



Secondary

Student/Parent Handbook

2023-2024

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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."

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."

General Information:

Attendance

In order to adequately complete the educational process for each student, a student must have good attendance in school. The State of Texas requires all students to be in attendance at school 90% of the time (9 unexcused absences). Unnecessary absences or tardies inhibit the student's opportunity to succeed in his or her studies. It also indirectly encourages the development of poor habits toward his/her work obligations. 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 via phone or email to notify her of the absence. She can be reached at 940-626-4730 or 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 must be received not later than 3 business days from the onset of 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), up to four days of college visits for juniors and seniors with prior administrative approval, court appearances. Events that are considered school sponsored activities will be considered excused absences and will not count against the student. These activities included: sporting events, FFA/4H, Choir, and other classes of that nature.

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/nails
- 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
- Work release issues
- Returning late from lunch

Tardiness

Students at VCA are expected to be in class on time. A student is considered tardy if he/she is not seated in his/her class by 7:55 AM. We have a tardy policy in place to teach the VCA students the importance of promptness. The purpose of this policy is to train our students to become successful adults. All tardies are considered unexcused unless 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.

Additional Attendance Information

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 doctor's 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 unexcused absences will count towards minimum attendance requirements.

Cell phones/ Smart Watches

It is our desire to have an uninterrupted learning environment at Victory Christian Academy. Students are not permitted to call or text other students 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, backpack, and car until the end of the school day (after 3:20 PM).

Students who violate this policy will have their cell phone/ smart watch confiscated and charged a \$25 fine for each 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 unless given permission for athletic use.

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.

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 Friday's for 6th-12th grade. 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.

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

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. 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.

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 - 12th 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. Students are to remain on campus throughout the school day with the following exceptions:

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

Please Note: A student who leaves the school grounds without authorized permission shall be considered truant and will have immediate consequences at the discretion of administration.

College Days 11th-12th Grade Students

Students that are currently in the 11th and 12th grade will be allowed three college days per year to attend college campuses. These days will count as excused absences. All days must be approved in writing a minimum of three days prior on the College Day Request Form available from the high school counselor or on our school website. Students must meet academic eligibility requirements to be eligible to use these days. The College Request Form must be completed by the college that the student attended and turned in to the counselor on the following day. Failure to turn in form will result in an unexcused absence and late work policy will apply.

Communication

Regular communication between school and home is vital to the success of students. The following are ways to stay in touch with what is happening at VCA and to communicate with your child's teacher:

- Ensure that you are receiving regular messages from the school by making sure that your phone number(s) and email address are up to date. Always check your email 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.
- The VCA newsletter will be sent out weekly to parents/guardians and posted on our website and social media.
- Attend Meet the Teacher whenever possible. This 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, drop off supplies, and gather important information about the school year from your child's teacher(s). Teachers may have other methods of communication they will regularly use.
- Parents are always welcome to request and schedule a conference with the teacher at any time during the school year.

Community Service Hours

Starting with the Classes of 2024, 2025, & 2026, All high school students are required to complete 15 hours of community service per year. The Class of 2023 must have a total of 25 hours by March 1st of Senior year. Students who have completed 8th grade going into 9th grade may not start community service hours before the fall of their freshmen year. All community service logs/ hours are to be turned in to the counselor for verification.

Computer Access

Students currently in the 6th-12th grade will be permitted to bring a laptop (PC/MAC ONLY) for school use only (See below for minimum requirements). Students will utilize technology as a resource to support the mission of VCA. We expect students to use technology in a manner that is appropriate, safe, kind, and in a way that honors the Lord Jesus Christ. This policy is a guideline that students are expected to follow when using technology on the VCA campus.

1. The wireless network is intended for educational purposes only.
2. VCA staff members will monitor all activity used on the network.

The following activities are not permitted during school hours:

- Social Media
 - Youtube, Netflix, Hulu, Prime, or any other forms of video entertainment (may only be used for educational purposes with teacher discretion)
3. Godly behavior is expected online as well as offline.
 4. Misuse of school property or resources can result in disciplinary action.
Although VCA makes all attempts to provide and ensure students' safety online, VCA will not be held liable for harm or damages as a result of the use of school technology.

