

# Victory Christian Academy Handbook 2020-2021

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## Welcome

## Welcome to a new and exciting year at Victory Christian Academy. We are anticipating a year in which God will be honored. Victory Christian Academy takes seriously the responsibility to provide a rich and challenging academic experience along with equal emphasis on spiritual truth and growth for the students. The purpose of this handbook is to communicate the academy’s philosophy, goals, and expectations. Some changes and new items are in this handbook, so please read it carefully. We have a staff of committed Christians who seek to make a difference in the lives of the VCA students. Please continue to pray for your school, teachers, and students. Together, we will give God the glory for all He does in and through us this year.

## Objective

## Victory Christian Academy is a non-denominational school whose objective is to provide a rigorous, well-balanced, and enriching educational experience in an environment where students can become what God desires them to be. VCA strives to equip all students for academic and spiritual success. The Bible verse in Proverbs 22:6 admonishes adults to train up a child in the way he should go.

**Our Mission**

We believe that faith in Christ must be applied to all areas of life, that God's Word has the answers to individual and world problems. As an educational institution, our goal is to present Christ in all subject matter and in so doing have each child develop a world life view with Christ as the focal point. Since inception Victory Christian Academy has served as an extension of the Christian home and as a partner of the Christian church in the nurturing of children and young people. The respective roles of these institutions in training and education can never be clearly differentiated, for the Holy Spirit "blows where it will." (John 3:8) Yet, God has ordained families, churches and schools to perform certain tasks for the building of His Kingdom. Victory Christian Academy takes hold of the responsibility of educating a Christian mind, cultivating a Christian heart, and promoting Christian service - head, heart, and hands - thinking, feeling, doing - all intertwined in each person. Importance is placed on the formation of the whole child with thoughtful, passionate Christian commitments.

**Head: Forming the Mind**

The head is the symbolic center for knowledge, thinking, and rationality. At the core of our mission lies the pursuit of knowledge of our triune God as revealed in Scripture, in Christ, and in creation. It is not enough to know about God, rather we desire to know God personally, through Christ, and to love Him, indeed, to love Him with our "whole mind." Moreover, knowledge of God and knowledge of self cannot be separated.

At Victory Christian Academy, we do not view education as a passport to privilege; rather, with more knowledge comes greater responsibility. We strive to link desire with duty, belief with behavior, and scholarship with service. We desire our students and graduates, in school and out, to practice their faith in ways that transform culture and build the kingdom of God. We seek God's grace and wisdom to provide a balanced Christian education for the head, heart, and hands of His children. We use a high phonetic-based curriculum for our early learners. It has been proven that if a child can read and comprehend well, they are likely to excel in all academic areas. However, all children learn and progress at different levels. That is why we incorporate an individualized system of one-on-one learning. In using this type of system, we can easily instruct the gifted and advanced student, as well as the student who may require more time learning a particular subject. Our staff is committed to helping all students reach their highest God-given potential.

**Heart: Educating the Emotions**

As vital as Christian thinking is, we must be reminded that Proverbs 4 claims, "out of the heart come the issues of life." Thus, Victory Christian Academy must be vigilant in educating students in such a way that enriches the head and the heart. The heart is the symbolic center of our emotions, feelings, and motivation. Values and character are issues of the heart. So too, encountering Christ as Savior is relational, and following Him with one's whole heart is an act of love. Thus, the school strives to nurture the heart and educate the emotions. Spirituality and character are to be addressed each week when students study one of the 60-character traits of Christ. VCA students are taught to maintain the link between head and heart, just as our Creator intended.

**HANDS: Preparing for Service**

 James 2:14-26 - What [doth it] profit, my brethren, though a man say he hath faith, and have not works?

A Christian mind impassioned by a Christian heart inevitably results in Christian service. We encourage all our students to serve in their local church. Students are given many opportunities to serve at VCA, as well. These opportunities may be during our weekly chapel services, community projects, or as student aides. Also, see Christian Leadership.

**Student Commitment**

Victory Christian Academy is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive disciplined environment where consideration is given to each student’s needs. It will be the student’s responsibility to make a commitment to live each day at school in a God-Honoring manner. Each VCA student must also accept the responsibility of living a committed, God-Honoring life ***away*** from the VCA campus. Any student discovered to be in violation of this commitment may be subject to suspension or expulsion. It shall also be determined by the school board as to what actions are or are not considered grounds for expulsion, which may not be all inclusive in the rules of this handbook.

