



# Primary

## Student/Parent Handbook

### 2024-2025

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## Mission

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

## Vision

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

## Statement of Faith

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

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

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

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

**Water Baptism** – Baptism in water by immersion is a direct commandment of our Lord and is for believers only. The ordinance is a symbol of the Christian’s identification with Christ in His death, burial, and resurrection (Matthew 28:19, Acts 8:36-39, Romans 6:4, Colossians 2:12). The following recommendation regarding the water baptismal formula is adopted: “On the confession of your faith in the Lord Jesus Christ, the Son of God, and by His authority, I baptize you in the Name of the Father, and the Son, and the Holy Ghost. Amen.”

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

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

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

**Resurrection Of The Just & The Return Of Our Lord** – The angels said, “This same Jesus...shall so come in like manner...” (Acts 1:11). His coming is imminent. When He comes, “... the dead in Christ shall rise first: then

we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air..." (I Thessalonians 4:16-17). Following the tribulation, He shall return to earth as King of Kings and Lord of Lords. Then, together with His saints, who shall be kings and priests, He shall reign for a thousand years (Revelation 20:6).

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

## Accreditation

Victory Christian Academy is fully accredited with both International Christian Accrediting Association (ICAA) and with Cognia. VCA is also a member in good standing with the Oral Roberts University Educational Fellowship (ORUEF). Through its accreditation process, ICAA provides assurance to the public regarding the performance, integrity, and quality of the school, as well as self-assessment and improvement. ICAA is committed to the advancement of Christian education programs that can serve as credible and reliable witnesses, both to the Christian and secular communities, as to the high degree of professionalism, academic excellence, personal integrity, and dedication to the spiritual training and growth of students in Christ. ICAA is currently recognized by the State of Texas and is also approved for full membership in the National Council Private School Accreditation (NCPSA), a national consortium for the recognition of qualifying private school accrediting associations in the United States.

## School Colors and Mascot

Our school colors are red, black, and white. Our mascot is a patriot called, “General George.”

## School Pledges

(All students should memorize the pledges.)

### Pledge of Allegiance

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

### Texas Flag Pledge

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

### Christian Flag Pledge

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

### Bible Pledge

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

# General Information

## Attendance

In order to help adequately facilitate the educational process for each student, a student must have good attendance in school. In compliance with our accreditation requirements, all students must be in attendance at school 90% of the time (that is 9 days excused/unexcused in a semester). Unnecessary absences and tardies inhibits the student's opportunity to succeed in his or her studies. Poor attendance indirectly encourages the development of poor habits toward his/her work obligations.

In order for an absence to be marked as excused, parent/doctor's notes for absences must be turned in no later than 3 business days after the absence. If a student is absent due to illness, on the 3rd consecutive day, a doctors' note will be required in order to return to school. Students who are absent will be required to make up all work; however, a grade of zero will be recorded for that work until the assignment is turned in to the teacher. All absences, excused and unexcused, will count towards minimum attendance requirements. See credit section below for more information regarding making up missed hours.

We recognize situations will arise from time to time that require missing school. Please adhere to the following protocol when reporting any absence:

1. Contact Mrs. Sara Byrd via phone or email to notify her of the absence. She can be reached at 940-626-4730 or [sara@victorychristianacademy.org](mailto:sara@victorychristianacademy.org)
2. Next, contact your child's teacher(s) to arrange the collection of missed assignments for the day. You can do this via Remind or email. Teacher emails can be found on our website under the Parents and Students tab, labeled Staff Directory.
3. Upon your child's return to school, please provide any doctor's notes you have in order to excuse the absence. Any required documentation to excuse an absence must be received no later than 3 business days from the date of return from the absence.

## Absences

### Excused Absences:

The following types of absences will be designated excused with documentation: illness, professional and medical appointment (DMV related appointments would be considered professional appointments and will be excused), family-related matters/emergencies (i.e. death, family illness), court appearances. Events that are considered school sponsored activities will be considered excused absences and will not count against the student.