Minimum Requirements for Laptops/PC:

- o Windows 7 or Above
- o Mac OS X or Above
- o Up to Date on OS Patches
- o Antivirus Software with Latest Definitions
- o Internet Explorer 7 or Higher or Firefox/Chrome with Automatic Updates Enabled
- o Password Protected

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 (ISS)
- Suspension
- Expulsion and Dismissal

Counsel with Students

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

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 is a sampling of common privileges that teachers could take away:

- Silent Lunch
- Hat Day
- Jean Day Friday
- Free Dress Friday
- Off-Campus Lunch- Juniors and Seniors Only to be served the next school day

Written Assignments

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

Parental Contact and Conferences

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

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.

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, The Shop, 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.

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. Shirts must be tucked in and a belt worn. No hats, caps, or other types of headgear (including bandanas) are to be worn in the buildings unless medically required and approved by the administration. Also, as the weather cools and hoodies and sweatshirts are needed, they are to be VCA approved. No other school or team sweatshirt will be allowed.

Uniform Guidelines (detailed):

Pants (All Grades for Boys and Girls)

- Uniform style
- Black, Khaki, Gray or Navy
- No cargo pockets or pockets on the leg
- No low-rise cut pants and **not excessively tight**
- Pre-K and Kindergarten may wear pull-on (elastic waist) uniform style and color
- 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/Skort (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 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.

Dresses/ Jumpers (All Grades)

- Plaid (Black and Crimson Red or Black and White), Black, Khaki, Gray or Red, and Navy Jumpers only and must have embroidered VCA logo.
- 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: 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 or flip-flops type shoes.
- 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 loops are allowed and earrings must be worn in the lobe only.

Ties/Scarves (All Grades for Boys and Girls)

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

Friday (Jeans Day for All Grades)

- 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 or leggings.
- 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.

Victory Christian Academy's Formal Dress Code

It is our goal to maintain integrity and formality of all formal events. If any student is not appropriately dressed, they will be turned away at the door. Modesty is the key to dressing to please the Lord and is a guideline of Victory Christian Academy.

Formal Attire for Gentlemen:

Gentlemen should keep these things in mind:

- Suit jackets and ties are required
- No baseball caps, hats, bandanas, or sunglasses may be worn in the building
- Facial hair must be well groomed
- No tennis shoes or athletic shoes
- Shoes must be in good, clean condition

For Cowboy Tuxedo, please adhere to these guidelines:

- Clean, starched jeans (denim or black) with no holes, rips, or tears in the fabric
- Sport coat/blazer, suit jacket, or tuxedo style jacket
- Long-sleeved, button-down shirt
- A belt is recommended
- Boots are recommended
- Neckwear: Necktie, bolo, bowtie, ascot, cravat, etc. (optional)
- Vest (optional)
- Cowboy hat (optional)

Formal Attire for Ladies:

Ladies are expected to wear dresses. With modesty in mind, please adhere to the the following formal dress code guidelines:

- Strapless dresses will be allowed, but they do not need to be cut low or show any cleavage
- Slits in dresses are not to exceed mid-thigh or above longest fingertip

- Dresses may be backless as long as they are not cut below the naval or middle of the back
- All see-through fabric must have other fabric underneath
- Dresses with side cut outs will not be allowed
- 2-piece dresses will be allowed only with administrator approval
- No flip-flops

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.

Please note: VCA administration reserves the right to make certain judgments concerning dress code that may not be covered in the handbook. If you have any questions, it is HIGHLY recommended that you get in touch with an administrator prior to purchasing anything that may be questionable in regards to any part of the dress code.

Dress Code Violations

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

- 1st offense = verbal warning
- 2nd offense = loss of a privilege & violation form sent home.
EX: loss of recess, silent lunch, no off-campus lunch
- 3rd 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.
- 4th 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.

