



# VICTORY

CHRISTIAN • SCHOOL

**TRAINING THE NEXT GENERATION  
OF CHRISTIAN LEADERS**

STUDENT **HANDBOOK**  
2023-2024

# PHILOSOPHY OF CHRISTIAN EDUCATION

True education is Biblical and Christian as found in the Word of God and centered around the person of the Lord Jesus Christ. It is that education or training that is based on and seeks to incorporate Biblical truths and principles in every area of life through the medium of teaching by word and deed to transform every individual into a mature person in Christ.

The Biblical Christian philosophy of education is that God is the essence and source of all truth; that reverential fear of God is the beginning of wisdom, understanding and knowledge; that Christ is the Way, the Truth, and the Life; that in Him are hid all the treasures of wisdom and knowledge; and that He is the beginning of all things and by Him all things are and were created (literal interpretation of the Genesis record).

God's goal for all Christians is that they become "perfect, thoroughly furnished unto all good works" (II Timothy 3:17). All activity should be designed to bring the Christian to eventual conformity to the image of Christ (Romans 8:29). Since this is God's goal, it must be the primary goal of Christian education that every student is brought to the place where they conform to the image of Christ.

The Bible places the responsibility of educating children upon the parents. Parents are instructed to teach God's Word "diligently" (Deuteronomy 6:7) and to "bring them up in the nurture and admonition of the Lord" (Ephesians 6:4).

Since parents are responsible for the education of their children (not the state), and since they have delegated some of the educating process to the Christian school, the Christian school operates *in loco parentis*. With this in mind, the Christian school is to teach Biblical principles that reinforce the Christian home. The home and Christian school must work together to effectively train young people to serve the Lord Jesus Christ.

## MISSION STATEMENT

We provide a distinctly Christian environment to assist parents in building a Biblical foundation that ensures academic, social, and spiritual success.

## I. STATEMENT OF FAITH

1. We believe the entire Bible from Genesis 1:1 to Revelation 22:21 is the verbally inspired and infallible Word of God.
2. We believe Jesus Christ was born of Mary, the Virgin, and is the Son of God, and God the Son.
3. We believe that Christ died for our sins according to the Scriptures, the just for the unjust, that He might bring us to God.
4. We believe that He rose from the grave the third day according to the Scriptures.
5. We believe that He only, is the great High Priest, and we need not the intercession of any man, but that Christ ever liveth to make intercession for us.
6. We believe that Christ will come again in Person, bodily, visibly, to establish His Kingdom on the earth.
7. We believe that in order to be saved, the soul must be born again - "Ye must be born again." (John 3:7)

8. We believe that every truly born again soul should declare his faith by the act of baptism (immersion in water) setting forth the Lord's death, burial and resurrection.
9. We believe that the church is a body of baptized believers whose only mission is not to "reform the world" but to preach and teach the Gospel of salvation to the individual soul.

## **II. OBJECTIVES**

1. To lead the student to acknowledge Jesus Christ as his Lord and Savior.
2. To prepare children spiritually by instilling in them a personal responsibility and appreciation for our Lord Jesus Christ, our Heavenly Father, and His Holy Spirit.
3. To develop in them a keen sense of patriotism.
4. To prepare them to live in a democracy.
5. To encourage them to think clearly, logically, and independently.
6. To adopt an instructional program that more adequately meets the needs of children than what is being done in public schools.
7. To assist in the mastery of the tools of learning and communication.
8. To provide opportunities for developing skills necessary to make a living.
9. To prepare them for more than just an ordinary place in life, by preparing them for spiritual leadership in their school, home, church, community, state, nation and in the world.
10. To provide opportunities to participate in wholesome forms of recreation.
11. To provide them with the opportunity to understand, appreciate and contribute to the arts.
12. To develop an understanding of the world in which they live and the ability to adapt themselves to their environment.
13. To develop a moral, ethical and spiritual sense which will help them to appreciate their personal worth and that of their fellow man.
14. To develop an understanding of and the ability to meet responsibilities as a citizen and as a Christian.

## **III. ADMISSION AND RETENTION**

1. Attendance at Victory Christian School is a privilege and not a right.
2. The admission process begins with a meeting with the administration as to why the parents want their children attending VCS.
3. An entrance test requirement must be met for admission in grades 1-12. In addition, students in grades 7-12 must be interviewed by the administration - in reference to why they want to attend and as to their salvation experience.
4. The Administration has the right to refuse admission to those, who in the opinion of school officials, would not be in agreement with the school's standards. This applies, as well, to current students staying in the school.
5. A critical, griping or uncooperative attitude on the part of a student or parent in reference to the regulations and rules of the school and their enforcement will in no wise be tolerated. If an attitude of Christian humility and cooperation is not possible by either a student or parent, then the student's enrollment will be terminated. By signing the statement of cooperation at the back of the student guidebook, both parents and students are to understand that they are committing themselves to the principles of conduct and support outlined in this guidebook both on and off campus.

