



VICTORY
CHRISTIAN • SCHOOL

STUDENT HANDBOOK

2026-2027

Welcome to Victory Christian School!

We are honored that you have chosen Victory Christian School as your partner in your child's education. We believe that parents are the primary educators of their children and that the home, church, and school work together to develop young people who love God, pursue academic excellence, demonstrate Christlike character, and positively influence the world around them.

Victory Christian School exists to provide a distinctly Christian education that prepares students academically, spiritually, socially, and emotionally. Our goal extends far beyond academic achievement. We desire to cultivate students who are grounded in Biblical truth, committed to Christian service, and equipped to become leaders in their homes, churches, communities, and future careers.

This handbook has been prepared to communicate the policies, procedures, and expectations that help maintain a safe, orderly, and Christ-centered learning environment. While every circumstance cannot be anticipated, these guidelines provide consistency and help foster a successful partnership between home and school.

We encourage every family to read this handbook carefully and discuss its contents together. By working together with mutual respect, open communication, and a shared commitment to Biblical principles, we can provide the best possible educational experience for every student.

Thank you for allowing us the privilege of partnering with your family.

We look forward to an outstanding school year.

In Christ,

Ms. Cynthia L. Smith

Principal

PHILOSOPHY OF CHRISTIAN EDUCATION

Victory Christian School believes that true education is Biblical and Christ-centered. All truth originates with God and is revealed through His Word. Therefore, every aspect of education should be grounded in Scripture and centered on the person and work of the Lord Jesus Christ.

Christian education seeks to integrate Biblical truth into every area of learning and life. Through instruction, example, and discipleship, students are encouraged to develop spiritually, academically, socially, and morally as they grow toward Christian maturity.

We believe that God is the source of all truth and wisdom. Scripture teaches that "the fear of the Lord is the beginning of wisdom" (Proverbs 9:10), that Jesus Christ is "the way, the truth, and the life" (John 14:6), and that "in Him are hidden all the treasures of wisdom and knowledge" (Colossians 2:3). We affirm the Biblical account of creation as recorded in Genesis.

God's desire for every believer is spiritual maturity, being "thoroughly equipped for every good work" (II Timothy 3:17). Christian education should therefore encourage students to grow in their faith and increasingly reflect the character of Jesus Christ (Romans 8:29).

We believe that God has entrusted the primary responsibility for the education and spiritual training of children to parents. Scripture instructs parents to teach God's Word diligently (Deuteronomy 6:7) and to bring their children up "in the nurture and admonition of the Lord" (Ephesians 6:4).

Victory Christian School exists as a ministry that partners with Christian families in fulfilling this responsibility. Because parents voluntarily entrust a portion of their children's education to the school, Victory Christian School serves *in loco parentis* while students are under its supervision. The school seeks to reinforce the Biblical principles taught in the Christian home, believing that a strong partnership between home, church, and school best prepares young people to faithfully serve the Lord Jesus Christ.

MISSION STATEMENT

Victory Christian School exists to partner with parents in equipping students to reach their academic potential, grow spiritually, and impact the world for Christ.

1. STATEMENT OF FAITH

Victory Christian School affirms the following foundational Biblical beliefs:

1. We believe the Holy Bible, from Genesis 1:1 through Revelation 22:21, is the verbally inspired, infallible, and authoritative Word of God.
2. We believe that Jesus Christ was born of the Virgin Mary and is fully God and fully man, the eternal Son of God.
3. We believe that Jesus Christ died for our sins according to the Scriptures, the just for the unjust, providing salvation for all who place their faith in Him.
4. We believe that Jesus Christ rose bodily from the grave on the third day according to the Scriptures.
5. We believe that Jesus Christ alone is our Great High Priest and continually intercedes on behalf of believers.
6. We believe that Jesus Christ will personally, visibly, and bodily return to establish His Kingdom.
7. We believe that salvation is by God's grace through faith in Jesus Christ alone, and that every person must be born again (John 3:7).
8. We believe that every believer should publicly profess their faith through believer's baptism by immersion, symbolizing Christ's death, burial, and resurrection.
9. We believe the church is a body of believers whose mission is to glorify God through worship, discipleship, fellowship, and proclaiming the Gospel of Jesus Christ to the world.

2. OBJECTIVES

Victory Christian School seeks to:

- Lead each student toward a personal relationship with Jesus Christ as Lord and Savior.
- Foster spiritual growth through Biblical instruction and Christ-centered discipleship.
- Develop Christian character marked by integrity, humility, compassion, and personal responsibility.
- Encourage students to think critically, logically, independently, and Biblically.
- Pursue academic excellence while meeting the individual educational needs of students.
- Equip students with the knowledge, communication skills, and critical thinking abilities necessary for lifelong learning.
- Prepare students to become responsible citizens who demonstrate patriotism, servant leadership, and Biblical citizenship.
- Cultivate leadership skills that enable students to positively influence their homes, churches, communities, and future careers.
- Provide opportunities for students to discover and develop their God-given talents through academics, fine arts, athletics, and extracurricular activities.
- Encourage appreciation for God's creation, the arts, and the diverse gifts He has given mankind.
- Promote physical, emotional, social, and spiritual well-being through wholesome activities and Christian fellowship.

- Teach students to understand their value as individuals created in the image of God while respecting the dignity and worth of others.
- Prepare students to faithfully serve Christ throughout their lives in whatever vocation God calls them.

3. ADMISSION AND RETENTION

Enrollment at Victory Christian School is a privilege, not a right. Admission and continued enrollment are based upon the school's ability to meet the educational needs of the student and the willingness of both students and parents to support the mission, philosophy, and standards of Victory Christian School.

3.1 Admission Requirements

1. Parents or legal guardians must meet with school administration to discuss their reasons for seeking enrollment and to determine whether Victory Christian School is an appropriate fit for their family.
2. Students entering Grades K5–6 may be required to complete an entrance assessment to determine academic placement and readiness.
3. Students entering Grades 7–12 will participate in an interview with school administration to discuss their educational goals, desire to attend Victory Christian School, and spiritual background.

3.2 Admission Decisions

The administration reserves the right to deny admission or decline re-enrollment when it determines that enrollment would not be in the best interest of the student or the school community, or when the student or family is unwilling to support the school's mission, Statement of Faith, philosophy, policies, or standards of conduct.

As part of the admissions process, applicants may be asked to provide academic records, disciplinary records, and other information requested by the school. Victory Christian School does not accept students who have been expelled from a previous school. The administration reserves the right to review each applicant's academic, disciplinary, and behavioral history when making admission decisions.

3.3 Parent and Student Partnership

Victory Christian School believes that a positive partnership between home and school is essential to a student's success. Parents and students are expected to demonstrate a spirit of Christian cooperation, mutual respect, and support for the school's policies, faculty, staff, and administration.

Persistent behavior that is divisive, disrespectful, disruptive, or demonstrates an unwillingness to cooperate with the school's mission, policies, or leadership may result in the denial of admission, non-renewal of enrollment, or dismissal from the school. In determining whether a student may continue enrollment, the administration will consider the student's overall pattern of behavior, including repeated disciplinary incidents, failure to respond to corrective measures, and the student's willingness to demonstrate personal growth and accountability. Enrollment decisions will be made at the sole discretion of the administration/board based on what is determined to be in the best interest of both the student and the school community.

By signing the Parent and Student Agreement included with this handbook, parents and students acknowledge that they have read, understand, and agree to support the policies, standards, and expectations outlined in this handbook both on and off campus while representing Victory Christian School.

3.4 Student Arrival

- School begins promptly at **8:00 a.m.**
- Students may enter the building beginning at **7:35 a.m.**
- Any student arriving **before 7:35 a.m.** must report to the Victory Christian School Before Care Program. If checked into beforecare, a charge of \$3 will be added to incidental billing.

Arrival Procedures by Grade Level

- **K3-K4:** Students must be dropped off directly in their classroom using the **rear entrance** of the building.
- **K5–6th Grade:** Students should be dropped off through the **carline located behind the school**, entering from **Bunting Drive**.
- **7th–12th Grade:** Students should be dropped off through the **secondary carline**, entering from **Martintown Road** and lining up along the fence.

3.5 Parent Drop-Off Procedures

To help students transition into the new school year, parents and guardians may walk their child to the classroom during the **first week of school**.

Beginning with the **second week of school**, all families are expected to utilize the designated morning carlines for student drop-off. This procedure is in place to maintain a safe, secure, and efficient campus during arrival. Parents who need to visit the school after the first week must check in through the school office before entering the building.

3.6 Student Drivers

Students who drive to school must park in the designated student parking area in front of the school building and park as close to the wooden fence as possible. Once students arrive on

campus, they may not remain in or return to their vehicles during the school day without permission from a staff member or administrator.

3.7 Early Dismissal Procedures

If a student must leave school before the end of the school day, the parent or legal guardian must provide either:

- A written note sent with the student to school, **or**
- An email to the school office at **ashleigh@victorychristianschool.com**.

Students in **Grades 7–12** should report to the school office before homeroom to notify the office about the dismissal. No student will be released before the scheduled dismissal time without authorization from a parent or legal guardian and approval from the school office.

4. DISMISSAL PROCEDURES

The regular school day ends at **3:00 p.m.** Please note that all elementary/preschool students will be transferred to the carline at **2:45**. You must use the carline if you pick up after **2:30 p.m.** The preschool/elementary carline will begin at **2:50** and the secondary carline will begin at **3:00**.