FACTS Portal:

Students and families have access to a wonderful tool for tracking student grades. If you are not already utilizing this valuable resource, please contact the front office for directions on how to gain access. Students with a compatible device and parent permission are able to have a student log-in. All families are expected to have at least one person with access to the FACTS grade portal.

General Lettering Requirements for Sports/Extracurricular

- The athlete must attend all games and practices, except when cleared by the coach.
- After an athlete has made a varsity team, he/she must complete an entire season, including post-season tournaments and playoffs.
- Any student who does not finish a season by his/her own choice or by his/her parents' choice is ineligible to letter.
- If an athlete loses academic eligibility during the season, it will be up to the coach whether the athlete's contribution to the team was significant enough to justify lettering in the sport.
- Any athlete who is unable to finish a season, for disciplinary reasons, will be ineligible to letter.
- If an athlete is injured during the course of the season, it will be up to the coach whether the athlete's contribution to the team was significant enough to justify lettering in the sport.
- Athletes must earn a minimum grade of 80% in athletics
- 8th grade students are ineligible to earn their letterman jackets.
- The following are sport specific guidelines for letting:
 - Football: Play in 3 varsity games in one season.
 - Basketball: Participate in 5 varsity games in one season.
 - Volleyball: Participate in 5 varsity games in one season.
 - Cross Country: Participated in 2 varsity meets plus the district meet.
 - Track: Score 10 points in varsity meets during one season or place in the district meet.
 - Golf: Advance beyond district.
 - Baseball: Participate in 6 varsity games.
 - Softball: Participate in 6 varsity games.
 - Cheer: Perform as a Varsity cheerleader in 3 games
- The following are extracurricular specific guidelines for letting:
 - Yearbook: Serve as an active member for 2 years
 - National Honors Society: Serve as an active member for 2 years
 - Class Officer: Serve as an active member for 3 years
 - FFA: Serve as an active member for 2 years or place in the top 3 in area

If Applicable

- Art: Participate 2 years and compete at TCAF contest and place top 3
- Drama Club: Participate 2 years and participate in 2 shows

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.

High School Class Officers

Each spring there will be a class election held to determine class officers for the following school year. There will be several announcements made and very important timelines given in relation to the election.

Offices that students may run for include:

- President
- Vice President
- Secretary
- Treasure

REQUIREMENTS

Any student running for class officer must meet the following requirements to be placed on the ballot. The following are requirements for consideration in order to run for office:

- Have a 75 and above in all classes
- No more than 3 tardies in each 6th weeks
- No more than 9 absences per semester in any class
- Have no major discipline offenses or suspensions
- Be in current standing in class dues
- Make at least 3 campaign posters
- Have 2 teacher endorsements

Homecoming Court

The homecoming court will be voted for 2-4 weeks prior to the homecoming game. One girl from the freshmen, sophomore, and junior class will be chosen to represent their classes as their princess.

All seniors will be placed on the ballot and will be eligible to run for king for the boys and queen for the girls as long as there are no academic or discipline issues. The top two most voted boys and all senior girls will be eligible to walk at the homecoming game until such time the class exceeds 10 girls. Once a class exceeds 10 girls, administrators will notify students of the process that will be followed.

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.

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

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 the 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.

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 chickenpox), 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>.

Lockers

Students have the option to sign up to use a locker in the middle or high school buildings with the following guidelines being practiced:

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

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.

Mrs. Sara Byrd 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.

Off Campus Policy for Lunch

VCA offers off campus lunch to only juniors and seniors effective in the 2023-2024 school year. Due to the increasing number of student drivers and for safety purposes, Freshmen and Sophomores (even with driver's license) will no longer be able to participate in off campus lunch. Juniors and Senior drivers are not allowed to bring outside food back to campus.

The high school lunch period is 12:30pm-1:10pm. The off campus lunch policy can change at any time. The student is required to be at their next period class on time, which begins at 1:15pm. Students will be responsible for signing out and in from lunch. If a student is tardy 3 times, they will forfeit all open campus privileges. See the Student Driving Regulations of the handbook concerning the transportation of other VCA students.