## **IV. BEFORE SCHOOL (A.M.)**

1. Students driving to school must park their cars in the parking lot in front of the school building.
2. Students are not allowed to sit in cars after arrival or to be at them during the day without permission by a staff member.
3. Students in grades 3-6 arriving after 7:35 are to stay in the carline area until the morning bell rings. Students in grades 7-12 arriving after 7:35 are to report to homeroom.
4. Classrooms will be opened at 7:30 for students in grades Preschool -2nd.
5. ANY student arriving before 7:30 MUST go to our before school program.. Students are not permitted to sit in cars during this time unless they are in the care of their parents/guardian.
6. Students in grades 7-12 who need early dismissal forms and tardy slips must go to the office. All admissions slips are to be secured before homeroom.
7. School starts at 8:00 a.m.

## **V. AFTER SCHOOL**

1. Students are dismissed at 3:00.
2. Students not involved with an extra-curricular activity meeting after school must be picked up by 3:15 pm, unless involved with our after school care program. All students not picked up by 3:15 pm will be sent to after school care and the parents will be charged accordingly. This includes all junior and senior high students.

## **VI. ATTENDANCE PROCEDURES**

### **1. Classification of absences**

a. "Excused" absences are listed as follows:

1. Illness
2. Quarantine
3. Death in family
4. Medical appointments
5. Court proceedings
6. Advanced approval - approval must be received from the principal's office and assignments given in advance and due upon returning to class. If advanced approval is not received, an "unexcused" absence will be given. This advanced approval must be obtained at least one day before the anticipated absence. An advanced approval must be obtained before leaving on a college day.

College days for juniors and seniors are a privilege to be enjoyed visiting an out-of-town campus. Seniors will get three days and juniors one day to do so. This is with family and does not include any school-sponsored trips. When returning, a note from the appropriate dean or registrar of the school is to be turned in to the school office to justify your absence.

A written note stating the reason for the absence MUST be received in the school office before any absence is excused. The note should be brought to the office the day the student returns to school. (Ex.

Please excuse Johnny from school yesterday as he was sick. NOT Please excuse Johnny from school yesterday.) If a reason for absence is not stated an “unexcused absence” will be given.

Students are allowed one day for each day absent to make up missed work. If work is not made up in the allotted time, students will receive a “zero” for missed work. It is the student’s responsibility to see that the work is made up, NOT the teacher’s. *If a student is absent the day before a test and returns the day of the test he/she will be expected to take the test one school day later. (Ex. If a student is absent on Thursday and a Bible test has been scheduled for Friday, the student will be required to take the test on Monday.) If a student is leaving due to an early dismissal and has a test that day, he/she will be expected to take the test during the 1st free period before the dismissal is to occur. If a student is tardy and misses a test due to the tardy, the student will be required to take the test during the 1st free period of that day*

b. Unexcused absences will be given if a written note is not received.

1. A zero is to be given in every class missed.
2. Tests and quizzes cannot be made up.

**2. Unlawful absences in excess of 10 days per year could place the student’s promotion to the next grade in jeopardy. All absences, whether excused or unexcused, are charged against the maximum allowed.**

### **3. Procedure for early dismissal**

- a. Students are to bring to the office, before school or while in homeroom, a dated, written note stating the reason for the early dismissal and the time to be dismissed. Students will not be allowed to leave early without permission from parents.
- b. The early dismissal note is to be shown to the teacher responsible for the student at the time of the dismissal.
- c. The student must come by the office and sign out before leaving and sign back in if he/she returns.

### **4. Tardiness**

- a. “Excused” tardies are the same as “excused” absences.
- b. Students not in their homeroom when the bell stops ringing are tardy.
- c. ANY student who is tardy to homeroom should report directly to class.
- d. ALL 7th-12th grade students who arrive after homeroom is over must sign in at the office and have their names removed from the absentee list. Preschool and elementary students are to go directly to class.
- e. ALL students who are tardy must have a dated and signed note from their parents stating the reason for their tardy. All tardies will be considered “unexcused” until a note is received in the office.

f. When a student reaches 10 tardies to school, the students, parents, or guardians shall be notified of their child's tardiness. **Five tardies to school equals one absence.** At 20 tardies, the student may be suspended. At each multiple of 5 tardies to follow, a parent conference will be required with the administration.

## VII. LUNCHROOM PROCEDURES

### 1. The schedule

- a. Consult the JUNIOR - SENIOR HIGH SCHOOL SCHEDULE in the back of this handbook for the time schedule.
- b. Give thanks for the food in the classroom before going to lunch..

### 2. During lunch

- a. As you enjoy your lunch, be aware of your conduct. Students in grades 7-12 may talk quietly. Students in grades Pre-School - 6th need to follow the lunch-room procedures set forth by their teachers.
- b. Students are not to play with or transfer food from one to another.
- c. No "red" drinks may be brought into the classroom. Students may have them in the lunchroom area.
- d. Students are to use the restrooms before going to lunch or before going back to class after lunch. Students are not to leave the lunchroom without permission.
- e. NO student may enter a classroom during lunch time without permission from the teacher.
- f. Students may not return to the classroom, or be in the hallway, or in the classroom during lunch.
- g. Food/drink of any sort is not to be taken out of the cafeteria/gym at any time, including breakfast, breaktime and lunch. **Food/drink is not to be taken into the classrooms at any time unless pre approved by the administration. This will be dealt with as disobedience.**
- h. Students are to pick up all paper and leftover food from the area in which they ate before leaving the cafeteria.

