scholarships through private donors. The school's leadership is confident that the Lord's blessings will continue to rest on VCA and its families and looks to the Lord as to how He will carry VCA forward!

### **Statement of Nondiscrimination**

Victory Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to VCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, scholarship award, Athletics, and other school administered programs. We do, however, reserve the right to deny admission or employment to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying handicap, or whose personal lifestyle is not in harmony with the Holy Bible, and VCA's stated philosophy and purpose.

VCA's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life according to Scripture. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or the conduct within a particular home or the activities of the student are counter to or are in direct opposition to the biblical lifestyle taught in the Bible. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual/lesbian or bisexual activity, promoting such practices and asserting that any philosophy other than God alone is the determiner of gender, and/or that marriage is between anything other than one man and one woman. VCA will love and pray for families with these struggles but we must stand firm in declaring that Scripture is truth and thus it would not make a good fit for students and/or families that are unable to support the moral principles of the school as taken from Scripture (see Leviticus 20:13 and Romans 1:27).

### **Parent Statement of Cooperation and the Matthew 18 Principle**

We believe that Christian education is a three-way partnership between the home, the school, and the local church. The school is an extension of the Christian home and to the replacement of it. When parents enroll their children at VCA, they are delegating some of their God-given authority as parents to the school to act on their behalf during the school day and at other school functions.

Foundational to this partnership, parents should understand that enrollment in Victory Christian Academy is not a right, but a privilege. There are standards that must be maintained for the welfare of each student as well as for the entire school. If a child's application is accepted, it is understood that the parents are giving permission for our teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles of discipline as set forth in Scripture.

We ask parents partner with VCA by upholding the authority of the teachers and staff of Victory Christian Academy during the school day and at VCA sponsored events and activities. We ask that parents also acquaint themselves with the grounds for dismissal in both academic and disciplinary circumstances outlined in the handbook. If parents ever find that they are in disagreement with the staff or the policies of VCA, we ask that parents commit themselves not to speak negatively about the school, staff, or policies with their child/children, or other parents. VCA asks that all persons connected with the school follow the principles set forth in Matthew 18 to make every attempt to resolve issues in a fashion that glorifies God and promotes unity. If at any time parents discover that they cannot accept the decisions, staff, policies, or disciplinary standards of VCA or if their child fails to meet the minimum academic and behavioral requirements, their student may face possible dismissal.

Victory Christian Academy wants parents to be aware that they have entered into a contractual relationship with VCA for the payment of all tuition and related fees for the school year, and that they agree to abide by the tuition policies of VCA as stated above and in this handbook.

It is the policy of Victory Christian Academy to communicate educational and personal information about a student only with the custodial (enrolling) parent or guardian. It is the responsibility of the non-custodial parent to seek copies of this information from the custodial parent or request access to their child's Sycamore records, if court approved. In the event of joint custody, communication will be made with the enrolling parent. In the event that both joint custodial parents enroll the student, it is their responsibility to designate a primary contact and if they require duplicate reporting, then a duplicate report fee is to be paid.

### **Communication between Staff, Parents and Students using the Matthew 18 Principle**

In any organization there is potential for miscommunication and disagreements; nevertheless, it is God's will that we work in harmony with each other and that we strive for unity in the body of Christ. When misunderstandings or disagreements occur, the following principles from Scripture (Matthew 18:15-17) should be the guidelines followed to resolve ANY issues.

**Keep the matter confidential** – Share the problem only with the person(s) directly involved in the problem; this will stop gossip and avoid further problems.

**Keep the circle as small as possible** – Most often problems can be solved between the parties involved by simply initiating the face-to-face discussion.

**Be straightforward** – Sometimes it is very hard to tell someone what the issue is, but restoration, peace, and improvement can only take place when issues are honestly, lovingly, and clearly presented.

**Be forgiving** – "...if he hears you, you have gained a brother." This implies that once the matter has been resolved, you are to wholeheartedly forgive and restore that person to status of "brother" in your heart and your mind.

**However, if the problem is not resolved, the parties should agree to take the matter to a third party; this should be the administration first, and then the school board if the administration is unable to resolve the issue.** – An open and honest discussion among people who are submissive to the Lord and godly principles will most often reach a solution that honors the Lord.

**In summary, the principles set forth in Matthew 18 require that parents speak with teachers concerning student problems before they speak with administration. Likewise, students will be encouraged to solve problems with teachers and classmates using these principles and not to spread gossip or speak things that may not be true.**

### **Student Standards of Conduct**

Enrollment at Victory Christian Academy is a privilege; and as a result, certain standards of conduct are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles of discipline as set forth in the Scriptures. The individual teacher will handle most disciplinary offenses right in the classroom. The basic assumption in VCA's classrooms is that no student has the right to interrupt either the teacher's instruction or the educational process of the other students in the class and to be disrespectful to either the teacher or another student. We believe that students should be taught to respond to their environment by selecting behavior and attitudes that are honoring to the Lord.

As a condition of enrollment, students agree to abide by all the standards set forth in this handbook. A parent's signature on the enrollment form indicates his/her agreement to hold his/her child to these standards from the point of initial

enrollment until graduation or official withdrawal. This includes all summer vacations, holidays, and school breaks. In addition, students in grades 5 and up must sign a “Commitment to a Godly Lifestyle” contract, which re-enforces the students’ inclusion in what is expected of them.

In this day of social networking sites like Facebook, Twitter, Instagram, etc., how a student conducts him/herself while on these sites may possibly hinder his/her own personal testimony, as well as the testimony of the school. **Anything that hinders the testimony of the school must be dealt with and investigated and, if necessary, discipline assigned. Therefore, when material a student has posted anywhere that is offensive or inappropriate is brought to our attention, the school will speak with the student and also speak to parents as needed.**

### **Vouchers, SGO’s and Tax Deductions**

The State of Indiana has passed legislation allowing those who qualify financially a choice in the education for their child. This is currently only available to parents whose children have attended public school before receiving a voucher. Hopefully this law will be extended to include current private school and home school families that meet the income guidelines. Because VCA was a recognized accredited school, we qualified, applied and have been accepted as an approved Voucher school. For more information, go to [www.myschoolvoucher.com/](http://www.myschoolvoucher.com/).

For ALL FAMILIES, HEA1003 legislation also includes a \$1000 per child deduction off state taxes for school tuition or other educational expenses such as school supplies. More information is at [www.mychoiceined.com/deduction/](http://www.mychoiceined.com/deduction/)

VCA is also a member of an SGO (Scholarship Granting Organization) (Institute for Quality Education) that is funded through private or corporate donations. Donations to an SGO receive a 50% tax credit off of their state taxes. Students in Kindergarten or coming to VCA past the September cut-off date for vouchers may qualify for an SGO. Students on an SGO qualify in future years for a voucher as long as they fall within the yearly income guidelines set by the state.

### **Tuition Assistance**

VCA has a “need based financial aid” program in place. Applications are available through the school office and are processed by FACTS. Parents must have their child enrolled for the upcoming school year in order to submit a financial aid application. Families receiving tuition assistance who do not participate in two school-wide fundraising events will lose their tuition assistance.

### **Finances – Tuition Policies**

All fees are to be paid on time. All fees except tuition are to be handled promptly through the office. Parents may satisfy their contractual obligation for the full payment of the educational expenses for their student by one of three options:

Option 1a: Payment of tuition in full prior to June 1<sup>st</sup> and receive a 1% discount (amount subject to change yearly).

Option 1b: Payment of tuition in full prior to the first day of school.

Option 2: \*Payment of tuition by means of a 12-month plan budgeted through FACTS. Payments are due on the 5th or the 20th of the month from June through May

Option 3: \*Payment of tuition by means of the 11-month plan budgeted through FACTS. Payments are due on the 5th or the 20th of the month from July through May.

\*Choosing to budget your tuition through FACTS will be charged a \$38.00 yearly fee to FACTS.

Please note that Registration Fees are nonrefundable unless approved by the administrator or the student is not accepted at VCA. Students whose finances are not in order will not be permitted to attend. Parents in arrears at any grade level with regard to educational expenses for their students face the probability of the student ceasing attendance until the deficit is removed. Victory Christian Academy reserves the right to dismiss a student from school or take other appropriate action until all tuition and fees have been paid of any account in arrears.



## Financial Assistance Policy

VCA seeks to balance the need to pay faculty and staff a salary commensurate with their professional training and skills, while keeping tuition as affordable as possible to those desiring a Christian education for their children (Matthew 19:14). The following is the sequence for applying any tuition assistance or discounts to all families' tuition. No assistance or discounts can go over 100% of tuition for any student.

1. Multi-student discount
2. Voucher (Indiana Department of Education's Choice Scholarship); State qualification
3. Scholarship Granting Organization (SGO) through Institute for Quality Education
4. Tuition assistance discount by qualification through FACTS Tuition Aide Assessment and funded by family participation in fundraising.

## Admissions and Placement Procedures

The following instructions outline the steps necessary to become a student at VCA. Prospective families are to complete an enrollment application for each student and return it to the school with the registration fee, a copy of the student's birth certificate, and immunization record.

1. Students 5<sup>th</sup> grade and up are interviewed personally by the administration. The parent is to supply the school with the latest transcript, ISTEP testing results and report card before or at this meeting.
2. All new Kindergarten – 12<sup>th</sup> grade students to VCA may need to take a placement test (as deemed by administration) for which there is a \$25.00 fee. The results will be shared with the family when scored.
3. If the student is accepted at VCA, copies of past academic records will be requested from the previous school.
4. Based on these interviews, results from the VCA placement test (if taken), and previous school records, final acceptance and grade placement will be determined.
5. If acceptance is granted, financial arrangements will be made, book and other fees paid, and a student schedule (7-12<sup>th</sup>) developed.
6. If a student's application for admission is denied, registration and any fees paid will be returned.
7. **Please be aware that all new students are on academic and behavioral probation their first semester at VCA.** If there are no problems in either area, the probation status will automatically expire at the end of their first semester. If problems arise in either area, their probation in that area may be extended or the student may be dismissed. (See Academic Probation as well as Discipline Consequences-Behavioral Probation.)

## What's next?

1. In July, all parents receive a letter concerning the August Elementary Meet & Greet date, PK Orientation for parents, the school calendar, and school supply lists. Parents will also be emailed all necessary forms needing to be completed and turned into the office by the beginning of school. In August, the Parent/Student Handbook will be available online at [www.VCAcademy.info](http://www.VCAcademy.info). A hard copy may be requested by coming to either school office. **It is required that all parents and 5<sup>th</sup>-12<sup>th</sup> grade students read the handbook. Parents and their student(s) agree to abide by the handbook by the parent's signature on their child's application. In addition, parents must acknowledge they will support VCA's Dress Code Standards and sign that they agree to monitor their child's daily clothing selections.**
2. Tuition and Fees: Tuition arrangements must be made prior to August 1. Regardless of the payment option chosen for tuition, tuition payments **MUST** be current by the first day of school.

## Beginning of the School Year

There will be an Elementary Meet & Greet in August where students can bring their supplies, see their classroom, and briefly meet their teacher. PK Orientation is held the week before school begins and is for parents only. PK teachers will send out information to parents regarding orientation. 6<sup>th</sup>-12<sup>th</sup> grade students will have an orientation/locker day the week before school begins. Parents must sign all necessary forms prior to the beginning of classes and are responsible for all information concerning their child's enrollment at VCA.

### **Academic Probation**

All new students are on Academic Probation their first semester at VCA. During the school year when a student's 9 week report card has an "F" or more than one "D," he/she will be placed on academic probation. Academic probation is not a punishment, but a reminder to students and parents of the seriousness of schoolwork and the need to obtain help. As soon as a student is placed on probation, the guidance counselor will notify his/her parents through Sycamore or by letter. Parents of students on probation are **EXPECTED** to regularly contact teachers regarding their child's progress. Our goal is to work together to help students succeed.

If a student on academic probation is failing two or more core classes at the end of a semester, he/ she may be dismissed. If it is the end of the school year, he/she may be asked to repeat the grade or not be accepted as a student the following school year.

VCA teachers are more than willing to help students. The teachers offer individual assistance when requested by the parent or student, at their convenience. In addition, a teacher or the administration may request the parent to obtain tutoring at the parent's expense.

### **Academic Advising / Special Needs / Accommodations' Policy**

Students that struggle academically may be referred by parents or staff for testing by the Porter County Education Interlocal. Accommodations may be made for a student because of a learning difficulty in which a current 504 Plan or IEP (Individual Educational Plan either from the Porter County Interlocal or CSEP if developed by VCA from professional testing) exists. Accommodations are an adjustment of the curriculum or academic goals involving the physical classroom, schoolwork or homework for the purpose of helping a student to be successful. All accommodations will be approved by the administration and reviewed regularly to determine their continued validity. Curriculum adaptations will be reflected on grade reports if they involve adapting curriculum/assessment.

