

VICTORY CHRISTIAN SCHOOL
A MINISTRY OF VICTORY BAPTIST CHURCH

PARENT & STUDENT HANDBOOK

Revised Summer 2011

SCHOOL ADMINISTRATION

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SCHOOL BOARD

Deacons of Victory Baptist Church

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TABLE OF CONTENTS

Introductory Material	
Mission.....	5
Purpose.....	5
Statement of Faith.....	5
General Information	
Admission.....	7
Articles Prohibited.....	7
Assignment Notebook/Pads.....	8
Athletic Program.....	8
Attendance Requirements.....	9
Buildings and Grounds.....	11
Cell Phones.....	11
Child Abuse.....	12
Communicable Disease Policy Statement.....	12
Contacting Teachers.....	13
Dating.....	13
Dress Code.....	13
Field Trips.....	16
Lockers.....	16
Lost and Found.....	16
Lunches/Snacks.....	17
Medication.....	17
Off Limit Areas.....	17
Parent Teacher Fellowships.....	17
Patriotism/Pledges.....	17
Personal Possessions.....	18
School Office.....	18
Social Graces.....	18
Spiritual Emphasis.....	18
Student Websites.....	18
Telephone Use.....	18
Use of Automobiles.....	19
Weather.....	19
Withdrawal.....	20
Academic Information	
Academic Grading Scale.....	20
Folders.....	20
Homework.....	20
Honor Roll.....	21
Progress Reports.....	21
Report Cards & Exams.....	21
Requirements for Senior High Graduation.....	22
Conduct & Discipline Information	
Behavioral Discipline Philosophy.....	23
Character Development.....	23
Classroom Courtesies.....	24
Conduct Outside the Classroom.....	24
Demerits.....	25
Elementary Extreme Discipline Situations.....	27
Expulsion.....	27

WELCOME BY THE FOUNDER & PRESIDENT

Dear Parents,

Welcome to Victory Christian School. We are looking forward to working with you and your child this year. After reading this booklet you may have questions. Contact me, and we will set up an appointment or give you a tour of the facilities. Our desire is to provide you with the information you need.

We use a curriculum called *A Beka Book*. This is a curriculum produced by Pensacola Christian College, and is designed for use in Christian schools. This program starts a student with intensive phonics, which means that kindergarten five students are reading on a first grade level in most cases. Each class is taught traditionally (teacher/student) and no packet systems are used. All of our teachers have the training and experience to make a difference in your child's education. They have all given testimonies of being born-again Christians and, in our opinion, are dedicated Christians. They are not just working a job, but consider their tenure here a ministry. Be assured they pray for your child on a daily basis. Each student is required to take a daily Bible class. We do not apply pressure on your child to attend Victory Baptist Church, but we will make every effort to lead him to Jesus Christ if he is not already a believer. College preparation is our only high school program of study. We strongly encourage your child to take those harder subjects that would prepare them for college.

We keep ourselves tuned to national standards by giving the Stanford Achievement Test yearly and having our school evaluated for its weaknesses and strengths. Our school is approved by the Department of Non-Public Education in Raleigh, NC, and is subject to inspections concerning health, immunizations, fire, and competency of graduates. Our accreditation is through the National Private Schools Accreditation Alliance.

We are not perfect here, nor are we always right, but we make every effort to glorify the Lord Jesus Christ. Our school will make every effort to keep you informed concerning your child's progress. Folders of all graded, significant papers go home on a weekly basis for you to review and sign. Progress reports are sent out to parents of children whose grades are not satisfactory. We are concerned and will do our part, but we cannot do it alone. We need your loyalty and your cooperation if your child is enrolled at Victory.

Looking forward to a good year,

Pastor R.L. Parker
Founder & President

WELCOME BY THE ADMINISTRATOR

Dear Parents,

Welcome to Victory Christian School. We are extremely excited about the school year. Giving your children excellence in education is one of the best investments you can make as a parent. Since 1980, Victory Christian School has been providing academic excellence for hundreds of students in a caring Christian environment. We continue to be amazed at what the Lord has done through the vision and leadership of our pastor, administration, faculty, and staff these many years. To God be the glory!

Victory Christian School offers a quality Christian education in a warm, friendly atmosphere. The purpose of this school is to give Christian training along with a solid academic foundation in the basic fundamentals of learning for the average and above-average child. Our academic standards are high with added emphasis on patriotism and character training.

Each student has close, personal contact with well-qualified teachers who are prepared to give each student a thorough scholastic background. Our facilities house classrooms that are bright and cheerful, air conditioned, and completely carpeted. Students benefit from a state of the art drama program, art program, music program, gymnasium, and private piano lessons.

Our excellent teaching staff, employing an excellent academic curriculum (*A Beka Book*), can provide your child with an educational investment that will last a lifetime! We invite you to learn more about the history and advantages of Victory Christian School by visiting our website.

We encourage you to contact us with any questions you may have. We count it a great honor and privilege to educate and equip the children of Victory Christian School to impact our community, country, and world for Christ!

For His Glory,

Pastor Jonathan Eason
Administrator

INTRODUCTORY MATERIAL

Mission

Victory Christian School, started in 1980 as a ministry of Victory Baptist Church, exists for the purpose of assisting parents with their God-given responsibility to train and teach their children. It is the goal of the school to provide high academic excellence enhanced by athletic and fine arts programs, to teach strong moral values, and to help students exemplify disciplined, Christ-centered lives, understanding that the fear of the Lord is the beginning of knowledge.

Purpose

Our desire is to offer each student a quality education; however, we realize this goal can only be attained by teaching subject matter in light of God's Word. Therefore, our goal is to give each child an educational process designed to fulfill II Timothy 3:17.

Since our desire is to instill an appreciation for godly living in the heart and life, we have found it necessary to have regulations concerning the daily operations of our school. We recognize that not every family who has children in VCS will agree with each of our convictions and preferences; however, it is important that each of us realizes that complying with the student handbook and school policies is expected. "As much as lieth in us," we desire to "live peaceably with all men" (Rom. 12:18). For we realize that "the letter killeth but the spirit giveth life" (II Cor. 3:6); therefore, it is necessary that harmony exist between the school and the home with regard to each of the procedures and regulations by which we operate.

Statement of Faith

It is important that everyone understand that Victory Christian School is a ministry of Victory Baptist Church. Therefore, the Articles of Faith held by the church will also be those taught in the school.

We believe that the Bible is the verbally inspired and infallible, authoritative Word of God and that God gave the words of Scripture by inspiration without error in the original autographs. God promises that He will preserve His Word; Jesus said, "*my words shall not pass away*"—Matt. 24:35. We believe God has kept that promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts and that the Authorized Version (King James Version) is an accurate English translation of the preserved Word of God. The King James Version of the Bible will be the only Bible used in any capacity at Victory Christian School.