**3. Seniors may leave** campus for lunch on Tuesdays and Thursdays with parental permission. Seniors may not leave campus for lunch on Monday, Wednesday, or Friday.

- a. Students are not allowed to sit in cars on the school grounds at any time, before school, after school, during break or during lunch.

b. A student who is tardy from lunch on the first offense will receive a warning; the second offense they will lose their lunch privilege for one week; the third offense they will lose the privilege permanently.

c. Students must have written permission from parents to leave the school grounds during lunch. (This includes drivers and students.) This permission slip must be on file in the school office before the student may leave.

d. Upon return to campus from lunch, no students are to sit in cars. They may bring their food into the lunchroom and eat. Food cannot be taken outside of the cafeteria.

e. No more than 2 students may ride in the same car arriving or leaving the campus.  
EXCEPTION: 2 siblings and 1 other student may ride in the same car.

f. Students are not to purchase and/or bring lunch back to campus for underclassmen on days they are allowed to go off campus for lunch. Students are not allowed to have food delivered to campus. Exception: Parents, please notify the school office if you would wish to bring food to the cafeteria during the lunch period. **Visitors and recent graduates of VCS or any other high school may not be on campus for lunch or during the school day.**

## VIII. STUDY HALL PROCEDURES

1. Students are considered tardy if they are not in their seats when the bell stops ringing.
2. Anyone tardy for study hall will be handled the same way as tardy to any other class.
3. Any student that has choir or band must inform the teacher at the beginning of the school year so that this can be indicated on the roll.
4. There should be NO communication between students during study hall.
5. Students are NOT to pass notes.
6. Students are not to leave the room for any reason without a signed pass from the teacher stating the purpose of the student's activity.
7. Teachers are to be in the room the entire time.

## IX. OUT-OF-CLASS PROCEDURES

Students must have a written pass to be out of class during regularly-scheduled class periods. It is the student's responsibility to secure the pass. Students are not to loiter while using a pass. **If a student needs to see a teacher for remedial help, it will be the responsibility of the student to get a pass from that teacher and give it to his study hall teacher before study hall begins.**

## X. BREAK PROCEDURES

Students will be responsible for cleaning up after themselves during the break period. This includes students in the elementary school using the playgrounds and high school students using the gym. A duty schedule will be assigned for high school students to check the gym for cleanliness at the end of each break period. **Students may not leave the gym without permission during break. Students are not to loiter or congregate in the gym lobbies.**

## **XI. CHAPEL PROCEDURES**

The chapel service is a very important and intricate part of our school program and all students are required to attend. Students are to come to the chapel as a class and enter the gymnasium quietly. Each student is to bring his Bible with him. Proper conduct is expected of all students.

## **XII. CLASSROOM PROCEDURES**

**Each class period is to be used wisely.**

- a. The bell begins the class; the teacher dismisses the class.**
- b. Students are tardy if not in their assigned classroom when the bell stops ringing.**
- c. Immediately after the bell rings, the teacher will take roll and have prayer.**
- d. Students are to have materials ready to begin class after prayer.**

### **Assignments**

**Assignments are an integral part of the school program; therefore, each teacher is at liberty to give homework to help students advance in their studies.**

**Reasons for giving assignments could be any of the following:**

- 1. Drill:** We believe most students require intensive drill to master material essential to their educational achievement.
  - 2. Reinforcement:** In order for introduction and explanation of new material to be of lasting value, reinforcement exercises are necessary outside of class.
  - 3. Remediation:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Assignments following instruction are given to overcome such difficulties.
  - 4. Special projects:** Book reports, compositions, special research reports, and projects are some of the activities designed to supplement the regular curriculum.
- c. **"Plagiarism"** is defined as using somebody's work and passing it off as your own. One shouldn't copy directly from another's paper or a printed source without proper acknowledgement of that source. To do otherwise, one has plagiarized and the penalty is to redo the assignment for a maximum grade of 50% on the first offense. Any subsequent plagiarism will result in a zero.



### **3. Late Work Policy**

**Class assignments and homework are an integral part of the education process. In order for students to remain current in the day to day curriculum it is imperative that work be completed and turned in on time. Late work will not be accepted three days after the class period in which it was assigned. Students that fail to turn in class assignments or homework on the due date will encounter the following penalties:**

**1 Day Late = 90% of the grade earned**

**2 Days Late = 80% of the grade earned**

**3 Days Late = No credit given with the grade of zero**

**Long term projects and students with IEPs are not subject to this policy.**

### **4. Tests**

Students will have no more than two tests per day. In most cases students will be notified of a test one week in advance. If a parent wants to know when there will be a subject test, he or she can call the office, call the teacher, or log on to **MySchoolWorx** to find out. Students should have a minimum of 3 major test grades during a nine-week period for core courses and have no more than 2 tests per day. No tests are to be given on Thursday.