Students on an IEP, CSEP or 504 Plan have an annual case review (case conference) where a parent may request to have their child re-evaluated (re-tested).

Parents with students needing accommodations or tests read that involve the resource teacher will pay additional fees for this individual tutoring/assistance unless the student is on a voucher and the school is receiving state funds for this.

RTI (Response to Intervention) will be set up to support struggling students. Students who do not show improvement may be referred to the Interlocal for additional testing. Tier II and Tier III may involve additional fees to be billed through the resource department.

### **Access to Student Files**

Parents and staff have access to student files but may not take them from the school office. They also have access to information available on the Sycamore School Management system. Copies of items and records can be made for parents at a cost of \$0.15 per copy.

### **Accidents**

All accidents that occur during the school day or on any school sponsored trip will be reported to the office immediately. The staff in charge of the student at the time of the accident will complete a Student Injury Report Form and the original will be sent home with the child. Minor injuries will be treated in the office. Students with serious injuries will be taken immediately to the hospital and parents will be notified by phone. A Medical Release/Parental Permission form must be signed by a parent/guardian and kept on file in the office for each student. This form provides the school with emergency phone numbers and authorization of emergency medical treatment.

### **Arrival & Dismissal of Students**

#### **\*South Campus - SCHOOL DAY PK-5:**

Doors open at 8:00 am (7:00 am-Before School Care)  
Classes begin at 8:15 am  
PK dismissed at 3.00 pm  
Grades K-5 dismissed at 3:10 pm  
Pickup ends at 3:20 pm

#### **\*North Campus - SCHOOL DAY 6-12:**

Doors open at 7:45 am (7:00 am-Before School Care)  
Classes begin at 8:00 am  
Grades 6-12 dismissed at 3:00 pm  
Pick up ends at 3:10 pm

## **Before and After School Care**

Before school care is provided at both campuses for students needing to be dropped off before 8:00 am. After school care is also provided at both campuses until 5:00 pm.

**Before School Care (South Campus):** Students may be dropped off for this early morning supervision at 7:00 am. Parents are to drive to the northwest doors by the PK modular and ring the doorbell to be let into the building and sign-in their child(ren).

**Before School Care (North Campus):** Students enter through the west doors at 7:00 am and go directly to the assigned room for Before School Care.

**After School Care (South Campus):** Students in PK-5th grade not picked up by 3:20 pm will be taken to After School Care. Parents **must** pick up their child(ren) at the northwest doors by ringing the doorbell to be let in unless students are on the playground. Parents are not to ring the buzzer at the front of the building, as there may not be anyone in the office.

**After School Care (North Campus):** At 3:10 pm, 6th-12th grade students are to report to the assigned room for After School Care and are to begin homework or activities as directed by the supervisor. Students will be supervised in an assigned area, and if the weather permits, outside. Parents **must** pick up their child(ren) at Door 3, unless students are on the playground.

**BSC/ASC Fees:** Fees will be assessed at \$2.00 every 1/2 hour per student, with a limit of \$10.00 per day, per family with the exception of late fees. Picking up your child after 5:00 pm will result in assessment of late fees of \$10.00 for each 10 minutes late.

At the South Campus, billing for After School Care begins at 3:20 pm. At the North Campus, billing for After School Care begins at 3:10 pm. All students are still under a VCA employee's care.

## **Drop Off/Pick- Up Procedures**

**SOUTH CAMPUS DROP- OFF:** Kindergarten through 5th grade students (**unless they have a PK sibling**) are to be dropped off between 8:00 am – 8:15 am by the sidewalk at the east side of the building. **For the safety of our children and staff, parents will not be allowed to walk students to their classrooms.** For morning drop off, parents are welcome to walk their students only to the east door or drop them off by the sidewalk and say their goodbyes. Parents needing to stop by the school office will need to drop off their students and then come to the front entrance of the building to be let in and then come to the school office. PK students and any of their siblings are to be dropped off from Cain drive on the west side of the school building by the PK modular. A PK teacher will be there to let students into the building.

**SOUTH CAMPUS PICK UP:** PK students will be dismissed from the modular. **Kindergarten, 1<sup>st</sup> grade and siblings of PK/K/1<sup>st</sup> grade** will exit through the northwest doors of the building. The PK, Kindergarten, and 1<sup>st</sup> grade teachers will be there to dismiss the students to cars.

All Parents/Guardians/Grandparents,etc. **MUST** have their name placard **VISIBLE** in the window of their car in order for their students to be picked up. Parents will not be allowed into the building at dismissal. Students in 2<sup>nd</sup> -5<sup>th</sup> will be sent out to parents by Mrs. Smith and a teacher. Parents wishing to park and walk students to cars must stand in a line under the canopy. Do not stand in a large group, as this is a safety issue for staff to know who is a parent and who is not. 2<sup>nd</sup> -5<sup>rd</sup> grade will line up in designated areas in the foyer of the building. Teachers will oversee the dismissal of students in the foyer. Parents standing outside for pick up will have their students dismissed first, then car riders will be dismissed. Any student still left in the building at 3:20 will be sent to After School Care.

**NORTH CAMPUS DROP OFF AND PICK UP:** Students enter and exit Door 3 (large canopy). Parents are welcome to park and walk their students to Door 3 and say their goodbyes. **Parents may not walk students to their classroom.** Students not participating in a supervised after-school activity must be picked up by 3:10 pm, unless using After

School Care. **Students attempting to avoid supervision will face disciplinary action. Parents in the parking lot or in the building must keep their children with them or students must be in ASC. Students are not to loiter in the parking lot but are to leave school property when school is dismissed.**

### **Attendance Policy**

Punctual and regular attendance at school is a shared responsibility of the student and his/her parent(s) or guardian(s). According to the Indiana Code of the Department of Education, Code 20-33 states that it shall be unlawful for a parent to fail to ensure that his/her child attends school as required.

Regular attendance prepares the student for the world of work and adult responsibilities. VCA is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are difficult to schedule. VCA expects all students to attend school, to be punctual to school and classes, and to bring the appropriate materials with them. Each teacher takes attendance. Students arriving after 10:00 am or leaving any time before 1:30 pm are counted absent ½ day and must sign in/out in the appropriate office. Students leaving prior to 10:00 am will be counted as a full day absence.

Parents/Guardians are expected to read the policy and rationale sheet, then sign and return the signature page to the school office by the first day of school.

### **Absence Procedures**

If a student is absent from school, a parent or legal guardian must call the school office between 8:00 am - 10:00 am or send an email to [vcaattendance@vcacademy.info](mailto:vcaattendance@vcacademy.info). A phone call does not guarantee an excused absence. Failure to notify the school office within 24 hours will result in an unexcused absence. A student will be given two days to complete homework for each day of sickness. Students with absences other than sickness must return to school with work completed unless arranged otherwise. **Students may not call or text parents to come and get them from school for any reason. Requests for parents to pick up students from school for any reason must come from the school office.**

### **Excused Absences**

Excused absences may be any of the following:

1. When a parent/guardian has reported an illness between 8:00 – 10:00 am of the day of the absence. **Four consecutive days of absence WILL REQUIRE A DOCTOR'S NOTE in order to be considered excused.** Four days or more of illness in a semester will require a doctor's note in order to be considered excused.
2. Appointments that cannot be scheduled outside of school hours will be considered excused when a note from the doctor's/dentist's office is provided to the school office.
3. Junior and Senior College visits (2 per year – see under College Visits).
4. Death in the immediate family or attending a funeral with family (use pre-planned absence form but it is excused)
5. Weather related absences:
  - a. If the school district in which the student lives is closed or on a 2-hour delay and the parents deem road conditions are too dangerous to travel. Parents need to call to notify the school on the day of this absence **and the amount of time allowed in their home school district will be the time excused.**
  - b. When VCA is closed or on a 2-hour delay.

### **Exempt Absences**

1. Driver's or Military examinations (must be verified by document).
2. Government (such as serving as a page or serving during an election)
3. Court appearance when required by legal authorities (verification required).
4. Absences due to approved school-related field trips or athletic events or events approved by the administration.
5. Serving any military duties

### **Unexcused Absences**

An unexcused absence is an absence from school for all day or for any single portion of the day, which has been confirmed by the parent or guardian, but does NOT fall within the guidelines of excused absences.

### **Consequences of Unexcused Absences**

1. 3 unexcused absences will result in a Friday after school until 5:30 pm. with written notification.
2. 4 unexcused absences will result in a meeting with administration.
3. 5 unexcused absences will result in a Friday after school and Saturday school.
4. 6-9 unexcused absences will result in a Friday after school and Saturday school.
5. 10 unexcused absences will result in a report sent to the County Prosecutor's Office for referral to Project Attend.
6. CHRONIC TRUANCY CAN BE SUBJECT TO EXPULSION

### **Chronic Absentee/Habitual Truant Designation**

Senate Enrolled Act (SEA) 338 defines "chronic absenteeism" as a student who is absent 10% or more of the school year for any reason. Furthermore, SEA 338 defines a "habitual truant" as a student who is absent for 10+ days without excuse or without being absent under a parental request that has been filed with the school. As a result of SEA 338, VCA is required to continuously monitor student attendance, reduce absenteeism and truancy, and report students who are chronically absent or habitually truant to the State, which includes a referral to Project Attend. High school students may receive a revocation of driver's permit/license and/or work permit.

### **PLANNED FAMILY ABSENCES**

Parents are discouraged from taking students out of school for vacations or for non-school sponsored events. EVERY EFFORT SHOULD BE MADE TO SCHEDULE VACATIONS TO COINCIDE WITH SCHOOL VACATIONS.

**Current attendance will be considered when approving a planned absence. Pre-planned absences during standardized testing and final exams will NOT be approved.** Pre-planned absences count as unexcused, unless otherwise pre-approved by administration.

The following procedure must be taken:

1. A "Pre-Arranged Absence Form" must be picked up, filled out, and returned to the school office **two weeks prior to the absence.**
2. The office will give a copy to the child's teacher for PK-5<sup>th</sup> grade, but please feel free to contact the teacher. Homework arrangements must be made prior to leaving.
3. After arrangements are made with the office, 6<sup>th</sup> -12<sup>th</sup> grade students should speak to each teacher sometime before the absence, preferably 3 school days prior, to arrange for makeup work. Students assume full responsibility for all missed classes and assignments. Assignments are due upon return.

### **Truancy**

A student who is absent without permission, leaves the school building without permission from the administration, who remains in the school building but missed class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant. See the Discipline Violations and Consequence chart for results of misbehavior. No homework, tests, quizzes, or projects will be accepted if a student is truant.

### **Extra-curricular Attendance**

All student participants must be in attendance at least half of the day (arrive at school by 11:30 am) of any event in order to participate in extracurricular activities, including but not limited to athletic participation as a player, school dances, field trips, etc.

### **Pre-arranged Early Dismissals**

All seniors who attend less than full day (leave school early) must personally sign-out at the main office and sign-in when/if returning.

### **College Visitations**

11<sup>th</sup> and 12<sup>th</sup> grade students will be allowed two additional days of excused absences to visit colleges and universities, provided they have school and parental permission. A student must bring a pre-arranged absence form giving parental permission to the guidance or school office at least one week prior to the college day and then the school will notify his/her teachers. The student is responsible to get any assignments or class work he/she will have due. Any class work missed due to the college visit must be completed and turned in as assigned by the teachers. Additional college visits can be made during VCA vacation days when college/university classes are in-session.

## **TARDY POLICIES**

### **Tardy Policy Kindergarten-5<sup>th</sup> Grade:**

Habitual tardiness will be handled through administrative-parent meetings.

### **Tardy Policy 6<sup>th</sup>-12<sup>th</sup> Grade:**

A quality education is reinforced by punctuality. All students are expected to be at school and in their seats in their classrooms on time or they will be counted tardy. Students who arrive after school begins must report to the office to sign in. 6<sup>th</sup> - 12<sup>th</sup> grade students must have a signed pass to enter first hour class or to a class late during the day from another teacher or the main office. Doctor appointments in the mornings or afternoons must be pre-planned and the school notified.