We believe there is one triune God, eternally existent in the persons of Father, Son (Jesus Christ), and Holy Spirit; these three are one in essence, but distinct in person and function.

We believe that Jesus Christ, the Second Person of the Trinity, became the physical manifestation of the Godhead to mankind. We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood and His bodily resurrection.

We affirm that the Holy Spirit is the Third Person of the Trinity, the Agent of conviction, regeneration, indwelling, baptism, sanctification, and illumination of all who are born into God's family through Jesus Christ. We are opposed to the charismatic movement and its tongues and other sign manifestations.

We believe that God created the universe in six literal days and that man was created in the image of God but chose to sin. Hence, all persons inherit a depraved nature and are lost sinners in need of salvation.

We believe that salvation is a free gift of God for "whosoever will"; it is by grace, through faith, plus nothing, and believers are eternally secure. Salvation is received only by personal faith in the Lord Jesus Christ and His finished work. "Whosoever will" may come to Christ; God does not pre-elect persons to heaven or hell.

We believe in the resurrection of both the saved and lost: those that are saved unto the resurrection of eternal life in heaven and those that are lost unto the resurrection of eternal damnation in a literal lake of fire.

We believe in the spiritual unity of the body of Christ and that God has ordained the local church for the perpetuation of His truth and work in the world, and that two ordinances of the local church are baptism by immersion and a regular observance of the Lord's Supper by believers.

We believe in the imminent, pre-Tribulation return of Jesus Christ for all believers. This Rapture of the saints will be followed by a seven year period of Tribulation, after which Christ will return in glory to judge the world and set up His millennial reign on earth.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

We believe that the only legitimate marriage is the joining of one man and one woman.

GENERAL INFORMATION

Admission

Victory Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities afforded by the school. It does not discriminate on the basis of its educational policies, discipline procedures, admission policies, or school-administered program. Victory Christian School insists upon a high standard of performance from its students. Each student will be expected to produce to the best of his ability.

Before admission to Victory, both parents must sign all papers. Some exceptions are made in single-parent situations. An interview with at least one parent may be requested before final acceptance can be made. An interview with students seventh through twelfth grade is mandatory before being accepted to our school.

For returning students, all tuition and fees from the previous year must be current to attend classes. All incoming students must have an immunizations record on file before beginning school. Upon registering your child for the first time, a Record Release Form needs to be signed by the parent releasing your child's records from his previous school.

All incoming students are required to take an entrance test prior to the beginning of the new school year. We use the WRAT Test (Wide Range Achievement Test), and the teachers administer it. The testing and scoring times is usually less than 40 minutes. A staff member will discuss the testing results with you personally. You will be notified of the time when your child will be tested.

Most importantly, please note that upon registering your child for the school year, whether he is a new or returning student, you are automatically held financially responsible for the entire school year whether or not your child attends. You must sign a "Statement of Cooperation" which states these requirements.

Articles Prohibited

Cigarettes, alcoholic beverages, narcotics, guns, knives, explosives, or any other object(s) considered to be a weapon are not allowed on the campus of VCS, nor on a school sponsored trip. Students with any of the preceding items mentioned can face disciplinary action up to expulsion. In certain circumstances legal ramifications may be necessary. Items such as dice, playing cards, radios, portable CD or MP3 players, iPods, laser pointers, and magazines and books not related to class work are not permitted on school property, or on school sponsored trips. Students with these items in their possession will face disciplinary action which will be determined by the administration. Only for the exception of special, pre-announced days may students bring toys to school. This includes, but is not limited to, hand-held electronic or video games. If a student brings a toy to school, the toy will be confiscated and returned only to the parent.

Assignment Notebook/Pads

All students are issued assignment pads at the beginning of the year. Assignment pads are covered in tuition cost and are used to record homework assignments, and to relay messages between school and home. It is important that each student has his assignment pad in his possession during school hours and that parents check it each night for assignments and announcements. Replacement cost for a lost assignment pad is \$3.50.

Athletic Program

Athletics can be used very effectively to teach Christian character and discipline. The grind of daily practices and the pressure of interscholastic competition provide great opportunities for young people to grow in their Christian life.

Principles Stressed:

Testimony

Keeping our testimony and glorifying God is primary and foremost at Victory Christian School. As fans, players, or coaches, we are to participate in athletics in a manner that would give the right opinion of God.

Hard Work

God commends hard work. During practice time we help our young people develop good work habits. These habits produce skills, which help our participants to reach the goals they have set for their respective seasons.

Unity

Unity is another Christian character trait we stress (Eph. 4:3). Our sports teams and seasons provide many opportunities to teach a scriptural unity.

Sportsmanship

Our athletic program strives to develop a sense of good sportsmanship among our students, and to build a good relationship between our school and opponents. We want good rivalries, but we do not want any bad sportsmanship.

Giving Honor to Whom Honor is Due

Finally, realizing that you produce what you honor, we seek to reward those in our sports program who have grown in and demonstrated Christian character. The player who scores the most points in basketball will not necessarily receive an award, we are seeking to reward character and dependability, not ability.

Team Membership

Before trying out for any team, the student must be sure to count the cost. We do not want anyone to quit any of our sport teams. Trying out for one of our teams involves making a commitment to finish the season, regardless of how things work out personally for the individual participant. The athletic director and/or coaches may require the signing of a contract of their choosing.

The coach of each sport will determine the number of participants for each sports team. Each participant must realize that it is an honor and a privilege to represent Victory Christian School, a

privilege that can be withdrawn. A student must be in good academic and disciplinary standing to remain a team member.

Sports Eligibility

All players and cheerleaders must maintain an overall "C-" average (P.E. grade not included) and no "F's." This also includes team managers and statisticians. Students receiving less than a "C-" average overall or an "F" will be placed on probation for three weeks. Probation begins with report card or half time reports.

A student who brings his average up to a "C-" or his "F" to a "C-" by the end of the probation period is eligible to participate for the remainder of the nine weeks. A student who does not bring his grades up to a "C-" average by the end of the probation period is ineligible for the remainder of the nine weeks. While on probation, a student may practice, if the coach will allow them to. They may come to home ballgames and sit with their team but may not play. A student cannot, under any circumstances, play or travel with the team while on probation.

Students who participate in any team sport or cheering must purchase a student insurance policy from our school. Victory Christian School is not responsible for accident or injury received during a ball game or activity. The parent must bear all expenses for medical attention. Those students who wish to participate in cheerleading or sports must attend scheduled practices. If a practice is missed the coach will handle the situation. This could include suspension from the next game. There will be a rental fee charged for the use of the uniforms and participation in sports. The various coaches will present the regulations and contracts that apply to that sport.