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.

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.

Prom Fundraiser Policy

All VCA high school classes are responsible for raising funds for prom. The junior class is responsible for raising the funds for both their class and the senior class. Each student is required to help their class in all fundraisers to earn their free ticket to prom.

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.

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.

School Hours

Students may be dropped off at the VCA campus beginning at 7:30 AM. School begins promptly at 7:55 AM for all grades. Students in 6th grade will dismiss at 3:00 PM and 7th-12th grade will dismiss at 3:20 PM. All secondary students must be picked up by 3:30 PM.

Penalty for Late Pick-up:

6th-12th grade

All students must be picked up from the VCA campus no later than 3:40pm. 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.

Sports - Athletes

All athletes must be picked up from the VCA campus no later than 10 minutes following practices or games. If you are late, you must contact the coach. If the coach 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.

School Logo Usage

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.

Senior Work Study

We offer the opportunity for our high school seniors to begin a part-time job while still in high school. These jobs will sharpen skills that are important once they have arrived at their chosen career and will allow them to be successful. With that being said, student academic career comes first. Below we have outlined our expectations of our students and the consequences for not meeting them.

General Expectations of the Work Study Program (there are additional guidelines described within the Work Study Packet):

- Maintain a 70% or above in all classes.
- Turn in the work log to be signed by an employer and given to the administrator at the end of each six weeks.
- Attend all classes and be on-time.

Consequences:

Failing a class will result in steps outlined in the Work Study and academic probation policy. Failure to turn in the work log, attend class, or excessive tardies may result in dismissal from the work study program.

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**.

- **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 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).

Sports Events/Practices

There will be no pets allowed at practices or sporting events on VCA/VFC campuses.

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.”

Student Driving Regulations

Driving to school and parking on campus is considered a privilege at Victory Christian Academy. Student drivers will be required to get a parking permit and have it displayed in their vehicle. Driving rules and regulations must be followed at all times or the permit will be revoked. **NO EXCEPTIONS!**

1. The student driver must apply for a parking permit. They must submit a copy of their driver's license, registration, and copy of insurance.
2. If a student must drive a different vehicle than what is registered with the school, the student is responsible for having their rearview mirror permit visible in the new vehicle. If the permit is not present, the student is subject to a \$20 fine.
3. Non drivers leaving with drivers must have parent permission before leaving campus.
4. Students will lose parking privileges if found leaving school without authorization.
5. Student drivers will maintain academic eligibility. If a student becomes academically ineligible their permit will be revoked until eligibility is restored.
6. The student driver will only park in the designated student parking area. Students will not be allowed to park in faculty or volunteer parking areas.
7. Students are not to return to their vehicles during school hours without specific permission from a faculty member or administrator.
8. Punctuality and good attendance are necessary to maintain parking privileges. Habitual lateness and/or absences will be grounds for revocation of that privilege upon administrative discretion. Please refer to the Tardy Policy in the Student Handbook.
9. The student driver will drive carefully and cautiously on school grounds at all times and will park their car immediately upon arrival. Students will vacate their vehicle immediately upon parking. Loitering in vehicles is grounds for revocation of the parking privileges.
10. Please note that all vehicles are subject to be searched while on school property. Students are responsible for ensuring all contents in their vehicle adhere to VCA school policy.
11. Permits will not be issued to students that have any outstanding balances or fees.
12. **Cost of each permit is \$20.00.** If the permit is lost, then the student is responsible for purchasing a new one.
13. **Effective August 2023, only Juniors and Seniors, who are in good standing, will be permitted to participate in off campus lunch (see off campus lunch policy).**

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

All parents with students in extracurricular activities, including youth sports and junior FFA, are required to serve at the discretion of the coaches or advisor. Families may opt out of serving by donating \$250 dollars to the school.

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.