Dismissal by Grade Level

- **K3–6th Grade:** Students will be dismissed through the elementary carline located behind the school, exiting onto **Bunting Drive**.
- **7th–12th Grade:** Students will be dismissed through the secondary carline located at the front of the L-shape building. Please use the lane closest to the wood fence.

After-School Supervision

Students who are not participating in a school-sponsored extracurricular activity or enrolled in the Victory Christian School After Care Program must be picked up by **3:15 p.m.**

For the safety of all students, no student may remain on campus without adult supervision after **3:15 p.m.** Students who have not been picked up by that time will be checked into the Victory Christian School After Care Program, and the applicable After Care fees will be charged to the family's account. This policy applies to **all students**, including those in grades 7–12.

Students participating in school-sponsored extracurricular activities must report directly to the supervising coach, sponsor, or teacher immediately following dismissal.

5. ATTENDANCE PROCEDURES

Regular attendance is essential to student success. Parents are expected to ensure that students attend school consistently, arrive on time, and remain at school for the entire instructional day except in cases of illness, emergency, or other approved circumstances.

5.1 Excused Absences

The following are considered excused absences:

- Personal illness or injury
- Quarantine or other health-related requirements
- Death in the immediate family
- Medical, dental, or other professional appointments
- Court appearances
- Pre-approved absences authorized by the administration
- Approved college visitation days for juniors and seniors

Parents or legal guardians must provide a written note or email explaining the reason for the absence on the day the student returns to school. If documentation is not received, the absence will be recorded as **unexcused**.

Students who are absent for **more than three consecutive school days due to illness** must provide a physician's note for the absences to remain excused.

5.2 Pre-Approved Absences

Families requesting an absence for reasons other than those listed above must obtain approval from the principal before the absence occurs.

Requests should be submitted at least **one school day in advance**. Students are responsible for obtaining assignments before leaving and completing all work by the deadlines established by their teachers.

Failure to obtain prior approval will result in the absence being classified as unexcused.

5.3 College Visitation Days

College visitation days are available only to juniors and seniors.

- Juniors are permitted **one** approved college visitation day.
- Seniors are permitted **up to three** approved college visitation days.

These visits must receive prior administrative approval and are intended for visits with the student's family. A signed verification from the college admissions office, registrar, or appropriate school official must be submitted upon the student's return.

5.4 Unexcused Absences

An absence will be considered unexcused when:

- No written parent note or email is received.
- The absence does not meet the school's criteria for an excused absence.
- A pre-approved absence was not authorized by the administration.

Students with unexcused absences may receive reduced credit or other academic consequences in accordance with classroom and school policies.

5.5 Attendance Requirements

Students are expected to comply with South Carolina attendance requirements as well as Victory Christian School attendance policies.

Excessive absences, whether excused or unexcused, may affect academic progress and promotion. Students who miss **more than 10% of the school year (approximately 18 school days)** are considered to have excessive absences and may be in jeopardy of grade retention.

Students who exceed the allowable number of absences may be required to complete **Summer School or another administrator-approved seat-time recovery program** before being considered for promotion to the next grade level. Promotion decisions are made by the administration based on attendance, academic progress, and successful completion of all required coursework.

5.6 Tardiness

Students are expected to arrive at school on time each day.

- Excused tardies follow the same guidelines as excused absences.
- Students who arrive after the start of the school day must provide a written parent note or parent email explaining the reason for the tardy.
- Students in **Preschool–12** arriving after homeroom must report to the school office to sign in before going to class.

Tardies are considered unexcused until appropriate documentation is received.

When a student accumulates **10 tardies**, the parent or guardian will be contacted, and a conference with the administration may be required to develop a plan for improving attendance and punctuality.

6. Make-Up Work

Students are allowed **one school day to complete make-up work for each day absent**, unless otherwise directed by the teacher.

Students are responsible for requesting missed assignments and completing all work within the allotted time.

If a student is absent the day before a scheduled test, the test should normally be taken on the student's first day back unless other arrangements are approved by the teacher or administration.

Students leaving early on a scheduled test day are expected to complete the test before dismissal whenever possible. Students who miss a test due to an unexcused tardy may be required to complete the assessment during their first available free period.

7. Lunch Deliveries and Visitors

- Food deliveries from restaurants, delivery services, or other third-party vendors are permitted, but they must be delivered to the office. The student can pick up their lunch at their scheduled lunch time.
- Parents or legal guardians who wish to bring lunch for their student should check in at the school office.
- Visitors, including recent graduates, former students, and students from other schools, are not permitted on campus during lunch or during the instructional day without prior approval from the administration.

8. STUDY HALL PROCEDURES

Study hall is a supervised academic period designed to provide students with a quiet environment for completing assignments, studying, or reading.

Students are expected to:

- Arrive on time and be seated before the bell rings.
- Bring all materials needed for the study period.
- Work quietly and independently.

- Refrain from talking, passing notes, or otherwise disrupting the study environment.
- Remain in the classroom unless given permission by the supervising teacher..

Teachers will supervise students throughout the entire study hall period.

9. OUT-OF-CLASS PROCEDURES

Students must have permission from their teacher before leaving the classroom during any instructional period. A hall pass must be carried while outside the classroom and presented to any faculty or staff member upon request.

Students are expected to proceed directly to their destination and return promptly to class. Loitering in hallways or other areas of campus is not permitted.

Students who need to meet with another teacher for academic assistance during study hall must obtain permission from both teachers before leaving the classroom.

10. BREAK PROCEDURES

Break periods provide students with an opportunity to socialize, eat a snack, and participate in appropriate recreational activities.

Students are expected to:

- Follow all directions given by faculty and staff.
- Remain in their designated break area unless given permission to leave.
- Clean up all trash and personal belongings before returning to class.
- Demonstrate respectful and Christlike behavior toward others.

Elementary students will use the designated areas set forth by their teacher, and secondary students will remain in the lunchrooms or other designated areas under staff supervision.

Students may not leave the designated break area without permission, and loitering in hallways, gym lobbies, or other unauthorized areas is prohibited.

11. CHAPEL PROCEDURES

Chapel is an important part of the spiritual life and ministry of Victory Christian School. Chapel services are designed to encourage students in their relationship with Christ through Biblical teaching, worship, prayer, and Christian fellowship.

Attendance at chapel is required for all students unless excused by the administration.

Students are expected to:

- Attend chapel with their class.
- Enter and exit quietly and respectfully.
- Bring their Bible unless otherwise instructed.
- Participate respectfully in the service.
- Demonstrate behavior that reflects reverence for God's Word and respect for others.

Disruptive behavior during chapel may result in disciplinary action.

12. CLASSROOM PROCEDURES

Victory Christian School is committed to providing a classroom environment that promotes learning, respect, and Christlike character. Students are expected to arrive prepared, participate actively, and demonstrate respect for their teachers, classmates, and the learning process.

12.1 Classroom Expectations

Students are expected to:

- Arrive on time and be seated before the bell rings.
- Bring all required books, assignments, and classroom materials.
- Be prepared to begin class promptly.
- Follow all classroom rules and teacher instructions.
- Treat classmates, teachers, and school property with respect.

The bell signals the beginning of class; teachers dismiss the class at the end of the period.

12.2 Assignments

Homework and classroom assignments are an important part of the educational program and are designed to reinforce classroom instruction, strengthen understanding, provide additional practice, and develop responsibility and independent learning skills.

Teachers may assign homework, projects, research assignments, presentations, reading assignments, or other activities that support classroom learning.

Students are responsible for completing and submitting all assignments by the established due dates.

12.3 Academic Integrity

Victory Christian School values honesty, integrity, and personal responsibility in all academic work.

Plagiarism, cheating, unauthorized collaboration, or any form of academic dishonesty is prohibited.

Plagiarism includes presenting another person's words, ideas, or work as one's own without proper acknowledgment.

Students may not use **Generative Artificial Intelligence (AI)** or similar technology to complete assignments, essays, projects, or other academic work unless the teacher has specifically authorized its use for that assignment.

Violations of the Academic Integrity Policy will result in the following consequences:

- **First offense:** The student must redo the assignment for a maximum grade of **50%**.
- **Second and subsequent offenses:** The student will receive a grade of **zero** for the assignment and may be subject to additional disciplinary action.

12.4 Late Work Policy

Students are expected to submit assignments on or before the assigned due date.

Late work will be accepted according to the following schedule:

- **1 day late:** Maximum grade of **90%** of the earned score.
- **2 days late:** Maximum grade of **80%** of the earned score.
- **3 or more days late:** No credit will be awarded.

This policy does not apply to long-term projects unless otherwise specified by the teacher. Students with documented accommodations or Individualized Education Programs (IEPs) will receive accommodations in accordance with their approved educational plan.

12.5 Tests and Assessments

Teachers will make every reasonable effort to notify students of major tests in advance.

Students should have no more than **two major tests** scheduled on any school day whenever possible.

Core academic courses should include a minimum of **three major test grades** during each nine-week grading period.

Parents may review upcoming assignments and assessments through the school's learning management system or by contacting the teacher or school office.

13. DRESS CODE

Victory Christian School believes that a student's appearance reflects respect for God, self, and others. Our dress code is designed to promote modesty, neatness, safety, and an atmosphere conducive to learning while reflecting Biblical principles.

Students are expected to maintain a clean, neat, and modest appearance at all times while on campus and while participating in school-sponsored activities.