### **6<sup>th</sup>-12<sup>th</sup> Grade:**

1. **Arrival tardiness** is applied to students arriving between 8:00-10:00 am. Consequences for tardiness accumulated in this way are as follows:
  - a. 5<sup>th</sup> and 6<sup>th</sup> tardy – ½ hour detention for each tardy
  - b. 7<sup>th</sup> tardy – 1 hour detention and letter sent home from administration
  - c. 8<sup>th</sup> tardy -1 ½ hour detention on Friday and a meeting with the student, parent and administration.
  - d. 9<sup>th</sup> tardy – A Saturday school
  - e. 10<sup>th</sup> tardy arriving to school, a letter will be sent to the County Prosecutor’s office by the Attendance Manager for referral to Project Attend along with two Saturday schools
  - f. 11<sup>th</sup> tardy – out of school suspension
  - g. 12<sup>th</sup> tardy – expulsion hearing
2. Tardiness “after arrival/class tardiness”
  - a. 4<sup>th</sup> accumulated tardy – ½ hour detention.
  - b. 5<sup>th</sup> and 6<sup>th</sup> accumulated tardy – 1 hour detention.
  - c. 7<sup>th</sup> accumulated tardy – 1 ½ hour detention and a parent meeting with administration.
  - d. 8<sup>th</sup> accumulated tardy- 1 ½ hour detention and a contract will be signed with administration.
  - e. 9<sup>th</sup> and 10<sup>th</sup> accumulated tardy –Saturday school
  - f. 11<sup>th</sup> accumulated tardy – out of school suspension
  - g. 12<sup>th</sup> accumulated tardy- expulsion hearing

### **Emergency Closing**

VCA will place on the website, [www.vcademy.info](http://www.vcademy.info), when possible, any weather related information when school is canceled or when it looks threatening and VCA is having school. Information regarding emergency closings (snow, heat, cold, fog and other problems) can be obtained from the school’s outgoing voicemail (548-8803), on the website, and the Sycamore school login page. Information can also be obtained by listening to 105.5 FM on the radio. Students will be expected to turn in assigned work on the day school resumes after an emergency closing. Assignments not turned in the first day back to school after an emergency closing will be considered late

If VCA is having school, all students are expected to attend. Students will no longer be able to be excused if their local public school is not having school and VCA is in session. If a parent feels that the conditions are too dangerous to drive in to school that day, they will need to contact the school and let us know in order for the absence to be counted as “excused.” Teachers will continue in the curriculum they are covering that day. Assignments due that day will be required from students when they return. Students will need to make an effort in obtaining material missed and new class/homework assignments. VCA strongly suggests that students come to school as soon as it is safe to travel so as not to cause disruption to their learning.

### **Automobiles/Driving to School**

Driving is a privilege. Failure to drive safely or follow VCA regulations will result in the loss of this privilege. All drivers must carry adequate insurance coverage. Students who drive to school must adhere to the following regulations:

1. Each student driver is to register his/her drivers' license number, car description and license plate number with the school office (complete VCA Driver's Registration Form/receive parking permit).
2. Student drivers are to park on the west side of the North Campus building.
3. Students are not to enter cars during the school day without office or staff approval.
4. Students are to observe a speed limit of 10 mph while on school properties and operate vehicles in a safe manner at all times.
5. The administration reserves the right to inspect any vehicle driven by a student to school, if needed.
6. A student may transport other students to and from school in carpools. The parent should check the current law on new drivers transporting students.
7. Students are not to use their vehicles during school hours unless written/phone permission is given by the parent and only for pre-arranged appointments, (i.e., doctor, dentist appt.), not for obtaining lunch.
8. There will be no student drivers leaving school with student passengers driving to school athletic events, field trips or other activities.
9. Students driving to school are to leave the parking lot immediately after school ends unless participating in scheduled events. No loitering.
10. See the **Discipline Violations and Consequences Chart** for additional information and possible fees.

### **Harassment**

Victory Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Our policy prohibits Employee-Employee Harassment, Employee-Student Harassment, Student-Student Harassment, and Student-Employee Harassment.

### **Anti-Bullying Policy**

#### **Victory Christian's Anti-Bullying Policy**

VCA's Christian values of caring for each other as image bearers of God leaves no room for bullying. We recognize that bullying can happen. Staff, students, and parents must have a common view of what bullying is and how to respond so we can eliminate it. This requires the effort of home and school working together.

#### **Definition**

Bullying is repetitive, deliberately hurtful behavior in words, actions, or attitudes. It is also harm done by someone perceived to be more powerful to someone perceived as less powerful.

#### **Bullying behaviors include, but are not limited to...**

Name-calling, racial slurs, comments regarding looks, clothing, possessions, family, etc.  
 Exclusion from a group; not speaking to someone; gossip; telling hurtful stories  
 Stealing or damaging possessions, clothing  
 Pressure to conform or disobey; ridicule for not taking part in such activity  
 Physical assault: hitting, pushing, kicking, pulling hair, deliberately tripping

#### **Prevention shall include, but not be limited to...**

Students will receive annual instruction on what bullying is  
 Students will be instructed to tell when they observe bullying  
 Students will be encouraged to tell when they feel they have been bullied  
 Students will be taught that as bystanders they are responsible & play an important role  
 Students will be taught intervention strategies for victims and bystanders (Matthew 18)  
 Staff will be vigilant while on playground duty and in supervising the classroom  
 Staff will take seriously information from parents about concern for their child  
 Parents will be informed of the Academy's bullying guidelines  
 Administration, staff, and parents will work together to honor God in the way we treat each other

### **Responses shall include, but are not limited to...**

Students must tell their teacher or available adult if they experience or observe bullying  
Staff will make every effort to detect change in attitude or mood of students  
Staff will take all reported incidents of bullying seriously and in a calm, non-emotional manner  
Staff will confront bully behavior immediately and assertively  
Parents of students in bullying incidents will be informed and be involved in the resolution process

### **Consequences include, but are not limited to...**

Each bullying offense will be referred to the Administrator for disciplinary response  
Reports of bullying require thorough investigation and corroboration by multiple witnesses  
All referrals require meetings with the Administrator. **The following are consequences for elementary grades; please refer to the Secondary Discipline Violations Chart for consequences for 6<sup>th</sup> – 12<sup>th</sup> grade on pages 18-20 for bullying.**

1st Offense – may be meeting with the administrator and/or assigned 2 lunch detentions.

2nd Offense – may be given up to 5 lunch detentions.

3rd Offense – 2<sup>nd</sup> offense discipline or assigned 1 day out of school suspension

4th Offense – assigned 1 to 2 days out of school suspension

5th Offense – 2 to 3 day suspension or student may be recommended for dismissal

**The administration may treat any single offense as severe enough to warrant dismissal from VCA**

### **Birthdays (Pre-K through 5th grade)**

If children are having a birthday party and wish to hand out birthday party invitations at school, the entire class must be invited or all boys or all girls. If only selected students are invited, the invitations must be mailed and may not be distributed on school grounds. Parents may send birthday treats to school in celebration of their child's birthday. Please gain approval from the teacher about the treat.

### **Candy, Food, Drinks, and Chewing Gum**

Food and candy may be eaten only under the supervision of a teacher or at morning snack breaks. PK -5<sup>th</sup> grade students are to leave any chewing gum at home since they are not to chew gum at any time before, during, or after school in any part of either school building. 6<sup>th</sup> -12<sup>th</sup> grade may chew gum quietly throughout the day. **This privilege will be revoked if gum is found in places where it should not be: i.e. under desks, tables or on carpets. Teachers may ask students to remove gum if it is a distraction to the class.**

### **Carpools**

Parents are responsible for forming carpools for the purpose of transportation of their children to and from school. The office will provide a listing of all school families living in a parent's area at the beginning of the school year. The school cannot be responsible for the safety of the child in any carpool. Please be sure that the driver is adequately covered by insurance. All students are to be properly dropped off on school property. Students will not be released to leave campus without the driver's name on the pick-up list (PK-5th). Parents complete the Pick-Up Form that is emailed and specifies who is authorized to pick up their child(ren). This form is to be returned to the office by the beginning of school.

### **Cell Phone and Electronic Equipment Policy**

**Children in 6<sup>th</sup> -12<sup>th</sup> grades may carry cell phones to school; however, they are to be turned off and deposited in each classroom's cell phone pockets.** Students may use their phones before and after school, between classes, and at lunch. They may use them in BSC/ ASC under the direction of the supervisor and only to connect with family.

**If a student receives a call/text, makes a call/text, or the phone is found to be on during a class, staff at VCA are to confiscate it and bring it to the office.** Refer to the Secondary Discipline Violations and Consequence Chart.

Electronic equipment such as laptops, IPADs, tablets, MP3s, iPods, game boys, cameras, etc. are permitted for educational use only during the school day at each teacher's discretion. No games, music, phone or text use, etc., that may be part of the device may be used at school. No electronic equipment is allowed in BSC or ASC. On the last day of school students may bring cameras to school to take pictures.



## **Chapel**

Regular chapel time will be held on Wednesday mornings for PK-5<sup>th</sup> grade at the South Campus. The North Campus will have chapel on Fridays. Chapel attendance is required of all students. Students scheduled to arrive late to school are encouraged to attend chapel when possible. These chapel times are designed to provide a positive, meaningful experience for all students at VCA. Music, special speakers, Christian films, and chapel talks by VCA teachers and others make up the chapel program. It is expected that students will be courteous and respectful to chapel guests at all times. Parents are welcome to attend chapel at any time.

The following are scheduled times for Chapel:

Wednesday – South Campus: 8:30-9:00 4<sup>th</sup> & 5<sup>th</sup>  
9:15-9:45 2<sup>nd</sup> & 3<sup>rd</sup>  
10:00-10:30 PK, K, & 1<sup>st</sup>  
Wednesday – North Campus 12:30-1:20 6<sup>th</sup>-12<sup>th</sup>

## **Cheating**

Cheating is stealing from other people and lying to the teacher that the work is yours. Therefore being involved in cheating is considered a very serious offense. Cheating on papers, tests or homework will result in an F on the class work in question. Plagiarizing papers or reports will result in an F on the assignment; therefore, it will also affect the 4-week progress report and/or the 9-week report card grade. Students who are repeat offenders face the possibility of suspension and/or expulsion.

## **Contacting Teachers/Visiting Classrooms**

All parents are requested to contact teachers or the administration through the school office or email. If the person requested is unavailable at the time of the phone call, the secretary or designated office personnel will leave a message for that person to return the call. PK-5<sup>th</sup> grade parents should call the SC school office at 548-8803. All 6<sup>th</sup> -12<sup>th</sup> grade parents should call the NC school office at 548-2701.

All visits to classrooms are to be pre-planned at least two days in advance. This is to allow teachers time to communicate that it will be an appropriate observation as it may be a test day, a field trip, an in-class assignment, or an absence by the teacher. Call the office or email the teacher when requesting to observe a class. When parents come to school for a planned visit, they are to sign in and out of the office at the appropriate building and receive a visitor's badge.

## **Curriculum**

Core subjects for grades PK-8<sup>th</sup> include: Bible, English/language arts, math, science, social studies, health, and physical education. Our curricula also includes: Music (PK-7), computers (K-8), art, and library skills. Core subjects for high school are all of their classes, required and elective. All courses are taught from a biblical worldview.

Bible study is of prime importance at Victory Christian Academy. Each student is required to take Bible each semester he/she attends VCA. The course content will focus on the Scriptures and the practical application of them to daily living, stressing first and foremost that each student develop a personal, saving relationship with the Lord Jesus Christ.

1st and 2nd grades students use Bibles supplied by their classrooms. Each student in grades 3 through 12 is required to have a Bible with Old and New Testaments in the English Standard Version for Bible study and weekly assignments. It is not our purpose to advance any particular denominational position or church dogma. Where there are differences of opinion among believers on many issues, students will be encouraged to consult with their parents to clarify the beliefs of their family and church.

## **Assemblies, Programs, Holidays**

Special assemblies and programs will be conducted from time to time during the school year. Each student will be expected to attend and behave in the proper manner at these functions in addition to adhering to VCA dress code guidelines. If an evening presentation or school program is part of a class presentation, such as a music presentation or drama, a student's grade will be affected by not attending the program. Programs and school activities will be centered on the Christian perspective of holidays. VCA does not participate in secular traditions.

## Dances - VCA

### Guidelines for VCA Dances and Dance Sponsors

#### Dress Code for Dances

Ladies and Gentlemen are to dress formally. Full length gowns are encouraged; however, dresses that are no shorter than three (3) inches above the knee are acceptable. Dresses that are off the shoulders or strapless are permitted but there can be NO cleavage showing. Gentlemen do not need to incur the cost of a tux; however, they do need to be in a suit with a tie. (If you cannot afford a suit jacket, a shirt and tie will suffice.)

It is not necessary to have a date. As a matter of fact, it's better if they do not. If they come as a group, they can dance with everyone and it allows for more freedom and less responsibility to give one's attention to just one person.

#### Music

If the sponsor/committee is able, it is best to obtain a CHRISTIAN DJ. Any secular music requests must be made in advance and the lyrics read and approved by the dance sponsor. Many secular songs are perfectly fine for a Christian dance; **however, only secular music that has been approved in advance will be allowed to be played at the dance.**

#### Dancing

Slow dancing is permissible with heads and bodies touching, as long as they are not tightly pressed together. Students need to be aware of what is uncomfortable and move to change it. If sponsors tell a couple to loosen up their grip on each other or to separate a bit, students must obey immediately. Sponsors can tell when slow dancing has become too intimate and they are to be responsible enough to move in and stop it. When dancing fast, no sensual or sexual dancing or dancing that appears to act out or simulate intimate acts is allowed.