## **XIII. DRESS CODE PROCEDURES**

Sloppiness in appearance psychologically predisposes sloppiness in attitude and work habits. A clean-cut, orderly appearance will tend to promote good achievement. Since styles do change, sometimes rapidly, new pronouncements on clothing styles may be made by the administration during the regular school year.

Because the Bible stresses modesty and admonishes us to abstain from all appearances of evil, Victory Christian School feels that dress standards are necessary for a school such as ours.

Therefore the following general Scriptural guidelines should be followed:

1. Modesty (I Timothy 2:9)
2. Distinction of the sexes (I Corinthians 11:14-15)
3. Identification with the Lord and not the world (Romans 12:1-2)
4. Appropriate dress for the occasion (Ecclesiastes 3:1)

**If there is any question about an item being acceptable or unacceptable, the school administration will have complete and final authority in determining what constitutes adherence to and violation of the dress code.**

**New students to VCS must let the administration know of any existing tattoos and must keep them covered while on campus at any school function. Current and re-enrolled students may not get**

**tattoos during the school year or over the summer. Any current or re-enrolled student that gets a tattoo will be dismissed from school.**

## **Boys**

1. Hair must be cut in a manner so that hair is off the ears, eyebrows and collar, not simply combed behind ears or to the side so that any head movement causes the hair to fall over the eyebrows. Hair should be **cut within 3 inches in length from the scalp**. No beards or mustaches, and boys that need to shave must do so. Hair styles reflective of a “fad” are not allowed. Natural hair color is not to be changed or altered. Sideburns may not extend below the bottom of the ear. **A clean cut appearance is required.**
2. Shirts must have a distinctive collar, visible even when wearing a sweater. Collared shirts may be any color. No T-shirts or athletic shirts allowed. Shirts must be buttoned. **Only pocket-sized logos or brand names are to be printed on the shirt. Please no drawings, pictures, cartoons, numbers, etc. No hoodies may be worn unless they are a Victory approved hoody. Hoodies may be purchased from the school/church.**
3. Pants must be loose fitting, however, they must not be baggy. Pants are to be worn at the waist and have no frayed material. If pants have belt loops, a belt must be worn. **No sweat pants/shorts, wind pants/shorts or athletic pants/shorts. Pants/shorts can be khaki, black, navy blue, gray, or brown.**
4. Boys may wear a necklace. Boys may not have any piercings. No sandals may be worn. Socks must be worn.
5. Dressing in a manner reflective of a particular “fad” is not allowed.
6. No hats or hoods may be worn in the school building or classroom.
7. Boys must be in dress code for school trips and extra curricular activities.
8. Students are not to write or draw on themselves or other students, including temporary tattoos, with the exception of spirit week.

## **Girls**

1. Dresses and/or skirts must be loose fitting. The minimum length, including any open pleats or slits, must not be any higher than two inches from the top of the knee at any time.
2. Blouses, tops or skirts must not be made of see-through material, should have a modest neckline, and be loose fitting. Girls must wear a collared shirt/polo. Girls in grades 7-12 may not wear sleeveless or **spaghetti strap tops even with a jacket. Only pocket-sized logos or brand names are to be printed on the shirt. Please no drawings, pictures, cartoons, etc. The student may wear polos of any color.. No hoodies may be worn unless they are a Victory approved hoody. Hoodies may be purchased from the school/church.**
- 3.. There will be no excessive jewelry or make-up.

4. Girls must be in dress code for school trips and extra curricular activities.
6. Students are not to write or draw on themselves or other students.
7. **Leggings may be worn under dresses/skirts that meet VCS dress code standards.**
8. **Girls must maintain a natural hair color.**
9. **Girls may wear modest, loose-fitting pants. Girls may wear khaki, black, navy, brown, or gray. Dresses or skirts must be worn on chapel days for grades 7-12. No leggings/jeggings may be worn. Pants must have a zipper, button, and front and back pockets in order to be considered in dresscode.**
10. Appropriate undergarments must be worn. No undergarments (straps or bralettes) may be visible.

### **Additional Dress Code Information**

**P.E. Attire - Pre-school-8th grade** students are required to wear the school's specified gym uniform.

**VCS Athletic Teams** that are attending and/or traveling to or from athletic events, home or away, must abide by the standards set forth by the VCS athletic department. Following games, athletes must change into appropriate clothes that have been approved by the athletic director.

**Banquet and Social Event Dress Code:** Specific information will be sent home prior to each event. Students who come to events in violation of the dress standards may be asked to leave the event. All dresses of students must be checked before the event. These standards apply to guests of our students as well. We do ask those parents who attend such events to help set the proper example. Please help to avoid any embarrassing moments during these social events by following these standards. Only students in grades 9 through one year past High School Graduation may attend the VCS Junior / Senior Banquet.