Biblical Principles

The Victory Christian School dress code is based upon the following Biblical principles:

- **Modesty** (1 Timothy 2:9)
- **Distinction between the sexes** (1 Corinthians 11:14–15)
- **Identification with Christ rather than the world** (Romans 12:1–2)
- **Appropriate dress for every occasion** (Ecclesiastes 3:1)

The administration reserves the right to determine whether a student's attire, hairstyle, accessories, or overall appearance complies with the spirit and intent of the dress code.

General Dress Code Standards

All students are expected to:

- Wear clothing that is clean, modest, and in good repair.
- Wear only clothing that complies with the school's dress code.
- Avoid clothing, hairstyles, accessories, or personal appearance that distracts from the educational environment.

Students with existing tattoos must notify the administration during enrollment. All tattoos must remain covered while on campus and during school-sponsored activities. Students may not obtain new tattoos while enrolled at Victory Christian School. Violations of this policy will result in disciplinary action, which may include a review of the student's continued enrollment. Students are not permitted to have any facial piercings/gauges. Ladies are permitted to have their ears pierced.

Boys' Dress Code

Hair

- Hair must be neat, clean, and well-groomed.
- Hair may not extend over the eyebrows, cover the ears, or touch the shirt collar.
- Hair must remain a natural color.
- Extreme or fad hairstyles are not permitted.
- Sideburns may not extend below the bottom of the ear.
- Beards and mustaches are permitted but must be kept clean, neat, and well-groomed.

Clothing

- Shirts must have a collar.
- Students may wear a VCS Spirit Shirt in lieu of a collared shirt. These can be obtained from the school office or through the spirit store link the Back to School email.
- Button-down shirts must remain appropriately buttoned.
- Logos must be no larger than a standard pocket-sized logo.
- Only official VCS/Victory hoodies may be worn.
- Oversized coats may not be worn inside classrooms.
- Solid quarter-zip pullovers may be worn with a collared shirt underneath.
- Pants and shorts must be khaki, black, gray, or navy.
- Shorts must be no more than two inches above the knee.
- Sweatpants and wind pants are not permitted.
- Jeans are permitted on Friday. No holes.

Headwear

Hats, caps, hoods, and similar head coverings may not be worn inside school buildings unless approved by the administration.

Girls' Dress Code

Hair

- Hair must remain a natural color.

Clothing

- Shirts must have a collar.
- Students may wear a VCS Spirit Shirt in lieu of a collared shirt. These can be obtained from the school office or through the spirit store link the Back to School email.
- Button-down shirts must remain appropriately buttoned.

- Logos must be no larger than a standard pocket-sized logo.
- Only official VCS/Victory hoodies may be worn.
- Oversized coats may not be worn inside classrooms.
- Solid quarter-zip pullovers may be worn with a collared shirt underneath.
- Skirts, skorts, Bermuda shorts, and pants must be navy, black, gray, or khaki.
- Skirts, skorts, shorts, and dresses must be no more than two inches above the knee.
- Elementary students may wear solid-color polo dresses.
- Pants must include a zipper and pockets.
- Leggings may only be worn underneath an approved skirt or dress and must be solid in color.
- Sweatpants, leggings, and wind pants are not permitted.
- Jeans are permitted on Friday. No holes.

Footwear

- Sandals are permitted if they have a heel strap or secure back.
- Tennis shoes are recommended for elementary students due to the mulch on the playground.

Headwear

Hats, caps, hoods, and similar head coverings may not be worn inside school buildings unless approved by the administration.

13.2 Physical Education Dress Code

Students in **Preschool through 6th Grade** do not change clothes for Physical Education.

Students in **Grades 7–12** must wear an approved Victory Christian School athletic shirt and black athletic shorts that are no more than two inches above the knee. They must also have on athletic style shoes that are approved for the gym floor.

13.3 Athletic Dress Code

Student-athletes traveling to or from athletic events must follow the dress standards established by the Athletic Department. After athletic games, students must change into attire approved by the Athletic Director.

13.4 Formal Events

Homecoming, Prom, Banquet, and other formal events are intended to reflect the dignity and Christian testimony of Victory Christian School.

All formal dresses must be approved **in person** by the administration before the event. Any required alterations must be completed no later than **two days** before the event.

Formal attire must meet the following standards:

- Dress straps must have straps.
- Dress backs may not extend below the natural bra line.
- Midriffs may not be exposed.
- Slits may not extend above the knee.
- Cleavage may not be visible.
- Sheer fabric may not be used to create the appearance of meeting dress code requirements.
- Undergarments may not be visible.

Students bringing guests from another school are responsible for ensuring their guest also complies with these requirements.

13.5 Graduation Attire

Graduation is a formal ceremony, and students are expected to dress professionally.

- **Gentlemen:** Dress slacks, White dress shirt, tie, and dress shoes.
- **Ladies:** A modest dress or a knee-length skirt with a blouse and dress shoes.

Students should present themselves in a manner that reflects the significance of this milestone and the values of Victory Christian School.

13.6. DRESS CODE VIOLATIONS

Students are expected to comply with the dress code each day. Dress code violations will be addressed progressively.

First Offense: The student will be asked to correct the violation. If necessary, a change of clothing will be required before returning to class. Parents will receive notification.

Second Offense: Parents will be contacted and the student will serve a lunch detention.

Third Offense: Secondary students will receive afterschool detention and parents will meet with the administration. Elementary parents will meet with the principal.

Fourth and Subsequent Offenses: Immediate ISS will occur and parents will be notified. Repeated violations demonstrate an unwillingness to comply with school expectations. Additional disciplinary action, including parent conferences, disciplinary review, or consideration of continued enrollment, may occur at the discretion of the administration.

14. STUDENT DISCIPLINE

Victory Christian School believes that discipline is an essential part of Christian education. The purpose of discipline is not merely to correct behavior, but to teach self-control, encourage personal responsibility, restore relationships, and develop Christlike character. Discipline should always be administered fairly, consistently, and with the student's spiritual, academic, and emotional growth in mind.

Whenever possible, discipline will be handled at the classroom level by the teacher. More serious or repeated offenses will be referred to the administration. Parents are encouraged to partner with the school in addressing behavioral concerns in a spirit of cooperation and Biblical reconciliation.

14.1 Philosophy of Discipline

Victory Christian School seeks to maintain a safe, respectful, and Christ-centered learning environment. Students are expected to demonstrate respect for God, themselves, others, and school property at all times.

Disciplinary action may include, but is not limited to:

- Verbal correction
- Parent communication
- Loss of privileges
- Silent lunch detention
- After-school detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Behavioral contracts
- Probation
- Dismissal from Victory Christian School

Students who refuse reasonable disciplinary consequences or demonstrate open defiance toward school personnel may be referred immediately to the administration.

14.2 Parent Partnership

Victory Christian School believes parents are essential partners in the educational process. In keeping with the principles of Matthew 18, parents are encouraged to communicate directly with the teacher whenever concerns arise before requesting administrative involvement.

The administration welcomes parent conferences whenever additional assistance is needed in resolving disciplinary concerns.

14.3 Student Conduct Expectations

Students are expected to:

- Demonstrate respect toward faculty, staff, volunteers, visitors, and fellow students.
- Follow the instructions of school personnel promptly and respectfully.
- Use language that honors Christ and reflects Christian character.
- Demonstrate honesty and integrity in both academic and personal conduct.
- Respect school, church, and personal property.
- Conduct themselves in a manner that promotes a safe and orderly learning environment.
- Display good sportsmanship and Christian behavior at school and all school-sponsored activities.
- Follow all school rules both on campus and while representing Victory Christian School off campus.

14.4 Minor Infractions

It is impossible to list every behavior or disciplinary situation that may occur during the school year. The following examples represent common minor infractions and are not intended to be an exhaustive list. The administration and faculty reserve the right to address behaviors not specifically listed when they interfere with the educational environment, violate school policies, or are inconsistent with the mission and expectations of Victory Christian School.

Examples of minor infractions include, but are not limited to:

- Dress code violations
- Classroom disruption
- Failure to follow classroom procedures
- Minor disrespect
- Tardiness
- Gum, food, or drinks in unauthorized areas
- Failure to bring required materials
- Sleeping in class
- Out of class without permission
- Horseplay
- Failure to return required school documents
- Minor misuse of technology (e.g., playing games instead of working)
- Talking without permission or disrupting instruction

Minor infractions will generally be addressed by the classroom teacher and may result in a writeup, parent communication, detention, or other appropriate corrective action.

14.5 Major Infractions

It is impossible to identify every serious disciplinary situation that may arise during the school year. The following examples represent behaviors that are considered major infractions and are not intended to be an exhaustive list. The administration reserves the right to determine the severity of any offense and assign disciplinary consequences based on the circumstances of each incident. All major infractions will go before the Victory Christian School Advisory Board.