To say no touching at all would prevent a relaxed, natural, innocent dance. Dancing itself is so expressive that it is a privilege to teach the students that they can still dance and have fun without pushing a sexual agenda. This teaches them to be in the world but not OF the world. It takes a lot of patience because Satan is teaching these kids that sexual dancing IS dancing, but that is not true.

Students may be asked to leave the dance if they come dressed outside of the dress guidelines, if they refuse to be corrected, or have to be repeatedly corrected.

#### Attendees

All attendees must be at least high school age. Students may bring a date that is not a VCA student, but they must fill out an application telling the VCA sponsors about that person. The guest will need to sign that they are aware of VCA's dance guidelines and that they agree to follow the rules and abide by the sponsors and chaperones directions.

#### Chaperones

There needs to be one chaperone for every ten students. **Chaperones must be willing to make the necessary corrections to dancing, student dress and behavior as needed.**

### Discipline Violations and Consequences (Some consequences may pertain to secondary students only)

| <u>Violation</u> | <u>1<sup>st</sup></u>                                 | <u>2<sup>nd</sup></u> | <u>3<sup>rd</sup> &amp; Beyond</u>         |
|------------------|---|-----------------------|--|
| Bullying/Hazing  | 1-3 days suspension                                   | 1-3 days suspension   | Expulsion                                  |
| Cheating         | Zero on assignment/<br>parental contact/<br>detention | 1 day suspension      | 3 days suspension;<br>Chronic - Expulsion  |
| Disrespect       | Detention   | Friday detention      | 1-3 days suspension<br>Chronic – Expulsion |

|   |  |  |   |
|---|--|--|---|
| Disruptive behavior   | Detention  | Friday detention   | 1-3 days suspension<br>Chronic – Expulsion  |
| Dress Code Violation  | Warning; signed<br>by parents/<br>Correct dress        | Detention/<br>Correct dress                                | Friday detention/<br>Correct dress  |
| Drinking/Alcohol<br>(Possession/Use)                            | 1-3 days suspension                                    | Expulsion  |   |
| Drugs/Paraphernalia<br>(Possession/Use)                         | Expulsion  |  |   |
| Electronic Devices/<br>Cell Phones                              | Confiscation/<br>Return at the end of day<br>Detention | Confiscation/<br>Return to parent only<br>Friday detention | Confiscation/<br>Return to parent only<br>1-3 days suspension<br>Revocation of privileges |
| False Reporting   | Friday detention                                       | 1-3 days suspension  | 1-3 days suspension<br>Possible expulsion   |
| Fighting  | 1-3 days suspension                                    | 1-3 days suspension<br>Possible expulsion                  | Expulsion   |
| Firearms/Weapons  | Expulsion  | (Possession)   | (Law enforcement notified)  |
| Gang Involvement  | Expulsion  |  |   |
| Hall Misconduct   | Detention  | Friday Detention   | 1-3 days suspension<br>Chronic – expulsion  |
| Improper use of<br>School Computers<br>and Chromebooks          | Lose 1 week of<br>computer usage                       | Lose 2 weeks of<br>computer usage<br>Friday Detention      | Lose 9 weeks of<br>computer usage<br>1-3 days suspension                                  |
| Insubordination   | Friday detention                                       | 1-3 days suspension  | Expulsion   |
| Internet Misconduct<br>(violation of godly<br>lifestyle pledge) | Friday detention                                       | 1-3 days suspension  | Expulsion   |
| Missed Detentions   | Friday detention                                       | 1-3 days suspension  | 1-3 days suspension   |
| Missed Friday<br>Detentions                                     | Extended Friday<br>detentions                          | 1-3 days suspension  | Possible expulsion  |
| Missing Homework<br>(Chronic)                                   | Detention  | Friday Detention   | 1-3 days suspension   |
| Motor Vehicle Violations (Car MUST be registered)               |  |  |   |
| Parking   | Warning  | 1 week driving priv.<br>suspended                          | Driving priv. Suspended permanently   |
| Speeding  |  |  |   |
| Reckless driving  | Warning  | 1 week driving priv.                                       | Driving priv. Suspended permanently   |

|  |  |                     |  |
|--|--|---------------------|--|
|  |  | Suspended           | 1-3 day suspension/Possible expulsion      |
| PDA Violation                            | Warning  | Detention           | Friday detention<br>Possible suspension    |
| Pornography/<br>Obscenity                | 1-3 days suspension (possible expulsion)   |                     |  |
| Profanity                                | Friday detention   | Friday detention    | 1-3 days suspension<br>Chronic – expulsion |
| Sexual Involvement<br>(immoral behavior) | 1-3 days suspension  | Possible expulsion  |  |
| Tardiness<br>(Chronic)                   | Friday detention   | Friday detention    | 1-3 days suspension                        |
| Theft                                    | 1-3 days suspension (possible notification of law enforcement; possible expulsion)                             |                     |  |
| Tobacco/<br>Paraphernalia                | 1-3 days suspension  | 1-3 days suspension | Possible expulsion                         |
| Truancy<br>(Chronic)                     | 1 day suspension<br>(Possible notification of state attendance authorities if over allotted unexcused absence) | 1-3 days suspension | 1-3 days suspension                        |

**Notes:**

**1. Student discipline is administered in a progressive manner; however, some will be expedited to higher levels of discipline depending on the nature and severity of the misconduct; OR a possible combination of more than one violation**

**2. If any violation results in the damaging of school property or the personal property of another, RESTITUTION may be required.**

**Discipline Communication**

Teachers will communicate directly through email or phone call when a child is having discipline problems in the classroom.

**Detention**

Lunch detentions may be given to K-5<sup>th</sup> grade students for misbehavior. After school detentions may be given to 6<sup>th</sup> -12<sup>th</sup> grade students. (See fee chart)

**Office Referrals**

Children sent to the office for misbehavior need to understand that they are there for severe misbehavior. A phone call may be made by administration if necessary.

**Behavioral Probation**

**All new students are on probation (both academic and behavioral) their first semester at VCA.** If there are no problems in either area, the probation status will automatically expire at the end of their first semester. If problems arise in either area, the parents will be contacted, probation will be extended or the student may be dismissed.

A student will be placed on Behavioral Probation when he receives a suspension or at the request of the staff and administration. Teachers and administration will be meeting each quarter or more frequently to assess a student's academic and behavioral status. Parents will be notified by phone, mail or in person if their child has been placed on Behavioral Probation.

**Student Suspension:**

1. A student may receive an in-school or out-of-school suspension. **If a student receives an in-school suspension, the cost of the supervisor will be passed on to the family.** (See fee chart.)

2. When a student has received a suspension, he/she is automatically on **Behavioral Probation**.
3. Students given suspensions are to receive zeros on regular homework due and/or assigned that day until the work is made up. All make up work will result in the grade lowered by one letter grade. If a test or long term project is taken or due that day, they will have their grade lowered by one letter grade or ten points.

### **Student Dismissal**

More serious offenses or continued misbehavior that does not respond to correction such as disruption of classroom teaching or disrespect to staff/ students may result in immediate dismissal.

Anytime during the year and at the end of the school year before the start of a new school year, a student can be recommended for removal from the school or to not be re-enrolled in the school based on the following criteria:

1. Student constantly disrupts the classroom.
2. Student consistently shows disrespect/lying to teachers and/or staff.
3. Student consistently disregards rules.
4. Student displays negative attitude toward VCA.
5. Student is unwilling to do academic work.
6. Student hinders the educational process of other students.
7. Student violates the Christian Lifestyle Commitment

Recommendations:

1. Students violating 1 - 3 areas are placed on probation.
2. Students violating 4 or more areas should be dismissed.
3. Appeals may be made to the School Board.

“Only a fool despises a parent’s discipline; whoever learns from correction is wise.” – Prov.15:5b

“For a servant, mere words are not enough - discipline is needed, for the words may be understood, but they are not heeded.” – Prov. 29:19

### **Dismissal-Expulsion**

It is not our desire ever to have to ask a student to leave Victory Christian Academy. Yet, we understand that these difficult times may come. The following are grounds for possible dismissal. This list is not intended to be a complete list of violations that could result in dismissal, but to indicate the “types” of activities that could necessitate dismissal. (Please see also Discipline Consequences-Student Dismissal above.)

#### **1. Attitudes Reflecting a “Flaunting of Sin”**

As mandated by the School Board, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices which would reflect a non-Christian life-style. If a student’s attitude towards a personal sin is repentant, the administration may allow the student to remain in school and to work toward change. If the student’s attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible “bragging” about sinful conduct that may or may not be true. Posts on the student’s Facebook or other social media or cell phone messages that flaunt sin may also be cause for the student to be asked to leave VCA.

#### **2. Attitudes that Create Negative Tenor for Other Students**

Proverbs speaks repeatedly about the power of a person’s influence in others’ lives. We realize that each student has to make his/her own choices and that no student can force others into wrong attitudes or actions. Yet one or two individuals can create a negative atmosphere, which continues to pull others down into wrong attitudes or conduct. At VCA attitudes are as important as actions; therefore, students will not be allowed to create a negative tenor for the rest of the individuals in the school.

#### **3. Attitudes which “Dampen” Spiritual Growth in Others**

This would include any kind of mocking of the things of God, or the creation of a “peer pressure” that would make spiritual growth difficult for others.

#### **4. A Progressive Hardening Against the Things of God**

We desire that the experience at our school be one that makes Christianity progressively more and more attractive; but, for the benefit of all students, we cannot tolerate a continuing spiritual resistance in any student.

**5. Verbal Abuse to Fellow Students and/or Teachers/Staff**

It is crucial to us that VCA be a safe place, even emotionally. Although we realize that “kids will be kids,” it is imperative that verbal abuse or bullying not be allowed.

**6. Inability or Unwillingness of Parents to Work with VCA When Problems Arise with Their Student**

At VCA we believe that working with parents is both biblical and essential. Should a problem arise we will try to communicate our concerns clearly to the parents. We will work with parents to resolve the situation. Yet, should the overall attitude of the parents be one of continual blame shifting, denial, or defensiveness, it will not be possible to work together for the good of the student. It is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. Though we realize the power of influence, each individual student must accept personal responsibility for his or her actions. If the parents demonstrate an unwillingness to cooperate, they may be asked to enroll their child in another school. The school administration, staff, parents, and students must work together within the objectives and purpose of VCA in order to achieve success in the lives of its students.

**7. Repetitive or Excessive, Tardiness, Absenteeism, Truancy, or the Breaking of Rules.**

### **Dress Code**

Students have the freedom to wear a variety of clothing to school provided that their choices of clothing meet the standards of MODESTY, NEATNESS, GOOD TASTE, and APPROPRIATENESS. **The way one dresses is an expression of personality. It may be a healthy expression of creativity, but it may also reveal a rebellious spirit.** Since learning is a formal activity, a student’s dress should be in keeping with an academic environment, reflecting a Christian attitude and outlook on life. In general, clothing which is appropriate for an academic environment and part of the Christian life should support the “4 R’s”: **Reverent to God, Respectful to Others, Responsible for Self, and Ready to Learn.** Our guidelines for dress can tie right back into one or more of these. For example, T-shirts with inappropriate writing or other such items that do not show reverence to God. Dressing responsibly and with respect includes avoiding choices that are distracting to others – sagging pants, tight clothes, bare midriffs, short skirt length, leggings as pants, etc. **Our goal is to promote healthy self-expression** without calling undue attention to self or losing focus of our task. Please note: while some fashion choices may be acceptable at home, the school is a community. **Please respect that the administration’s decision regarding interpretations of attire is final.**

**VCA also asks that parents who are volunteering at the school or chaperoning school trips to please adhere to the same dress code guidelines concerning modesty.**

#### **Guidelines for Ladies:**

- Shirts and dresses must have a modest neckline with no cleavage visible.
- At least one of the upper body garments being worn must be tucked in at all times or must be long enough to completely cover the waistband of the pants regardless of movement. This means that if your midriff/back is showing at any time, you are in violation.
- Dresses, skirts and clothing of like type must extend no more than 3 inches above the knee.
- Leggings and/or tights are not allowed as pants. This includes “jeggings” and yoga pants.
- Girls must avoid excessive makeup.

#### **Guidelines for Gentlemen:**

- Pants must be worn at the waist in such a manner that undergarments should not be visible regardless of movement.
- Guy’s hair, including facial hair must be neatly trimmed.
- Guys shall not have multiple piercings.

#### **Additional Guidelines for All**

- Clothing cannot be made of “see-through” materials.
- No form-fitting clothing – except as worn under other clothing which adheres to the dress code.
- Slippers and pajamas or other nightwear will not be permitted.