## **XIV. DRESS CODE VIOLATIONS**

Dress code violations, noted by the homeroom teachers or any classroom teacher, will be referred to the office and the following actions will result:

**1st offense:** If clothing cannot be adjusted to accommodate dress code, the student must change - no other punishment. The student may return to class once the offense is corrected. The student will be responsible to deliver a dress code violation notice to their parents, which must be signed and returned. If necessary, parents will receive an email notice.

**2nd offense:** Parents are notified and must bring a change of clothes to the student. The student remains out of class, in an ISS situation, until the parents arrive. The student may return to class once the offense is corrected.

**3rd offense:** 7th-12th grade students will receive detention. Parents will be asked to meet with the administration.

**4th and subsequent offenses:** 7th-12th grade students will receive detention and a parent conference with the administration and pastor may be required. During the conference the child's future retention will be discussed.

## **XV. DISCIPLINARY PROCEDURES**

All discipline problems will be handled as soon as practical. Discipline will be handled at the lowest level and will be administered by the classroom teacher whenever possible. All cases sent to the principal will be serious in nature and punishment will fit the offense. While discipline is basically positive training in the right direction as Proverbs 22:6 points out there is also the necessary element of correction and adherence to rules. Some forms of correction used at VCS include loss of privileges, after-school detentions, suspensions, and expulsion. Disciplinary action will be taken for infractions of school rules and policies. Parental cooperation in discipline will lend to less overall embarrassment for their child and will help correct negative behavior more quickly, as well as lending to a better learning environment for the child.

Any student refusing discipline will be sent to the principal immediately.

Parental involvement is welcomed. According to the principles laid down in Matthew 18, we ask that parents seek out the teacher or the source of the disciplinary process. As those rare occasions deem it necessary, the administration welcomes concerned parents who feel the need to come by.

A zero will be given for homework not turned in on time. If homework is not consistently turned in, the teacher will have a conference with the parents.

### **Discipline:**

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformity to man-made regulations. However, our young men and women are expected to observe the following general items of conduct:

1. Proper respect: respect of authority to the administration, faculty and all school and church staff is expected.
2. Proper speech: vulgarity, profanity, and lying have no place in this school. The use of slang and euphemisms is improper and will be corrected.
3. Boisterousness: undue boisterous action or talk will be out of order at all times.
4. Respect for property: mutilation and willful destruction of property that belongs to the school, a fellow student or staff member will not be tolerated at any time.
5. Proper conduct: high school students are expected to conduct themselves as Christian ladies and gentlemen while in school. They should exemplify Christian unselfishness and kindness in their dealings with faculty and fellow students. Rough-housing, rowdiness and running on the breezeways, and yelling in school are not allowed.

6. Proper conduct of couples: proper conduct with the opposite sex will be emphasized at VCS. Couples are not allowed to loiter. They are not permitted any physical contact at all; they may not sit together in cars on the school parking lot.

7. Proper attitude: attitude is a measure of one's spiritual life. A good attitude is a characteristic of someone whose heart is "in tune" with his Savior.

A griping, destructive, critical or cynical attitude grieves the Holy Spirit and is destructive to one's Christian growth and fellowship and cannot be tolerated at Victory Christian School.

8. All write up offenses will result in **detention during break** on the following school day. Writeup offenses will be cumulative. If a student takes time away from the learning environment during class, his time will be taken **during break**. If a student receives more than one ISS during the day, he will have a detention for each ISS. **Every FIVE ISS offenses** will require attendance to a one hour detention hall.

We desire our young people to maintain high standards of courtesy, kindness, morality and honesty. We desire our young people to provide good examples of leadership to their peers as well as to our younger students. We expect all our students to always show respect for those in authority.

## **Writeup Offenses**

Failure to return signed papers, report cards, and progress reports

Communicating without permission to another student

Not being prepared for class

Out of class without a pass

Late for detention

Sleeping in class

Skiping ISS

Objectionable symbols (On books, lunch boxes, book bags, lockers, or other property)

Inappropriate conduct or speech in class or on campus.

(Includes horseplay, harassment, running on breezeway, rude noises, intimidation, etc.) **Please note that if inappropriate conduct results in another student's injury, a suspension may occur.**

Throwing food in the lunchroom .

No **printed** Bible in chapel.

Gum, food or drink in class

Disrespect to student

Disrespect relative to others' property

Breach of social regulations (kissing, holding hands, bodily contact)

Disobedience

Disrespect in Chapel (sleeping, inappropriate behavior, not paying attention)

Excessive horseplay

Defacing school property/vandalism-2nd offense is expulsion (Plus cost of repairs or replacement)

Possession of pornographic or obscene material (at school or on social media sites)

Copying another student's homework or daily work

Cheating

Stealing (must make restitution)

Skiping class or school

Defiance

Disrespect to faculty or staff members

Gambling

Use of tobacco, **vaping, e-cigs**

Fighting

Vulgarity or profanity (speech or actions)

Lying, deception and/or forgery

Drugs or alcohol (at or away from school)

Immorality

Driving in a manner to cause harm to others is subject to the principal's discretion.