Major infractions include, but are not limited to:

- Bullying, harassment, intimidation, or hazing
- Fighting, physical aggression, or assault
- Threatening, endangering, or intentionally causing harm to others
- Defiance, insubordination, or refusal to comply with the reasonable directives of school personnel
- Cheating, plagiarism, academic dishonesty, or unauthorized use of Artificial Intelligence (AI)- (on 2nd offense)
- Theft or possession of stolen property
- Vandalism, destruction of school property, or damage to the property of others
- Possession, use, sale, or distribution of tobacco products, vaping devices, alcohol, illegal drugs, controlled substances, or unauthorized prescription or over-the-counter medications
- Possession or use of weapons, knives, fireworks, explosives, or other dangerous objects
- Possession, viewing, creation, or distribution of obscene, pornographic, or sexually explicit material
- **Profanity, vulgar language, obscene gestures, or other inappropriate communication:**
 - Leaving campus or a school-sponsored activity without authorization
 - Serious misuse of technology, social media, or school computer systems
 - Unauthorized photographing, video recording, or audio recording of students, faculty, staff, or school activities
 - Immoral conduct, inappropriate physical contact, or excessive public displays of affection
 - Buying, selling, trading, or distributing goods on campus without administrative approval
 - Forgery, deception, dishonesty, or intentionally making false accusations
 - Misuse of a motor vehicle or reckless driving on school property
 - Tampering with school safety equipment, emergency systems, or security devices
 - Repeated major misconduct or a continued pattern of serious behavioral concerns
 - Any conduct that significantly disrupts the educational environment or jeopardizes the safety, well-being, or mission of Victory Christian School

Major infractions may result in immediate administrative action, including In-School Suspension (ISS), Out-of-School Suspension (OSS), behavioral probation, restitution, denial of participation in extracurricular activities, denial of re-enrollment, or dismissal from Victory Christian School.

When there is reasonable suspicion that a student has possessed or used illegal drugs, alcohol, or other prohibited substances, the administration reserves the right to require an immediate drug screening as a condition of the student's continued enrollment.

When a major infraction is determined by the administration to warrant a possible suspension, expulsion, or dismissal, the School Board will be notified and provided with the relevant information for review. The student will remain on **Out-of-School Suspension (OSS)** pending the Board's review and decision. Following the Board's deliberation, the parent(s) or legal guardian(s) will be notified of the Board's decision and any resulting disciplinary action. The decision of the School Board shall be final. Victory Christian School seeks to address these behaviors at the lowest appropriate level of discipline whenever possible. However, repeated incidents or a student's unwillingness to respond to corrective action may result in the behavior being treated as a major disciplinary matter and may lead to more serious consequences at the discretion of the administration.

2026- 2027 members of the Victory Christian School Advisory Board:

- 1) Mrs. Tonya Bryant
- 2) Dr. Kristen Hunt
- 3) Mrs. Dona McBride
- 4) Todd Sawyer
- 5) Theodore Carson
- 6) Principal- Cynthia L. Smith
- 7) Assistant Principal- Sumner White

14.6 School Property and Personal Responsibility

Students are expected to care for all school property.

Any student responsible for vandalism, theft, or intentional damage to school or personal property will be required to make restitution for repair or replacement costs in addition to any disciplinary consequences.

14.7 Electronic Devices and Prohibited Items

Unless specifically authorized by a teacher or administrator, students may not bring or use items that interfere with the educational process.

Unauthorized items include, but are not limited to:

- Electronic games
- Toys
- Radios or speakers
- Other non-instructional electronic devices
- Personal computers/iPads/tablets- students must seek permission from teacher/admin to use in the classroom. Students must also be willing to use our secure network.

Items that conflict with the school's mission or philosophy may also be prohibited.

Guns, weapons, knives, fireworks, and other dangerous items are strictly prohibited and may result in immediate suspension or dismissal.

14.8 Conduct at School Activities

Students are expected to represent Victory Christian School with Christlike behavior at all school-sponsored events.

Students, parents, coaches, faculty, and spectators should demonstrate respect toward officials, opponents, and visiting schools at all times. Unsportsmanlike conduct, inappropriate language, or disrespectful behavior will not be tolerated.

15. Write-up System (Grades 6–12)

The write-up system is used to identify patterns of behavior and encourage positive choices.

Teachers and staff members may issue demerits for minor disciplinary violations (Section 14.4). Parents will be notified through RenWeb whenever a write-up is assigned.

Please Note: The write-up system is intended to address **minor disciplinary infractions**. Major infractions are not subject to the demerit system and will be handled directly by the administration/advisory board. When a major infraction may warrant a suspension, expulsion, dismissal, or other significant disciplinary action, the incident will be referred to the School Advisory Board for review. The Board will determine the appropriate disciplinary action, and the student will remain on Out-of-School Suspension (OSS) until the review process is complete. Parents or legal guardians will be notified of the Board's decision following its deliberation.

Write-ups	Consequence
1-3	Silent Lunch Detention
4	Parent Conference and One-Hour After-School Detention
5-6	One-Hour After-School Detention for each write-up
7	One Day of In-School-Suspension and Parent Conference required before returning to school.
8	One-Day Out-of-School Suspension, Parent Conference,
9	Two-Day Out-of-School Suspension and Parent Conference with Administration and/or School Board to review continued enrollment

The administration/advisory board reserves the right to assign a more appropriate consequence when warranted by the severity of the offense.

15.1 Detention

After-school detention is held from **3:15 p.m. to 4:15 p.m.**

Students are expected to arrive on time, remain quiet, complete assigned work, and follow all staff directions.

Failure to attend detention without prior administrative approval may result in additional disciplinary consequences.

15.2 Suspension

Students assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS) remain responsible for completing assigned academic work. Students must have work to return back to school. If a student returns without the work, they will be in ISS until work is completed.

Repeated suspensions or serious misconduct may result in disciplinary probation or dismissal.

15.3 Pattern of Behavior

Victory Christian School recognizes that discipline is intended to encourage growth and restoration.

In addition to individual disciplinary incidents, the administration will consider each student's overall pattern of behavior, attitude, response to correction, and willingness to demonstrate personal growth.

A continued pattern of misconduct, repeated disciplinary referrals, or an unwillingness to cooperate with school expectations may result in additional disciplinary action, denial of re-enrollment, or dismissal, even when individual offenses might not independently warrant those consequences.

15.4 Administrative Discretion

It is impossible to anticipate every disciplinary situation that may arise.

The administration/board reserves the right to interpret school policies, investigate incidents, and determine appropriate disciplinary consequences based upon the nature of the offense, the student's disciplinary history, the safety of the school community, and the mission of Victory Christian School.

The administration's/boards decision regarding disciplinary matters shall be final.

15.4 Appeals Process

Victory Christian School is committed to handling disciplinary matters fairly, consistently, and in accordance with Biblical principles. Parents or legal guardians who wish to appeal a disciplinary decision made by the administration may submit a written request for review to the Victory Christian School Advisory Board. Requests can be sent to advisoryboard@victorychristianschool.com.

The written appeal should clearly state the reason for the appeal and include any information the parent or guardian believes should be considered. The Advisory Board will review the appeal, along with all relevant information provided by the administration, before making a determination.

The Advisory Board reserves the right to uphold, modify, or overturn the administrative decision when appropriate. Following the Board's review, the parent(s) or legal guardian(s) will be notified of the Board's decision. The decision of the Victory Christian School Advisory Board shall be final.

15.5 Redemption Policy

Victory Christian School believes that discipline is intended to restore, teach, and encourage personal growth. Students who demonstrate genuine repentance, consistent improvement, and Christlike conduct should have the opportunity to redeem themselves through positive choices.

Students who have received an **In-School Suspension (ISS)** or **Out-of-School Suspension (OSS)** may request to have the disciplinary incident removed from their behavioral record if they meet all of the following requirements:

Eligibility Requirements

The student must:

- Complete a minimum of **one full semester** with no additional ISS or OSS assignments.
- Demonstrate consistent good behavior with no pattern of repeated disciplinary referrals.
- Maintain satisfactory attendance and punctuality.
- Complete all assigned academic work.
- Remain in good standing with teachers and administration.
- Submit a written reflection describing what was learned from the incident, how personal growth has occurred, and how future similar situations will be handled differently.
- Meet with the administration to review the request.

Ineligible Offenses

The following disciplinary actions are **not eligible** for removal under the Redemption Policy:

- Possession or use of illegal drugs, alcohol, or weapons
- Acts of violence resulting in serious bodily injury
- Sexual misconduct or criminal behavior
- Serious threats against students, faculty, or staff
- Any offense that results in expulsion or permanent dismissal
- Any offense the administration or Advisory Board determines is ineligible due to its severity

Approval Process

The administration will review each request individually, considering the student's overall pattern of behavior, attitude, response to discipline, and evidence of personal growth. When appropriate, the administration may consult with the Victory Christian School Advisory Board before making a final decision.

If approved, the disciplinary incident will be designated as **Redeemed** in the student's behavioral record for internal school purposes. The incident may continue to be retained in confidential administrative records when required for legal, safety, or institutional purposes.

The purpose of this policy is to encourage accountability, personal responsibility, and the Biblical principles of forgiveness, restoration, and redemption while maintaining a safe and orderly school environment.

16. PRESCHOOL AND ELEMENTARY (K3–5TH GRADE) BEHAVIOR PROCEDURES/EXPECTATIONS

Victory Christian School recognizes that young children are still developing socially, emotionally, and spiritually. The purpose of discipline in Preschool and Elementary is to teach appropriate behavior, encourage personal responsibility, and partner with parents to help students develop Christlike character.

Because of the developmental needs of younger students, **Preschool through 5th Grade does not utilize the secondary demerit system.** Classroom teachers are responsible for establishing clear expectations, teaching appropriate behavior, and addressing minor disciplinary concerns within the classroom whenever possible.

Teachers will communicate behavioral concerns with parents as needed and work together to encourage positive growth.

16.1 Classroom Discipline

Teachers may use age-appropriate classroom management strategies, including but not limited to:

- Verbal redirection
- Loss of classroom privileges
- Parent communication
- Behavior reflection activities
- Teacher-directed consequences appropriate to the student's age and behavior

16.2 Office Referral Process

When a student's behavior is serious, unsafe, or continues despite classroom interventions, the following procedures will be followed:

First Office Referral

- The student will meet with the principal to discuss the behavior.
- The parent or legal guardian will be notified of the incident.
- The administration, teacher, and parent will work together to develop strategies for improving the student's behavior.