Academic Information:

Academic Advisement/Warning/Probation

Student academic progress will be reviewed every three weeks. Any student with a 69.4% grade in any class will be placed on either Academic Advisement, Academic Warning, or Academic Probation. VCA is a college preparatory school and has high academic expectations of each of its students. Parents will be notified of a student's placement on Academic Advisement, Academic Warning, or Academic Probation by a letter from administration.

The Guidance Counselor will meet with students who receive multiple failing grades in any course to devise a plan for making up the course. Students are required to remediate any failing grade in order to graduate from Victory Christian Academy. Remediation of failing grades should take place the semester or summer following the grade report.

Academic Advisement

Academic Advisement is designation for students whose grades show a 75% or below on the 3-week progress report. Students on Academic Advisement may meet with the counselor once a week to discuss grades and how to maintain passing by the end of the six weeks. If a student is failing a class, they will be required to attend 1 hour tutoring session until the grade is up to a 75%. If students are on academic advisement more than 2 times they will be placed on Academic Warning.

Academic Warning

Academic Warning is a designation for students whose grades show 69.4% or below at the six-week grading period in one class. A student who earns a 69.4% or below on the six-weeks report card in one class will be placed on Academic Warning for the next 3 weeks. A student does not need to be on Academic Advisement to be placed on Academic Warning.

Academic Warning requires a student to:

- Attend a meeting with their parents, counselor, and administrator at the beginning of the probationary term.
- Attend two hours of tutoring per week either at or outside of Victory Christian Academy and a record of tutoring will be reviewed each week.
- Failure to attend tutorials will require 1-5 hours of detention for \$50 dollars after school or lunch study session.
- Meet with the VCA counselor regularly to review online grades, discuss the current academic standing, and to develop an academic plan for successful improvement.
- Students will not participate in extracurriculars until passing of the 3 - week progress report.

Academic Probation

Academic Probation is designation for students who received two or more grades below 69.4% or end two consecutive six-weeks grading periods on Academic Warning. A student on Academic Probation must complete the same requirements as Academic Warning and may be asked to add additional tutoring hours.

Students on Academic Probation may not participate in athletics or co-curricular activities. Any student who wishes to attend Victory Christian Academy- sponsored activities such as field trips, prom, dance, etc. while on Academic Probation is required to write a letter to the administrator. This letter should include which school-sponsored event the student is attempting to attend and what progress they have made towards improving their grades. This letter should be submitted two weeks before the sponsored event.

The final decision as to whether a student will be allowed to continue as a Victory Christian Academy student after being placed on Academic Probation for two consecutive six-weeks will be made on a case-by-case basis.

Academic Requirement for All Extracurricular Activities

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

All junior high and high school students will be required to have passing grades in all subjects at the end of each six weeks. Any student with a grade lower than 70% at the end of the six-week grading period will be placed on **academic probation** and will be ineligible to compete in their activity for the next three weeks. After the three-week period is over, the student's grades will be reviewed. If the student is passing all classes, he/she will be released to participate in the current extra-curricular activity. If the student has an average below 69.4% in any course, he/she will be ineligible until the end of the next grading period.

Once progress reports are completed at the 3 week grading period and a student is 75% or below in any subject, that student will be required to have a minimum of one hour of tutoring per week until the grade is above a 75%.

These students must also maintain good attendance at school as well as at practice in the activity that they are participating in. If the student has extensive absences from school totaling more than 10% of the required school year attendance, then that student will be reviewed by the administration for possible removal from that activity. Not only will the student be required to maintain good grades and attendance, but he/she must also maintain a positive,

respectful attitude and display behaviors that glorify God. If a student has a conduct grade that is unsatisfactory, then that student will be reviewed by the administration for possible removal from the sport or activity.

In addition and per TCAF Policies for Athletics Academic Eligibility Periods:

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

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.