Attendance Requirements

In order to gain the most from school, each student should limit absences from school. Unless the administration of the school has given prior approval, **absences are excused only for reasons of sickness, doctor appointments, death in the family, school sponsored trips, and the student's five personal days.** If a child is absent for any reason other than school-sponsored trips, the absence will be recorded on their attendance record. Students who go through the year with no absences, no tardies, and no early dismissals receive a perfect attendance award. Personal days will be marked as an absence.

Please inform us if emergencies arise and you need to take your child out of school. This is very helpful since we can make arrangements concerning your child's work.

Personal Days

Each student is given **five** personal days each year. These are days that can be taken for whatever reason you choose. If you plan to make 4-H educational trips or vacations, you should use your personal days for those activities. When your child returns to school you need to send a note, as you would in any absence, explaining that a personal day was taken. **The parent should contact the school BEFORE taking a personal day to find out the remaining number of personal days that the student has left.** If you plan to be gone for an extended period, it would be helpful to give prior notice to your child's teacher. Any student who **takes more than five personal days WILL NOT BE**

EXCUSED. If there is any emergency situation, that will be determined by the administration.

*** Personal days may not be taken or excused during the following times: ***

- 1. Before or after a scheduled holiday.**
- 2. After or during the week before Thanksgiving.**
- 3. During the month of May.**
- 4. During the week of Stanford Achievement Testing.**

Any student leaving the building prior to the close of the school day must bring a note to their homeroom teacher that morning or preferably the day before, to receive permission for the departure. They should sign out in the office before they leave. Please remember to give them a note when they leave home in the morning. **Failure of a student to attend a Parent-Teacher Fellowship will result in an absence on the report card.**

For absences or tardies that are excused, the work and tests missed may be made up at the teacher's convenience and in an allotted amount of time. The child will be given one day for each day missed to make up the work. Any long-term assignments (i.e. book reports, term papers, etc.) will still retain their same due dates unless otherwise specified by the teacher. For absences or tardies that are unexcused, the work or tests may not be made up and a daily grade of "0" will be given in each class missed. Teachers will not allow students to make up work until they receive verification from the office that the absence or tardy is excused.

When a student is late or absent they must first report to the office in order to get an admission-to-class slip to attend class. If they have a note and the tardy or absence can be excused, this will be indicated on the classroom form that they take to their teachers. If they do not have a note, the form will be marked unexcused, and they will be permitted to go to class. **If they do not bring a note from home the following day they will not be permitted to class.** Parents will be called to bring the necessary notes/doctor's excuses required. The student will be unexcused and not permitted to class until this is done. **While waiting to be permitted to class, students will not be allowed to make up any work/test they are missing. A note is always required even if you call to let us know your child will not be at school that day.**

If any child misses more than 20 days of school, his promotion is in jeopardy unless special arrangements are made. The student will be required to bring a doctor's excuse for each absence after 20 absences. Any student who misses 20 class periods of the same subject will not receive credit for that subject. This includes early dismissal or tardiness to school in a particular subject/class.

HIGH SCHOOL & ELEMENTARY POLICY:

What happens if a student receives an unexcused absence or an unexcused tardy? The student will not be allowed to make up any work that they miss and they will receive a "0" in that work. If no graded work is done in the subjects they miss, a twenty point "0" will be given in that particular subject. In other words, there will be academic penalty for having unexcused absences or tardies. If a student is late for homeroom more than twice per semester we will be contacting parents. Disciplinary action will be taken. If a student

is late for any portion of the first hour class they will receive a twenty point “0” in that class.

A parent coming during class time to pick up a student for dental or doctor appointments, or other excused absence, should go to the school office to check out the student. If a student must leave school early, a written note must be presented to the teacher no later than the morning of the day the student wishes to be excused. Scholastic achievement attained by any student is directly related to his pattern of attendance at school. It is imperative for the student’s well-being that he miss school only when necessary. **Students who go through the year with no absences, no tardies, and no early dismissals receive a perfect attendance award. Personal days will be marked as an absence.**

Buildings and Grounds

Students should help us keep the buildings and grounds clean. Trash should be put in the containers provided. We teach children to keep the landscaped beds looking good and to stay out of these areas. No food or drinks are to be taken on the playground, ball field, or hardtop unless permission is obtained. All eating and drinking should be restricted to the areas designated. **There will be no eating or drinking in the classroom.** Chewing gum is not allowed on campus. Students are never allowed to chew gum during any class. **This would also include PTF and award programs.** The reason we are so dogmatic about chewing gum is because of the problems it causes sticking to desks, carpets, walks, gym floor, etc. Demerits for chewing gum will double on each subsequent infraction. Students who purposely deface property will be responsible for the costs of replacement or repair.

Cell Phones

Students are not permitted to use a cell phone on the school property at any time. After school, students should not use cell phones until they have left the school building. Those students who drive to school must leave their cell phones in their vehicle. Cell phones also are not permitted on sports trips to and from games, etc. Any use of a cell phone at school during school hours by a student will result in disciplinary action.

- 1st Offense:** 5 demerits & cell phone kept at school overnight by administration.
- 2nd Offense:** 10 demerits & cell phone kept at school for 1 week by administration.
- 3rd Offense:** Cell phone kept for the rest of the school year.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs/videos is permitted. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious discipline offense.

Because modern cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the ministry’s

normal search & seizure policy and administrative discretion. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Child Abuse

School employees report to the local Department of Family and Children Services (DFCS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the employee. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child. The department or the school needs not to obtain parent permission.

Communicable Disease Policy Statement

While it is not the desire of Victory Christian School to discriminate against any student, the school is faced with the challenge of providing a safe haven for those students entrusted to their care and it is their intent to protect all students from exposure to serious illness. Victory Christian School with its limited facility is not equipped to physically care for the needs of a very ill student or any student with a serious or chronic communicable disease.

Therefore, out of concern for the welfare of all students, it will be school policy to deny admission to, or to require dismissal from, the school for a child with a serious and communicable disease. The concern is two-fold: it is that other students not be infected and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family. Any student who is denied acceptance or dismissed due to a communicable disease will not be permitted to enroll or re-enroll in regular classes until he has been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, Acquired Immune Deficiency Syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) are included in the policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection of any serious and continuing communicable disease upon application for enrollment (of a new student) or at the time of diagnosis (for a current student). In adopting this policy, Victory Christian School recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

Contacting Teachers

Parents are requested to contact their child's teacher either by writing a note and having the child bring it to school or by contacting the school office. If the teacher is not available at the time of calling, the secretary will leave a message for that teacher to call back. Parents should stop by the office to sign in and receive a pass prior to going to a classroom. Parents should not go to the child's room in the morning. Talking to a teacher in the morning delays that teacher from very important preparations for the whole class. If a conference is needed, the teacher will be glad to schedule a time to meet.