Second Office Referral

- The parent or legal guardian will be contacted and required to pick up the student within **one hour** of notification.
- Before the student returns to class, a conference with the teacher, parent, and principal will be required. A plan will be developed to address the behavior, with clear expectations and guidelines established for improvement.

16.3 Physical Aggression

Any student who intentionally strikes, injures, or otherwise physically harms another student or staff member will be referred immediately to the principal.

The parent or legal guardian will be contacted and required to pick up the student within **one hour** of notification.

Before the student returns to school, a conference with the teacher, parent, and principal will be required to discuss the incident and develop a plan to support the student's successful return to the classroom.

Additional disciplinary action may be taken depending on the severity of the incident.

16.4 Pattern of Behavior

The administration will consider each student's overall pattern of behavior, response to correction, and willingness to improve when determining appropriate disciplinary action.

Repeated office referrals, continued disruptive behavior, or behaviors that significantly interfere with the learning environment may result in additional interventions, behavioral support plans, suspension, denial of re-enrollment, or other disciplinary action deemed appropriate by the administration.

16.5 Restroom Readiness Policy

Victory Christian School requires all students enrolled in preschool programs to be fully potty trained prior to their first day of attendance. A child is considered restroom ready when they can independently recognize the need to use the restroom, communicate that need, use the toilet successfully, and manage basic restroom routines with minimal assistance.

We understand that transitioning to a new school environment can be an adjustment for young children. During this transition, teachers will provide regular restroom opportunities and gentle reminders throughout the day to help students establish a successful routine.

If a child has a toileting accident that results in soiled clothing, a parent or authorized emergency contact will be notified and must come to the school promptly to change the child. For the health, safety, and dignity of both students and staff, Victory Christian School employees are not permitted to change soiled clothing or diapers.

Occasional accidents may occur as children adjust to a new environment. However, repeated or ongoing accidents may indicate that a child is not yet restroom ready. In such cases, the administration will meet with the family to determine an appropriate plan of action, which may include delaying enrollment or temporarily suspending attendance until the child is consistently restroom ready.

Parents are required to provide a complete change of clothing, including underwear, socks, and seasonally appropriate clothing, in a labeled bag to be kept at school at all times. If a child uses the spare clothing due to a toileting accident, parents are expected to send a clean replacement set of clothing on the next school day so that an extra set is always available at school.

The administration reserves the right to determine whether a student is demonstrating the level of restroom independence necessary to participate safely and successfully in the preschool program.

17. TECHNOLOGY AND ACCEPTABLE USE POLICY

Victory Christian School recognizes that computers, iPads, the Internet, Artificial Intelligence (AI), and other digital technologies are valuable educational tools that enhance learning and communication. The use of school technology is a privilege, not a right. Students are expected to use all technology responsibly, ethically, and in a manner that reflects the mission, Christian values, and academic standards of Victory Christian School.

Each student and their parent(s) or legal guardian(s) must read, sign, and agree to the Victory Christian School Technology and Acceptable Use Agreement before the student is permitted to use school technology or access the school's network.

17.1 Acceptable Technology Use

Students are expected to:

- Use school technology for educational purposes only.
- Follow all instructions provided by teachers and staff.
- Protect usernames, passwords, and login credentials.
- Respect the privacy and digital property of others.
- Demonstrate Christian character in all online communications and activities.
- Immediately report damaged equipment, security concerns, or inappropriate online content to a teacher or administrator.

17.2 Prohibited Technology Use

Students may not:

- Access, view, possess, create, or distribute inappropriate, obscene, or pornographic material.
- Use school technology to bully, harass, threaten, intimidate, or impersonate another individual.
- Attempt to bypass internet filters, security settings, or monitoring software.
- Download or install unauthorized software, applications, games, or browser extensions.
- Access another person's account or files without permission.
- Damage, alter, tamper with, or misuse school-owned devices or technology resources.
- Use Artificial Intelligence (AI) or other digital tools in violation of this policy or the school's Academic Integrity Policy.
- Use school technology for any unlawful, unethical, or non-educational purpose.

17.3 Artificial Intelligence (AI)

Victory Christian School recognizes that Artificial Intelligence (AI) technologies are becoming an increasingly common part of education and the workplace. Students are expected to use AI responsibly, ethically, and in a manner consistent with Christian integrity and academic honesty.

Artificial Intelligence includes, but is not limited to, applications such as ChatGPT, Google Gemini, Microsoft Copilot, Claude, Grammarly AI, image generators, coding assistants, and similar technologies that generate or significantly modify text, images, audio, video, or computer code.

Acceptable Uses

Unless otherwise prohibited by the classroom teacher, students may use AI to:

- Brainstorm ideas.
- Review concepts or receive tutoring.
- Practice academic skills.
- Generate study guides or review questions.
- Improve grammar or writing mechanics after completing their own original work.
- Conduct preliminary research while independently verifying the accuracy of the information.

Teachers may incorporate AI into classroom instruction or assignments when appropriate.

Prohibited Uses

Unless specifically authorized by the classroom teacher, students may not use AI to:

- Complete assignments intended to measure the student's own knowledge or abilities.
- Generate essays, reports, homework, projects, presentations, computer code, or other assignments for submission as their own work.
- Complete quizzes, tests, or examinations.
- Circumvent classroom expectations or academic integrity policies.
- Create false, misleading, offensive, or inappropriate content.
- Generate images, videos, or recordings that harass, bully, impersonate, or embarrass another person.

Teacher Discretion

Individual teachers may establish additional classroom expectations regarding the use of AI.

If a teacher prohibits the use of AI for a particular assignment, any unauthorized use of AI will be considered a violation of this policy.

If AI is permitted, students must follow the teacher's instructions and acknowledge AI assistance when required.

Academic Integrity

Unauthorized use of Artificial Intelligence constitutes **academic dishonesty** and will be treated as plagiarism in accordance with **Section 13 (Academic Integrity)** and may result in disciplinary action under **Section 14 (Student Discipline)**.

Privacy

Students should never enter confidential, personal, or sensitive information into any Artificial Intelligence platform.

Victory Christian School reserves the right to restrict or prohibit the use of AI technologies on school-issued devices, school networks, or within the instructional program whenever deemed appropriate.

17.4 School-Owned Devices

School-issued computers and iPads remain the property of Victory Christian School.

Students are responsible for the proper care and use of any device assigned to them.

Students may not remove computers or iPads from the assigned classroom or transport them around campus without the permission of a teacher or administrator.

Any student who intentionally damages, loses, or misuses a school-issued device may be required to pay the cost of repair or replacement. Applicable charges will be added to the student's incidental billing account, and the parent or legal guardian will be notified.

17.5 Monitoring and Privacy

Victory Christian School utilizes device management and monitoring software, including **Jamf**, to help ensure the safe and appropriate use of school-owned technology.

Students should have **no expectation of privacy** when using school-owned devices, the school network, school-issued accounts, or other school technology resources.

The administration reserves the right to monitor, review, and access internet activity, files, electronic communications, and device usage when necessary to protect student safety, maintain network security, investigate policy violations, or protect school property.

17.6 Consequences for Misuse

Technology violations will be addressed according to the nature and severity of the offense.

Consequences may include:

- Loss or restriction of technology privileges.
- Parent or legal guardian notification.
- Restitution for damaged or lost equipment.
- Academic penalties for violations involving academic dishonesty.
- Disciplinary action in accordance with **Section 15** of this handbook.

Students who intentionally access, view, possess, create, or distribute inappropriate, obscene, or pornographic material while using school technology may receive an immediate **three-day Out-of-School Suspension (OSS)** and must meet with the Principal before returning to school. Depending on the severity of the violation, additional disciplinary action, including review by the administration and the Victory Christian School Advisory Board, will be imposed.

Victory Christian School reserves the right to suspend or revoke a student's technology privileges whenever it determines that doing so is necessary to protect the safety, security, or educational interests of the school community.

18. PROPERTY PROCEDURES

Victory Christian School expects all students to demonstrate respect for school facilities, personal property, and the property of others. Students are responsible for helping maintain a safe, clean, and orderly campus.

18.1 School Property and Facilities

School property, church property, furniture, equipment, textbooks, and other school resources are to be treated with care and respect.

Students may not intentionally damage, deface, misuse, or destroy school or church property. Any student responsible for vandalism or intentional damage will be required to pay the cost of repairing or replacing the damaged property and may be subject to disciplinary action, including suspension or dismissal.

Students are expected to use school furniture appropriately. Sitting on desktops, desk backs, or using school equipment in a manner for which it was not intended is prohibited.

The church sanctuary is off-limits during the school day except for scheduled chapel services, assemblies, or other school-approved activities. Students may not enter the sanctuary without a teacher or staff member present.

Students are expected to remain in their assigned areas throughout the school day unless they have permission from a teacher or administrator. A hall pass is required whenever a student is outside of their assigned classroom during instructional time.

Students may not enter unsupervised classrooms, buildings, or other restricted areas before school, after school, or during the school day without permission from a faculty or staff member.

18.2 Senior Pranks

Victory Christian School does not permit unauthorized senior pranks or activities that disrupt the educational environment, damage property, create safety concerns, or interfere with school operations.

Students wishing to organize a senior tradition or celebration must receive prior approval from the administration.

Students participating in unauthorized senior pranks may lose graduation privileges, be subject to disciplinary action, and be held financially responsible for any cleanup, repairs, or damages. When appropriate, law enforcement may be contacted.