Class Rank

Victory Christian Academy is a non-ranking school. However, the top 10% of juniors and seniors are ranked for the purpose of automatic admission to Texas public colleges and universities. Class rank for the top 10% will be available at the beginning of the junior year, the beginning of the senior year, and after the fall semester of the senior year. Final rank for Valedictorian, Salutatorian and top 10% will be announced at the end of the 5th 6th weeks. Class rank is calculated using the weighted 4.0 GPA scale. The top 10% rank is released on transcripts in August of the senior year. Only students who attend VCA the entirety of their 10th, 11th, and 12th grade years are eligible for the Valedictorian and Salutatorian designations.

The following procedures will be followed in the event of a tie for Valedictorian, Salutatorian or top 10% using the weighted 4.0 scale starting in August of the senior year:

1. GPA on the weighted 4.0 scale will be calculated to the third decimal point (thousandths place). In the event of a tie,
2. The weighted 100-point GPA will be considered to two decimal points; if still a tie,
3. The highest SAT or ACT test taken to date will determine position/rank.

Students that score 1300 or higher on the SAT will have that designation placed on their transcripts.

Grades for all courses taken in the 9th – 12th grades will be used in figuring class rank except:

1. Grades from correspondence schools.
2. Grades transferred from another school for which VCA does not have an equivalent.
3. Grades from a community college (other than the dual credit classes offered at VCA).
4. Credit by exam.
5. Grades from home school.
6. Grades from schools that are not accredited.

Credit Recovery

Students who are not present 90% of class time in any semester, in accordance with Texas State law, are at risk of losing 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 unexcused 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. Once a student has missed 9 class periods, they will be required to make up 1 hour per class missed in excess of the 9. For example: if a student misses 11 History classes, they will be required to make up 2 hours for a total fee of \$100. This policy is based on unexcused absences and per subject.

Degree Plans

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

Standard Degree Plan

2 - Foreign Languages
Basic High School Courses

Distinguished Degree Plan

3 - Foreign Languages
Take all honor courses offered (starting with the Class of 2025 & 2026)
Successful completion of dual credit courses offered through VCA.
Pass all 3 Sections of the TSI by the Fall of Senior Year (or demonstrate TSI exemption through SAT or ACT scores)

Distinguished Graduation Plan

Students desiring to graduation on the Distinguished Graduation Plan must meet several criteria:

1. Students must take three years of a foreign language, increasing their total minimum graduation credits to 27.5 credits.
2. Students must take all of the dual credit courses available to their graduating class. If a dual credit course is offered on the VCA campus or the arrangement is made for the course to be taken as a group at Weatherford College Wise County, it will be a requirement on the VCA Distinguished Graduation Plan.
3. Starting with the class of 2025 and 2026, students on the Distinguished Graduation Plan will be required to take the honors/advanced courses offered at VCA.

Dual credit and honors/advanced course offerings may vary from year to year due to the size of the class, availability of VCA teachers or WC instructors, and the coordination of schedules with Weatherford College. A Dual Credit Commitment Contract will be signed annually by parents and students enrolled in dual credit classes. A student taking dual credit or advanced/honors courses is considered to be on the Distinguished Plan until they opt

out, with parent permission. VCA administrators will review transcripts of students who transfer into VCA after EDUC1300 has been offered to determine if the Distinguished Plan will be available to them.

Dual Credit Offerings

VCA partners with Weatherford College Wise County, hereinafter WCWC, for dual and/or college credit classes. All courses require students to pass the TSI (Texas Success Initiative) test for college placement. All VCA classes offered through WCWC will be in the Fall and Spring during the current school year. Any summer or independent study/online classes taken will not count as a dual credit for VCA or in GPA. Students must maintain a VCA 3.0 GPA overall and be passing all classes to be eligible for dual and/or college credit courses (current, and for the next school year.)

Freshman and/or Sophomores – two dual credit classes are offered: EDUC 1300 and MUSI1306 (Music Appreciation). They are required to be taken on the VCA campus with face-to-face instruction. It is recommended that EDUC1300 be taken prior to other college courses and as a requirement for the Distinguished Graduation Plan.