Dating

At Victory Christian School we believe that the modern phenomenon of dating is detrimental to proper development spiritually and socially. Because of the innate dangers and pitfalls, we believe that dating in the high school years is unwise. Victory Christian School will seek to deter "dating" relationships at school and school activities. If your child is in a "dating" relationship, they should not be discussing their dating situations here. Any student in a "dating" relationship with someone who is not a student of VCS, must still abide by the school's regulations. **Any student who involves themselves in sexual relationships will be dismissed from our school.** We have found that students who involve themselves in this activity are usually very vocal and tend to influence other students. No student can become engaged while attending Victory Christian School. We are interested in academically inclined students and feel that students at this age do not need to become seriously involved in a relationship. Students are not allowed to touch members of the opposite sex. This would include sitting or standing close together, punching, or jabbing. Students must maintain a 6-inch distance between themselves and those of the opposite sex. Loitering in buildings and on school grounds after school is not permitted. Students cannot meet in cars on the parking lot before, during, or after school.

Dress Code

The purpose of the dress code is to teach the student to dress neatly and modestly. In determining the dress code we do consider, above all else, the Scriptural principles of modesty, testimony, deference, distinction from the world and the opposite sex, and appropriateness. We ask that you support our application of the Scriptural principles. Some of our policies are institutional policies, written to be easily understood and enforced. Students should dress neatly, not sloppily or casually. A code of dress is beneficial to instruction. Students who are dressed neatly and modestly will have a tendency to have more acceptable behavior and perform better in the classroom. There are numerous examples in society (i.e. military, businesses, etc.) of organizations that institute high standards of dress because of the strong connection between appearance and performance. We expect parents and students to cooperate fully with this dress code. Keep in mind the dress code and make sure that before your child leaves home, he/she is complying with it. Our dress code will be strictly enforced.

Boys:

1. T-SHIRTS ARE NOT PERMITTED. Dress shirts or sport shirts with collars are required. Polo style shirts with collars are permitted. Sweatshirts are permitted if worn over another school-approved shirt. Shirts should fit properly. Boys will not be permitted to wear

oversized shirts. Flannel shirts must be tucked in and not worn as jackets. No graphics are allowed on shirts, but small inconspicuous logos are allowed. Camouflage clothing is not appropriate school attire. Camouflage jackets or coats are permitted. On some occasions, such as school spirit day, other special dress will be permitted. Your child will be informed of these special occasions. All shirts must be tucked in at all times.

2. Shoes and socks are to be worn at all times. Athletic shoes are permitted. Boys should not wear sandals or “Flip-flops.”
3. All boys' pants are to be neat and modest in that they fit well and do not fit tightly or too loosely. Jeans with holes, cuts, or any other new fad may not be worn. If the pants are designed to be worn with a belt, a belt must be worn. **SKINNY/FORM FITTING PANTS ARE NOT PERMITTED.** Pants which ride low on the hips, drag under the shoes or on the ground are not permitted. Sweatpants or wind pants are not considered proper attire for school and should not be worn.
4. Hair must be a standard, conservative cut. Far out fads such as shaving of the head, etc., will not be tolerated. Hair must be off the ears, at least one finger width above the eyebrows, and tapered in the back. It should not be allowed to be too thick and full. A slight taper is expected to keep it from becoming too thick. Hair color should be in good taste. **No faddish, wild colors or highlights will be permitted.** If this is done, the student will be told to restore it to its original color or have his hair trimmed to restore the original look. At the writing of this handbook, bowl cuts, and other faddish cuts are ‘in’. These are not permitted. Young men who have acquired enough facial hair to need shaving should shave daily if needed. No mustaches or beardy-looks are permitted. Sideburns should be trimmed no longer than the middle of the ear.
5. Ball caps are not permitted unless they are needed at ball games, during school activities, or on field trips.
6. Boys are not permitted to wear neck chains, bracelets, or traditionally feminine jewelry.

Girls:

1. Girls should dress modestly. All clothing worn by girls must be designed for girls. They should maintain a feminine and neat appearance at all times. Dresses, skirts, jumpers, knit tops, sweaters, blouses, etc. are permitted. **NO T-SHIRTS ARE PERMITTED.** We have had many problems with tight fitting and/or revealing clothing. Our female staff is tasked with monitoring this problem carefully. Currently it is the style to show a person’s midriff. Tops are made shorter so that when our young ladies raise their arms to get their books out of their lockers, their midriff shows. Slips should be worn with these tops or the tops should be long enough to not show the midriff when bending or reaching.

Young ladies who are wearing garments through which their undergarments can be seen, or who are wearing tops which are shorter, must wear slips or other undergarments.

Girls will be allowed to wear shirts with minimal graphics. Sweatshirts are permitted when worn over another shirt.

Skirts must have hemlines that cover the knee completely, even when sitting. Skirts with a kick pleat in the back are permitted as long as the top of the slit is no higher than the bottom of the knee. Slits must not be longer than three inches. When the kick pleat is higher or longer than permitted, the pleat must be sewn and not pinned to be in compliance.

Necklines should not exceed two inches below the clavicle (collar bone). Plunging necklines, low cut backs or fronts, and bare shoulders are not permitted. If a sleeveless top is worn, it must be modest in the administrations opinion. No slacks, jeans, or shorts may be worn to any school activity on or off campus.

2. Appropriate footwear should be worn at all times. Tennis shoes are permitted. Open toed shoes and sandals are allowed. Shoes should not have excessively large soles. Men's work or combat style boots are not appropriate for school.
3. Make-up is permitted in seventh grade and above but it must be moderate and conservative, not excessive. Elementary girls should not wear make-up.
4. Hair styles should be feminine and hair color should be discretely highlighted if done. If hair color is changed in an extreme or unusual way, students will be required to restore it to its original color. Hair needs to be kept neat and clean. It is important for teachers to have eye contact with students. Because of this, no student can wear their hair down over their eyes. If bangs are to be worn, they need to be trimmed above the eyes.
5. It is permissible for young ladies to wear earrings; however, clarification is needed. Only one earring at a time is to be worn in each ear lobe. The ear lobe is the only place that an earring may be worn. (Example: no earrings in upper ear, or in nose, etc.) If you choose to wear one kind of earring in your left ear lobe, the same earring must be worn in the right ear lobe. No interchanging of earrings. Earrings that hang from the ear must not be excessive in length. The administration will decide what is excessive and what is not.
6. Girls may not change into to slacks here on campus before leaving for any reason. This includes going on trips, to work, or for whatever purpose.
7. Girls should arrive on campus in proper school or game attire.