18.3 Student Vehicles

Students who drive to school must possess a valid driver's license and comply with all school parking and driving regulations.

Students may not:

- Leave campus during the school day without authorization from the school office.
- Drive or ride in another student's vehicle during the school day without written parental permission and administrative approval.
- Return to their vehicle during school hours without permission from a teacher or administrator.

The speed limit on school property is **5 miles per hour unless otherwise posted**. Reckless driving, excessive speed, squealing tires, or any unsafe operation of a motor vehicle on or around campus is prohibited and may result in disciplinary action.

Upon arrival, students should park in their designated parking area and report immediately to their assigned location.

18.4 Personal Property

Students are expected to respect the personal property of others at all times.

Entering another student's locker, backpack, vehicle, or personal belongings without permission is prohibited. Taking, hiding, damaging, or tampering with another person's property may result in disciplinary action and, when appropriate, restitution.

Victory Christian School is not responsible for lost, stolen, or damaged personal property. Students are encouraged to clearly label personal belongings and avoid bringing valuable items to school unless necessary.

19. GENERAL SCHOOL PROCEDURES

19.1 Student Progress

Victory Christian School partners with parents to support each student's academic success.

Parents have 24-hour access to their student's grades, assignments, and attendance through RenWeb. Parents with questions or concerns regarding their student's academic progress are encouraged to contact the teacher by email. Teachers will make every effort to respond within one business day.

Parents wishing to schedule a conference with a teacher should contact the school office. Please allow at least **24 hours' notice** when requesting a conference.

19.2 Report Cards

Report cards are issued electronically through RenWeb at the conclusion of each grading period.

Parents who require a printed copy may request one through the school office.

Report cards will not be released until all financial obligations to the school have been satisfied.

19.3 Honor Roll

Honor Roll recognition is based on quarterly grades.

Students must maintain an **A/B average** for the grading period to qualify for the Honor Roll.

19.4 School and Parent Communication

Victory Christian School believes that open, respectful communication between home and school is essential to student success.

- Weekly classroom communication for students in **Preschool through 5th Grade** will be sent home as determined by the classroom teacher.
- Parent-teacher conferences will be scheduled throughout the school year as needed.
- Parents should first communicate directly with the teacher regarding classroom concerns in accordance with the Biblical principles found in **Matthew 18**.
- If a concern cannot be resolved, parents should then contact the principal.
- Parents wishing to observe a classroom must receive prior administrative approval and check in through the school office to obtain a visitor's badge before entering the building.
- The Victory Christian School Parent-Teacher Fellowship (PTF) supports the school through volunteer service, fundraising, and community-building activities.

19.5 School Closings and Emergencies

School closings, delayed openings, and other emergency announcements will be communicated through:

- RenWeb email notifications
- RenWeb text messaging
- News Channel 6 (WJBF)
- News 12 (WRDW)

If the school must close early because of an emergency, parents or emergency contacts will be notified using the contact information on file.

Parents are responsible for ensuring that the school office always has current phone numbers, email addresses, and emergency contact information.

20. Student Health and Medication

The health and safety of our students and staff are a priority. Students who become ill or injured during the school day will be evaluated by the school office. Parents or legal guardians will be contacted if the student needs to be picked up or requires additional medical attention.

Illness Guidelines

To help reduce the spread of illness, students should remain home or will be sent home if they exhibit any of the following:

- A temperature of **100.0°F or higher**.
- Vomiting.
- Diarrhea that prevents the student from participating in normal school activities or maintaining appropriate personal hygiene.
- Any contagious illness that may place other students or staff at risk.

Students may return to school when the following conditions have been met:

- Students with a fever must be **fever-free for at least 24 hours without the use of fever-reducing medication**(such as Tylenol or ibuprofen).
- Students who have been vomiting must be able to **keep down two consecutive full meals without vomiting** before returning to school.
- Students experiencing diarrhea must be **symptom-free and able to independently maintain appropriate personal hygiene** before returning to school.
- Students diagnosed with a contagious illness may be required to provide a healthcare provider's release or follow current public health guidance before returning to school.

The administration reserves the right to require a student to remain home or obtain medical clearance when necessary to protect the health and safety of the school community.

Medication Administration

Prescription and over-the-counter medications may only be administered through the school office or other authorized school personnel.

All medication must:

- Be in its original container.
- Be accompanied by the appropriate authorization forms and any required physician documentation.
- Be delivered to the school office by a parent or legal guardian unless otherwise approved by the administration.

21. Promotion and Summer School

Grades 1–8

Students must successfully complete **English Language Arts, History, Science, and Mathematics** to be promoted to the next grade level.

Students failing English Language Arts, History, Science or Mathematics will be required to attend Summer School or another approved academic recovery program.

Students failing **three or more academic subjects** are not eligible for promotion. A student may take a maximum of two subjects in summer school.

The cost of summer school is \$1,000 per subject plus the cost of books. Please note that we can only provide summer school if we have teacher availability. Summer school must be paid in advance and set up prior to the end of school. Summer school starts the first full week of June. It is held Tuesday through Thursday from 9-1. There is no summer school offered during the month of July or August. The modesty guidelines of the school apply to summer dress.

Grades 9–12

High school students earn credit by successfully completing a course with a final grade of **60 or higher**.

Students who fail a course must recover the lost credit through Summer School or another approved credit recovery program before graduation requirements can be satisfied.

Summer School Information

Summer School is offered to eligible students for academic recovery and credit restoration, subject to teacher availability.

- The cost of Summer School is **\$1,000 per subject**, plus the cost of the required curriculum or textbooks.
- Summer School begins on the **first Tuesday in June** and continues for **four consecutive weeks**.
- Classes meet **Tuesday through Thursday from 9:00 a.m. to 1:00 p.m.**
- Victory Christian School's dress code and modesty guidelines remain in effect during Summer School.
- Summer School is **not offered during the months of July or August**.
- Enrollment is subject to teacher availability. Victory Christian School does not guarantee that Summer School will be available each year.
- All Summer School arrangements must be made **before the end of the regular school year**, and all tuition and fees must be **paid in full before the first day of class**.

22. Withdrawals, Records, and Transcripts

Parents wishing to withdraw a student should notify the school office as early as possible and complete all required withdrawal procedures.

- Tuition and fees must be current before records are released.
- Students withdrawn before the completion of their enrollment agreement are subject to the school's **\$750 Early Withdrawal Fee**.
- Students attending any portion of a calendar month are responsible for that month's tuition.
- Seniors must satisfy all financial obligations before receiving a diploma or having final transcripts released.

Official transcript requests must be submitted by email to **info@victorychristianschool.com**. Requests should include the name and contact information of the receiving school or institution. Please allow up to **five business days** for processing. Transcript requests are not accepted by telephone.

23. Change of Contact Information

Parents are responsible for immediately notifying the school office of any changes to:

- Home address
- Mailing address
- Telephone numbers
- Email addresses
- Emergency contacts

Maintaining accurate contact information is essential for emergency communication.

24. Field Trips

Field trips are considered an extension of the classroom, and all school rules remain in effect during school-sponsored activities.

Parents will generally receive at least **two weeks' notice** before scheduled field trips.

Students may participate only after a signed permission form has been received.

All parent chaperones must successfully complete the school's required background screening before participating.

All field trips must be paid through incidental billing.

25. Student Organizations

Victory Christian School offers opportunities for students to develop leadership, service, and spiritual growth through approved student organizations.

Examples include:

- **5 for Jesus Volunteer Program** – Open to all students.
- **Student Council** – Elected representatives for students in Grades 7–12.
- **National Honor Society** – Membership based upon academic achievement, leadership, service, and character.

26. GRADING SYSTEM

Victory Christian School uses the South Carolina Uniform Grading Policy (10-point grading scale) to evaluate student achievement. Grades are based upon the student's demonstrated mastery of course objectives through assignments, quizzes, tests, projects, class participation, and other teacher-selected assessments.

26.1 Letter Grade Scale

Numerical Grade	Letter Grade	Description
90–100	A	Excellent
80–89	B	Above Average
70–79	C	Average
60–69	D	Below Average (Passing)
0–59	F	Failing

A grade of **60** is the minimum passing grade.

26.2 Grade Point Average (GPA)

Victory Christian School calculates Grade Point Averages (GPA) in accordance with the South Carolina Uniform Grading Policy. GPA is based on the student's final course grades and any weighting for Honors, Dual Enrollment, or Advanced Placement courses, if applicable.

26.3 Grading Categories

Student grades may be determined using a variety of assessments, including:

- Classwork
- Homework
- Quizzes
- Tests
- Projects
- Research assignments
- Presentations
- Laboratory activities (when applicable)
- Class participation

Teachers will communicate grading expectations and assessment weights at the beginning of each course.

26.4 Academic Progress

Parents and students may monitor academic progress throughout the school year using RenWeb.

Report cards are issued at the conclusion of each grading period. Final course grades become part of the student's permanent academic record.

26.5 Incomplete Grades

An **Incomplete (I)** may be issued when a student is unable to complete required coursework due to an extended illness, emergency, or other circumstances approved by the administration.

All incomplete work must be completed within the timeframe established by the teacher and administration. Failure to complete the required work by the deadline may result in the incomplete grade being converted to the earned numerical grade.

26.6 Academic Honors

Students earning an **A/B average (80 or above)** for the grading period will be recognized on the Victory Christian School Honor Roll.

Additional academic awards and recognitions may be presented throughout the school year at the discretion of the administration.