### Parent Excused/ Unexcused Avoidable Absences:

Unexcused, avoidable absences are absences for reasons other than previously stated as excused. Although we respect the parents' right to choose whether to have their student in school for a particular day, we do not extend the same opportunity to earn credit for missed academic work as for an excused absence. The school values instructional time and does not condone family/recreational trips taken during scheduled school days. In the event that a family/recreational trips must occur on scheduled school days, the principal must be notified in advance. Teachers are not expected to provide homework or tests in advance of an absence. Parents are urged to use great discretion when considering avoidable absences. Avoidable absences includes, but are not limited to the following:

- Personal care appointments, such as haircuts and/or nail appointments
- Shopping
- Recreational trips/vacations
- Sleeping late (including after a late-night, extra-curricular school event)
- Doing homework/studying for another class
- Absences for reasons other than excused

## **Tardiness**

Students at VCA are expected to be in class on time. A student is considered tardy if he/she is not seated in his/her class by 7:55 AM to begin the day and then following the posted times on secondary student schedules. We have a tardy policy in place to teach VCA students the importance of promptness. The purpose of this policy is to train our students to become successful adults. All tardies are considered unexcused unless the office has been notified by the parents/guardian. Once a student has received two unexcused tardies, you will receive notification. If an additional unexcused tardy occurs after this notification, then you will be charged a \$25 late fee. After 6 tardies, families will have a meeting with administration to address the issue. Additional issues will result in disciplinary action at the discretion of administration. When a student is more than 20 minutes late to class, this will no longer be considered a tardy and will be coded as an absence.

## **Penalty for Late Pick-up:**

### **Pre-K - 5th grade**

All students must be picked up from the VCA campus no later than 3:20pm. If you are late, you must contact the school office. If the school is not notified, parents will receive a warning on the first incident. After the warning, there will be a late fee assessed of \$60 per hour or \$1 per minute.

### **Afternoon Dismissal**

<b>Grades</b>	<b>Dismissal Time</b>
PreK	2:55pm
K-5th	3:05pm

## **Arriving and Leaving**

Students may be dropped off at the VCA campus after 7:30 AM and must be picked up by 3:15 PM for primary grade students. Families requiring pick-up after designated times must enroll at Victory Kids Care.

## **Victory Kids Care**

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

## **Chapel**

Every student at VCA is required to attend Chapel. Chapel is a time of worshiping our Lord, and all students are expected to participate with an attitude of love and respect. Chapel will meet on Thursday's for elementary. Please do not schedule doctor/dental appointments during chapel time, if possible. Chapel is a vital part of Victory Christian Academy's emphasis on spiritual development of each student.

## **Child Abuse Reporting**

Because the faculty and staff of Victory Christian Academy love children and desire to protect them, all staff will be trained on abuse reporting procedures. Under Texas law, the staff and administration of Victory Christian Academy are obligated to report any suspected abuse that comes to their attention. The statute provides in part as follows: "A

person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall be reported.” VCA will comply with the law. Any staff member who suspects a child has been abused or neglected is required by law to report it to TDFPS as soon as possible, **but no later than 48 hours**. The suspected abuse should also be reported to the VCA administrator. Reporting to school administration does not excuse the staff member from the requirement to make a report to TDFPS. The report can be made using the Texas Child Abuse and Neglect Hotline (1-800-252-5400) or online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The report is confidential and not subject to public release. The law provides immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as the report is made in good faith. The identity of the individual making the report is kept confidential. If an abuse case needs to be reported to the authorities, it is the policy of VCA to make this report without first contacting the parents of the child.

## Character Training

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

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

## Cheating

Cheating/plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero and receive a minimum of one day of in or out of school suspension. Parents will be contacted by the administration. Additional consequences are at the discretion of the administration.

## Church Attendance

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

## Closed Campus Policy Pre-K – 5th Grade

The safety and security of students and staff is a primary concern. To assist in providing such conditions, Victory Christian Academy must operate as a closed campus. Students shall remain on the school grounds from their time of



arrival until classes are dismissed at the end of the school day unless otherwise stipulated in this policy. Closed campus procedures are developed to ensure a safe environment for students.

