

Victory Christian Academy

K-5 Student Handbook 2024-2025



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INTRODUCTION

ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes new situations or circumstances, not covered specifically by this handbook, will occur, and the administration reserves the right to exercise its administrative prerogative in responding to these new situations. **This handbook becomes part of the contract between parents, students, and VCA. VCA administration also reserves the right to amend its policies, without notice, as it deems necessary.**

VISION STATEMENT

Victory Christian Academy strives to create a positive environment that inspires and motivates students to achieve spiritual, academic, athletic, and social excellence through a biblical worldview by encouraging servant leadership to influence their families, church, community and the world.

MISSION STATEMENT

To know Christ and make Him known through academics, athletics, and the arts.

The goal of our academy is to provide a quality educational program that challenges and encourages children to achieve their fullest potential. We fully support the church's mission "to know Christ and make Him known." We recognize each child as a unique gift from God to each of his or her parents, and we pledge to always show God's love by our words and deeds. Therefore, each staff member has been chosen to reflect the ideals and goals of the academy. We teach Christian principles, not doctrine, in our academy. All academy staff and families are expected to maintain regular church attendance and ministry involvement.

ACADEMY BELIEF STATEMENT

- Each student is unique and capable of achievement.
- Provide a safe environment in which to teach and learn.
- Provide before/after school opportunities to include childcare, tutoring, clubs, athletics, and community service.
- Students learn in diverse ways and require a variety of teaching strategies.
- Students learn best in an environment that is disciplined, fosters respect for authority, and encourages learning.
- Students learn best when family members are actively involved in their education.
- Students are challenged by a curriculum that is dynamic and responsive to the changing needs of society.
- Teachers and administrators are professionals who work continuously to upgrade their knowledge and engage in activities that enhance their effectiveness as educators.
- Provide students with an environment that inspires them and is joyful, unique and engaging.
- Provide flexibility for changing learning needs over time.
- Provide technology for learning and maintaining communication with parents.
- Teachers and administrators will seek to develop innovative and creative strategies that enhance the educational climate.
- School personnel, students, parents, and the community will work in partnership and demonstrate an active commitment to education.
- Education is lifelong learning and learning for life.

EXPECTED SCHOOLWIDE LEARNING RESULTS

- A VCA graduate will demonstrate an understanding of biblical knowledge and truth with the purpose of developing a Christian worldview resulting in a personal, defensible relationship with Jesus Christ.
- A VCA graduate will develop the interpersonal and organizational skills needed to function effectively in life.
- A VCA graduate will be a learner who demonstrates a solid acquisition of the academic disciplines needed to allow them to successfully fulfill God's plan for his/her life.
- A VCA graduate will be an effective communicator.
- A VCA graduate will be a critical thinker.

STATEMENT OF FAITH

- We believe the Bible is the inspired and only infallible and authoritative written Word of God (II Timothy 3:16).
- We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (II Corinthians 3:14).
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years (Matthew 16:16; I Corinthians 15:3, 4).
- We believe in the Blessed Hope—which is the rapture of the Church at Christ's coming (Titus 2:13).
- We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (I Peter 2:24).
- We believe regeneration by the Holy Spirit is essential for personal salvation (John 3:3-5).
- We believe the redemptive work of Christ on the cross provides healing of the human body in answer to believing power (I Peter 2:24).
- We believe the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it (Acts 2:39).
- We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Galatians 5:16).
- We believe in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation (John 5:28, 29).

ACCREDITATION

VCA is fully accredited by the International League of Christian Schools (ILCS) and Cognia (formerly AdvancED.)

TEACHER QUALIFICATIONS

Teachers must meet the Florida State Department of Education requirements for accredited private schools. VCA teachers will not only be considered for their professional expertise, they also will be evaluated for their ability to be a role model of the Christian lifestyle and teach biblical principles integrative with the subject matter. They will be certified with, or certifiable by, the Florida League of Christian Schools and/or FLDOE.

GENERAL POLICIES

BIBLE/CHAPEL

Bible study is recognized at VCA as being of fundamental importance and is a required subject for all grades. Knowledge of the Bible is one of the greatest educational assets a person can have in addition to moral and spiritual values resulting from Bible study. A regular part of the student's life is the weekly chapel service. Chapel is intended to aide student growth as a Christian, and to provide the opportunity to worship and praise God together with fellow students and teachers. Attendance at all chapel services is required. Any misconduct during chapel will be handled in the same manner as a classroom offense. Students in grades 6th-12th are expected to take notes in chapel.