27. ATHLETIC ELIGIBILITY

Victory Christian School believes that athletics are an extension of the educational program and provide students with opportunities to develop Christian character, leadership, teamwork, discipline, and good sportsmanship.

Participation in athletics is a **privilege**, not a right. Student-athletes are expected to represent Victory Christian School with excellence both on and off the field by maintaining high standards of academic achievement, behavior, attendance, and sportsmanship.

27.1 Eligibility Requirements

To participate in athletics, students in **Grades 7–12** must meet the following requirements:

- Submit a completed and current athletic physical before participating in practices or competitions.
- Maintain an overall academic average of **59.5 or higher**.
- Have **no more than two failing courses** (required or elective). A student cannot fail Bible.
- Remain in good disciplinary standing with the school.
- Comply with all athletic department policies and team expectations.

The Athletic Director and administration will review student eligibility at the end of each grading period and at progress report intervals as necessary.

27.2 Attendance Requirements

Student-athletes must:

- Arrive at school and remain in attendance for 3 periods in order to participate in any game, practice, or athletic event scheduled for that day unless the absence or tardy has been approved by the administration.
- Maintain regular school attendance and punctuality throughout the athletic season.

Students who are consistently tardy or have unexcused absences, including the school day following an athletic event, may be suspended from athletic participation for the remainder of that season.

A second suspension from athletics during the same school year may result in the loss of eligibility to participate in all athletic programs for the remainder of the school year.

27.3 Academic Eligibility

Academic eligibility is reviewed at the end of each grading period.

Students who do not meet the academic eligibility requirements will be placed on athletic suspension.

If the student has regained academic eligibility at the progress report, participation may resume.

Students who remain academically ineligible at the progress report will continue to be suspended from participation until the end of the current nine-week grading period.

27.4 Team Commitment

Students who commit to a school athletic team are expected to fulfill that commitment for the duration of the season.

A student may not voluntarily leave one athletic team to join another sport during the same athletic season without the approval of the Athletic Director and the administration.

27.5 Sportsmanship and Conduct

Student-athletes are expected to demonstrate Christlike conduct, respect for coaches, officials, teammates, opponents, and spectators at all times.

Participation in athletics may be suspended or revoked for students who fail to meet the school's academic, attendance, behavioral, or sportsmanship expectations.

The Athletic Director and administration reserve the right to determine eligibility and participation in accordance with school policies and the best interests of Victory Christian School.

28. SOCIAL MEDIA AND ONLINE CONDUCT

Victory Christian School recognizes that social media, websites, messaging applications, and other online platforms are a significant part of modern communication. Students are expected to demonstrate Christian character, integrity, and good judgment in all online activities, whether on or off campus.

Because online conduct can impact the safety, reputation, and learning environment of the school community, students are responsible for ensuring that their online behavior reflects the mission and values of Victory Christian School.

28.1 Online Expectations

Students may not:

- Post, share, or distribute false, misleading, or inappropriate information about Victory Christian School, its students, faculty, staff, or families.
- Use social media or electronic communication to bully, harass, intimidate, threaten, or embarrass other students, faculty, or staff. .
- Post photographs, videos, or recordings of students, faculty, or staff without appropriate permission.
- Share confidential school information or information that has not been approved for public release.
- Create or distribute content that is obscene, defamatory, discriminatory, or inconsistent with the Christian values and standards of Victory Christian School.
- Use school logos, trademarks, or official school accounts without authorization.

28.2 Off-Campus Online Conduct

Students should understand that off-campus online behavior may become a school matter when it:

- Disrupts the educational environment.
- Threatens the safety or well-being of students or staff.
- Constitutes bullying, harassment, intimidation, or other misconduct.
- Damages the reputation or mission of Victory Christian School.
- Violates school policies or applicable laws.

28.3 Disciplinary Action

Violations of this policy may result in disciplinary action. Depending on the nature and severity of the violation, consequences may include loss of technology privileges, detention, suspension, dismissal, or referral to the Victory Christian School Advisory Board.

The administration reserves the right to investigate reports of online misconduct that substantially affect the school community and to determine appropriate disciplinary action.

29. CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

Victory Christian School is committed to providing a distraction-free learning environment that promotes academic success, student engagement, and meaningful personal interaction.

In accordance with the South Carolina Department of Education's **Free to Focus** initiative and Victory Christian School policy, students may not use or access personal electronic communication devices during the instructional day unless specifically authorized by the administration.

29.1 Student Expectations

- Students in **Grades 6–12** who bring a cell phone or other personal electronic communication device to school must place the device in the classroom's designated lock box during homeroom.
- Cell phones must remain in the lock box until the end of the school day unless a teacher or administrator authorizes their use for an educational or emergency purpose.
- Smartwatches and other devices capable of texting, calling, internet access, recording, or similar communication functions are subject to this policy unless otherwise approved by the administration.
- Students may not use another student's electronic device during the school day.
- Victory Christian School is not responsible for lost, stolen, or damaged personal electronic devices brought to school.

29.2 Consequences for Violations

First Offense

- Warning issued.
- Parent or legal guardian notified.
- The device will be secured in the school office until the end of the school day.

Second Offense

- The student will receive a **Lunch Detention**.
- Parent or legal guardian notified.
- The device will be secured in the school office until the end of the school day.

Third Offense

- The student will receive a **one-hour After-School Detention**.
- Parent or legal guardian notified.
- The device will be secured in the school office until the end of the school day.

Fourth Offense

- The student will receive **In-School Suspension (ISS)**.
- Parent or legal guardian notified.
- The device will be secured in the school office until the end of the school day.

Fifth and Subsequent Offenses

- The student will receive a **two-day Out-of-School Suspension (OSS)**.
- A conference with the parent(s) or legal guardian(s), administration, and the Victory Christian School Advisory Board will be required before the student returns to school.

- The Board will review the student's continued compliance with the school's Cell Phone and Personal Electronic Device Policy and determine whether additional disciplinary action is warranted.

The administration reserves the right to bypass the progressive discipline process when a student's use of a personal electronic device involves cheating, bullying, harassment, unauthorized photographing or recording of others, or any other serious violation of school policy.

30. GRADUATION REQUIREMENTS

Victory Christian School is committed to preparing students for success in college, career, ministry, and life. Students must successfully complete all graduation requirements established by Victory Christian School in order to receive a diploma.

A **full unit of credit** is equal to one year of study (two successfully completed semesters). Beginning in the **9th grade**, students earn credit by passing each individual semester of a course. No yearly grades are issued for high school credit-bearing courses.

Qualified students may begin earning high school credit while enrolled in the **8th grade**, subject to administrative approval.

30.1 Graduation Credit Requirements

Students must earn a minimum of **24 credits** distributed as follows:

Subject	Credits Required
Bible* and Electives	6.5
English Language Arts	4
Mathematics	4
Science (including 3 laboratory sciences)	3
U.S. Government	0.5
Economics	0.5
Other Social Studies	2
Foreign Language	1

Physical Education	1
Computer	1
Personal Finance	0.5
Total Credits Required	24

* Bible is required for every year a student is enrolled in high school at Victory Christian School.

30.2 College Preparation

Victory Christian School requires **one credit of the same foreign language** to satisfy South Carolina graduation requirements.

Students planning to attend a four-year college or university are strongly encouraged to complete **at least two consecutive years of the same foreign language**, as many colleges require two years for admission. Some colleges and universities recommend or require **three years** of the same foreign language.

Students and parents are encouraged to consult with the Guidance Office or Administration regarding college entrance requirements.

30.3 Grade Point Average and Class Rank

Victory Christian School calculates Grade Point Average (GPA) using the **South Carolina Uniform Grading Scale**.

Class rank is determined by each student's cumulative GPA and is calculated annually at the conclusion of the **9th, 10th, 11th, and 12th grade** school years.

Students are ranked from the highest cumulative GPA to the lowest.

If two or more students have identical GPAs, additional decimal places will be used to determine class rank.

30.4 Valedictorian and Salutatorian Eligibility

To be eligible for the distinction of **Valedictorian** or **Salutatorian**, a student must:

- Be enrolled as a **full-time student** at Victory Christian School.
- Attend Victory Christian School full-time during both the **junior and senior years**.
- Meet all graduation requirements established by Victory Christian School.
- Graduate in good academic and disciplinary standing.

Students enrolled on a part-time basis are not eligible for Valedictorian or Salutatorian honors.

31. MIDDLE SCHOOL AND HIGH SCHOOL DAILY SCHEDULE

Time	Activity
8:00 – 8:12 a.m.	Homeroom
8:16 – 9:05 a.m.	First Period
9:09 – 9:58 a.m.	Second Period
9:58 – 10:13 a.m.	Break
10:17 – 11:06 a.m.	Third Period
11:10 – 11:59 a.m.	Fourth Period
12:03 – 12:52 p.m.	Fifth Period (Grades 9–12)Lunch (Grades 6–8): 12:00 – 12:30 p.m.
12:36 – 1:25 p.m.	Fifth Period (Grades 6–8)
12:52 – 1:25 p.m.	Lunch (Grades 9–12)
1:28 – 2:17 p.m.	Sixth Period
2:21 – 3:00 p.m.	Seventh Period

Daily schedules are subject to change for special events, testing, assemblies, early dismissal days, or other school activities.

32. SUBSTANCE ABUSE AND CAMPUS SAFETY POLICY

Victory Christian School is committed to providing a safe, healthy, and drug-free learning environment for all students. The possession, use, sale, distribution, or being under the influence of alcohol, illegal drugs, controlled substances, vaping products, tobacco products, or unauthorized medications is strictly prohibited on school property, at school-sponsored events, or while representing Victory Christian School.