## Communications

The following are ways to stay in touch with what is happening at VCA and to communicate with your child's teacher:

- Meet the Teacher will be scheduled prior to the beginning of each school year. At this time, you and your child are invited to come and meet your child's teacher. Supplies may be brought to the school at this time.
- Report Cards will be sent home the Wednesday after the conclusion of the 6<sup>th</sup> weeks.
- Parents are always welcomed to schedule a conference with the teacher at any time during the school year.
- The VCA newsletter will be sent out weekly to parents/guardians and posted on our website and social media.
- Always check your e-mail or text messages for important school updates and information.
- Remind is an app used to communicate with parents, teachers, and coaches with information that pertains to only that class or sport. Please use this app for direct communication with your child's teachers or coaches.
- Teachers may have other ways of communication per their discretion.

## Dress Code

Victory Christian Academy students are required to wear school uniforms. The VCA Dress Code was developed to provide the best atmosphere for students to learn and to avoid peer pressure related to clothing. Our primary objectives are neatness and modesty. The VCA Dress Code is sufficiently flexible to encourage individual identity and a positive self-image within the borders of appropriate dress for school.

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

VCA has approved uniform suppliers. Items cannot be purchased elsewhere and then embroidered at these locations (iCopy, French Toast, and Ink N Stitch). Uniform bottoms may be purchased anywhere but must meet the standard uniform requirements. Again, we ask this only to help create complete uniformity throughout the school.

The guidelines in this handbook are meant to provide help for parents and students in selecting appropriate clothing for school. If a parent or student has a question about the dress code, please do not hesitate to call the school offices for clarification. Students who do not comply will be dealt with relative to the seriousness of the infraction. Sloppiness in appearance and immodest clothing may result in removal from the classroom until proper attire is acquired. Violations will result in additional disciplinary action.

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

### **General Appearance (All grades)**

Hair should be cut so that it does not hang in his/her eyes. It should be clean, appropriately styled, and should not call undue attention to the student. This includes the cut and color of hair. Boy's facial hair must be clean and neatly groomed. Uniform attire should be clean, pressed, without tears, frayed edges, or noticeable excessive wear. Belts must be worn when pants have belt loops. No hats, caps, or other types of headgear (including bandanas) are to be worn in the buildings unless medically required and approved by the administration. Also, as the weather cools and hoodies and sweatshirts are needed, they are to be VCA approved. No other school or team sweatshirt will be allowed.

### **Uniform Guidelines (detailed):**

#### **Pants (All Grades for Boys and Girls)**

- Uniform style
- Black, Khaki, Gray or Navy
- No faded or washed out style pants will be allowed
- No cargo pockets or pockets on the leg
- No low-rise cut pants and **not excessively tight**
- Pre-K and Kindergarten may wear pull-on (elastic waist) uniform style and color
- Belts must be worn with belt loops.

#### **Shorts (All Grades for Boys and Girls)**

- Uniform style
- Black, Khaki, Gray, or Navy
- Cargo pockets must be approved by administration
- From a kneeling position, the hemline must be no more than 3" from the floor, relaxed in fit, and **not excessively tight**.
- Pre-K- and Kindergarten may wear pull-on (elastic waist) Uniform style and color.
- Belts must be worn with belt loops.

#### **Skirts/Skorts (All Grades)**

- Plaid (Black and Crimson Red or Black and White, Blue & Red), Black, Khaki, Gray or Navy
- From a kneeling position, the hemline must be no more than 3" from the floor.
- All Grades – Black, Red or Navy modesty shorts must be worn under jumpers and skirts that do not have shorts built in them.
- Girls are allowed to wear leggings under skirt/skort and must still be within length guidelines.

#### **Polos/Oxfords (All Grades for Boys and Girls)**

- Black, White or Crimson Red & must have embroidered VCA logo
- Long or short sleeve; must be loose fitting
- All polos must be purchased from the approved vendors.

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**Dresses/ Jumpers (All Grades)**

- Plaid (Black and Crimson Red or Black and White), Black, Khaki, Gray or Red
- From a kneeling position, the hemline must be no more than 3” from the floor.
- All Grades – shorts must be worn under dresses and jumpers that do not have shorts built in them.
- Girls are allowed to wear leggings under dresses/jumpers, but must still be within length guideline.