- Unauthorized costumes will not be permitted.
- Any upper garment must have a sleeve (girls may reduce this to a 3” strap and may have formal dress with spaghetti straps) and cannot have an open back or sides. Tank tops are permitted if they are worn under a sleeved shirt.
- Wording must not be offensive and cannot imply or condone references to drugs, alcohol, violence, or sexual innuendo.
- Sweatshirt hoods are not to be worn in the classroom.
- Shoes or sandals must be worn at all times.
- All outdoor clothing and accessories (including hats of any kind and sunglasses) should not be worn in school.
- Students involved with PE, after school practices and activities are expected to dress adhering to the spirit and design of this code as well. No shirts for boys and only wearing sports bras for girls would be considered inappropriate.
- Shorts (including athletic shorts) must be modest in length (mid-thigh) and not form fitting (like spandex). Holes in pants must not be knee length or below.
- Appropriate grooming and accessories will not draw undue attention to a person.
- Pungent sprays, strong perfumes or oils and like substances are not to be used or worn to school. These odors are disruptive to the educational process and harmful to the health of others.
- Administration may ask for existing or offensive tattoos to be covered.
- Students must also be in dress code at any class or athletic function (example- Graduation, Fun Fair, parade, etc.) where the school is represented.
- These rules apply to every school day unless otherwise changed for a “Special Day.”
- Special considerations due to safety or cultural norms on mission trips will be communicated when necessary.

#### **Special Guidelines for PK-5<sup>th</sup> Grade:**

- Strongly asked to wear shoes or sandals that have a back strap for recess time.
- May wear shorts the 1<sup>st</sup> and 4<sup>th</sup> quarters only.
- PK-5<sup>th</sup> grade girls may wear skorts (not to be shorter than 3 inches above the knee)
- PK- 5<sup>th</sup> grade girls may not wear make-up.

We believe it is most important for us to zero in on what we’re FOR, rather than what we’re against. It is our desire as administration to be able to focus on the heart of the student rather than major emphasis being upon “rules,” which is why we are trying to keep the rules down to a minimum. Many times clothing choices that are inappropriate reflect heart issues. **THE DECISION OF THE ADMINISTRATION WILL BE FINAL ON QUESTIONS REGARDING ATTIRE.**

#### **Emergency Closing**

VCA will place on the website, [www.vcademy.info](http://www.vcademy.info), when possible, any weather related information when school is canceled or when it looks threatening and VCA is having school. Information regarding emergency closings (snow, heat, cold, fog and other problems) can be obtained from the school’s outgoing voicemail (548-8803), on the website, and the Sycamore school login page. Information can also be obtained by listening to 105.5 FM on the radio. Students will be expected to turn in assigned work on the day school resumes after an emergency closing. Assignments not turned in the first day back at school after an emergency closing will be considered late

If VCA is having school, students are expected to be in attendance. Parents must ultimately decide if it is safe to drive on that day, but teachers will continue in the curriculum they are covering that day. Assignments due that day will be required from students when they return. Students will need to make an effort in obtaining material missed and new class/homework assignments. VCA strongly suggests that students come to school as soon as it is safe to travel so as not to cause disruption to their learning.

#### **Fees-Mandatory**

1. Student Registration Fees
2. Tuition and Fees (See Finances-Tuition Policies or Application Packet)

### **Fees-Determined by Use**

1. Sports Fees (handled with each coach)
2. Field Trip Fees (handled with each teacher)
3. Miscellaneous classroom fees or collections
4. School Pictures
4. Special items for sale
5. Before and/or After School Care Fees
6. Yearbook Cost
7. Resource Room Fees \$7.00 hour
8. Detention Fees \$5.00 for ½ hour; \$8.00 for 1 hour; Friday detention \$10.00.
9. Saturday class is \$50.00; In School Suspension is \$70.00.
10. Student Driver registration and vehicle fees
11. Late fees - 10% late fees on Before School Care and/or After School Care fees if not paid within 15 days of invoice date
12. Library Fines for overdue or lost books
13. Fees for non-sufficient funds if checks written to VCA are not cashable.

### **Field Trips**

When students are enrolled, the signature on the application serves as a permission slip for all field trips except overnight trips (these require additional information and a separate form). All field trips will be announced to parents when they are planned by a note from the teacher, and will be posted through the Victory Voice or through the Bugle.. Library trips may take place on a regular basis and will not be officially announced although they may be on the class' website.

Usually each student may be charged a fee whenever his class takes part in a school sponsored field trip. Parents will be notified in advance of the cost. If PK-5<sup>th</sup> grade parents choose for their child not to participate in a field trip, they should keep their child home that day or find other care for their child during the time of the field trip. For K-5<sup>th</sup> grade, the absence will be counted as an unexcused absence in the attendance records. An assignment may be required in lieu of a missed field trip.

If parents of 6<sup>th</sup> -12<sup>th</sup> grade students choose for their child not to participate in a field trip, the student should be in attendance at school (often their field trips are from certain departments and they will have other classes to attend). During the class hour that their teacher is on the field trip, they are to report to the school office. An assignment may be required in lieu of a missed field trip.

Field Trip Drivers: Drivers to and from any field trip will need to complete a Driver Request Form (Proof of Insurance Form) before driving students on field trips. The office will keep a list of all eligible drivers and collect information from parents who volunteer to drive for school activities. Teachers will check with the school office to see if requested drivers are on the list. All driver/chaperones must adhere to Chaperone Guidelines (see below)

#### Car Seat/Seat Belt Laws:

All children less than 40 pounds must be in a car safety seat. All children under 80 pounds and/or under 4 feet 9 inches in height must be in a car safety seat or booster seat. VCA requires appropriate safety seats on all field trips. **As of July 1, 2007, all people in trucks or cars, whether in the front or back seats, must wear seat belts.**

#### Chaperones:

All chaperones must have a background check on file at VCA. Parents will also be notified if chaperones are needed on a field trip. If a parent chooses to assist the teacher as a chaperone, no younger children or other individuals are permitted to attend the trip unless the teacher gives permission. Grandparents are welcome to attend as chaperones, but please arrange this with the teacher before the trip.



### Guidelines for Chaperones:

1. **The classroom teacher is in charge.** Chaperones are the leader of their groups and are to maintain control of them. If a child disobeys, the chaperone is to notify the teacher. The chaperones are to supervise their groups every single minute of the field trip, going where the students go and students going where the chaperones go.
2. Chaperones driving children other than their own must submit a copy of their valid driver's license and a current verification of automobile insurance to the classroom teacher before the day of the field trip by using the form mentioned above. Chaperones are responsible to make sure the dates of expiration are readable and valid for the date of the field trip (the school office will photocopy these).
3. Chaperones having access to a cell phone are asked to bring it with them on the trip for safety reasons, to notify the teacher of the phone number, and to obtain the teacher's cell phone number in case communication is needed.
4. Students are to be in safety car seats when required and seat belts (see Car Seat/Seat Belt Laws above) at all times (note that only one child is permitted per working seat belt).
5. Chaperones are to be aware of the airbag restrictions in their vehicles, and must comply with the rules for safe transportation of children regarding airbag restrictions.
6. Chaperones are to follow the directions given to the destination, and obey the rules of the road in speed and driving procedures. If the chaperone arrives early to the destination or back at school early, they must keep students with them and adequately supervise them. If a chaperone becomes lost or experiences car trouble, the chaperone is to call the teacher's cell phone or the school for instructions.
7. Chaperones are to be aware of the music that is being played in their car, and make sure that it is appropriate. If there is any question, play Christian music only or none at all.
8. If a bus is being used, chaperones will help in adequately supervising the students.
9. If the chaperone has an emergency or a change takes place and is unavailable to supervise a field trip, he/she must notify the teacher as soon as possible by calling the office, if necessary, to get the message to the teacher.
10. Chaperones will be impartial if their child is in their group, and be fair and consistent with all.
11. Chaperones understand that the field trip is for the children in the class, and will not bring other children unless the teacher gives permission.
12. Chaperones will bring a watch or use a cell phone for time management, noting meeting places and times, to avoid making the group wait.
13. Chaperones will comply with the dress code unless other arrangements have been set for the day.
14. Chaperones will not spend money on treats or souvenirs or bring "treats" for their group that shows partiality to a few.
15. Chaperones are not to smoke or imbibe any alcohol on a field trip.

### **Fundraising**

**Every family is strongly encouraged to participate in at least two fundraising events held by VCA.** A portion of the expenses of educating each child is paid for through fundraising. Besides fees, tuitions, donations, and private grants, there will be various fundraising activities sponsored by the school throughout the year. **It is our aim to keep tuition as low as possible and in order to avoid any unnecessary tuition increase, we need all of our families to participate in fundraising.**

### **Grade Cards/Daily Grade Reports**

The school year is divided into two semesters and four nine-week grading periods with report cards available for viewing on Sycamore (usually by Thursday following the end of the grade period). Traditional Progress Reports are no longer posted after the 4<sup>th</sup> week of each 9 weeks. Daily grade reports are available on Sycamore.

End of year access to Sycamore and hard copies of the report cards are only available at the end of the school year after all fees have been paid.

### Grading Scale

| Points   | Grade | GPA (9-12) |
|----------|-------|------------|
| 100 & up | A+    | 4.33       |
| 92 - 99  | A     | 4.00       |
| 90 - 91  | A-    | 3.67       |
| 88 - 89  | B+    | 3.33       |
| 82 - 87  | B     | 3.00       |
| 80 - 81  | B-    | 2.67       |
| 78 - 79  | C+    | 2.33       |
| 72 - 77  | C     | 2.00       |
| 70 - 71  | C-    | 1.67       |
| 68 - 69  | D+    | 1.33       |
| 62 - 67  | D     | 1.00       |
| 60 - 61  | D-    | 0.67       |
| Below 60 | F     | 0.00       |

### Final Exams

In grades 9 through 12, comprehensive final exams covering each semester are given in core subjects and optional for non-core subjects. High school final exams may count up to twenty (20%) of the final semester grades.

### Graduation Ceremony and Requirements

VCA offers **two types of diplomas\***: CORE 40 and Academic Honors Diplomas. Refer to the High School Course Description Handbook on the school’s website at [www.vcacademy.info](http://www.vcacademy.info) for specific requirements and courses for graduation by year.\* The only exception to graduating with these two diplomas is if a student has a qualified learning disability (IEP) and/or tests at the lower 25<sup>th</sup> percentile in ability (IQ) that keeps the student from meeting the requirements. This will require a form to be completed and a meeting between the student, the parents, the guidance counselor and the administration to consider whether it will be a benefit to the student to graduate with a diploma with an exception (General Diploma).

Seniors must be taking at least 8 credits at VCA for the year, and have attended VCA full time at least one high school year or new seniors must be enrolled in five classes or more to graduate from Victory Christian Academy

| Subject   | CORE 40 Diploma Requirements   | Academic Honors Diploma Requirements   |
|---|--|--|
| <b>Bible*</b>   | 8 credits  | 8 credits  |
| <b>English (Includes 1 Semester Speech)</b>                   | 9 Credits  | 9 Credits  |
| <b>Math</b>   | 6 Credits<br>Including Alg 1, Geometry & Alg 2                               | 8 Credits  |
| <b>Science</b>  | 6 Credits<br>Includes Biology and Physics or Chemistry                       | 6 Credits  |
| <b>Social Studies</b>   | 6 Credits<br>Including US History, Gov’t, Economics and Geography(W History) | 6 Credits  |
| <b>World Languages<br/>Fine Arts<br/>Technical<br/>Career</b> | 5 Credits  | 6 Credits in one language or<br>8 credits in two languages<br>2 Credits in Fine Arts |

|                                    |             |  |
|------------------------------------|-------------|--|
| <b>Physical Education</b>          | 2 credits   | 2 Credits  |
| <b>Health</b>                      | 1 Credit    | 1 Credit   |
| <b>Electives</b>                   | 3 Credits   | 2-4 credits                                      |
| <b>Total Needed for Graduation</b> | 46 Credits* | 50 Credits *<br>B Average<br>No Grades Below a C |

\*Bible credits are not required for years or semesters in which a student has not been enrolled at VCA.

**CREDITS AWARDED:** A credit is earned by the satisfactory completion of one course term that meets one class period daily for one semester. Student Teacher Assistant course is awarded one-half credit per semester. Courses that meet two days a week for one semester and three days another semester are awarded 1 credit for the year. A term grade of A, B, C or D (+ or -) denotes completion of a course.

**HIGH SCHOOL CREDITS REQUIRED FOR PROMOTION/ACCEPTANCE:**

As stated in the course description guide, the following credits are required for students to enter the next grade: Grade 10 – 11 ½ credits, Grade 11 – 23 credits, Grade 12 – 34 ½ credits. An exception of being short credits is accepted one time and is to be made up by the end of the next school year. New students to VCA entering grades 10-12 may have different graduation requirements.