CHANGE OF ADDRESS/PHONE NUMBER

Students and parents are asked to inform the school office if they have a change of home address or telephone number. It is imperative that all families' phone numbers are up to date in FactsMgt.com especially in case of an emergency.

CONFLICT RESOLUTION

All VCA faculty, staff, volunteers, parents, and students are expected to exemplify Christian living by their daily examples. It is the desire and goal of VCA that all relationships are positive, fulfilling, and above reproach. However, there are times when conditions need improvement and relationships are tested. When this happens, the situation needs to be corrected as soon as possible, according to the principles outlined in Matthew 18:15-17. If the situation remains unresolved, the person, or persons, involved should bring the matter to administration, seeking counsel and accepting of recommendations.

Divisive attitudes and conversations by faculty, staff, or academy families will not be condoned at VCA. Tolerance and patience with each other, despite our faults and weaknesses, are a true mark of Christianity. The principal's door is open to those who need to speak regarding unresolved conflict or offense. Family counseling is available to academy families who may need guidance for issues unrelated to academy matters.

EMERGENCY PROCEDURES

Students will participate in monthly emergency drills to practice effective and proper classroom dismissal for inclement weather and situations. All due caution will be taken to provide a safe and orderly environment for VCA students

FOOD at SCHOOL

Lunches

- VCA students are not permitted to order food from an outside vendor and have it delivered to campus. Ex: Uber eats, Grub Hub, Pizza deliveries etc.
- Students are not permitted to go off campus or be checked out of school to get lunch.
- Students may bring their individual lunch from home and a microwave is available for upper elementary to heat their food. Carbonated beverages are not permitted.
- Nutritious hot lunches are available for student purchase through a local catering restaurant. Lunches should be ordered, and **paid for, on Wednesday of the prior week.**
Lunch price: \$4.00 per day. A snack table is available for students to purchase individual items to eat for lunch or add to their lunch for a reasonable price.

- **If you are delivering food to your child for lunch, make sure it arrives in time for their scheduled lunch time.** You will be asked to label it with your child's name, walk the lunch over to the cafeteria, and place it in the designated area. The office can no longer keep food in the lobby. **Students are not permitted to pick lunch up in the parking lot or drive through and deliveries from restaurants are not permitted.**
- Beverages **with lids** are allowed unless this becomes a problem, at which point we would allow water only. Some teachers may ask students to place drinks on a table when they enter until the end of class.
- Food will not be allowed in classrooms. This is a distraction to the teacher, your child and classmates that are near them. It will also help keep our facility much cleaner.
- Snacks may be eaten on the deck during the 5 min break between classes but must be finished or put away during class time.
- Make sure to arrive at school early enough to eat any food you've brought as your breakfast in the assigned area.

Birthday Celebrations

Homemade food items are not permitted for birthday celebrations or other special occasions. If providing birthday foods **please choose mini cupcakes, cookies** etc., that can be distributed easily. (Cakes are not permitted). **If delivering food to your child, it must arrive at school prior to their lunch time.** Elementary 10:25-11:50; Middle School 11:50 am; High School 12:45 pm.

INSURANCE

Every student is covered by a school accident insurance plan. School insurance is not a primary policy. If a student is injured, a claim should be made with the parents' insurance company first, then the school insurance will pick up covered expenses more than the parents' company. Parents must pay the expenses first, and then the school insurance will reimburse the amount after the deductible has been met.

LOST AND FOUND

Lost and Found items will be kept in the hallway closet by the gym and will be open all day every Tuesday and Thursday from 7AM-6PM. At the beginning of each month, unclaimed items will be donated or discarded. **Please clearly identify all items that your child brings to school, including clothing and lunch boxes, water bottles etc.** This will assist us in locating the owner of misplaced items.

VCA is not responsible for theft, loss of phones, electronic devices, equipment, clothing etc.

MEDICAL MATTERS

Students will not be allowed to start school without an up-to-date immunization record, physical exam, and birth certificate on file in the school office. See the school office for more information regarding immunizations.