GENERAL COMMENTS CONCERNING THE DRESS CODE

1. The administration of Victory Christian School will be the final judge in any situation concerning hair and dress standards. The Administration may inform a student not to wear a certain garment even if it is not specifically mentioned in the handbook.

2. Parents will be notified when their child is in violation of any part of the dress code. A demerit form will go home explaining the violation. If the problem persists, disciplinary action, which could include expulsion in repeated or blatant situations, may be necessary.
3. Students will be given one warning concerning dress violations. Junior high and high school students will receive 10 demerits for the second violation, 1 day suspension for the third violation, and a 2 day suspension with a parent conference for the fourth violation and so on.
4. We have on occasion had students who do not bathe and keep themselves clean. It is certainly necessary that all students bathe regularly, wear clean clothing, and at an appropriate age apply deodorant.
5. Sometimes in the course of a school year we find it necessary to add or modify dress standards. We reserve the right to do this. You will be notified in writing of any changes.
6. **PARENTS:** Parents are requested to abide by the school dress code for any extended visits, which would include but not limited to the following: all fellowships, ball games, field trips, class parties, field day, etc. Please do not come in shorts or slacks. Men, please use discretion when attending activities also. We are not asking you to change clothes for brief stops like when coming to the office to pay a bill or pick-up your child.

Field Trips

The teachers and administration of VCS feel that field trips can be a resourceful way to enhance the educational process. On many occasions, these trips are planned in relation to classroom studies and activities. While written permission has been obtained on the student enrollment form, parents will be notified well in advance of the trips. School dress codes will be in effect for students, and any school parent chaperoning a field trip is asked to observe the school dress code as well. Those failing to do so may be asked to comply before participating. The school office can offer assistance or answer questions regarding this policy.

Lockers

Students in Grades 7-12 will be issued lockers. Lockers should be neat at the end of each school day. Lockers are the property of the school and may be inspected by a school official without the permission of the individual student if necessary. Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or any other unauthorized material. No food, candy, or drinks are allowed in lockers in the gym locker rooms. Food, candy, or drinks should be stored in a lunch box and kept stored in the student's academic locker. Lockers should be kept neat at all times.

Lost and Found

Victory Christian School has a designated place for lost and found articles. Lost and found items

will be cleared each semester, and clothing and personal items not claimed will be disposed of at that time. Students should check Lost and Found often for misplaced articles. An attempt will be made to return items that have been labeled with a student's name. A fine of \$1.00 should be paid to the office upon receipt of the item found.

Lunches/Snacks

Victory Christian School offers a large variety of items for lunch and snack five days a week. Elementary students have a designated time for snack each day. Students may purchase lunches and snacks or bring their own from home. Snack and lunch are eaten in the gymnasium or outside in the outdoor patio area. Microwaves are provided for those who need to heat their lunch. Check the store or the office for a menu. We have a system of charging in the school store. Your child may secure a charge card from the office. The smallest card amount is \$5.00. Charges will be automatically placed on the parent's bill.

Medication

All student medications must be left with office personnel in the mornings to be dispensed at the appropriate time. All medications should include instructions for dispensing.

Off-Limit Areas

All church and school equipment is off-limits except when specifically authorized. Other off-limit areas include the church building except as designated; teacher or office desks, computers, personal possessions, or files; vehicles in the parking lot; main office without permission; and other students' desks or lockers. Christian young people understand respect for others and for the things of others and will easily adhere to this.

Parent-Teacher Fellowships

Parent-Teacher Fellowships are scheduled periodically (every nine weeks) throughout the school year. In these meetings, present needs and goals will be discussed and occasionally special programs will be presented by the students. This is a time when teachers, parents, and students can meet for the benefit of all. These will also afford an opportunity for parents to see and discuss their child's progress and pick up his report card. **Every PTF is required attendance for all students and one parent/guardian.** Sending your child with a grandparent or friend should only be done in emergency situations.

Patriotism/Pledges

Students will be required to pledge daily to the American flag, the Christian flag, and the Bible. We unapologetically teach the value of self-discipline, respect for those in authority, obedience to the law, and a love for God and country.

Personal Possessions

Victory Christian School is not responsible for the loss or damage of any personal items such as toys, games, clothing, etc. Please refer to the section **Articles Prohibited**, for information regarding the policy for bringing toys and games to school.

School Office

Parents are welcome to visit the school, but we ask that your visit be brief so that class interruption is limited. When visiting the school for any reason, please come by the office first. Do not go directly to the classroom. If you wish to talk to your child's teacher, please arrange for a private conference by calling the office. Do not meet the teacher before or after school or detain the teacher from his responsibilities. Teachers will be glad to arrange conferences with parents at scheduled times. If you need to leave lunches, homework, books, or other items for your child, you may leave them in the school office to be delivered to your child.

Office Hours: 8:20 a.m. – 4:00 p.m. daily

Social Graces

All students are to respond to adults with respect. They are expected to say "Yes, Sir" and "Yes, Ma'am," "Please" and "Thank you." Each student is to be willing to hold doors for others, allow ladies and adults to go first, etc. Students will address all adults as Bro., Mr., Mrs., or Miss plus the last name.

Spiritual Emphasis

A vital element in a Christian school is its spiritual emphasis. No single feature constitutes a spiritual program; it is a combination of many things. Some benefits your child will receive from a Christian school are (1) Bible-centered curriculum, (2) Bible reading and prayer each day, (3) wholesome Christian atmosphere, (4) weekly chapel services, (5) personal counseling, (6) occasional spiritual retreats, (7) Bible courses for credit.

Student Websites

Any student who decides to operate a personal online website or contributes to a blog (Ex.: myspace.com, facebook.com, blogger.com, etc.) should maintain appropriate material on the website, blog, etc. Any student found with a website/blog that contains material that is deemed inappropriate to the purpose and mission of the Victory Christian School will be in direct disobedience to this handbook and will be subject to disciplinary action up to and possibly including immediate expulsion from Victory Christian School.

Telephone Use

Students are not allowed to use the office phones except in the case of an emergency. Emergencies would not include calling parents to have them bring homework, lunches, projects

or a change of clothes for sports activities. Please plan ahead so that the office can function with maximum efficiency.

Use of Automobiles

Students are requested not to drive to school unless absolutely necessary. Students are not permitted to transport other students to or from school without written permission from all parents involved and the school administration. While a student vehicle is on school property, the administrator or his designee has the right to search the vehicle if necessary without obtaining permission of the student or the owner of the vehicle. Students driving to school should park only in the gravel parking lot.