**Sweaters/Vests (All Grades for Boys and Girls)**

- Sweaters: Black, Crimson Red, Black & White or Black and Crimson Red
- Vest Styles: Solid or VCA logo: Crew Neck, V-Neck, Pullover, Vest and Zipper Front

**Hoodies/Sweatshirts/Jackets (All Grades for Boys and Girls)**

- VCA embroidered or printed jackets in solid black, white, or crimson red
- VCA “team” warm-up jackets, hoodies, and sweatshirts will be allowed.
- Sweatshirts, hoodies, and jackets can be worn in the classrooms **as long as a VCA polo is worn underneath** with the exception of Free Dress Friday and Jean Day.
- Hoodies and sweatshirts may be purchased from an approved vendor.

**Coats (All Grades for Boys and Girls)**

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

**Undershirts (All Grades for Boys and Girls)**

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

**Tights/Leggings (All Grades)**

- Solid White, Solid Black, Solid Crimson Red, Solid Navy Blue, or Solid Gray
- School color patterned leggings.
- Leggings may only be worn under a skirt.

**Belts**

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

**Shoes (All Grades for Boys and Girls)**

- No backless style (house shoe/slippers) or flip-flops

- No shoes with heels or soles higher than 2”.
- No shoes with ‘squeaks’ or lights.
- **No Crocs or croc styles (including on Free Dress Friday)**
- Shoes shall be conservative in nature and should not draw undue attention to the student.
- Shoes must be appropriate for recess and Physical Education classes.
- Secondary students must have athletic footwear to wear during Physical Education classes.

#### **Jewelry (All Grades)**

- No necklaces longer than 18”.
- Jewelry should not call undue attention to the student.
- No rub-on tattoos, permanent tattoos, or other markings on the body of any kind are permitted.
- No body piercing of any kind with the exception of modest earrings for girls (no large gauge piercings)

#### **Ties/Scarves (All Grades for Boys and Girls)**

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

#### **Friday (Jeans Day for All Grades)**

- Jeans with holes are allowed (as long as the placement of holes is modest in nature), however there is to be no skin showing through the holes.
- Jeans must **not be excessively tight**.
- **No jean shorts may be worn**
- If jeans are not worn, then the student must be in uniform bottoms.
- Shirts must have VCA printed or embroidered.

#### **Free Dress Friday (All Grades)**

- This will occur the last Friday of every month and only when announced. Free Dress Fridays are at the discretion of the administration.
- Jeans/pants must **not be excessively tight**.
- Jeans with holes are allowed (as long as the placement of holes is modest in nature), however there is to be no skin showing through the holes.
- Students may not wear yoga pants, leggings, or pajamas.
- Students must follow the shoe policy.
- Students must follow the dress/jumper/shorts/skirt policy.

#### **Extracurricular Event Dress (All Grades)**

- A student’s dress and appearance at VCA events home and away should reflect Christian modesty and values.
- Students not reflecting these values will be asked to leave the event and will meet with the administration the next school day.
- Female students should not wear crop tops or short shorts to these events.

## Picture Day (All Grades)

Please ensure that students are present for picture days as that is when the pictures for the yearbooks will be taken. If students are absent on picture days, there is a high probability that students' pictures will not be included in the yearbook. Please make every effort to be present. Any additional special instructions will be provided by the administration as needed.

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

## Dress Code Violations

These are violations taking place within the school day/year:

- 1<sup>st</sup> offense = verbal warning
- 2<sup>nd</sup> offense = loss of a privilege & violation form sent home.  
EX: loss of recess, silent lunch, no off-campus lunch
- 3<sup>rd</sup> offense = phone call to parent/guardian in which the student must remain in the office until appropriate attire can be delivered to the school & violation form sent home.
- 4<sup>th</sup> offense = principal, teacher, parent and student conference.

**\*\*\*Additional disciplinary action may be taken that is not listed above.\*\*\***

**\*\*\*Please also note, signing out to go home for dress code violation will count as an unexcused absence from class.\*\*\***

## Expectation of VCA Families

All parents/students shall not speak negatively about any and all ministries associated with Victory Family Church, such as but not limited to Victory Christian Academy and Victory Kids Care, their leadership, other employees or departments publicly or privately while attending at Victory Christian Academy. Failure to comply in this area will lead to immediate dismissal.