**Home Commitment**

All families are **required** to regularly attend the Bible believing church of their choice. VCA desires to be an extension of the home in training young people. We have weekly chapel services and daily Bible discussions/devotions. However, we cannot replace student’s involvement and attendance at your local church. VCA works with parents to train the whole child.

**Opportunity**

Attendance in this school is a privilege and not a right. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for high standards of morality and wisdom.

**Biblical Principles**

One of the basic reasons that parents enroll their children in Victory Christian Academy is to obtain an education grounded in moral values. This school uses curriculum, which includes Scripture memory passages and references to God and Jesus Christ--all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct and school policies help build the student’s sense of responsibility and integrity.

**Standard of Conduct**

Students of this school are expected to refrain from talking favorably of or engaging in cheating, swearing, smoking, gambling, immoral music, drinking alcoholic beverages, or using narcotics. Students who participate in or favorably discuss such activities at school are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude at all times. Any student observing questionable activities, or overhearing conversations, which are contrary to the policies of this academy, should immediately discuss the matter with a teacher. This is not tattling. It has been said, “All it takes for evil to triumph is for good men to do nothing.” “…to him that knoweth to do good and doeth it not to, it is sin.” James 4:17 KJV

**Admissions Policy**

This school admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, nationality, or ethnic origin in administration of its educational policies, scholarship and loan programs, athletics, and other school administered programs.

**Admissions Procedure**

1. Parents visit the school.
2. Application is submitted accompanied by registration fee and placement/testing fee.
3. Parents and student read this handbook thoroughly.
4. There will be a scheduled meeting with parents to discuss student’s placement testing. Also, all high school students must be interviewed.
5. All previous school records and medical history form must be submitted.
6. All students must have all immunizations up to date as mandated by law in the state of Kentucky.

**Preventative Health Care Examination**

Each child needs a preventative health care examination within one year prior to the child's initial admission to school. A second examination is required within one year prior to entry into the sixth grade or initial admission to school. A third examination is required within one year prior to entry into the ninth grade or initial admission to school. The school maintains a cumulative health record for each pupil entering school. The record shall be maintained throughout the pupil's attendance.

**Immunizations**

Each enrolling family must supply a current immunization certificate.

Required Immunizations in Kentucky

For kindergarten entry, all children at least 5 years of age must have:

Five doses of DTaP or DTP (diphtheria, tetanus, pertussis) or combinations of the two vaccines.

Four doses of IPV or OPV (polio) or combinations of the two vaccines.

Three doses of hepatitis B.

Two doses of MMR (measles, mumps, rubella).

Two doses of varicella (chickenpox), unless a health-care provider states that the child has had a diagnosis of typical varicella disease or verification of a history of varicella disease by a health-care provider or a diagnosis of herpes zoster disease or verification of history of herpes zoster disease by a health-care provider.

For sixth grade entry, age 11 or 12 years or older, a child shall have received:

One dose of Tdap (diphtheria, tetanus, pertussis) if it has been at least 2 years since the administration of the last dose of tetanus-containing vaccine.

Two doses of varicella, unless a health-care provider states that the child has had a diagnosis of typical varicella disease or verification of a history of varicella disease by a health-care provider or a diagnosis or herpes zoster disease or verification of a history of herpes zoster disease by a health-care provider.

One dose of MCV or MPSV (meningococcal vaccine).

**Communicable Diseases**

It is mandatory that we protect the health and welfare of our school community from the spread of communicable diseases. Any student whose medical condition poses a substantial threat to the health and safety of others will be removed from school until they are no longer contagious.

**Illness**

A student who is ill or running a fever should not be sent to school. Children must feel well and be free of fever or symptoms to include vomiting, diarrhea, rashes, etc. for 24 hours before returning to school. Whenever a student becomes ill at school or is involved in an accident at school, he/she will be administered care by school personnel. Arrangements will then be made for the child to be picked up. We will use our discretion in providing care until someone can be reached. Should a child become ill during school hours, requiring removal from the classroom, an area will be provided for the child to rest, until the parents are contacted, and the child can be picked up. The parents will provide the school with phone numbers where they can be reached in the event of an emergency or unexpected illness.

**Medical Guidelines**

No staff member will be allowed to administer any medication without the written authorization of a parent or guardian. We request that medication be given at home if possible, to alleviate the responsibility for our staff. If a student needs to receive any medication during the school day, the parent or guardian must bring the medication to their teacher. The medicine must be properly labeled with the student’s name and in its original container with prescription number (if applicable), as well as instructions for administering. In instances where a student needs medical attention, the staff will contact the parent or family physician (in that order).