- When a student is ill enough to be out of class, parents are notified to pick up the student or to give permission for the student to go home.
- If a child's temperature registers 100.0 degrees or greater, parents will be notified to pick up the student. In the event of injury or accident, parents are notified immediately according to home, work, and emergency phone numbers supplied to the school office. Every effort is made to contact parents before medical attention is obtained.
- The Medical Release Form for medical attention is sent with the student to the doctor/hospital indicating parental permission for treatment. Only minor first aid is administered by the school. **Students are not permitted to keep prescriptions or over-the-counter medications in their possession.**

- All medications, prescription or over-the-counter, must be kept in the school nurses office with a current school-year *Medication Administration Form* on file. Medications will be administered by the school nurse or designated office personnel. Medication must be in the original container identified with the student's name. Where possible, please ask your physician to prescribe medications that may be given before or after school.

RE-ENROLLMENT

Early re-enrollment will begin in January. Parents who re-enroll at that time will receive a discounted rate of \$50. **On February 1st open enrollment begins** for the public. At this time, if your child is not re-enrolled, they are at risk of not having a seat for the following year. We are blessed to retain over 95% of our students annually. VCA students that haven't re-enrolled by March 1st will be required to pay the full re-enrollment fee of \$100 if any seats remain in the designated grade level.

SCHOOL AND CHURCH GROUNDS

- Students are not permitted to use the church restrooms or access the church facilities without administrative approval.
- Students K-12 not involved in school sponsored activities after school must not loiter around school and church grounds following daily school dismissal. PLEASE PICK UP YOUR STUDENT PROMPTLY.
- Extended care supervises **K-5 students only** from 7 AM- until 6 PM. **K-5 students who are still on campus after 3:30 PM will be signed into KidZone** and billed the appropriate fee.
- Students who are in an approved supervised sport/activity must stay with that coach or sponsor until picked up by an adult.

Students remaining at school after an event, field trip or practice will have 15 minutes to be picked up by parents or a **\$20.00 fee assessed for late pickup.** Our teachers' and coaches' time is important and must be respected.

SPORTSMANSHIP

VCA students and families are expected to demonstrate sportsmanship at all athletic events. "Sportsmanship is a blending of cheers for "your team" and applause for the "opponents," observing the letter and spirit of the rules and showing consideration for others. Sportsmanship is the "golden rule" of athletics – treating others as you wish to be treated." Demeaning or belittling comments towards opposing players, coaches or referees will not be tolerated and will result in disciplinary action including the loss of the privilege of attending VCA events.

STUDENT ENTREPRENEURSHIP

Students are not permitted to sell any item at school for personal gain. Only school fundraiser items or items approved by the administration are permitted to be sold on campus.

VISITORS – PARENTS

Parents are always welcome at VCA. A 24-hour notice must be given to the school prior to a request for a classroom visit. This is to ensure the safety of all students. When you wish to visit the classroom or lunchroom for any reason, please check in at the school office first to receive your visitor's badge. Parents will be asked to leave their keys with staff. If a parent wishes to talk to their child's teacher, they can arrange for a private conference by contacting the teacher or calling the school office.

VOLUNTEERS and CHAPERONES

In order to protect our students and help maintain a safe environment, VCA requires that all employees, contracted personnel, chaperones and volunteers be “live scan” fingerprinted for VCA. The VCA Office will provide information so that the individual can schedule a screening session through an outside agency. The screening process checks the individual’s record in the State of Florida and also on a national level through the FBI. **The “live scan” process costs \$72.00 and is the parent’s responsibility to pay.** VCA will pay for the renewal fee each year as long as the parent is an active member of **VCAPA**. If a parent or volunteer has been fingerprinted for another agency, we still require that they be fingerprinted for VCA so that the school has access to their clearance record and electronic file. Parents who are asked to volunteer or are interested in chaperoning should contact the VCA Office for instructions. **Adults are expected to be modestly dressed if volunteering in classrooms or representing VCA on a field trip.**

ACADEMIC POLICIES

The primary responsibility for the education of children rests with their parents. VCA exists to assist parents in that responsibility. Parents are expected to monitor their child's academic progress, attendance, and behavior on a weekly basis.

FACTSMGT.COM is our online student information system, (www.FactsMgt.com.com) click Logins, then click ParentsWeb Login: School code is VIC-FL Type in your email address. Access to student coursework, financial info, behavior, and grades is offered to parents via the internet. You will receive an email with further instructions. Contact the registrar for assistance.