Graduation participation is mandatory for seniors and choir students if participating in the ceremony. Special participation in graduation ceremonies will be by administrative invitation only. Planning committees must have all ideas approved by administration. The dress code for graduation is semi-formal dress under the graduation robes. Boys are to wear dress shoes and girls participating are to wear dress sandals or shoes but not flip-flops. Students who are not dressed appropriately will not be allowed to walk through the ceremony.

**VALEDICTORIAN, SALUTATORIAN AND CHRISTIAN SERVICE AWARDS:**

To qualify for a Valedictorian status, a recipient’s GPA must be 3.8 or higher and for a Salutatorian, 3.5 or higher. The two students with the highest GPA at the end of the 3<sup>rd</sup> grading quarter period and meeting the GPA requirement will be named Valedictorian and Salutatorian, respectively. The staff will set criteria for the Christian Leadership Award with the top student receiving the award meeting a certain level of the criteria. Not all of the above awards may be given each year if students do not qualify. A student must have attended VCA one full year before his/her senior year to be eligible for these awards.

**Homework Guidelines**

Homework is assigned for the purpose of review and reinforcement, not for teaching. We encourage parents to support and guide their children with homework, but not to do their work for them.

**Students in grades K5-5th:** Homework may be assigned on Monday, Tuesday, Thursday, and with limited homework on Wednesdays and Fridays.

**Students in grades 6th-12<sup>th</sup>:** Homework may be assigned daily. All 6<sup>th</sup> – 12<sup>th</sup> grade students are required to have an assignment book.

**Time spent on homework:**

The amount of time spent on homework will be approximately 10 minutes per grade level. (Ex: 10 minutes for 1st grade; 20 minutes for 2nd grade, etc.) If a student is not doing daily assignments or is wasting time in class, homework may take a while longer than originally intended. No homework (i.e., regular daily assignments) will be given over holiday vacations to PK- 5th grade. Students may, however, be required to study for a test if the scheduled testing period for that class falls on the day following a vacation, or to complete other assignments that have been put off by the student. If possible, no more than two tests will be scheduled on any one day. No homework should be assigned on school program nights or holidays. However, if 6th-12th grade students have failed to complete assignments previously assigned, they may very well need to complete any work on program nights or holidays.

**Late Homework:** Homework assignments not turned in when they are due will be considered late. Late assignments can lower the student's grade average. Students who habitually fail to do homework will be referred to the principal for disciplinary action/detention.

**Incomplete Homework-Emergencies:**

Students are to turn in completed and properly written homework assignments on time. A student's illness or an emergency (note signed by a parent) is the only acceptable excuse for homework not turned in on time, but this note may be accepted at the teacher's discretion.

**Homework Incomplete or Inadequate (6th-12th Grade):**

VCA's desire is that students do their homework. When work is not turned in on time, teachers may give zeros or a percentage off for work turned in late. When work is not done or is not done well, students do not have the learning experiences and their quiz and test grades suffer. Teachers are to communicate by pass-a-note with parents when a student is not turning in work or the work is deficient (homework or tests). Please see that any incomplete or poorly done work is completed and returned to school within 48 hours

**Availability of Homework through Sycamore:**

Homework is posted on Sycamore School Management in a timely manner for grades 1-12 students and parents. This can be accessed in case of an absence and to help students and parents check assignments. Access it per your families' individualized school login.

**Honor Roll**

All students achieving excellent or above average grades are deserving of special recognition of the highest nature and will receive nine-week recognition awards. Service and citizenship awards are given. Award certificates will only be given the first 3 grading periods.

Hard copies of award certificates will be given to PK-5th grade. Students will be awarded for their academics, most improved, attendance, and citizenship. Additional certificates may be awarded at teacher/administration's discretion.

Grades 6th-8th: The teacher averages the percent of final grades in all core subjects. Core subjects are reading (literature), language (English), spelling, social studies, mathematics, health, Bible and science. All other subjects are considered non-core. The student cannot have any "C's" in core subjects to receive the High Honor Roll or the Principal's Honor Roll. However, the B-average Honor Roll may allow a C in a core subject if the average of core subjects falls between 82% and 89.9%. No honor roll award will be given to any students with a D or F in any core or non-core subjects. For example, if they average an 85% in core subjects, but have a D in math or music, they do not qualify for an honor roll award. 6th – 12th grade students or parents may request a hard copy.

Criteria for determining awards for Grades 6-12:

|                        |   |
|------------------------|---|
| Principal's Honor Roll | 95%-100% & no "C" or below in any core subject  |
| High Honor Roll        | 90%-94.9% & no "C" or below in any core subject |
| B-Average Honor Roll   | 82%-89.9% & no "D's" or below in any subject    |

**Health Guidelines, Medication & Immunization Policy**

All students will be required to fulfill the State of Indiana requirements concerning health examinations and immunizations unless a waiver has been applied for and granted.

A Parental Medication Permission Form must be signed by a parent/guardian and kept on file in the office for each student. The form contains permission for both prescription and "over-the-counter medication release option" that requires the names of medications that can be given and the quantity of each. If this is signed, it will allow a student to receive Tylenol or Acetaminophen if needed and many other common "over the counter" medicines if the parent gives permission and/or provides them. No medications will be given to a student without written or verbal permission (limit of one call) from the parent.

If your child should need to be on medication during the school year, we ask that only adults do the following:

1. Bring the medication to the office in the prescription bottle (you may request 2 bottles from your pharmacist: one for home and one for school).
2. Be prepared to give in writing the date, name of the medication, dosage, and time of dose.

If the medication is over-the-counter medication, bring the store bottle with your child's name clearly marked on the bottle. Please, no envelopes or bags.

If students become ill during the school day and it is determined by the school nurse or office staff that he/she has a fever or needs to go home, we ask that you arrange to have your child picked up within 30 minutes of notification. If parents receive a text or call via their child's cell phone, parents **must call the school office before their child can be allowed to go home.** **A child should not return to school unless he/she has been fever free without the aid of medication, free from vomiting, and/or diarrhea free for 24 hours. This will aid in preventing sickness from spreading among other children in the class.** We have compiled the following information for your convenience so you will know our school's policy regarding these conditions:

1. **Chicken Pox:** All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
2. **Pinkeye:** Eyes must be clear with no redness or secretion and student must be on medication for 24 hours. If not treated with medication, **the eye cannot be oozing.**
3. **Ringworm:** Contact the physician, present a doctor's statement to the school office that the child is receiving treatment (medication), and have the ring completely covered by a bandage. After 48 hours of treatment, it is not considered contagious.
4. **Strep Throat:** We must have a doctor's note and the child must be on an antibiotic for a minimum of 24 hours and be fever free for 24 hours before returning to school.
5. **Head Lice:** When a case of head lice is found in the school or reported to us by a parent, the siblings of the child and all students in the perspective classes will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. If a child is found with head lice, the school will supply parents with appropriate treatment information and the requirements for returning to school. When a student in school is found to have nits/eggs in his or her hair, the parent will be informed. However, the student will continue to attend classes. The student's hair will be checked for effectiveness of treatment by the school nurse. The most current recommendation is that children with live lice should remain at school and the educational process should not be disrupted since lice do not carry disease and are not a health issue. Mass screenings of classrooms will not be done routinely. Only symptomatic students with live lice will be checked at school.
6. **Fever: If your child is home sick with a fever, he/she may not return to school until he/she has been fever free without medication for 24 hours.**
7. **If a child is vomiting or has diarrhea, he/she must be free of vomiting /diarrhea for 24 hours before being allowed to return to school.**
8. **Food Allergy:** Students with severe and/or life threatening food allergies must register this information with the principal. A procedure must be in place in case an allergic reaction occurs on school property. Please schedule an appointment with the principal/nurse at the beginning of the school year to see that a procedure is established for your child. **A child with severe and/or life threatening food allergies will not be able to attend VCA until a procedure is established.**

#### **Physician-Prescribed Medication:**

1. Prior to administration of any regularly physician-prescribed medication by the school, both the Physician Statement of Need and Parental Medication Permission Release forms must be completed and filed in the office.
2. A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication dose or child's reaction. It is the parent's responsibility to ensure that these forms are current and complete.
3. New Physician Statement of Need and Parental Medication Permission Release forms must be submitted at least once a year. Over the counter medication forms need to be submitted yearly by parents of students previously at VCA. Parents should revise these when changes are needed.

4. All medications must be brought to school in their original containers and stored according to the physician's request.
5. The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g. injections).
6. Each administration of medication will be recorded on a medication Administration Log sheet (on Sycamore log) at, or immediately following, the time of its administration by the individual who gave the medication.
7. Emergency medications may be carried by the student when both the Physician Statement of Need and Parental Medical Permission Release have been completed and indicate the need for the student to have medication on his/her person at all times (e.g. asthma inhaler, epi-pen, migraine medication.)
8. Children diagnosed with a communicable or potentially lethal disease, shall be offered information on setting up a homeschool program. They will not be permitted to attend regular classes at Victory Christian Academy until they have been medically diagnosed as no longer carrying the disease.

### **Inspections**

Administration reserves the right to search student lockers, desks, book bags, jackets/coats, or vehicles and any items in them at any time if reasonable suspicion exists that the student may be in possession of a weapon or improper materials or documents. This can be done with or without student permission. Property owned by the school such as lockers or desks can be inspected at any time for any reason including enforcing neatness and cleanliness standards. If materials are found and determined to be offensive or inappropriate, they will be confiscated and the administration or teacher will communicate with the parent. Appropriate disciplinary actions will be taken, if necessary.

### **Insurance**

All students will be covered during school hours and while involved in any school activity including sports and PE by a blanket student accident/liability insurance policy. This insurance is secondary to a parent's personal insurance.

### **Items in the Classroom (See also Cell Phone/Electronic Equipment Policy)**

Generally students are not to bring toys to school. If a class is allowed toys temporarily (Show and Tell), students will not be able to keep them in their desks/table or on their person during class time. On the 1st offense, the child may take the item home at the end of the day. On the 2nd offense, a parent must pick up the item. On the 3<sup>rd</sup> offense, the item may be thrown away.

No classroom is to have live animals present throughout the year due to the increase in rabies, possible diseases an animal may carry or have, and the danger of injuring a child including allergic reactions. A child or teacher who wants to bring in a live animal for show and tell, or as part of a lesson, may do so on a limited basis.

### **Library**

South Campus students have books available in the classroom and in the school library. Students are encouraged to read and be read to on a regular basis. The 1<sup>st</sup> and 2<sup>nd</sup> grade teachers teach library skills and 1<sup>st</sup> grade students go on a field trip to the public library during the school year.

PK-5th grade students will visit the VCA library and books may be checked out weekly. Specific rules for checking out books will be given to parents at the beginning of the year by the librarian.

Books that are not returned to the school library on time will be assessed overdue fines in the amount of \$.50 per week, per book, until returned. Lost books will need to be reimbursed the replacement cost.

### **Lost And Found**

The school maintains a "Lost and Found." Please make sure all personal items are properly labeled. The school cannot be responsible for lost or stolen items. If "found" items are labeled, they will be returned to your child. After 30 days anything still in the lost and found box will be donated to The Salvation Army or Goodwill on a regular basis.

### **Lunchroom Conduct**

Food is limited to designated times and areas. Except for special occasions, no food will be permitted to be eaten outside of the lunchroom and must be kept in bags or lunch boxes with the student's property until lunchtime. Lunches cannot be stored in the VCA refrigerators. Students may use insulated bags and ice packs to keep lunches cool.

Students will remain seated during their lunch period until the designated time for disposal of trash and return of lunch trays. Students are to leave their place at the table and floor area free of debris. Trash is to be placed in the proper areas when the lunch period is over. Inside the lunchroom students will be expected to be courteous and orderly. Students are expected to be obedient and respectful to all lunchroom supervisors/volunteers as if they were VCA teachers.

### **Lunch Program**

Victory Christian Academy students have the option to bring a sack lunch and drink from home or they can participate in the hot lunch program, which is offered at each building. The high school does sell snacks and muffins before and after school to secondary school students only as a fundraiser for the Senior Class spring missions trip.

A lunch menu is sent home the last week of each month for our hot lunch program. Parents need to log in to your Sycamore account and preorder your student's lunch each day by 8:30 AM or preorder for the entire month. Parents of students may create a debit account by sending in money to have available for their child to buy lunch, snacks, water, etc. This will be tracked and debited as used.

PK – 12<sup>th</sup> Grade: There are microwaves for heat-ups for grades 2-12 and hot water for soups and instant meals. Students in grades 6-12 who forget their lunch may purchase snacks from the Senior Class store. Otherwise, students will need to call home to have their lunch brought to them.