The following regulations apply for students who drive cars to school:

- 1) When students arrive, they should . . .
 - park their cars immediately
 - remove everything needed for the school day
 - lock their cars
 - come into the school building
- 2) Students may return to their cars . . .
 - only with permission from school administration or office
 - only for an emergency and not to get items needed for school
- 3) At the end of the day, students . . .
 - should go directly to their cars when dismissed at 3:10 p.m.
 - (students allowed to stay longer for school business only)
 - leave the parking lot as soon as possible
- 4) All students involved in sports are required to ride the bus provided to practice and games and will not be permitted to drive their cars.
- 5) An athlete may ride from a game with the parents of another athlete only if permission is obtained from parents and administration.
- 6) Members of the opposite sex will not be permitted to ride to and from school or sports activities following school without written approval from the administration unless they are members of the same family.
- 7) Any speeding, squealing of tires, loud engines or music, or reckless driving of any type will not be tolerated.

A violation of any of the above rules will result in the following:

First violation - Parents notified of the problem and demerits given

Second violation - Suspension of driving privileges to and from school for one month

Third violation - Suspension of driving privileges for remainder of the school year

NOTE: Disciplinary action may be required above this at the discretion of the administration.

Weather

Victory Christian School will close school for inclement weather when Pasquotank County Schools close. **If there are delays due to fog in the area, Victory Christian School could remain on schedule.** If public schools are not in session due to a modified schedule, school

closings can also be viewed on television stations and heard on local radio stations. Having an emergency plan for childcare is important in case of school closings.

Withdrawal

Parents who wish to withdraw a student for whatever reason, should come to the school office, settle all accounts with the school (accounts will be due in full for the whole school year), collect all of your child's belongings and depart. Report cards will not be given until the account is satisfied. Permanent records cannot be given to the parent. We must receive a Record Transfer. When the account is satisfied, records will be forwarded to the next school of attendance. If you are going to home school you must present a certified letter that states it is your wish to have records turned over to your home school.

ACADEMIC INFORMATION

Academic Grading Scale

A+	99-100	C+	85-87
A	97-98	C	81-84
A-	95-96	C-	78-80
B+	93-94	D+	75-77
B	90-92	D	71-74
B-	88-89	D-	68-70
		F	67-0

Folders

Elementary student folders will be sent home each week to be signed by the parents. The work that your child has completed for the week will be included in the folder. The folder needs to be returned the following school day. If you have any questions, please contact your child's teacher as soon as possible. Junior High and High School folders will be sent home each Monday. Included in the folder are your child's papers for the previous week. The papers are counted and recorded on a sheet of paper in the back of the folder. Parents need to re-count the papers to make sure there have not been any taken out, then sign the folder and make sure it is returned the next school day. Your child has two official school days to get their signed folders to the homeroom teacher. Failure to do this will result in an automatic detention. If you have any questions, please contact the teacher as soon as possible.

Homework

Because Victory Christian School recognizes the value of family time, teachers are not unreasonable with homework assignments. We ask cooperation of parents to ensure that students are given adequate time to complete homework and a conducive study environment. Homework is not given on Wednesdays so that students may have enough time to attend mid-week church services. All assigned homework must be completed in the allotted time. If the student does not complete the homework in the allotted time, action will be taken.

When your child comes to school with his homework assignment incomplete, action will be taken. Elementary teachers often have their own procedures. Seventh through twelfth graders have their own detention system. The first time a student forgets to bring materials to class or does not complete his homework, he will receive a writing detention. A paper will be sent to the parent to sign and the student will be required to write 50 sentences. If a second infraction occurs, the student will be required to write 100 sentences. If a third infraction occurs, the student will have to serve one hour of work detention on a designated day. The student will report at 3:15 and pay a \$5.00 fine for each hour to be served. Then they will clean, rake, mop, etc. for one hour. It is our desire that the students get their homework done. We do not want them to be punished. The student starts over each nine weeks, beginning again with 50 sentences if he should forget his work. Those who consistently have detentions week after week will have to be dealt with more firmly. In addition, these students will have to have their homework assignment pad signed each day. If this does not work, the parents will be notified and a conference will be held. All students, first grade through twelfth, will be required to purchase an official school assignment pad. These pads can only be bought through our school. By using these, the parents and teacher can best see that the homework assignments are written down and completed.

Honor Roll

We give public recognition for those who excel academically by placing them on either the “A” Honor Roll (must have 95% or higher in every subject), the “A-B” Honor Roll (must have 88% or higher in every subject), or the “A-B with one C” Honor Roll.

Progress Reports

Progress reports are sent approximately half way through the nine weeks grading period. Half time reports are used as a means to update a parent on their child's progress between report card periods. Half time reports will go home in your child's folder to be signed. Half time reports are sent home when students are doing unsatisfactory work. Some teachers choose to send reports home even if students have an “A” average. If a report is not received in a particular subject, you can assume your child is doing fine. If you would like a conference concerning your child's half time report, please contact the teacher.

Report Cards & Exams

Report cards are distributed approximately every nine weeks. You should have received your child's report card at each P.T.F. If you have not, please check with the office. **Report cards will not be given to parents whose accounts are not current. Final tests and exams cannot be taken if the student's account is not kept current.** The last report card will be mailed approximately two weeks after the last day of school. A child withdrawn for any reason, expelled, etc., will not receive his report card until the account is satisfied for the entire school year. If there is an outstanding balance at the end of the school year, the last report card will not be released until the account is satisfied. The parent copy of the report card does not have to be signed and returned.

Requirements for Senior High Graduation

The minimum requirement for graduation in North Carolina at the writing of this handbook is 20 credits. We require all students to take Bible each year, and we encourage each student to complete a college prep program. It is suggested that students take more than the minimum requirement, for their preparation for college. Listed below are the minimum requirements for graduation from a N.C. high school.

English		4 units
Mathematics (including Algebra I required)		4 units
Social Studies		3 units
Government and Economics	(1 unit)	
United States History	(1 unit)	
World Studies	(1 unit)	
Science		3 units
Biology	(1 unit)	
Physical Science	(1 unit)	
Elective Science	(1 unit)	
Physical Education and Health		1 unit
Electives		6 units

ENGLISH & MATH REMEDIAL COURSES

All sophomores, after their spring achievement testing, will have their English & Math scores carefully evaluated. If the student does not meet the state requirements, he might be required to take a mandatory remedial English course or Math course his junior year. If after testing during his junior year the student does not meet the states' requirements, he will be required to take a second remedial English or Math course his senior year. These courses will be counted as electives towards graduation, but will be mandatory.

The State Board of Governor's has adopted the following minimum course requirements for any student entering a UNC institution in 2004 or thereafter.