ACADEMIC AND NEW STUDENT PROBATION

All new students will be placed on academic and discipline probation for one semester. Students must maintain a 2.5 GPA for both grading periods. The academic requirements, discipline, and environment require considerable adjustment for many students. A student is placed on academic probation when his/her grade point average is below a 2.0 for any semester.

Two consecutive nine weeks with a GPA below 2.5 or excessive discipline referrals, excessive absences/tardies (8 absences or 6 tardies) will result in a conference with the parent and administrative team to extend probation or parents being asked to withdraw student from school.

ACHIEVEMENT TESTS

STAR Early Literacy Test (PreK4-Kindergarten) is an assessment implemented to assess student achievement and performance in early literacy and numeric skills in preK4 - kindergarten.

STAR Reading Assessment (Grades 1-3) reading domains include analyzing literary text, word skills and knowledge, analyzing argument and evaluating text, comprehension strategies and constructing meaning, and understanding author's craft.

STAR Math Assessment (Grades 1-3) measures a student's math skills in a variety of areas, including number and operations, algebra, geometry, measurement, data analysis, and probability.

Measurement of Academic Progress (MAP) is VCA's Grade 4-12 standardized achievement test that is administered to students three times a year. These tests are critical for assessing student progress, adjusting classroom instruction and course placement throughout the year. Therefore, students are expected to give these tests their very best effort. Results are distributed after each assessment.

GRADING SCALE

VCA uses the following grading scale in conjunction with the Florida Department of Education and the Florida High School Activities Association:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

HOMEWORK

Homework is an integral part of the educational process at VCA. It is given to extend the classroom learning or practice that will help internalize what has been taught. Limited homework may be assigned on Wednesdays. However, tests or projects may be assigned in advanced that require studying on Wednesdays. Students and families are encouraged to attend Wednesday night services.

PARENT-TEACHER CONFERENCES

Appointments may be scheduled with the classroom teacher for all students. If requesting a “team” conference please contact the team leader or office and a conference will be scheduled.

PROMOTION REQUIREMENTS

The student must be recommended by his/her teacher for promotion. Any student with excessive absences, not making adequate progress, or not meeting their 504/Service Plan a conference will be held to determine appropriate placement.

Minimum Hours of Instruction

Students must complete sufficient hours of instruction consistent with *accreditation requirements*.
K: 540 hours of instruction, 1-3: 720 hours of instruction, 4-12: 900 hours of instruction.

Credit: A student that does not meet attendance requirements as determined by the principal will be required to pass an end of course test (final exam) with a score of 70 in order to receive credit, provided that the student's class average is 75 or above on all course work completed before the final.

PROGRESS REPORTS AND REPORT CARDS

The purpose of reporting is to give parents an indication of the progress being made by students. Progress Reports will be emailed midway through each grading period. Report cards are issued every nine weeks. At any time during the school year, teachers or parents may ask for a conference to discuss student progress. Parents and students are expected to monitor FactsMgt.com at least three times per week.

SCHOOL RECORDS

A student requesting school records be sent to another school will need to have **24 hour** notice. All requests will be handled by the Administrator of Student Services and registrar before being released.

ATTENDANCE POLICY

There is a direct relationship between attendance and learning. Missed classroom teaching and learning activities can never truly be replaced. Attitudes regarding the value of education and the importance of study is shaped by parental priorities regarding school attendance.

School attendance policies are designed to encourage a high value on education. **It is imperative that parents support the importance of school attendance by ensuring their child is at school by 7:50 AM and by not asking for or supporting unnecessary absences.** Students who accumulate more than 6 tardies and/or 8 unexcused absences per semester will be placed on an attendance “probationary” status. **Students who participate in sports are not permitted to practice or participate in athletic contests on days they are absent from school.**

*Students receiving scholarship funding with excessive tardies or absences are at risk of losing their scholarship. School Choice requires attendance reports to be sent to them annually.