**Pre-K through 5<sup>th</sup> grade students are not permitted to bring pop, caffeine or energy drinks in their lunches.**

### **Mandatory Reporting**

The law states that any time a student makes an allegation of abuse including physical or sexual, etc., it is mandatory that school personnel call Child Protection Services to report it. The school does not get to "judge" or weigh the validity of any allegations. The law demands that we report it and let CPS investigate and decide the validity of any allegations. The school also does not have the authority to notify parents or guardians of an allegation.

### **Music**

It is the policy of our school to encourage wholesome and uplifting music. No sensual or suggestive music or music that suggests rebellion to authority will be used or allowed to be a part of any activities related to our school. Music is taught to students at VCA because we believe in its importance in serving God. Music as an act of worship and a sacrifice of praise is stressed. We encourage students to give the best of their musical talents to the Lord.

Elementary concerts will be scheduled during the school year. Non-participation in scheduled concerts will affect the student's music performance grade. A makeup assignment may be given when students are not available for outside musical activities. This is at the discretion of the music teacher.

### **Elementary Newsletter and Bugle**

A newsletter for parents of 6<sup>th</sup>-12<sup>th</sup> grade students, "The Bugle," and an elementary newsletter for parents of PK-5<sup>th</sup> grade students, "The Victory Voice," will be sent by email bi-weekly.

### **Parent-Teacher Conferences**

Parent/Teacher Conferences will be held twice each year in the fall and spring. Conference dates are printed on the school calendar. Parents may request a conference at any time with any of their students' teachers. All conferences are by pre arranged appointments. 6<sup>th</sup>-12<sup>th</sup> grade students are encouraged to attend with their parents. Please contact the office if you must change due to an emergency or cannot keep your appointment. Conferences are scheduled to be approximately 15 minutes long.

### **Parties**

Each classroom teacher may involve parents to assist on party days. PK through 5<sup>th</sup> grade students will have fall, Christmas, and Valentine parties each year. Each room must be thoroughly cleaned after use. We do not celebrate

Halloween or the secular celebration of Christian holidays. Please remember this when purchasing or having parents help purchase gift items or prizes, as well as snack items to avoid Easter bunnies, Santa, Halloween and other secular holiday traditions.

### **Pick-Up Slips (Emergency and Alternative)**

Victory Christian Academy maintains a Pick-Up Sheet on every PK-5<sup>th</sup> grade child to be completed by the parent/guardian. This sheet identifies the person(s) and vehicles who/that are approved to pick up your child. The school will not dismiss a student to someone not on this list unless we have written permission from the parent/guardian authorizing it. Our preference is that phone calls **not** be made to the office to arrange other rides; but if it is necessary, please send a note with your child for his teacher or call the appropriate school office.

### **Pictures and Yearbook**

Color pictures will be taken each fall by a professional photographer and are available for parents to purchase. The pictures day's dates are listed on the school calendar. The office will send details home in advance.

A yearbook is produced each year by a teacher and the photography class. It uses the company that provides school pictures. We encourage students or families to purchase yearbooks to support the school's yearbook and save memories from their year at school.

### **Pop Culture**

We live in an age of declining moral standards. Much of the decline is led by the popular culture such as music, movies, television, magazines, books, and games. Non-Christians largely control the entertainment industry. Its products are often non-Christian and sometimes anti-Christian. It is essential that students avoid any entertainment choices that are incompatible with a Christian lifestyle.

Many children's videos and programs that seem innocent may foster themes of laziness, pride, disrespect, and prejudice. Parents are urged to establish and enforce entertainment guidelines and to monitor their child's choices, both inside and outside of the home. Parents who have cable television can block a child's access to most music and movie channels.

Inappropriate materials should never be brought to school. Examples include many secular magazines, especially those that take a worldly, permissive view of sexuality and items related to the occult, such as horoscopes. The staff will confiscate such items and parents will be notified.

With all of this in mind, be considerate of making value judgments of others. Something one person thinks is acceptable may offend others at VCA and vice versa. Remember, "Treat others as you want to be treated."

### **Recess/Physical Education**

#### Recess:

Recess is held either outside (when weather permits) or inside (in the classroom or another part of the school). All students will go outside when directed by their teachers.

**When the weather is inclement, below 15 degrees F (by the wind chill), or deemed too cold by the main recess supervisor, the students will be kept inside.** If a student must be kept in for the day, parents/guardians must send in a note stating the reason. In order to excuse a student from outdoor recess for 3 or more days, a doctor's note must be sent. Roughhousing, play fighting, hitting, pushing, or shoving is not acceptable recess activities. Please be sure your children understand this.

Please keep in mind that PK – 5<sup>th</sup> grade girls need to wear shorts under dresses/skirts if they will be playing on playground equipment.

#### Physical Education:

If a student needs to be excused from their physical education class, a note from the parent/guardian requesting this privilege and explaining the reason must be sent to the PE teacher. For a student to be excused from physical education for medical reasons for more than three PE days, an extended time, or for the year, the school requires a doctor's note stating the precise medical reason.



### **Retention Policy- Pre-K/Kindergarten**

When a PK or K teacher recommends retention, a mandatory meeting is to be scheduled with the current teacher, administrator, and parents. If the school recommends retention and the parent desires for their child to be promoted, there will be a probationary period set. The probationary period would have a time-line and criteria that must be attained for the child to remain at the promoted grade level. The parents will be informed of the impact and possible ramifications of promoting a student if he/she is not ready for the next level of learning. The school has the final decision in promotion of students.

### **Retention Policy- 1<sup>st</sup> through 8<sup>th</sup> grade**

As soon as a teacher sees a child is falling behind, a determination must be made regarding a student's progress. The child's readiness for current teachings will be evaluated and options will be discussed with the parents/guardians. This may include possible tutoring needs. In general, a student may be retained in the current grade level if there is a failing grade (59% or below) in two or more core subjects for the final evaluation. This is to be based upon the second semester grades. The report card and the permanent record sheet shall be marked appropriately.

### **Retention Policy – 9<sup>th</sup> through 12<sup>th</sup> grade**

Retention is a serious subject. Therefore in order to keep students aware of where they are and where they need to be in attaining high school credits to graduate, there is a minimum number of credits that must be achieved at each grade level in high school in order to be promoted. VCA requires 46 credits to graduate with a Core 40 diploma. Dividing that by four years and it becomes evident that students need to earn at least 11.5 credits per year in order to pass on to the next grade and to graduate in four years. There may be an exception in **one** year; a student may be short by 1.5 credits, but it must be understood that if that deficit is not made up by the end of the next school year, then it will no longer be possible for that student to graduate with his/her class. This will eliminate any questions by parents and students of what it takes to be at each grade level. (See High School Requirements for Graduation)

### **Summer School (6th -12th)**

All core subject classes failed for the semester must be completed during summer school. Classes failed for the year maybe retaken during the following school year if the schedule permits. (Please see the Course Description Guide for guidelines in taking acceptable courses.) Classes may be offered at the child's district's public school or at a VCA approved web-based summer school program (Indiana Virtual Academy at [www.indva.com](http://www.indva.com)). If a student chooses to retake the class(es) at a location other than VCA, he/she must receive approval from the administration prior to officially enrolling.

### **Safety**

**Buildings – North and South Campus: The doors to the buildings are kept locked. There are security cameras around each building and can be viewed by the office staff.** Doors are not to be propped open at any time for security, energy savings, and vermin prevention reasons. Windows are to be kept closed when heat or air conditioning is on.

### **School LockDowns Initiated by the Police Department or Emergency Personnel:**

In the event the school is contacted by the local police to initiate a "lock down" for any reason, VCA will go to lock down until notified by the police department that it is clear to return to normal status.

1. All exterior doors in both buildings will be locked by administration. Doors will be rechecked at 8:00 am.
2. All staff in both buildings will be notified that the buildings are on lock down.
3. If any explanation should be given to the children, administration will tell teachers and staff what they may say. Staff will discourage children from discussing imagined reasons for the lock down.
4. All outdoor activities including recess and PE will be canceled until further notice from the police department. Field trips may be canceled depending on the situation in its entirety giving consideration to the location for the field trip and reason for the lock down.
5. A notice via email and by emergency text notification will be sent to each parent explaining the situation and that their children are safely located inside the school until the lock down ends or they are picked up at the end of the school day.
6. Depending on the situation or reasons for the lock down, children will be encouraged to talk to their parents and, if necessary, professional counselors may be brought in to help students deal with the potential stress.
7. Outdoor alternate location may be considered for the lock down.

### **School Lockdowns:**

There may be occasions where VCA staff or administration learn of a situation which may justify placing the school on lockdown. Before determining to move to lockdown status, administration will call the police department first to verify the accuracy of the reported event, and to obtain their recommendation regarding the initiation of a lock down. Once verified, if administration makes the decision to initiate a lock down, the above steps will be followed.

### **Being Sensitive to Potential Stress and Trauma to our Students:**

In the event any incident takes place at school during the school day which could be stress-producing such as: power outages, vehicle accidents, student injury accidents or illness, the school will take the following steps:

1. Remove any remaining children from the area and speak calmly to them.
2. If necessary, remove families to a private area if determined by police to be appropriate.
3. Send a notice via email and emergency text notification explaining the situation to parents so that they are aware of it and can talk with their children about their fears and potential stress caused to them by the event.
4. Accuracy of the information and respect for the privacy of the individuals involved in any incident shall be paramount when providing notice to VCA parents.

### **Fire, Tornado and Emergency Drills**

Both campuses have fire alarms and tornado horns for the safety of the students. Practice fire drills will be held monthly and tornado drills will be held in the spring and fall. Appropriate signs are posted in each classroom.

### **Service Requirements for High School Students**

Service is strongly encouraged at VCA. Each student will be required to complete service time as assignments in their Bible classes. Colleges also place importance on service.

### **Technology/Internet Use**

Personal Computer (PC), Mobile Device<sup>1</sup> and Network<sup>2</sup> Use Policy<sup>3</sup>

The use of computers, peripherals, shared network resources and the internet is now considered a necessity for most classes. At VCA, a student has the option to use VCA equipment or their own. However, regardless of whether a student is using VCA supplied or personal equipment, policies regarding the use of equipment and network resources must be followed. Failure to do so can lead to penalties ranging from detention, suspension of internet privileges, financial compensation, and even expulsion.

Jr. and Sr. high school students requesting to use the internet and/or a laptop, classroom PC or tablet are to read, initial and sign an acknowledgement form that they understand and will abide by the IT policies in place at VCA. Elementary school students will need their parent or guardian's signature. The form is available at the North and South Campus offices.

**RIGHTS TO PRIVACY** - As long as a computing device is on campus, it falls under the purview of VCA and VCA's obligation to protect its students from harmful material and interactions between others on and off campus. Therefore there is no reasonable expectation to the right of privacy of VCA owned or personal computing devices and their use. All network traffic is monitored. This includes the guest network. If a device is suspected of inappropriate use, VCA staff has the right to confiscate that device for further investigation. This includes personal devices using personal cellular service.

**VCA NETWORKS** - There are two networks at the VCA North and South Campuses.

- VCA Staff - The primary VCA education network for both campuses is *VCA Staff*. This network will require a staff account to have access to the internet, printers and other VCA shared network resources.
- VCA Student - This network requires a student account to have access to the internet.

**ACCOUNTS, FILE/CLOUD STORAGE AND CONTENT** - Accounts are the property of VCA and are subject to monitoring. They are for academic purposes only. Each K-12 student will have a Google Apps for Education account

registered under the vcaacademy.info domain. Each student will have an email account, access to the Google office suite, personal web pages of teachers and 30GB of cloud storage. A student should only store files in their personal folder in the Google cloud. Personal files on a VCA device local hard drive (C: drive) may be wiped at any time without notification. All files used by students must be of personal, public or academic domain. Copyrighted music or programs are not to be kept on school devices or cloud storage unless permission is given for a class project and its use can reasonably fall under the “fair use” clause codified under *Section 107 of the US Copyright Law*. See <http://www.copyright.gov/fls/fl102.html> for more information. A student may not transmit (uploading or downloading) copyrighted material in violation of US, state or local regulation at any time.

## Network/Internet Use Policy

Students requesting to use the internet and/or a laptop, classroom PC or use a computer in the lab are to sign a form like the one below. The form is available in the North Campus office. They may be required to pay a fee to cover internet security if bringing their own device.