VCA juniors and seniors may be offered the opportunity to attend classes on the WCWC campus if there are not enough VCA students to offer the class at the VCA campus. Close communication will take place between WCWC and VCA as the student will be earning dual enrollment credit: both high school and college credit for the WCWC course. These courses must be face-to-face (not online) and require the approval of the VCA administrator and/or counselor. Additional dual and/or college credit offerings may be made available to high school students when staffing and/or scheduling permit. When a course is offered to all and taught on the VCA campus face-to-face, it will count as dual credit (both high school and college credit) and will count as a weighted course in GPA. Students, parents and the counselor will sign a Dual Credit Commitment Contract each year that dual credit courses are taken.

GPA for grades 9-12

GPA for students entering grade 9 will be calculated with the following GPA grading scale. (Classes taken in 8th grade for high school credit will be included in the high school GPA.) College classes taken during the summer or independently from VCA will not be included on the high school transcript or in the high school GPA.

<u>GPA Scale for Profile and Handbook</u>				
GPA Scale for those entering VCA High School 2018-2019 and after				
	Regular	Honors/Adv	PreCal/	
			Dual Credit	
100=	4	4.5		5
99=	3.9	4.4		4.9
98=	3.8	4.3		4.8
97=	3.7	4.2		4.7
96=	3.6	4.1		4.6

95=	3.5	4	4.5
94=	3.4	3.9	4.4
93=	3.3	3.8	4.3
92=	3.2	3.7	4.2
91=	3.1	3.6	4.1
90=	3	3.5	4
89=	2.9	3.4	3.9
88=	2.8	3.3	3.8
87=	2.7	3.2	3.7
86=	2.6	3.1	3.6
85=	2.5	3	3.5
84=	2.4	2.9	3.4
83=	2.3	2.8	3.3
82=	2.2	2.7	3.2
81=	2.1	2.6	3.1
80=	2	2.5	3
79=	1.9	2.4	2.9
78=	1.8	2.3	2.8
77=	1.7	2.2	2.7
76=	1.6	2.1	2.6
75=	1.5	2	2.5
74=	1.4	1.9	2.4
73=	1.3	1.8	2.3
72=	1.2	1.7	2.2
71=	1.1	1.6	2.1
70=	1	1.5	2
69 and below	0	0	0

Honor Roll

The following criteria are established a student to earn 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

Late Work Policy for Grades 6-12

At Victory Christian Academy, we expect all students to work hard and turn all assignments neat, complete, and on time. We recognize that from time to time, situations will arise. We will adhere to the following policy regarding late work:

- Each student will have one grace assignment, per subject, per year. If a student does not have his/her assignment at the time it is due, they will turn that assignment in the following class period for a deduction of 20%. If it is not turned in, a grade of zero will be put into the gradebook.
- The teacher will document the student has used the grace assignment for that class and the teacher will contact Mrs. Williams.
- Mrs. Williams will then fill out the appropriate documentation and make contact with the parent.
- Any future assignments in that class that are late, will result in a grade of zero.

Make Up Work Policy for Grades 6-12

It is the parents' responsibility to contact the principal and teacher(s) if a student will be out for an extended period of time. Students who demonstrate a consistent pattern of absences for tests, quizzes, or projects will be referred to the principal.

- **Homework/Daily Assignments:**

Unplanned Absence: It is the student's responsibility to collect missed homework/daily assignments from individual teachers when they return to school from an unplanned absence. A student has the same number of class sessions to make up a homework/daily assignment as the number of class sessions they were absent. Ex: absent two class sessions, two class sessions to make up the work. The Late Work Policy applies to make up work due to unplanned absences.

Planned Absence: Any assignment due on the day(s) of a planned absence **MUST** be turned in **prior** to the absence. This includes but is not limited to any school-related activities (sports, field trips, college visits, etc.). The student must confer with their teacher before the absence and submit assignment(s) prior to the absence. Major assignments (for example: long-term projects, term papers, take-home quizzes, etc.) due on a day a student is absent are still required to be turned in to that teacher by the beginning of class on the day that it is due.