TARDIES

Irregular and unfaithful class attendance jeopardizes the student’s progress and detracts from the instruction and learning time. Please minimize tardiness in order to insure the best learning for your student. ONLY TARDINESS DUE TO DOCTOR OR DENTIST APPOINTMENTS OR OCCASIONAL EMERGENCY SITUATIONS ACCOMPANIED BY A NOTE WILL BE EXCUSED. **All students are expected to be in class and ready to work at 7:50 am. K-5 Students who arrive after 8:00 am are considered tardy and must check-in at the main office for a pass to class.**

Students who are not in class at the bell to begin class will be marked with an unexcused tardy unless they have a note from the office or another teacher excusing their lateness.

ALL-DAY ABSENCE

Excused

Absences for illness, death in the family, dire family emergency, rare and unusual circumstances as approved by the principal are excused. All work missed can be made up for full credit. Upon return, the student must bring a note providing the **date, specific reason for being absent, parent signature, and phone number** where the parent can be reached during the day. Any absence of a student returning to school without submitting a written note within 48 hours will be considered unexcused. For all absences for illness lasting 3 or more consecutive days, a doctor’s note is required to excuse the absences. **Excused/Unexcused absences count toward the number of total absences allowed for the semester/year. (Maximum of 8 class periods per class per semester) *see guidelines for makeup work.**

Unexcused

***Unexcused/Excused absences count toward the number of total absences allowed for the semester/year.** Reasons not fitting the above circumstances are unexcused. These include: hair appointments, visits with relatives, sleeping in, etc.

Pre-Arranged Absences

Parents may request a pre-arranged absence for their child for church related activities, out of town family trips, or other special circumstances approved by the administration at least **one calendar week in advance**. All approvals are based on the student’s current attendance and academic standing. Parents may request work the child will miss during time out of school. **Pre-arranged absences count toward the number of total absences allowed for the semester/year.** *see guidelines for make-up work

PARTIAL-DAY ABSENCE

Entering School During the School Day

Students coming to school after school begins must bring a note signed by a parent or guardian giving the **date, specific reason for being late, parent signature, and phone number** where the parent can be reached during the day. Students must sign in at the office when they report to school. When the student arrives late for school, all work and projects due on that day must be turned in to the appropriate teacher or it will be considered late work. A make-up schedule for all tests and quizzes must be arranged by the student with the appropriate teacher.

Partial Day Excused/Unexcused

Students are generally excused for doctor/dentist appointments, illness, and verified family emergencies when accompanied by a doctor/dentist note. Reasons for absences are not automatically excused even when accompanied by a note signed by the parent. The school makes the final judgment on excused or unexcused absences that are not medically related.

Leaving School During the School Day (Early check out)

Upon arrival at school, students are not permitted to leave campus without parental and administrative permission. A student who leaves school property without permission from the administration is skipping school and will be suspended and a conference will be held with administration to determine if the student remains at VCA.

Parents who request their child leave school during the day must provide a note signed by the parent stating the time, specific reason for departure, and phone number where the parent can be reached during the day. Students are not permitted to leave school for non-crucial appointments. This note must be brought to the VCA office at the beginning of the school day. A determination to excuse the absence will be made at that time. Students must be signed out at the school office when leaving the campus.

EXTRA CURRICULAR ACTIVITIES

When the student leaves early for a school-sponsored event, all work and projects due on that day must be turned in to the appropriate teacher prior to leaving or it will be considered late work. A make-up schedule for all tests and quizzes must be pre-arranged with the teacher. Students who are on suspension are not permitted to participate in extracurricular activities until the day following the last day of their suspension.

Field Trips

Field trips are designed for the students, and it is not an expectation that parents attend. Parent chaperones may be utilized for purposes of supervision at the discretion of the teacher and approval of the administration (Live Scanned). **Siblings of students are not permitted to attend field trips.** Parents of students who are of a discipline concern or for medical reasons will be required to supervise their child on the field trip or the student will not be permitted to attend.

Volunteers and Chaperones

In order to protect our students and help maintain a safe environment, VCA requires that all employees, contracted personnel, chaperones and volunteers be "live scan" fingerprinted for VCA. **Adults are expected to be modestly dressed if volunteering in classrooms or representing VCA on a field trip.**

RETURNING TO SCHOOL AFTER AN ABSENCE

Students returning to school after an absence must provide a note signed by the parent which includes the date of the absence, a specific reason for the absence, and a phone number where the parent can be reached during the day. Students must bring the note to the VCA office within 48 hours of the absence. A parent note does not mean an absence will be automatically excused. The school makes the final determination whether an absence is excused or unexcused.