All families are expected to be good representatives of VCA at home and away games. No foul language, rude comments, or insults from any family will be tolerated. Failure to do so will result in dismissal from games or possible future attendance.

## Forms of Discipline

The objective of any discipline is to see the student become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. Teachers will not discipline the entire class to address a problem, which only one, two, or a few students are having. The various forms of discipline used by VCA are listed below:

- Counsel with students
- Loss of privilege
- Written assignments
- Parental contact and conferences
- Paddling
- Behavioral Probation
- In School Suspension
- Suspension

- Expulsion

## **Counsel with Students**

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

## **Written Assignments**

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

## **Loss of Privilege**

Teachers may take a privilege away from a student when they have not corrected a behavior a teacher has verbally said to them multiple times.

The following are a list of privileges that teachers may take away based on school level.

Elementary Students:

- An elective
- Recess time (child may walk at recess)
- Hat Day
- Jean Day Friday
- Free Dress Friday
- Silent Lunch

## **Parental Contact and Conferences**

Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be allowed to impede the education of others.

## **Paddling**

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

## **Behavioral Probation**

When a student's attitude is not in accordance with the school's policies or principles, the administration may place that student on behavioral probation.

While on behavioral probation, if the student violates any part of the Student Code of Conduct, they may be suspended or expelled (dismissed).

## **In School Suspension (ISS)**

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

## **Suspension**

Suspension may be used as a disciplinary action for problems deemed by the administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Whether or not students are

allowed to make up work missed due to a suspension is subject to the administrator's discretion. In the event of suspension, all work should be gathered from the office and will be due at the time of return to school.

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

## **Expulsion and Dismissal**

Students may be dismissed from school when they fail to respond to corrections.

Teachers will document all behavioral problems that arise with a student. These records will assist the administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Actions, which show disrespect, dishonesty, rebellion or other negative attitudes, will be handled by the administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process. The following actions, at school or outside of school, may result in dismissal:

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

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

## **Hazing/Bullying/Harassment**

Hazing, harassment, and/or bullying of any student(s) at VCA will not be tolerated. Victory Christian Academy is dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals.

Any repeated, unwanted, aggressive behavior among school-aged students that involves a real or perceived power imbalance is considered bullying and will not be tolerated at VCA under any circumstances. The school also prohibits cyber-bullying (creating websites, instant messaging, e-mails, using camera phones, or other forms of technology to engage in harassment or bullying). As well as, any slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability is considered harassment and will not be tolerated at VCA under any circumstances.

We encourage our students to report any actual or suspected bullying or harassment activity among the students to the administration. No action will be taken against any person who makes a good faith report of suspected hazing, harassment, and/or bullying.

When school administrators are aware of an actual or planned bullying/harassment activity, the situation will be promptly investigated. Students caught will be dealt with swiftly and appropriately. Major violations may result in immediate dismissal from VCA.

## Honor Code

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

## Honor Roll

The following criteria are established for the elementary honor roll:

- Students who make all A's in all subjects for the six weeks period will qualify for the A honor roll.
- Students who make A's and B's in all subjects for a six weeks period will qualify for the A-B honor roll.

### Interpretation of Grades

A - Excellent  
B – Above Average  
C - Average  
F - Failing  
I - Incomplete

90-100 = A  
80-89 = B  
70-79 = C  
Below 70 Failing

### Interpretation of Conduct Grades

E – Excellent  
S – Satisfactory  
N – Needs Improvement

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

## Illness

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

## Infectious Diseases

Admission of Continued Enrollment of Students with Infectious Diseases

God deals with us individually (I Corinthians 15:10); therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion,



the behavior, neurological development, and physical condition of the student. Because we have a responsibility to protect all of our children, the expected type of interaction with others in the school environment, and the possibility of contagion will likewise be considered in this decision.

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

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

## **Placement**

First consideration should be given to placing the infected student in the regular educational setting consistent with the appropriate precautions needed to avoid infecting others. An infected student unable to attend classes as determined by screening committee, supported by appropriate facts and rationale, shall be recommended by the school administrator to secure alternative instruction.

Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law. All persons with infectious diseases deserve our compassion.