**Parental Involvement**

Parent-Staff meetings (Round Table Meetings) and Parent-Teacher Conferences promote a good understanding between parents or guardians and the faculty/administration of this school. **Every parent is required to participate in these informative and helpful programs**. The first Parent-Staff meeting will be held at the beginning of the school year. “Round Table Committee Members” will be elected to serve at that time. Individual parent conferences with the teachers are scheduled following the first and third quarters.

**Computers**

VCA has provided students with computers and internet services to enhance their educational experience. The internet is a valuable tool for accessing information from libraries, universities, companies, and other valuable sources. Students must follow the guidelines listed below in order to have the privilege to utilize VCA computers and internet service. Students may bring and utilize their personal laptops at school; however, students must have teacher permission to use any electronic devices and the school is not responsible for any lost or damaged electronic devices.

 1. Use of the Internet must be in support of education and research and must be consistent with the educational standards and objectives of Victory Christian Academy. 2. Students may not visit sites that violate the moral standards and philosophy of Christian education, or the spiritual goals of VCA. 3. Computers must be utilized for school-related purposes only. 4. Students may not utilize school computers for personal communications, including but not limited to checking personal E-mails, instant messengers, etc. 5. Students misusing or damaging hardware will be responsible for repairs or replacement and subject to disciplinary action. 6. Students utilizing their internet must have teacher/staff supervision. 7. Students must utilize the internet for school-related purposes only. 8. Students may not download copyrighted or licensed programs. 9. Students may not alter or manipulate software or operating systems. 10. Students may not attempt to break into restricted files or private files. 11. Students may not attempt to introduce any virus into the system. 12. Students may not attempt to log on as another student. 13. Students may not visit chat rooms and/or bulletin board sites. 14. Students may not load, launch, or play any new games or programs. In order to protect the minds and safety of our students and at any time deemed necessary, VCA Administration reserves the right to view any content of a cell phone, PDA, iPod, iPad, tablet, notebook, Kindle or any other social media exchange, or communication device, which is owned, operated by, or in the possession of a VCA student. Students are not to expect use of school computers except during school hours or pre-planned after school activities. Proper computer etiquette rules will be observed. Students in violation of proper and moral computer use will forfeit their computer privileges.

**Christian Leadership**

All students will receive daily Bible instruction and will attend chapel weekly. Students will learn, have lessons, and memory verses taught from the King James version of the Bible. **Chapel:** Weekly chapel sessions are devoted both to worship and helping students identify with Biblical principles and wisdom. Parents are welcome to attend. Students must bring a Bible to all chapel sessions and devotions.

High school and junior high students can participate in Para-Professional Training (PPT) by mentoring and or tutoring younger students. Students can also participate in community service events.

**Christian Americanism**

Christian Americanism places emphasis upon the greatness of America’s heritage and the sacrifices of her heroes. America’s Constitution guarantees liberties to educate in order to preserve Biblical doctrines of self-discipline, respect for those in authority, obedience to law and love for God, flag, and country.

 **Pledge of Allegiance to the American Flag**

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.

**Pledge of Allegiance to the Christian Flag**

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.

**Pledge of Allegiance to the Bible**

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. I will hide its words in my heart that I might not sin against God.

**Attendance** /**Absences**

Students are permitted three (3) “Parent Excuses” per school year. A Parent Excuse is an excuse written by a parent/guardian that excuses the student from school for absences pertaining to illness, vacation, etc. If a child is absent three (3) consecutive days or more because of illness, a medical doctor’s statement must accompany the student upon returning to school. Additional absences may warrant a meeting with administration. Students who are not in attendance must make up the day’s assignments. In most cases, make up work is due within the number of days absent, example if your child is absent three (3) days, they will be given three (3) days to make up the work. We ask that you contact teachers to make arrangements for a child’s missed assignments. Only notes from a doctor’s office (or funeral director in the event of family loss) will be considered as an excusable absence beyond the (3) “Parent Excuses”. Under Kentucky law, a student with (3) unexcused absences in a school year is considered truant. Under the law, a student who has been tardy without a valid excuse for (3) or more days, is also considered truant.