Make-up Work

Students are allowed to make-up tests, homework, and class work missed due to an excused absence. Make-up work is the responsibility of the student, not the teacher. Suspension days are considered unexcused absences. Make-up work for unexcused absences is at the discretion of the teacher. Please note: one day absent...one day to make up the work. Two days absent...two days to make up, etc.

DISCIPLINE POLICY (K-5)

Discipline is defined as training that develops self-control, orderliness, and efficiency. Hebrews 12 declares the need for proper, love-based teaching of discipline. If accepted properly, discipline yields “the peaceful fruit of righteousness.”

VCA incorporates many disciplinary methods including student conferences, parent conferences, calls to parents, office referrals, in-school suspension, suspension, and dismissal from school. A cooperative spirit between home and school is an important prerequisite for student growth.

BEHAVIOR CONDUCT

Because of the concern for the spiritual life of each student, and the desire to maintain spiritual growth in our students, VCA has adopted the following standards, which students must observe whether on or off campus:

1. Students are expected to maintain high standards of Christian courtesy, kindness, morality, and honesty.
2. Students will refrain from using profanity, vulgarity and making inappropriate comments.
3. Students are expected to dress modestly and be groomed appropriately.
4. Students are not to partake of dangerous substances
5. Immoral behavior at any level is not acceptable.
6. Students are expected to exhibit good sportsmanship. Any type of jeering, taunting, or provocation are not appropriate actions during class, PE or recess.
7. Students are expected to avoid inappropriate movies, playing/singing music with inappropriate lyrics, therefore **earbuds are not allowed** because we cannot monitor what students are listening to or what they expose to others.
8. Cheating is completely unacceptable in any form, including plagiarism and the use of artificial intelligence (AI). A student guilty of cheating is considered to be lying and stealing and may receive a “0” on the work. Parents and administration will be notified, and further disciplinary action may follow.
9. Students should not make disparaging or inciting comments or willfully create unrest with other students.
10. Students are not allowed to leave campus without permission. This includes being out of area, skipping class or leaving for lunch.
11. Inappropriate use of social media and electronic devices will not be tolerated. Disrespectful or hateful text, remarks, posts, retweets, or photos towards others, school/church personnel will result in immediate administrative action.

*Students who show insufficient interest in maintaining these standards or are disruptive in our efforts to maintain our Christ-like environment, may lose the privilege of attending Victory Christian Academy. The administration may suspend or dismiss a student depending upon the nature and severity of the situation. Parents of students in violation of these policies may be asked to withdraw them from the school.

These rules are not all inclusive and other specific area rules may be given. All rules are expected to be followed with the appropriate attitude.

CELL PHONES / ELECTRONIC DEVICES

Students are not allowed to use any electronic devices (cell phones, tablets, smart watches etc.) and are not allowed to access any social media platforms (Facebook, Twitter, Instagram, Snapchat, TikTok etc.) during the school day. All devices **must be turned off** and **placed in their backpack or classroom device holder**. Wireless communication devices should be turned off upon arrival at school and not activated until the end of the school day. Cell phones will be taken or collected and subject to search if there is suspicion of inappropriate use or content.

*It is extremely important to the VCA staff that our students are fully engaged in learning during the school day. Texting and social media are a distraction to the daily educational process. By not permitting cell phone usage during the school day, we reduce discipline issues.

- Elementary school students may NOT use their phones during the day or at lunch from 7 am - 3 pm.
- If a student needs to contact a parent during the school day, they may use the classroom or office phone, and parents are free to call the office to speak to their student or leave a message for them.

Consequences:

1st violation - Warning and cell phone will be turned in to the office.

2nd violation - \$10 charge and will receive the phone back once the fee is paid.

3rd violation - \$15 charge and will receive the phone back once the fee is paid.

4th violation - \$20 charge and will receive the phone back once the fee is paid and be required to leave the phone in the office each day. A parent conference will be held to discuss the consequences.

Monies collected for the violations will be donated to the senior class mission trip special project.

Please Note: Cellular phones should be kept in a secure place. The school is not responsible for theft or loss.

LAW ENFORCEMENT

There are situations where administration or staff are required to report or notify law enforcement. Listed below are examples where law enforcement may be contacted, and parents notified. However, law enforcement will determine the process of handling the situation.