1. **FOUR ENGLISH COURSES:** Courses must emphasize grammar, composition and literature.
2. **TWO UNITS OF LANGUAGE OTHER THAN ENGLISH.** 2 years of the same language.
3. **THREE SCIENCE COURSES:** Must include a life or biological science (for example biology). At least one physical science (for example, physical science, chemistry, and physics) that must include a laboratory course and an Earth/Environmental Science.
4. **THREE COURSES IN SOCIAL STUDIES:** Must include U.S. History, World History and Government/Economics.
5. **A COMPUTER READINESS COURSE.**
6. **FOUR MATH COURSES IN ONE OF THE FOLLOWING COMBINATIONS.** Must include Algebra I and II, Geometry, and higher-level math course with Algebra II as prerequisite or Integrated Math I, II, III and a credit beyond Integrated Mathematics III.
7. **ONE YEAR OF PHYSICAL EDUCATION AND HEALTH**
8. **FOUR ELECTIVES**

We suggest that a student take the courses listed above. Because you must take a Bible course each year, your four electives would be Bible courses. It is possible to take 7 courses per year however, which mean that you will hopefully take more than the 20 credit hours. Even though we, as a Christian institution, encourage our students to attend good Bible-believing Christian colleges, we think that it is important to at least meet the requirements of the University of North Carolina for entering freshmen students.

CONDUCT & DISCIPLINE INFORMATION

Behavioral Discipline Philosophy

Biblical discipline provides lessons for students both now and for the future. Lessons of discipline include teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make right decisions and to stand alone for righteousness (Proverbs 1:10-19, 29-33); teaching God's laws of cause and effect (Galatians 6:7-8; Deuteronomy 11:26-28); and teaching restitution for offenses (Matthew 5:23-24, 18:15). However, we also believe in a balanced approach to discipline--rewarding that which is right and punishing that which is wrong.

The purpose in student discipline is to provide a foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God's Word, obedience to rules is designed to protect a person for God's best in his life, rather than preparing a person for a life of surrender to the world (Genesis 2:17; Romans 6:13).

The philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. The concern of the administration is motivated by a desire for each student to travel in the direction that God would have for him. Discipline at Victory Christian School is never carried out with the goal of hurting or demoralizing, but rather protecting the student from unprofitable pursuits in life. The school's disciplinary system is designed to be administered with equity, based not on who the student is, but on the basis of what principle or what policy may have been violated and to what extent the student has violated the rule(s).

The goal in discipline is to match the consequences to the offense and to counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will be only as public as necessary to resolve conflicts with the ultimate goal of causing others to fear the Lord and to walk in obedience to Him.

Character Development

For a student to develop spiritual leadership ability, that student must possess Christian character. Thus, one of the chief goals at Victory Christian School is to develop Christian character within each student. This will be evidenced largely by a child's outward behavior at home, at school, or elsewhere. **An undisciplined life is largely an unproductive life. Each student will be challenged to accept responsibility for his assignments, and each student will be expected to accomplish his work promptly and efficiently. This prepares him for a life of stewardship and discernment. Students are reminded: "Whatsoever ye do, do all to the glory of God" (I Corinthians 10:31).** Students are expected to respect the authority of

teachers and adults at all times and to reply to adults courteously. They should behave as young ladies and gentlemen in their conduct and speech. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students will not be permitted out of their seats without permission. Disruptive behavior is not tolerated in the classroom, and parents will be notified if patterns of negative behavior develop. Students are to be honest and exhibit kindness and respect for fellow students at all times.

Classroom Courtesies

Students should follow regulations on classroom courtesies to assist the teachers and staff for efficiency in the classroom. The following guidelines should be consistently followed:

- 1) Students should enter the classroom quietly, take a seat, and prepare for the class activities. Students must be seated in their desks and quiet when the bell rings.
- 2) Speaking out or expressing disapproval when another has the floor is rude, discourteous, and unfair. Students should raise their hands and wait to be recognized before speaking.
- 3) Windows, lights, heat/air conditioners, drapes, furniture, and class fixtures are to be adjusted by the teacher only.
- 4) Disrespect to teachers and staff will not be tolerated. This includes the following: mimicking or mocking the teacher, staff, or other students; laughing at the mistakes of others; sassing or back-talking the teacher; nonverbal expressions of disrespect; writing or passing notes; talking during class; studying a subject other than the one being taught.
- 5) Students should knock before entering a class and wait to be recognized by the teacher before entering the classroom.
- 6) Students should bring their own supplies to class: books, notebooks, paper, pen, pencil, homework, and anything else assigned.
- 7) Class will be dismissed by the teacher only and not by the bell. Students will not get out of their desks until properly dismissed by the teacher.
- 8) Candy and chewing gum are not allowed.

Conduct Outside the Classroom

Students are expected to conduct themselves as young ladies and gentlemen at all times. This includes respect toward all adults and fellow students. The following must be observed at all school functions:

- 1) Name-calling and/or racial remarks are not allowed.
- 2) Students must keep their hands to themselves at all times.
- 3) No rough-play is allowed in the buildings, on the school grounds, or at other school functions off campus.
- 4) Fighting among students will not be tolerated. Students who are involved in fighting will be sent to the office and suspended. Students will not be allowed to receive class credit for the days that are missed (zeros will be given).
- 5) Public display of affection between boys and girls is not permitted; neither is unusual display of affection with the same sex.

- 6) Profane, abusive, or slang language is not permitted at any time. Students' speech should be Christ like.

Demerits

All new students are given time to adjust to the school rules. We do not expect them to understand everything upon first attending. After adjustment periods are complete, the following demerits could be given. To aid in maintaining a consistent form of discipline, a demerit system has been adopted. In instances of repeated offenses, the demerit penalty may be doubled. Slips will be sent home to be signed by the parent each time a student receives a demerit. For each day a demerit is not returned, a homework detention will be served. The administration reserves the right based upon their evaluation of each individual situation to increase or decrease the number of demerits given. Mitigating circumstances could change the manner in which some situations are handled. The decision of the administration will be final on these matters.

TALKING

2 demerits

If a student develops a habitual talking problem they will be sent to the office for a conference with the administration. If the problem persists, the student's parents will be called for a conference. If the student continues to talk, he can be dismissed from the school for his failure to cooperate.

CLASSROOM DISRUPTION

2 demerits

See note above in "talking" section. Same procedures apply.

TARDY FOR CLASS

1 demerit

CHEWING GUM

2 demerits

BELITTLING OTHER STUDENTS

5 demerits

MAKING PERSONAL COMMENTS

5 demerits

PORNOGRAPHY

65 demerits and expulsion

DRESS VIOLATIONS

10 demerits (Refer to standards of dress section)

HAIR VIOLATION

5 demerits (Refer to standards of dress section)

DISRESPECT FOR FACULTY

10 demerits

BAD ATTITUDE

5 demerits

FIGHTING OR HORSEPLAY

Administration will determine the punishment.