## **Communicable Childhood Diseases**

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

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

## **Immunizations**

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

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

Any student who fails to maintain current immunizations shall be excluded from school until such time immunizations comply with requirements. Elementary Student/Parent Handbook 06/01/09DSHS (Department of State Health Services) rules that specify immunization requirements for school entry have currently undergone review with resulting changes for Kindergarten and 7th graders. Rules for K – 12 can be found at <http://www.dshs.state.tx.us/immunize/school/>. The easily read chart is at <http://www.dshs.state.tx.us/immunize/docs/school/6-14.pdf>.

## **Kindergarten Graduation**

Victory Christian Academy holds graduation exercises for the kindergarten students.

## **Making Up Absence for Credit:**

Students who are not present 90% of class time in any semester, in accordance with accreditation requirements, are at risk of losing credit. Students that exceeded 10% of missed days (9 days per semester) will be reviewed by an attendance committee that will decide how many hours a student must regain to earn credit. Students will be able to regain credit before and/or after school, or Saturday school for attendance credit recovery. Parents and students will meet with administration once they exceed 10% of absences (excused or unexcused).

At the discretion of administration, elementary students may have to make up an hour per day they have missed once they have exceeded 9 absences. Credit recovery will be scheduled by administration after school, Saturday school, or over the summer. Assignments or activities to be completed during credit-recovery will be at the teachers' discretion. There will be a fee of \$50/hr.

## **Medication Policy**

### **Non-prescribed Drugs**

Students should not bring any medication to school unless it is absolutely necessary.

If a student must bring a non-prescribed medication to school, i.e., Tylenol or an antihistamine, the parent must send a note with the student explaining the reason for the medication and instructions to the teacher for administering the medication.

The student may only bring one dose. The medication must be sealed in a clear plastic baggie and turned in to the office. No student may give medication to another student. If a student gives medication to another student, all privileges to take any medication at school will be forfeited plus further disciplinary action will be taken.

### **Prescribed Drugs**

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

## **Personal Property**

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

**Cell phones/ Smart Watches** - Victory Christian Academy is a cell phone/smart watch free campus. It is our desire to have an uninterrupted learning environment at Victory Christian Academy. Students are not permitted to call or text other students or parents while they are at

school. Any VCA student who uses cell phone/ smart watch for text messaging to harass, tease, or spread harmful or illegal statements or materials about other students, staff, or parents, or who uses text messaging to cheat, will be subject to disciplinary action, which may include suspension from school. The same standards that apply to internet usage apply to cell phones and other electronic devices.

Therefore, students are not allowed to use or have cell phones/smart watches out during the school day. This includes lunchtime and other free time the student may have during school hours. Cell phones/smart watches must be turned off before entering the building and left in their locker or backpack until the end of the school day (after 3:00 PM). Students should not keep phones/watches in their pockets, jackets, or hoodies.

Students who violate this policy will have their cell phone/smart watch confiscated and charged a \$25 fine for the first offense. The fine will increase by \$25 dollars for each additional offense. The student's cell phone/smart watch will only be given back to the student's parents after the fine has been paid.

The front office has a phone students can use if they need to contact their parents. **Parents, please do not call or text your child's phone during school hours.** In case of an emergency, please contact the school office and a message will be delivered immediately (940-626-4730).

A smart watch is a device that allows students to have access to their phone from their wrist using Bluetooth. Apple, Samsung, Google, LG, Fitbit, and VTech watches are a few examples of watches that allow these types of access. We will evaluate each student's smart watch to determine if they should be allowed to be worn in the school building. These watches are prohibited in use during school hours. Watches will no longer be allowed to be placed into "school mode" in order to be worn during the day.

### **Cell Phone/Smart Watch Exemptions**

Medical exemptions for the use of phones and/or other smart devices will be handled on a case by case basis. Once parents have notified the school about the necessity to have the device(s) available for use, VCA leadership will ensure that the student's teachers are made aware of their permission to use the device(s). If that student is found to be misusing the device and not using it in the way it is intended for medical purposes, a meeting with the student and parents will be scheduled by administration.