Dangerous Weapons/Items

Any student who brings a dangerous weapon (firearms/knives) or any item that would endanger the health, safety, and well-being of students or staff on school property will immediately be suspended from school. A determination for expulsion may be made at this time. Any student who is complicit in concealing the presence of a weapon may also be suspended or dismissal from school. Pocket knives, lighters, firecrackers, red laser lights, nor other types of dangerous objects are not permitted at school or on busses/transportation provided by the school.

Note: The possession of a concealed weapon is a felony crime and requires that the incident be reported to the authorities.

Dangerous Substances

VCA endeavors to maintain a drug free environment. The school takes a serious view of drug possession and abuse, both as a legal and spiritual issue. Students are not permitted to possess, use, be under the influence of, or supply to another student any form of alcohol, illegal drug, K2/synthetic drugs, or tobacco product or vape-pen or e-cigarette. In addition, students are expected to avoid situations in which drugs/alcohol are being used. Should students find themselves in such a situation, they are expected to leave. This includes pictures or references in social media/texting etc. These standards apply to the student off-campus as well as on-campus.

Any violation of this policy will result in suspension or dismissal from VCA. Involvement with drugs or alcohol normally results in expulsion. Law enforcement agencies may be notified when appropriate.

Electronic Recording Devices

Any type of recording device may not be used to record students, teachers, or staff without specific permission from a VCA administration or staff. (go pros, smartwatches, smartphone or drone etc.) Students and staff have a right to privacy while on campus and extra-curricular activities.

Inappropriate Messaging

In keeping with the school's responsibility to provide a safe environment for all students the school considers the act of sending, receiving, or forwarding inappropriate or suggestive messages, photos or images via cell phone, computer or other digital device. This violation will result in school discipline, up to and including expulsion and the notification of local law enforcement. Students are expected to immediately report any such activities to a teacher or school administrator.

Threats

If a VCA student makes a threat to hurt and/or harm themselves and/or others administration and parents will be notified immediately. The seriousness of the threat will determine whether the student remains at VCA. Threats made by a student may also be referred to law enforcement where appropriate. Students and teachers are required to inform the administration of any threats they hear, or are made aware of, immediately.

DRESS CODE POLICY

Note to Parents

Parents are encouraged to teach their children to live happily and submissively within the code's guideline. Although much of the dress code is mere institutional preference, **it is not optional**. When we accepted your child into our school, it was with the understanding that your child would comply with the dress code and **parents are expected to monitor compliance before your children leave home**. We do not want students to spend valuable instructional time out of class due to dress code matters. It is inappropriate that complying students, teachers, or principals be sidetracked from the educational process, due to those failing in his or her commitment to follow the dress code expectations in a K-12 Christian school.

The school established its rules of dress to meet these standards and to reasonably enforce them. Some specific items of dress are not permitted at school because of the difficulty in making fine distinctions between appropriate and inappropriate attire, fit or length. Judgments of interpretation are always a part of dress code implementation. However, students and parents with questions are encouraged to check with the administration **before purchasing clothing**.

Students should arrive at school dressed in appropriate uniform and shoes to avoid confrontation and being late for class. The locker room will be closed at 7:45 and should not be used as a closet.

The following consequences will be enforced when a student chooses to be out of compliance:

- **1st Violation** – Written Warning/FACTS notice to parents and correct the violation.
- **2nd Violation** – FACTS referral, Parents are notified and are expected to bring a change of clothes or correct the violation. If not, the student will serve an out of school suspension the following day.
- **3rd Violation** – FACTS referral, and student may not return to school until a parent conference is held to determine if the student will remain at VCA.
- **4th Violation** – FACTS referral, OSS, or student may be dismissed for non-compliance

UNIFORM BOTTOMS (GIRLS)

1. **Elementary Girls K-5 only** may wear skirts, shorts, or skort (must be two inches above the knee or longer.)
2. **Elementary girls** may wear shorts and tights under skirts in school colors.
3. Black, grey or khaki- pants, capris, cropped pants, joggers. Black or grey denim **is allowed**.
4. Capri/cropped pants may be purchased from other department stores in khaki, grey or black twill.
5. **No stretch pants**, yoga pants, sweatpants, pajamas or tight-fitting pants. Pants may not have holes, rips or patches etc.