*Tardies to school or class will be recorded by the classroom teacher on the tardy sheet and while no writeup shall be given, 3 unexcused tardies to class will result in an automatic detention. Subsequent tardies will result in one hour detentions. Five detention halls for tardies per semester will result in an out-of-school suspension. The penalty for suspension will be daily grades of zero in each class. **Five tardies to school equals one absence.***

Automatic detentions are given for more serious offenses. These will be at the discretion of the principal and will last for one hour. **Failure to be present for a detention hall at the assigned time will result in another automatic detention hall.** Only one detention hall per semester may be rescheduled. **If it is**

**suspected that a student is involved with illegal drug use, the administration reserves the right to request an immediate toxin/drug screen test.**

### **Additional Conduct Policies**

No radios, electronic games, toys or any other such equipment are to be brought to school without permission from the principal/teacher. Any such unauthorized equipment brought to school will be kept until the parent or guardian picks it up at school.

**Objects that are in contrast to the philosophy of VCS will not be allowed.**

Dangerous toys, weapons, knives and fireworks are never allowed at school. Magazines are not to be brought to school since they often detract from studies. Exceptions are made if requested by teachers.

The assumption of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of Christ- likeness. (I Cor. 10:31, Eccles. 9:10a, Rom. 14:12)

### **Behavior at Athletic Events**

Although the tempo of athletic competition often lends itself to becoming emotionally involved, we cannot tolerate unsportsmanlike behavior from faculty, coaches, players, cheerleaders or spectators. Respect is to be shown at all times to game officials, opponents, and persons from schools with whom we compete. Please do not "boo" or ridicule the opposing team or the officials because of a call they make or do not make. Please help us maintain high standards and a good testimony at both home and away contests!

### **Spirit Shirt Attire**

**School-approved spirit shirts may be worn to school on all home game days.**

**The day before each home game we will make an announcement concerning spirit shirts.**

**Spirit wear may be worn each Friday.**

## **XVI. WRITEUP PROCEDURES**

**1. Write-ups will be posted regularly on MySchoolWorx. Parents are encouraged to check these weekly.**

2. At 3 write-ups, a one hour Detention Hall will be served by the student.

3. At 5 write-ups, the student will receive a 3-day suspension from school resulting in a zero in each class per day. All assignments must be turned in upon the student's return.

4. At 8 write-ups, 2 hours of detention will be served by the student. A meeting with the administration will take place.

5. When a student accumulates 10 write-ups, the student will receive a 5 day suspension. Elected or appointed offices are to be given up. The student will be placed on Student Probation. Two consecutive

semesters on Student Probation may result in withdrawal for one full year of school. Also, zeros in each class per day.

6. At 15 write-ups within one semester, a student is expelled. The student may not reapply to VCS for one full semester.

7. After a second suspension during the academic year, no student may participate in any extra-curricular program for the remainder of the school year. This includes athletics and fine arts.

**8. SERIOUS MISCONDUCT LEVELS AND CONSEQUENCES.** When a student has received 10 or 15 writeups, a parent conference will be required before the student may be readmitted to school. Please note the administration has the right to suspend or expel a student based on the seriousness of the offense.

**9. A special pre-school and elementary code of conduct will be sent home at the beginning of the school year. This will help the parents understand the expectations the teacher has for the child in the classroom.**

## **XVII. APPROVED COMPUTER USE POLICY**

Victory Christian School (VCS) views computer and Internet technologies as an educational tool and an informational resource. As an institution subject to the authority of the Word of God, VCS expects responsible use of that technology by our student body.

Each student and his/her parent(s) that have access to the VCS network will be required to read and sign the VCS Approved Computer Access Policy form.

Any student caught viewing inappropriate material will be suspended for three days.

## **XVIII. PROPERTY PROCEDURES**

### **1. RESPONSIBILITY CONCERNING FACILITIES**

School property is never to be destroyed or defaced. Destruction of school or church property, including marking on walls and tearing up books or furniture, will result in the student being required to pay the cost of repairing, refinishing, or replacing the same. Any student causing damage to the grounds, building, or property through vandalism or horseplay is subject to suspension or expulsion.

Students are not to sit on desk tops or desk backs, or lean back in desks or chairs. Students are not to sit on or put things into the heat/air conditioning units. The sanctuary of the church is off limits to all students during the school day at all times except those times in which chapel programs or special assemblies are being held. No student is to be in the sanctuary without a teacher being present. **A pass is required to be anywhere on campus other than the assigned classroom.**

Students are not to be in unsupervised buildings before class time or after school without permission.

### **2. RESPONSIBILITY CONCERNING STUDENT VEHICLES**



Under no circumstances are students permitted to leave the school grounds before dismissal without permission from the office.

Students must have a current driver's license in order to have driving privileges to school. No student is to drive or ride in another's vehicle without written permission from parents of all students involved. No student is to go to his vehicle during school hours without permission from the principal or his teacher.