**Appointments**

**Doctor, dental, and other appointments are to be scheduled after hours or on Friday if possible.** Students must attend at least 4 hours of the school day to be considered present. Absence for reasons other than for sickness and emergency will be excused **only** if arrangements are made in advance with the teacher and the student is sufficiently advanced in his work.

**Tardiness**

It is vital for students to be on time. It is an interruption and distraction when a child comes in late. We want to teach our students that being punctual is important and it also shows consideration to the other students in class. We ask that parents conform with this requirement. Students will be considered tardy when they are not seated and ready to begin class by 8:00a.m. **Parents must accompany their child into the school to sign their child in if he or she is tardy.** For students who repetitively arrive late and/or check out early without a doctor’s excuse, three (3) or more occurrences per quarter, will equal one unexcused absence. continued tardiness will necessitate a conference with the parents and principal, possibly leading to revocation of student privileges or suspension.

**Arrival**

Students can arrive on campus as early as 7:30am. However, students enrolled in the complimentary before school extended care may arrive as early as 7:00am.

After the first week of school, parents are asked not to escort their child(ren) into the building. When parents go into the classroom, it makes the period of adjustment more difficult for the child and makes it difficult for the teacher to start the day.

**Dismissal**

Teachers will have students prepared to go home at 3:30. Pick up and drop off traffic maps will be available.

**Working Students**

High school students who wish to leave early for Jobs/Co-op must have a signed agreement from their parent or legal guardian and employer.

**Lost and Found**

The Lost and Found department of the school is operated from the school office. At the end of a reasonable time, all items, which have not been picked up, will become the property of the school and may be donated or discarded. The school will not be responsible for any lost articles.

**Homework**

Students not completing daily class assignments will be required, at the discretion of the teacher, to complete the work at home or after school in the classroom. Should the student have homework, this will be written in their student folder or their student planner giving the pages to be completed. The homework is to be signed by a parent and returned the following day. Demerits will be given to a student not returning homework completed and signed. Merits will be awarded to those returning work completed and signed.

**Student Progress Reports**

The grading system of our school is designed to give parents a true indication of the student’s progress or lack thereof. Student Progress Reports will be sent out the Wednesday after the week of a quarter’s ending. Teachers will schedule a minimum of 2 progress conferences during the school year: one in the fall and one in the spring. Teachers will contact parents to schedule a conference time. Parents may request a conference any time during the school year to discuss any expectations, problems, plans, or procedures by contacting the teacher.

**Parent Teacher Communication**

Good communication is essential to a successful parent/teacher/student relationship. The VCA staff want to keep lines of communication open between teacher and student and teacher and parents. Teachers may utilize phone, written notes, emails, or texts to keep parents informed about a student’s progress and/or behavior issues. Student planners and student folders are also used for quick daily communication between parent and teacher.

**Discipline**

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We **DO NOT** accept students who have criminal records of any kind. We are here to work with the home, but not to take the place of parents who have had trouble in fulfilling their roles. No student expelled for disciplinary actions from another school will be enrolled to VCA.

**All new students are admitted on probation for the first six weeks.**

The student must always conduct himself in a manner becoming a lady or gentleman. **Griping is not tolerated!** If your child does come home complaining about a policy or discipline;

1. Give the staff the benefit of the doubt.
2. Realize that your child’s reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child’s attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

High school students in particular, because of their influence on younger children, are trained to adhere to the school’s philosophy and Biblically based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic items, and any other questionable practices.

Victory Christian Academy is dedicated to the training of children in a program of study, activity, and living that is Bible-centered.

We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men”.

**Detention**

The paramount rule is “do right; do not disturb.” Demerit marks are given for disturbances or broken rules. When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day the slip is to be returned and detention time is served.

Demerits are an indication that a student may need direction in the development of principles of character of life. Conference with the teacher, principal, and parents are sometimes necessary to assure this growth.

**Exit Interview**

When a student withdraws from our school, the parents are required to schedule an exit interview with the school principal. This enables the parents and the school to complete all requirements for the school records to be released.

**Property**

All students are required to respect and care for school property. All students will be required to assist in keeping the campus clean. Eating and drinking is only allowed under the supervision of a teacher. This policy is in effect before, during, and after school. Destruction of school property will not be tolerated. All damages such as marked on, defaced, or broken property must be paid for or replaced at offending student’s expense even if accidental. If appropriate, suitable discipline will be administered.

**“Six-Inch” Rule**

All Students should keep “hands off” other students, “no back-talk” and no “monkey business”.