***No blue jeans, stonewashed, blue cotton/denim pants, bib-overalls, warm-up pants, sweatpants, leather, pleather, stretch pants, leggings, jeggings spandex, lycra, or tight styles.**

UNIFORM BOTTOMS (BOYS)

1. **Black, grey, or khaki pants or joggers.** Shorts and pants may be purchased from other department stores.
2. Pants/shorts may not have holes or rips and worn at the waist.
3. The hem should be neat, not frayed or cut-off.
4. Boys shorts must be worn at the top of the knee, **not mid-thigh**.
5. Boxers or athletic shorts may not hang below the bottom of the shorts.
6. Black or grey denim only is allowed.

ACCESSORIES – BOYS & GIRLS

1. Boys with earrings must wear clear posts, clear studs or nothing at all during school hours or school related activities.
2. Nose piercing- clear posts or studs must be worn
3. Boys may not wear nail polish.
4. Jewelry, belts, socks or additional clothing that is excessive or distracting to the uniform is not permitted.
5. Makeup should be avoided. If wearing makeup for a special occasion, it should be tasteful and conservative.
6. **No hats**, headbands or bandanas worn during school hours. Appropriate headwear (caps, sweatbands, etc.) will be allowed for outside athletic activities.
7. Sunglasses may not be worn on your head or indoors during school hours.
8. Students that attend Victory Church Wednesday night groups may wear their t-shirts or sweatshirts on Wednesdays to school.
9. Belts may be worn with belt loops but belts are not required. A coordinating, conservative, and solid colored belt may be worn.
10. Offensive pictures or logos are not permitted on any article of clothing or accessory.

SHOES

1. Shoes must have a closed toe and closed heel.
2. No steel toed shoes, hard heel boots, or high heel stilettos. (These will damage the gym floor and heels will slip through the planks on the deck areas) Wedge heels are acceptable.
3. Tennis shoes must be worn in Physical Education daily and only soft soled shoes may be worn on the gym floor.
4. **No “crops”, slides or flip-flops** allowed during class.

HAIR/SKIN

1. Students must be neatly groomed, and all hair issues must be resolved in 2 days or less.
2. All hair styles must be clean and neat. **Boys’ hair length may not exceed the top of the collar and bangs may not cover the eyes or hang in your face.** If a boy’s hair does exceed the collar, it must be pulled up neatly to meet dress code requirements during school hours and school sporting events.
3. Hair attire, including sweatbands, curlers, picks and/or other headgear are not allowed. Headbands are permitted only to keep hair out of the face.
4. Hair may be highlighted or colored with a **“natural” hair color only.** No blue, red, yellow, pink, green, purple hair dye is allowed all over, in braids, tips of hair, or highlights.

SPECIAL OCCASIONS – On special occasions VCA may determine that uniforms will not be required. On such days, parents will be notified in advance as to the date and occasion for special dress. Students will be expected to dress in **modest attire**. For example, tank tops, crop tops, strapless, or spaghetti strap tops, bike shorts, yoga pants or pajamas pants are not permitted. Shorts must be no shorter than 2” **above** the knee.

Theme days - Students are expected to dress in theme. If not, students must be in uniform. **All modesty standards remain in effect on special occasions and theme days.**

Friday “Spirit Day” Attire

Students may wear a VCA sports team shirt, VCA club, previous years chapel t-shirts, or VCA t-shirt of their choice with uniform bottoms. **Jeans are not permitted.**

“Jeans Day” for Missions or Special Offerings

Throughout the year, the administration will announce a special day in which students who choose to participate may wear jeans by donating \$1.00 or \$2.00 to the special cause.

“Opt Out Day” Attire

Students are permitted to wear non-uniform attire as long as it is **modest and appropriate** for school. Students are provided wrist bands designating permission for them to participate. *No jeans with holes, rips or tears, warm-up pants, pajama bottoms, sweatpants, athletic pants, leather, pleather, stretch pants, leggings, spandex, or tight styles.

(MS students who earn 6 negative marks on their STORM Card or who have earned a Yellow or Red Storm Card lose the privilege to participate in “Opt Out” days, as designated on the card).

“Chapel Day” Attire

Students may wear their uniform or the present year chapel t-shirt. (Previous years chapel t-shirts are permitted to be worn on Friday.)