**A 5-mile per hour speed limit is to be observed on school property.** DRIVE SLOWLY. Upon arrival at school, students should leave the parking area and go immediately to the assigned waiting areas. Squealing of tires or reckless driving of any kind is prohibited on or around the campus.

### **3. RESPONSIBILITY CONCERNING PERSONAL PROPERTY**

Any student going into another student's locker, book bag, or car without permission and/or taking personal property will be immediately sent to administration. Any student taking or **hiding** personal property (books, gym clothes, shoes, bookbags, etc.) of another student without permission will be immediately sent to administration for punishment.

## **XIX. MISCELLANEOUS PROCEDURES**

### **1. PROGRESS REPORTS**

Twice during each quarter (every three weeks) a progress report will be available through MySchoolWorx.

### **2. REPORT CARDS**

The report cards are given out by the homeroom teachers once each quarter and are to be signed by the parent and returned the following day. If a report card is not returned within two (2) days it will result in a writeup.

### **3. HONOR ROLL**

Honor roll is to be based on the quarterly grade.

### **4. SCHOOL/PARENT COMMUNICATION**

Baccalaureate and Graduation services are required functions for all seniors.

Students in grades PreK-6th will have a folder containing all work completed the previous week sent home with them each week.

Parent/Teacher Conferences will be scheduled throughout the year. Parents desiring a conference with a teacher or principal need to contact the office to schedule an appointment. Please give 24 hours notice.

Parental concerns should follow the Biblical principles found in Matthew 18.

- Contact the person involved first.

- If a satisfactory result is not obtained, contact one of the principals.
- If the parent is still not satisfied, contact the administrator.
- If still no satisfactory result, contact the School Board.
- Parents may observe classes with administrative permission only. Parents must check in at the office and get a visitor pass before going to any classroom.

The VCS Parent-Teacher Fellowship is a parent organization tasked with fund- raising to promote the general welfare and educational atmosphere of VCS.

**School closings will be announced on News Channel 6 (WJBF) and 12 (WRDW). We will also send out a text and email through MySchoolWorx.**

If the school needs to be closed during the school day the parents will be contacted using the current telephone number given to the office.

Should a child become sick or injured he will be sent to the office for attention and if necessary, a parent will be called to pick him up.

**Medication can only be administered through the school office, the school nurse, or by extended care personnel and must be in its original prescription bottle. A doctor's note must accompany all medications.**

## **5. PROMOTION / SUMMER SCHOOL**

In grades 1-8 both English and Mathematics must be passed for promotion to occur. In grades 1-8 if English or Mathematics is failed, summer school will be required. If 3 or more classes are failed, promotion does not occur.

In grades 9-12 each semester's subject for that grade level must be passed.

Students can miss no more than 20 school days per year (excused and unexcused absences). **Students must be at school for 4 out of the 7 hours of the school day to count as a full day.** If a student misses more than the allotted days, and the work is made up and a passing grade is attained, Summer School may be used to make up the attendance deficit. Exceptions for hospitalization or extenuating circumstances may be made by administration considering work is made up.

## **6. WITHDRAWAL INFORMATION**

Withdrawals from school must be made by the parent through the school office. All payments must be up-to-date. Parents are to notify the office, if possible, one-month prior to the date of withdrawal. Cumulative records will not be sent until all payments are made. **There is an early withdrawal fee of \$500.00 if a student is withdrawn during the 1st semester and a \$250 withdrawal fee if withdrawn in the 2nd semester. If a student attends VCS any day of the month they are subject to the whole monthly fee.**

Accounts must be paid in full for a senior to receive his or her diploma and have transcripts sent to prospective colleges.

Report cards will not be issued to students whose accounts are not current.

## 7. CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are responsible for notifying the school office immediately of any change of address or telephone number (home or business). It is imperative that we have this information to contact parents in case of an emergency.

## 8. FIELD TRIPS

Parents will be given at least a two week notice on any field trip planned for the child's class. Parents must sign the permission slip/release form. Students will adhere to VCS rules while on any VCS - sponsored trip. Students are not permitted to leave campus for a "spur of the moment" trip. All field trips and activities must be planned in advance and approved by the Principal.

## 9. STUDENT ORGANIZATIONS

Remnant Prayer Group - open to all students, meets before school to pray. Student Council - 7th-12th graders are elected to represent the student body. National Honor Society - certain academic and service requirements need to be met. Service Groups - open to all interested HS students. ie: Five-For-Jesus

## 10. THE STANDARDIZED GRADING FORMULA

Tests = 60% / Quizzes, Homework and Daily work = 40%

## 11. LIBRARY FEES

A book fee may be charged in the event a student loses a book or does not return it.