- ❖ Students bringing their own laptops, iPad or using a laptop supplied by the school are to use it for educational purposes only. **NO GAMES ARE TO BE PLAYED ON THE COMPUTER WHILE AT SCHOOL.** Students playing games will immediately lose the privilege and the student will no longer be allowed to bring a computer to school or use the school’s computers. If you lend your computer to another student, you are the one responsible for how it is used. Students misusing computers will only be able to use a computer during a class under the direct supervision of a teacher.
- ❖ Access to Victory Christian Academy’s computer network and the Internet is a privilege and not a right. Inappropriate use will result in the loss of this privilege in addition to any other penalties imposed
- ❖ To access the Internet, a student must obtain permission from a teacher. A teacher must be in the room when the Internet is in use. A student’s monitor must remain in view of the teacher.
- ❖ No action taken on the Internet at Victory Christian Academy will be deemed private. Victory Christian Academy reserves the right to monitor or recall all sites visited by a student.
- ❖ Clearing an Internet history file from a school computer is strictly prohibited and any student doing so will be disciplined and lose internet privileges.
- ❖ All sites visited must be clearly acceptable to the standards of Victory Christian Academy; pornographic, violent, or otherwise immoral sites are strictly prohibited.
- ❖ Other types of prohibited sites include (but are not limited to): Games, gambling, music downloading, and services that exist to support academic dishonesty.
- ❖ Internet access is provided as an educational tool and all actions taken should contribute to academic pursuits.
- ❖ A student may not buy or sell anything via Victory Christian Academy’s network at any time.
- ❖ A student may not transmit (uploading or downloading) copyrighted material in violation of US, state or local regulation at any time.
- ❖ A student may not install software on any school computer at any time, whether via disk, download, or any other media.
- ❖ Instant messaging, chat rooms, Facebook, You-Tube, etc. and accessing personal email accounts are prohibited for students. Also, a student may not communicate with other students using Victory Christian Academy’s network.
- ❖ The use of electronics and technology services must be used for academic purposes only and in a manner consistent with VCA values. Any form of electronic bullying will fall under the guidelines of **VCA’s Anti-Bullying Policy.**
- ❖ If an inappropriate site is accessed accidentally, a student is to turn off the monitor and seek the assistance of a teacher immediately.
- ❖ Physical damage to computer equipment and the altering of software, settings, and files are considered vandalism and are prohibited.
- ❖ Computer networks and the Internet are continually changing. Victory Christian Academy reserves the right to modify this policy as needed. Common sense and Christian values will govern all actions. The administration reserves the right to punish with or without warning wrong activities stated or not stated above.
- ❖ Victory Christian Academy makes no warranty of any kind as to the usability of its network for any student purpose.
- ❖ Violation of any part of this policy will be considered a serious offense with immediate suspension or expulsion possible at the discretion of the administration.

VCA has several security measures in place on its network, including firewall, virus protection, and DNS filtering. However, nothing is 100% effective. If an inappropriate site is accessed accidentally or a virus infection is suspected, a student is to turn off the monitor or close the laptop lid and seek the assistance of a teacher immediately. **DO NOT LOG OFF, SHUTDOWN, or REBOOT the PC!**

**GAMING, MOVIE STREAMING OR OTHER NON-ACADEMIC ACTIVITIES** - Students playing games or using a computing device to stream movies for any non-academic purpose without the strict permission of a teacher will be subject to discipline and possibly lose the privilege to use VCA devices or no longer be allowed to bring their computing device to school.

**NON-SCHOOL SOFTWARE** - A student may not install software on any school computer at any time, whether via disk, download or any other media. This includes music streaming services like Pandora and Spotify. These services will reduce the bandwidth available for academic use.

**MALFUNCTIONING AND BROKEN EQUIPMENT** - The PCs and laptops will be subject to heavy usage at times and care should always be given in their use. However, parts wear out and hard drives will crash, keys will pop off and other break/fix issues will occur. Please inform your teacher when it does. **DO NOT** just walk away or put the laptop back in its place for some other students to deal with.

*VCA does realize that accidents happen when computers are used in a crowded and energetic environment such as a school classroom or hallway. Please be honest if something happens and gets broken. Not every cracked screen will be considered a malicious event. If it is the result of horseplay or fighting, you will get a bill.*

**HACKING AND DAMAGES DETERMINED TO BE MALICIOUS IN NATURE** – VCA’s IT coordinator has spent a lot of time and resources into developing and maintaining VCA’s computers and infrastructure. Physical damage to computer equipment and the altering of software, settings, and files are considered vandalism and will be subject to severe penalties. Not only will the student be possibly suspended or expelled, the student and family will be liable to pay to fix any damages at a flat rate of \$99 plus hardware per incident involving a PC. Resolving network issues due to intentional hacking may be billed at \$120/hour with a two hour minimum, which is less than “Geek Squad” or Staples charges for this service. Our IT coordinator has a great deal of experience and he can trace a hacker.

**LAPTOP/TABLET CHECKOUT POLICY** - There will be a checkout procedure to be followed when taking a laptop or tablet out of a PC cart or room. Students must sign their name and the device number in addition to the date and time the device is checked out. These devices must be returned before the end of the day. If you are running late and cannot return a laptop or tablet at the end of school, return it to the front office. **DO NOT** leave a laptop or tablet on top of a locker or some other unattended place where it could be taken. Remember, your login and signature will be the last to be associated with the device. If it ends up missing, you will be the first person to be investigated and possibly charged for a replacement.

**Overnight checkout/loaner policy for NC students only** – Students requesting to checkout a laptop or tablet overnight must bring it to the school office and sign it out through the “Overnight Technology Checkout” sheet with their name, phone number, device ID number and purpose. The device must be returned immediately before school begins the following day through the school office and directly to an office staff member. When a device is checked out for overnight, office staff is to notify the IT department immediately.

**REMOVAL OF VCA DEVICES FROM CAMPUS** - Tracking software has been installed on all VCA computing devices and the ability to boot the device from other than the internal hard drive is password protected. If a device leaves campus, staff will be notified by email and the location of that device will be traced. When a device is checked out for overnight use, the IT department will be notified right away to prevent defensive action from being taken. (i.e. Remote wipe of drive, authorities notified) **If a device has not been checked out, removal of the device will be considered theft and appropriate action will be taken.**

**BYOD (Bring Your Own Device)** - Using a personal device at VCA is a privilege and not a right. VCA is able to monitor all network activity of all personal devices using the VCA network. Monitoring software may be installed on a personal device at the discretion of VCA staff if inappropriate behavior is suspected.

**SUSPENSION OF COMPUTER PRIVILEGES** - Inappropriate use will result in the loss of this privilege in addition to any other penalties imposed. Since the use of PC's and the internet have become necessary for most classes, students with suspended computer privileges will only be able to use a computer during a class and under the direct supervision of a teacher.

**LENDING A DEVICE TO A FELLOW STUDENT** - Please be aware that if you lend your computer or account to another student, you may be held responsible for how it is used since VCA IT staff will only be able to trace usage evidence to login ID's, IP and or MAC addresses related to the device in question. If you lend a computing device to a fellow student, make sure you logout of your account and have them connect to the network with their account.

<sup>1</sup> *PC's and Mobile Devices are considered any device capable of running a program to do work and or communicate in an electronic and graphical nature. This includes but is not limited to desktops, laptops, notebooks, netbooks, tablets, iPod, gaming devices, media players, smart watches, smart eyewear, and cellphones.*

<sup>2</sup> *VCA's IT staff strives to maintain a useable and safe computing environment, but computing devices and the internet are at any time susceptible to outages for a multitude of reasons out of VCA's control. Therefore, Victory Christian Academy makes no warranty of any kind as to the usability of its network for any student purpose.*

<sup>3</sup> *Computer networks and the Internet are continually changing. Victory Christian Academy reserves the right to modify this policy as needed. Common sense and Christian values will govern all actions. The administration reserves the right to punish with or without warning wrong activities stated or not stated above. Violation of any part of this policy will be considered a serious offense with the possibility of immediate suspension or expulsion at the discretion of the administration.*

### **Telephone Messages and Use**

Please arrange all matters ahead of time with your child. In case of an emergency, the secretary will take the message and notify the student. The South Campus school office phone number is 548-8803 and the North Campus phone number is 548-2701. We ask that all students confirm plans before coming to school that day.

### **Traffic / Parking Lot – Arrivals & Pick-Up**

Parking at Victory Christian Academy is to be in the designated parking spaces only. Specific traffic flow and pick up areas will be given at orientation. The following guidelines will help drop off and pick up times to go smoothly and safely:

- ★ Speed limit at both campuses is 10 mph.
- ★ The engine is not to be left running while a parent “runs in” the building
- ★ Children are not to be left unattended in vehicles
- ★ Cars are not to be parked in a fire lane, traffic lane, or in the handicap spots unless a driver is handicapped.
- ★ If a student is escorted into the building from the parking lot, the vehicle must be parked properly and the escort must walk the child all the way up to the crosswalk and remain until the child has safely walked into the building.
- ★ We ask that parents please be patient and courteous to other parents. The parking lot will be congested during the morning drop-off and afternoon pick-up
- ★ When picking up PK-5<sup>th</sup> grade students (at South Campus) and 6<sup>th</sup>-12<sup>th</sup> grade students (at North Campus), parents are to place name card(s) (made available in parent folders) in the windshield or visor for the student(s) they are responsible to pick up.

### **Visitors to VCA**

Although we encourage parents to visit their students' classes, parental visitation to the classroom needs to be pre arranged through the school office at least two days in advance. Parents having pre-planned a classroom visit are to report first to the office to sign in and receive a visitor's badge. Parents must be aware of the dress code and other

school regulations regarding appearance and be in compliance with those while visiting the school.

Any person other than students, staff, administration, and Washington Evangelical Free Church personnel and members visiting the church are considered visitors on the school campus and must come directly to the office to sign in before going anywhere in the building. **A visitor's badge will be issued from the office for each approved guest.**

#### Building Safety-Visitors

**South Campus**– All visitors are to enter the front door (using buzzer) and go to the main school office down the hall on the right. All visitors will sign in at the office and receive a visitor's badge.

**North Campus** – All visitors are to enter Door 2 (office entrance) and sign in at the office. All visitors will receive a visitor's badge. *Please report any person to the office that is not authorized to be on the school property.*

#### Student Visitors

Student visitors who are considering attending VCA must have permission through the office to visit (shadow) two days in advance and the visit will be arranged with the classroom teacher. A notice will be given to all teachers in advance of a visitor.

#### Lunchroom Visitors

We welcome family visitors at lunch with standard check-in procedures to be followed. Non-family members (friends, former students, etc.) will be allowed to visit on a case-by-case basis per Administration approval.

### **Volunteers**

Victory Christian Academy needs volunteers. VCA has always had a great group of parents that participate in volunteer opportunities at the school. Parents are asked to volunteer a part of their time on a regular basis to assist office staff, lunchroom staff, classroom staff, as well as school/family events. **The critical areas of need are volunteers to help with daily recess and lunchroom supervision.** During our Meet & Greet time in August, parents will sign up indicating where they would be willing to volunteer. All volunteers are to follow the dress code required for the students while on school property and must conduct themselves as role models. Those who are volunteering to drive students must provide the office with proof of insurance and a copy of a valid driver's license by completing a volunteer driver form.

### **Water Bottles and Daily Snacks**

There are times when the weather requires that children drink more water to stay hydrated. Teachers will let parents know their policy regarding water bottles being allowed in the classroom or not. Water bottles must have closing caps and be made of plastic or another unbreakable material.

In order to optimize learning, VCA is asking parents to supply a daily, high protein, low sugar snack for mid- morning consumption in classrooms for 1<sup>st</sup> - 5<sup>th</sup> grades. Teachers will send out their specific guidelines for those snacks, but will monitor what students are choosing for a snack. No cookies, chips or the main meal for a child's lunch can be eaten during this time. PK and Kindergarten have their own special snack rules and rotation. 6<sup>th</sup> - 12<sup>th</sup> grades have a snack break as well.

### **Website and Email**

Information is available on our website at [www.vcademy.info](http://www.vcademy.info). The site includes biographies of teachers, pictures, school calendars, handbooks, course description guides, forms, applications, book cost lists, supply lists, awards, announcements, the Bugle, the Victory Voice, and other documents with information such as press releases, courses of study, links to other sites, etc. Please bookmark the VCA Website at [www.vcademy.info](http://www.vcademy.info). You may email the NC secretary at [VCANC@vcademy.info](mailto:VCANC@vcademy.info); the SC secretary at [VCASC@vcademy.info](mailto:VCASC@vcademy.info); and email your student's absence at [vcacademyattendance@vcademy.info](mailto:vcacademyattendance@vcademy.info) (See attendance policy).

### **Withdrawals**

Withdrawals from the school must be done through the school office. Notice should be given one month in advance, if possible, for all withdrawals. There is a Student Withdrawal Notification Form that must be completed by the principal and the parent. Parents will need to contact the Administration to complete this form. The VCA administrator or Board of Directors will determine if tuition adjustment arrangements will be made. **There is a withdrawal fee charged when students are withdrawn during the school year that may be as much as one month's tuition.** An Exit Grade Form will be circulated to teachers to verify that all rented materials and fees have been turned in and teachers will record interim grades. If it is the end of a grading period, the report card will be the exit grades.

### **Handbook Revision Policy**

Victory Christian Academy reserves the right to change any policy or procedure in the Parent/Student Handbook at any time when, at the discretion of the board and the administration, it deems the change to be in the best interest of the school.