- **Major Projects/Assignments:**

If a student is absent (planned or unplanned) on days that major assignments or projects are due (research papers, etc.), it is the student's responsibility to make arrangements to have the work turned in by the beginning of class on the day that it is due. Failure to meet this requirement will result in a 10% grade reduction per calendar day.

- **Test:**

Unplanned Absence: If a student is absent for a test, they must take the test within two school days (exceptions may be made on a case-by-case basis). Failure to meet this requirement will result in a 10% grade reduction per school day. If a student was absent only for the review session before the test, and no new material was given, they must take the test at the regularly scheduled time.

Planned Absence: If a student knows in advance that they will be missing a scheduled test, before the planned absence occurs, they must schedule a date to take the test. The test may be taken (upon teacher discretion) before or after the original date. This includes absences for school-related activities. Failure to meet this requirement will result in a 10% grade reduction per school day.

****Students who demonstrate a consistent pattern of absences for tests, quizzes, or projects will be referred to the principal.****

Promotion/Retention/Placement

If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teachers, and administration.

Retention: The general guidelines for retention are as follows:

6th Grade-8th 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

9th-12th Grades: VCA High School students who fail a course will be required to repeat that course in the following summer or no later than the next semester. If the average of two semesters of a year-long course is at least 70, recovery is not required. Courses will be repeated through independent study using the same course curriculum and expectations, with pacing, grading, and supervision by the course teacher of record. The repeated course will be recorded separately on the transcript and the grade for the repeated course will not be calculated in the student's GPA. Summer school tuition/fees will apply to recovery courses. Grades will not be posted to the transcript until all fees have been paid.

Placement: The general guidelines for placement are as follows:

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.

Report Cards

Report Cards will be sent home the Wednesday after the conclusion of the six week grading period. All students are expected to return a signed copy of their report card. Failure to do so could result in disciplinary action being taken.

Standardized Testing

IOWA Basic Assessment

Students in grades 6-8 will be required to take the IOWA Basic Test each spring.

SAT and ACT

High school students will participate in the College Board Suite of Assessments: the PreACT 8/9 for 9th graders, the PreACT for students in 10th and 11th graders, and the ACT School Day for 12th graders. These tests are administered on the date set by the ACT in October. Please be mindful of these dates to ensure that all high school students are in attendance on testing dates. The results of these tests will be placed on the student's permanent file and a copy sent home to the parents.

Victory Christian Academy requires that all seniors take the SAT or ACT by January 1st of their senior year. These tests will be taken at the expense of the student (with the exception of the SAT School Day which is offered each October along with the PSAT 8/9 and PSAT-NMSQT.) It is the student's responsibility to register for and take the test. Test results must be recorded in the school records. We highly recommend that students take advantage of practice resources and opportunities prior to taking these tests. An information sheet will be sent home with each 10th grader during the first quarter which provides more information regarding the SAT and ACT test.

TSI

The TSIA2 (Texas Success Initiative) test is required for VCA dual credit courses and offered at Weatherford College Wise County or at VCA by appointment only. For students who did not take dual credit courses in high school, this test is a requirement prior to enrollment in college after high school. High SAT and ACT scores may exempt a student from taking the TSIA2. See the counselor for more information.

Student Planners

Every 6th-12th grade student at VCA will be using a planner. It is essential that students keep the planner updated in all classes daily. Students should keep their planner with them at all times. The student planner should be the first step for parents in connecting with their child to find out what is going on in classes and when assignments are due. If a student loses his/her planner, he/she should obtain another planner immediately.

Transcripts from Homeschool

Transcripts will be required of all potential high school students for review prior to acceptance to VCA. Grades from previous schools (including homeschool) will be converted to the VCA transcript prior to the end of the student's first semester at VCA. Grades from verified, accredited homeschool programs will be counted in GPA. If an equivalent honors course from a previous school was not offered to VCA students, the transfer course will be recorded as a regularly weighted course.