**Off Limits**

1. Other student’s desk or backpacks.
2. Teachers’ desks, computers, and files.
3. Computers without permission.
4. Classrooms when staff is not in attendance.
5. Playground area except under supervised activity.
6. Autos and parking areas.
7. School’s office.
8. (Closed campus policy: students may not leave the school grounds during school hours without permission.)

**Contraband**

* **Knives**
* **Firearms**
* **Alcohol**
* **Tobacco Products**
* **Narcotics**
* **Other Medications (see page 4)**
* **Cell Phones (see policy)**
* **Non-approved books or magazines**
* **Personal music devices**

Any non-approved items brought on school campus will become property of the school. Students possessing such material will face discipline.

**Cell Phone Policy**

Carrying a cell phone/telecommunications device in the school building is a privilege, not a right. Students who comply with the cell phone policy shall be allowed to bring a cell phone/telecommunications device into the building so long as it is not handled and it does not emit a noise (including vibration); students who are either unwilling or unable to comply with the policy, will have the privilege of carrying a phone within the school building revoked. Victory Christian Academy is not responsible for any fees associated with any phone or device that is being held due to violations of school policy.

 **Teachers may allow students to use cell phones/telecommunications devices in the classroom for educational purposes. Teachers are to announce clearly the purpose for using the devices, when students are to get their devices out and when they are to put them away.**

Cell phones can be a distraction to the classroom, which inhibits learning. If you need to speak with your student, please call the office. If a student needs to call a parent or legal guardian, the student must use a school phone located in the office or have permission from their teacher to use their cell phone. Parents should not text or call their student directly. If a parent needs to contact a student or leave a message, the parent should contact the office at 270-904-2684 or leave a message on the student’s silenced device. Students who use a cell phone during school hours without staff permission will be subject to disciplinary action, even if attempting to call a parent/legal guardian, or if retrieving a message or taking a call from a parent/legal guardian.

Students are always strongly encouraged to keep their cell phones and devices OFF; after the instructional day ends, messages can be retrieved once phones are turned on. Parents are strongly encouraged to stress the importance of student compliance with the cell phone policy, as the policy will be strictly enforced. Victory Christian Academy allows students to bring cell phones and other electronic devices, such as tablets and iPods, on campus, but the device will remain in the “off” position until consent is given by teacher or administrator. The first time a student is caught using a device without permission. the device will be confiscated by the teacher and returned by the end of the day. The second time a student is caught using a device without permission the device will be confiscated for parent retrieval and a referral will be issued for “failure to follow directions and inappropriate use of technology.” Students are not allowed to use a device to take pictures, video, or record unless authorized by a teacher or during a permitted usage time as noted above. The school administration reserves the right to examine any and all contents of a confiscated phone, tablet, or other electronic device.

**Telephone Usage**

School phone is to be used by students only in case of illness or emergency. Cell phones are off limits without teacher permission during the regular school hours of 8 to 3:30.

**Visitors**

All visitors (this includes parents) are required to check in. If you need to leave something for a student or teacher, please bring it to the office. Visitors are NOT permitted to go directly to the classroom as teachers are preparing for instruction, arrival, and/or dismissal. Please call to schedule an appointment to speak with teachers or administration through the office. In order to maintain student safety, students may not have peer visitors during school hours, unless it is approved by parents and administration.

**Volunteers**

Volunteers are a valuable part of Victory Christian Academy. We encourage parents to be involved and welcome their talents both in and out of the classroom. There are many opportunities to serve: assisting with car rider drop off, PTA officer, fundraising programs, gardening, baking cakes for birthday celebrations, lunch assistance, room parent, attending/driving on field trips, physical education, coaching sports, campus beautification, etc. Parents are encouraged to help with activities that are designated by the teacher. Parents are not permitted to drop in unannounced. A background check will be required for all regular volunteers.

**Student Drivers**

Cars should be locked. All students must stay out of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to and from the school. Students driving recklessly in the school area could risk the loss of their driving privileges.

**Tuition**

Tuition is due on the first day of each month (August - May). Unless other arrangements are made, tuition not paid by the 10th of the month **will** result in a $25.00 service charge. Families whose accounts are over 60 days past due will be required to withdraw their students.

**Uniform Dress Code and Personal Appearance**

Each student’s appearance must be discreet and modest. It is vital that each student wholeheartedly support the uniform dress code standards.