LACK OF COOPERATION

5 demerits

PROFANITY

**Administration will determine the punishment.
Expulsion is possible in some cases.**

DIRTY OR VULGAR COMMENTS

Administration will determine the punishment.
Expulsion is possible in some cases. (Vulgar or dirty notes or drawings would be included in this category. In extreme cases of vulgarity, expulsion will be necessary.)

CHEATING

1st OFFENSE 25 demerits with a one-day suspension and term paper
2nd OFFENSE Conference with parents.
Administration will determine the punishment.
Expulsion is possible in some cases.

At Victory Christian School we define cheating as follows:

1. Looking at someone else’s paper.
2. Making it possible for someone to look at your paper.
3. Asking for an answer.
4. Giving an answer.
5. Looking at material that you are not supposed to look at during testing.
6. Copying someone else’s homework.
7. Plagiarizing by not giving credit for copied material. Ready-made computer reports are not acceptable.
8. Aiding another individual in his cheating activities.
9. Changing your grade or calling out an incorrect grade to the teacher.
10. Talking to another student during a test/quiz.

DAMAGE TO PROPERTY (Intentional) 10 demerits plus restitution

CIGARETTES, DRUGS, ALCOHOL

Expulsion (This applies to on or off the campus.)

LYING

The same punishment as cheating

INNAPROPRIATE MUSIC

10 demerits (This would include the discussion of rock stars, “Christian rock” stars, or music.)

STEALING

The same punishment as cheating

**WRITING OR PASSING NOTES
IN SCHOOL**

5 demerits

A student who accumulates **35 demerits** may receive a one to three day suspension. A daily quiz grade of **"0"** will be given in all classes during suspension. A student who accumulates **65 demerits** will be expelled. Demerits can be accumulated for a period of one semester. A student can be expelled whenever the administration feels it is in the best interest of the school even if they do not have 65 demerits. The administration may give demerits for offenses not listed above.

Demerits are given to the seventh grade through twelfth grade only. Offenses by elementary students are handled on an individual basis. The degree of punishment will be determined by the administration according to the seriousness of the offense.

Elementary Extreme Discipline Situations

The administration no longer gives paddlings at Victory Christian School. If we have been through all our recourses, and consider a paddling necessary we will contact you, the parent, to administer the paddling. We will contact you by note or phone call and would expect you to come as soon as possible to take care of the discipline. If the parent is unable to come to school, the child will not be allowed to attend class until the parent is able to administer the paddling. If the parent does not want to paddle the child, they may remove them from the school. If this paddling arrangement does not seem to deter the unacceptable behavior, then the child will be dismissed from our school.

Expulsion

Students receiving 65 demerits in any given semester will be expelled from Victory Christian School. Furthermore, Victory Christian School reserves the right to dismiss or deny re-admission to students for reasons the administration deems necessary. This right includes, but is not limited, to the following offenses: lack of parent cooperation; noncomplying to standards of conduct; chronic unexcused absences or tardiness; uncooperative spirit; rebellion toward discipline.

***Victory Christian School
Statement of Cooperation***

1. Because of limited enrollment and a very stringent economy, it is hereby understood that I will pay tuition for the amount as stated in the financial information on a 10 or 12-month plan. I understand that the account is delinquent after the 15th of the month, and after 30 days have elapsed the student(s) will not be permitted to attend classes until the account is paid-to-date (unless prior arrangements have been made). A late fee of \$25.00 is charged to accounts not paid by the 15th of that month. Effective January 2011, every account which has a past due balance on your account on the 28th of each month, a monthly interest of 1.5% will be charged. If you should encounter financial difficulty or an emergency and need to make special arrangements with our office, you will need to put these arrangements in written form and submit them to our office for approval. If they are approved, we will give a two month grace period and not charge any interest. Because we are not a loan organization, we must charge interest on the amounts owed after two months. Reports cards will be held if the account becomes outstanding during any grading period. No refunds will be made for registration fees or any part of a month's tuition. If collection procedures become necessary, all legal fees that the school might incur are my responsibility.
2. It is understood that upon enrolling my child at Victory Christian School that I am obligated for both semesters' tuition in full, whether my child attends, or is expelled, or withdrawn from the school. Tuition must be paid in full at the time of the withdrawal unless satisfactory arrangements have been made. If collection procedures become necessary, all legal fees that the school might incur are my responsibility.
3. We will attend the Parent-Teacher Fellowship meetings. We sincerely pledge our loyalty to the aims and ideals of Victory Christian School and will bring any and all questions and criticisms directly to the administration, so that they may be properly considered by those in authority.
4. We agree that in the case of a disagreement between our child and another child at school, we will work through the teacher and administrator to effect reconciliation. We further agree to register complaints regarding school rules, procedures, etc., ONLY with our child's teacher and/or administrator, not with other parents or friends. (Psalms 15:3)
5. We understand that Victory Christian School reserves the right to expel any child who fails to comply with the established regulations and disciplines, or who does not respond favorably to the school. We will not try to change the school to fit his/her needs, but will withdraw him quietly, and without delay. (Six weeks are adequate for most students. The one who has not adjusted by the end of twelve weeks should definitely be withdrawn).
6. We give the teachers and administration full discretion in the discipline of our child (ren). This would include suspension and even expulsion. Detention halls may be used after school for various offenses and transportation will be our full responsibility.

7. We agree to uphold and support the high academic standards of Victory Christian School by providing a place at home for our child(ren) to study and giving them encouragement on the completion of homework and assignments.
8. We understand that if our child does not put forth the effort to maintain their grades at an acceptable level, they will not be permitted to remain at Victory. This does not apply to the student who, in the opinion of the administration, is really trying. As parents, please encourage your child to do his very best.
9. We give permission for our child to take part in all school activities including sports and school-sponsored trips away from the school premises and absolve the school from liability because of accident and/or injury to my child while at school, sports activities, and field trips, etc.
10. We support the fact that Victory Christian School has adopted standards based on Biblical principles for the purpose of providing an environment conducive to spiritual growth and academic excellence. We agree to **carefully read** the standards and dress codes set forth by the school, which are listed in detail in the student handbook.
11. We understand that the school requires each student to refrain from profanity, smoking, misuse of drugs or narcotics in any form, and disorderly and immoral behavior on and off campus. Any student who is guilty of any of these offenses, on or off campus, will immediately be expelled. No exceptions will be made.
12. We agree to adhere to the same dress standards as the students when attending the PTF meetings, going on field trips, class parties, athletic events, or any other school sanctioned activity.
13. I have **read** the handbook in its entirety and will agree to abide by the rules and standards set forth. I also agree to make sure that my child(ren) abides by the rules and standards set forth.
14. We consider it a privilege to have the opportunity to send our child to Victory Christian School and agree to accept all regulations of the school on the applicant's behalf.