## Promotion/Retention

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

**Kindergarten to 2nd Grade** – teacher recommendation based upon one or more of the following:

- Personal observation
- Below grade level performance in academic subjects
- Below grade level on developmental testing
- Social/emotional immaturity

**3rd Grade-5th Grade** – teacher recommendation based upon one or more of the following:

- Failure of two or more academic subjects
- Grade levels of 1.5 points below the norm in standardized testing in total reading or total math
- Social/emotional immaturity

## Placement

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

## Public Displays of Affection

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

## Photographs and Video Images

Victory is authorized to use and publish video and/or photographs of students and/or parents/guardians, which may be included in any editorial, trade, advertising, or other medium at the sole discretion of Victory without restriction, limitation, or specific prior consent. These video or photographic images may be published on the internet.

Contact the school office immediately if you would like to sign a waiver to not use your student or family photos in any way at Victory Christian Academy. This will also mean that your student will not be featured in the school yearbook.

## Release of Students

Only a child's parents or those persons whose names are on regulation forms in the school office will be allowed to pick up a child. If a parent, a relative, or a friend other than the custodial parent picks up a child either at the end of the day or during the day, please let the school office or the child's teacher know in writing who that person will be. This person should be on our approved list in the office. **ANYONE OTHER THAN THE CUSTODIAL PARENT MUST SHOW IDENTIFICATION.**

Anyone picking up a student, whether the custodial parent or a substitute, must come to the school office and ask the office staff to get the child. If a parent is taking a child out of school early, he/she is to come to the office and sign the student out.

It will be necessary if the student returns the same day for a parent to sign him or her back into the school.

## Sexual Harassment

### Abuse or Molestation

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

### Sexual Harassment

Victory Christian Academy will not tolerate sexual harassment of employees, students, or parents. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments, which create a hostile or offensive work, study, or learning environment. Sexual harassment from teachers, students, supervisors, co-workers or others who visit VCA should be reported immediately to **Scott Stanford, administrator.**

### Sexual Exploitation

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

### Sexual Morality

Because of Victory's belief that any sexual practices and lifestyles apart from that expressed in the marital union of one man and one woman are contrary to God's plan, and, in fact, antithetical to the mandates and teachings of the Christian scriptures regarding personal living and conduct (Gen. 2:24, 19:5, 13, 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6-9; I Thess. 4:1-8; Heb. 13:4), the school will not admit students who engage in or condone any form of homosexuality, lesbianism, bisexuality, transgenderism or any other sexual immorality. Also, the school will not make the facilities, property, or staff members available to any persons or organizations that engage in, espouse, or encourage others in such practices. Victory Christian Academy retains the right to refuse enrollment to, or expel, any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/or is a practicing homosexual/bisexual, identifies as a different gender from their biological one, as well as any student who condones, supports, or otherwise promotes such practices (Lev. 20:13; Rom. 1:27).

## School Hours

School begins promptly at 7:55 AM for all grades and will dismiss at 2:55 PM for Pre-K. Kindergarten through Fifth grade will dismiss at 3:00 PM.

## School Logo Usage Policy

All VCA logo usage (including our Patriot head, Crest, Seal, and Block V) must be approved before use. This includes digital/print media, printed materials, and apparel. There should be no social media accounts created in the name of VCA without permission from Administration. This includes Class Facebook Groups.

## Standardized Testing

Students in Kinder-5<sup>th</sup> grade will be required to take Renaissance STAR early literacy (kinder-2<sup>nd</sup> only), reading, and math 3 times a year.

## Student Code of Conduct

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

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

## Visitors

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

## Volunteer Hours for Families

All parents with students in extracurricular activities, including youth sports and junior FFA, are required to serve a minimum of up to 3 times per year, per sport/organization. The coach/sponsor will give specific instructions as to how many times are needing to be served. We regularly need parent volunteers to work entry gates, concession stands, etc. Notifications will be sent from the school when volunteer opportunities are needing to be filled.

## Weather

In the event of inclement weather, parents should tune to television station channel 4 by 6:30 AM for a school-closing announcement. VCA will generally follow the Bridgeport and Decatur ISD weather closing policies. Every attempt will be made to post school closing information on the VCA website, Facebook, and via text message.

## Withdrawal Policy

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

tuition. If a student withdraws from VCA to home school, they will not be allowed to participate in any extra-curricular activities at VCA.