**Clothing**

Students are required to wear a VCA polo shirt with khaki or black bottom. VCA polo shirts and uniform pieces can be purchased from Perfect Promotions. Please call the office for contact information. All students will need to purchase slacks, skirts, and shorts. Only VCA hoodies or VCA zip-up jackets maybe worn with the VCA polo shirts. Shorts, skirts, and jumpers may not be of a revealing nature and must be of knee length. Shoes must always be worn. Elementary students sandals/flip flops must have an adjustable heel strap. Clothing must fit properly and be gender appropriate. It must always cover up any undergarment. Whether sitting or standing, no skin should be showing between tops and pants. Absolutely no sagging or excessively baggy pants are allowed. No excessively tight clothing like leggings or jeggings unless worn under appropriate length outer garments. Pre-school students are not required to wear uniform pieces. They do, however, need to adhere to the school dress code. Little girls should wear leggings, tights, or shorts under their dresses or skirts

**Hair**

Hair is to be worn in a decent, respectful manner by all students. No hair in the face for girls, and neatly trimmed around the ears and neck for the boys. Any hair color treatments must be of a natural hair color. All students will keep themselves groomed properly at school. No facial hair permitted on students. (Mustache, long sideburns, beard etc.)

**Jewelry**

Students may not wear excessive jewelry. Body piercing is prohibited except for the earlobes of girls. Boys may not wear earrings of any kind.

**General**

Excessive make-up on girls is not permitted. Tattoos are prohibited. However, if a student already has a tattoo, it must always be concealed. Students writing on themselves or their clothing will not be allowed. Absolutely no hats or sunglasses are to be worn in school except for medical reasons (requires physicians’ statement). The office must approve this.

The school administration reserves the right to prohibit specific dress and dress related items as it deems necessary whether mentioned in these guidelines or not.

**Special Activities**

Students who attend school activities after school hours (either on or off campus) must wear clothing consistent with VCA standards set by the principal. Students must also adhere to acceptable moral conduct and behavior.

**Inclement Weather**

In the event of inclement weather or emergency situations, please watch channels, WBKO (13), WNKY (17), CN2, or WTVF (5) for school closings. You may also check our Facebook Account for information regarding Victory Christian Academy closings. In most events, we will follow the Warren County School closings.

**Field Trips**

Field trips are built into the school calendar as school days. This does not include the year-end field trip. Students must attend in order to be counted present. Parents are always welcome to attend any field trip.

**Physical Education**

It is our policy that no student is excused from the required physical education course without a doctor’s written excuse. Students are not to expect use of school equipment except during planned and/or authorized activities.

**Lunches**

Students should bring a lunch from home. All students should bring two snacks per day in addition to their lunch. Lunch boxes containing items needing refrigeration should have ice packs to maintain food safety. There will be microwaves available to heat any food. Students should not bring any food that requires a long time to reheat in a microwave. Students should not bring any food which requires cooking on a stovetop or in an oven. A menu will be sent home, including pricing on dates that lunches will be available for purchase. A vending machine with snacks is located on campus.

**School Hours**

School is in session from 8am to 3:30pm Monday through Thursday. Students may arrive no earlier than 7:30am and must be picked up no later than 3:45pm.

**Before School Care**

Complimentary before school care, starting at 7:00am.

**Extended Care**

Extended hours are available; please contact the school office for more information. This program requires enough enrolled students in order to be maintained.

**Graduation/Grading**

Victory Christian Academy follows the requirements mandated by the Commonwealth of Kentucky for high school graduation. VCA also follows the Commonwealth guidelines for their grading scale.

**Fundraisers**

VCA will have opportunities for families to participate in fundraisers. Victory Christian Academy strives to keep tuition rates cost effective for the benefit of each family. In order to do so, the school must operate fundraising programs. It is anticipated that each family will participate in helping us raise the additional funds needed for the designated school projects. The school receives no federal assistance, neither is it endowed or supported by any other organization.

**Parental Participation/Student Agreement**

 My child and I have read and agree to abide by all the school policies and procedures as set forth in this Student Handbook.

I agree to support the school spiritually as well as financially. I agree to attend all Parent Staff Fellowship meetings, Parent-Teacher conferences, keep the school in our prayers and to participate in all school fundraisers.

I understand that at any time the administration may institute new policies as needed for the Student Handbook.

I will, to the best of my ability preserve and promote the integrity and reputation of Victory Christian Academy.

**Please sign below and return to school office.**

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Parent/Legal Guardian

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Student(s)