## 12. MODIFIED EXAM GRADING (GRADES 7-12)

Even though the academic policy for Victory Christian School is to count exams as 10% of the semester average, there is academic relief for students who genuinely qualify in a special needs category. **In order to qualify, a student must be tested by a reputable assessment organization. A physician based diagnosis will not qualify a student for the modified grading scale unless accompanied by valid testing documentation.** The testing results must verify a learning/processing disability along with instructions for accommodating the student. VCS administration reserves the right to request that a student be retested every five years to ensure current accuracy of the perceived special need of the student.

# XX. ATHLETIC ELIGIBILITY

VCS desires to provide balance for our students by providing them with the opportunity to participate in the areas of academics, fine arts and athletics. The school encourages, underwrites, and provides all students in grades 1-12 with the opportunity to participate in one or more of the seasonal sports. With all privileges there is responsibility. The same goes for the privilege of participating in sports at VCS. In order to become a part of or remain on a team, students in grades 7-12 must meet the following requirements:

1. **A completed Physical Form must be turned in before the first game.**

2. Students must have an overall average of 69.5 and have no more than two failing classes (required or elective).
3. Students must arrive before the 2nd hour begins and remain until the 4th hour ends in order to participate in any scheduled game **or practice** for that day.
4. Students that are consistently tardy or unexcused absent from school the day following an event will be suspended from participating in sports for that season.
5. After a second suspension during the academic year, no student may participate on any sports team for the remainder of the school year.
6. **After a student commits to a sport of choice he/she may not leave and join another sport during that current season.**

Please note that the Athletic Director or a member of the administrative staff will check all athletes' records at the end of each quarter. All students that are academically ineligible will then be suspended from the team for 15 days or until the next progress report. If they are still ineligible at the progress report they will remain off teams until the end of that nine week period. (Eligibility for fall sports will be determined based upon the last quarter of the previous year.)

## **XXI. OFF-CAMPUS ONLINE REGISTRATION**

Because the Web is a public forum with unrestricted access, Victory Christian School has deemed it necessary to restrict the posting of information related to the school, our staff and our students on the internet including social networks. Students posting any information that has not been approved by the school's administration in any format related to the school on any Website, bulletin board, chat room, email or other messaging system that is deemed threatening, demeaning or impugning to the character of another person or to the school is subject to disciplinary action.

Students at VCS will be asked to register and allow access to all online cyber community sites and blogs, personal or part of a larger system. Cyberharassment is not tolerated.

## **GRADING SCALE**

**A+ 99-100    A 95-98    A- 90-94**

**B+ 88-89    B 85-87    B- 80-84**

**C+ 78-79    C 75-77    C- 70-74**

**D+ 68-69    D 65-67    D- 60-64**

**F Below 60    I Incomplete**

## XXII. GRADUATION REQUIREMENTS

Units begin to accumulate with the 9th grade. One unit is equal to two semesters' work. Beginning with the 9th grade each semesters' work must be passed in order to get credit; no yearly grades are given.

Subject	Credit Earned
Bible* and other Electives	4
English and Language Arts	4
Math	4
Science (3 Labs)	4
U.S. History	0.5
Economics	0.5
Other Social Studies	2
Foreign Language	2 **
Physical Education	1
Computer	1
	Total- 24

**Requires at least two years of the same foreign language. Some colleges require three years of the same foreign language.	*Bible is required each year of high school attendance.

### **Rank Policy**

- **Class Rank is determined by the student's overall Grade Point Average (GPA).**
- **VCS uses the S.C. Uniform Grading Scale to calculate a student's GPA.**
- **Class rank is calculated at the end of each academic year for 9th,10th, 11th, and12th Grades.**
- **GPA'S are used to rank students from highest to lowest.**
- **In instances of equal GPA'S by more than one student, the GPA will continue to be calculated until rank is established.**

**\*\*\*Part time students are not eligible for the Valedictorian award at VCS. A student must be enrolled for their Junior and Senior year full time in order to receive this award.\*\*\***

## **XXIII. JUNIOR-SENIOR HIGH SCHEDULE**

8:00 - 8:12 .....Homeroom

8:16 - 9:05.....First Period

9:09 - 9:58 ..... Second Period

9:58 - 10:13..... Break

10:17 - 11:06 .....Third Period

11:10 - 11:59 .....Fourth Period

11:59 - 12:31 .....First Lunch (grades 7-9)

12:35 - 1:24..... Jr. Hi. Fifth Period

12:03 - 12:52 ..... Sr. Hi. Fifth Period

12:52 - 1:24.....Second Lunch (grades 10-12)

1:28 - 2:17..... Sixth Period

2:21 - 3:00 .....Seventh Period

## **XXIV. NONDISCRIMINATORY POLICY AS TO STUDENTS**

Victory Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies and athletic or other school administered programs.

**VBC/VCS Administration: 803-278-0125 or 803-278-2138**

## **VICTORY CHRISTIAN SCHOOL**

A Ministry of Victory Baptist Church

620 W. Martintown Road • North Augusta, SC 9841 • 803-278-0125

[www.victorychristianschool.com](http://www.victorychristianschool.com)



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SOUTH CAROLINA ASSOCIATION  
OF CHRISTIAN SCHOOLS