Victory Christian School maintains a **zero-tolerance policy** regarding illegal drugs and other prohibited substances.

To help maintain a safe campus, Victory Christian School works cooperatively with local law enforcement. As part of this partnership, certified drug detection dogs may conduct **unannounced inspections** of the secondary campus throughout the school year. These inspections are considered a routine safety measure and may include classrooms, lockers, common areas, parking lots, and other school property.

Parents will only be contacted if an inspection results in concerns involving their student.

The administration reserves the right, in accordance with applicable law and school policy, to search lockers, backpacks, purses, wallets, vehicles parked on school property, and other personal belongings when permitted by law or when necessary to protect the safety and welfare of the school community.

When there is reasonable suspicion that a student has possessed, used, or is under the influence of illegal drugs, alcohol, or other prohibited substances, the parent or legal guardian will be notified immediately. The student may be required to undergo a comprehensive drug screening performed by a licensed medical laboratory. Test results must be submitted directly to Victory Christian School before the student may return to campus.

A confirmed positive drug test, refusal to submit to a requested drug screening, or possession or use of prohibited substances may result in suspension, dismissal, denial of re-enrollment, or other disciplinary action in accordance with Section 14 of this handbook.

Victory Christian School is committed to working with families by offering guidance, support, and appropriate intervention while maintaining the safety of our students and the integrity of our educational mission.

33 Video Review Procedures

Victory Christian School's security cameras are intended to promote campus safety and assist in the investigation of significant incidents. Video footage is **not continuously monitored** by school personnel and is **not routinely reviewed for minor disciplinary matters or day-to-day student behavior**.

The administration may review security footage when there is a legitimate educational, disciplinary, or safety concern, including but not limited to:

- Student or staff safety concerns.
- Fighting or physical altercations.
- Bullying, harassment, or threats.
- Vandalism, theft, or property damage.
- Possession of prohibited items or substances.
- Significant violations of school policy.
- Emergencies or incidents involving law enforcement.

The administration reserves the right to review security footage whenever it is reasonably necessary to investigate incidents, protect the safety of the school community, or enforce school policies. The decision to review security footage rests solely with the administration.

33.1 Request for Video Review

Parents or legal guardians who believe that a significant incident involving their student may have been captured by the school's security system may submit a written request to the administration asking that available video footage be reviewed. Requests can be sent to cynthia@victorychristianschool.com.

Requests should include:

- The student's name.
- The date and approximate time of the incident.
- The location of the incident.
- A brief description of the concern.

Video footage is retained for approximately ten (10) calendar days. After that time, recordings are automatically overwritten and are no longer available for review. Parents are encouraged to report concerns and submit requests for video review as soon as possible following an incident.

The administration will determine whether sufficient information exists to conduct a review and whether the incident warrants review under school policy.

To protect the privacy of all students, faculty, staff, and visitors, security footage will **not** be released, copied, photographed, or made available for public viewing except as required by law. After reviewing the footage, the administration may share the findings of the investigation with the parent or legal guardian as appropriate.

The administration reserves the right to determine whether security footage is available, relevant, and appropriate for review. The administration's determination regarding the review and use of security footage shall be final.

34. NONDISCRIMINATORY POLICY

Victory Christian School admits students of any race, color, national origin, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

Victory Christian School does not discriminate on the basis of race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship or

financial assistance programs (if applicable), athletic programs, or other school-administered activities.

As a Christian educational institution, Victory Christian School reserves the right to operate in accordance with its sincerely held religious beliefs, Statement of Faith, mission, and Biblical standards in all aspects of its educational programs and school operations, as permitted by applicable law.

35. ANTI-BULLYING, HARASSMENT, AND HAZING POLICY

Victory Christian School believes that every person is created in the image of God and should be treated with dignity, kindness, and respect. Bullying, harassment, intimidation, hazing, and retaliation are inconsistent with Biblical principles and will not be tolerated.

Victory Christian School is committed to providing a safe, Christ-centered learning environment in which all students can learn free from fear, intimidation, harassment, or bullying.

35.1 Prohibited Conduct

Bullying, harassment, intimidation, hazing, retaliation, and knowingly making false accusations are prohibited:

- On school property.
- During school-sponsored activities, events, athletic competitions, and field trips.
- On school buses or other school transportation.
- Through electronic communication or social media when the conduct substantially disrupts the educational environment or affects the safety or well-being of members of the school community.

35.2 Definition of Bullying

Bullying includes any gesture, electronic communication, written, verbal, physical, or sexual act that is reasonably perceived to:

- Cause physical or emotional harm to a student.
- Damage a student's property.
- Place a student in reasonable fear of personal harm or property damage.
- Insult or demean a student or group of students in a manner that substantially disrupts or interferes with the orderly operation of the school.

Examples of bullying include, but are not limited to:

- Physical aggression or assault.
- Threats or intimidation.
- Name-calling or verbal abuse.
- Spreading rumors or intentionally excluding others.
- Cyberbullying through text messages, social media, email, or other electronic communication.
- Hazing or initiation activities.
- Repeated harassment or intimidation.

35.3 Expected Student Conduct

Students are expected to:

- Treat others with courtesy, kindness, and respect.
- Resolve disagreements peacefully and respectfully.
- Report bullying, harassment, or threats to a teacher, coach, or administrator.
- Support fellow students by refusing to participate in or encourage bullying behavior.

35.4 Reporting Procedures

Any student, parent, employee, volunteer, or visitor who witnesses or has reliable information regarding bullying, harassment, intimidation, or hazing is encouraged to report the incident promptly.

Reports may be made to:

- A teacher.
- The Principal.
- The Head of School.
- Any member of the school administration.

Anonymous reports may also be submitted; however, disciplinary action will not be based solely upon an anonymous report. You may also email the principal at cynthia@victorychristianschool.com.

35.5 Investigation Procedures

All reports will be reviewed promptly and investigated by the administration.

The investigation may include interviews with students, staff members, and witnesses, review of available documentation, security camera footage, electronic communications, or other relevant evidence.

Confidentiality will be maintained to the greatest extent possible while allowing the school to conduct a thorough investigation and respond appropriately.

36.6 Retaliation and False Reports

Retaliation against any person who reports bullying or participates in an investigation is strictly prohibited.

Knowingly making a false accusation of bullying or harassment is also prohibited and may result in disciplinary action.

36.7 Disciplinary Action

Bullying, harassment, intimidation, hazing, retaliation, and false accusations are considered **Major Infractions** under Section 14 of this handbook.

Students found responsible for violating this policy may be subject to disciplinary action up to and including:

- Parent conference.
- Loss of privileges.
- Detention.
- In-School Suspension (ISS).
- Out-of-School Suspension (OSS).
- Behavioral probation.
- Dismissal or denial of re-enrollment, when appropriate.

The administration and Victory Christian School Advisory Board will determine the appropriate disciplinary response based upon the nature of the offense, the student's disciplinary history, and the overall safety of the school community.

36.8 Bullying Prevention

Victory Christian School will promote a culture of kindness, respect, and Christian character through classroom instruction, chapel services, student leadership opportunities, and ongoing communication with students, parents, and staff regarding bullying prevention and appropriate conduct.

37. CAMPUS SAFETY AND EMERGENCY PROCEDURES

Victory Christian School is committed to providing a safe and secure learning environment for all students, faculty, staff, and visitors. The school maintains comprehensive emergency preparedness procedures and regularly practices emergency drills to help ensure students and staff are prepared to respond appropriately in the event of an emergency.

37.1 Reporting Safety Concerns

The safety of our school community is a shared responsibility.

Students, parents, faculty, staff, and visitors are encouraged to immediately report any suspicious activity, threatening behavior, unsafe conditions, or concerns regarding the safety of any individual on campus.

Reports should be made to a teacher, administrator, or the school office as soon as possible. In the event of an emergency, school personnel will immediately contact local law enforcement or emergency responders.

37.2 Emergency Drills

Victory Christian School conducts regular emergency preparedness drills throughout the school year, including:

- Fire drills
- Severe weather drills
- Lockdown drills
- Other emergency response drills as required or deemed appropriate by the administration

Students are expected to follow all instructions given by teachers, administrators, and emergency personnel during every drill and actual emergency.

Failure to comply with emergency procedures may result in disciplinary action.

37.3 Fire Evacuation Procedures

During fire drills or building evacuations, students will exit the building quickly, quietly, and safely under the direction of their teachers.

Students will report to their designated evacuation area and line up and wait for instructions from their teacher.

Students must remain with their class and teacher until the administration or emergency personnel give permission to re-enter the building.

37.4 Lockdown Procedures

In the event of a lockdown, students and staff are expected to remain inside the building and immediately follow all directions provided by school personnel and law enforcement.

Parents should not come to the school during an active emergency unless directed to do so by school officials or emergency responders. School communications will be provided as information becomes available.

37.5 Emergency Reunification Site

If an emergency requires the evacuation of campus and students cannot safely return to the school building, Victory Christian School's designated parent-student reunification site is:

The Church of Jesus Christ of Latter-day Saints

1704 Bunting Drive
North Augusta, SC 29841

Parents or legal guardians will be notified through the school's emergency communication system with instructions regarding student pickup and reunification procedures.

Students will only be released to individuals authorized through the school's emergency contact records unless otherwise approved by the administration.

37.6 Emergency Procedures

The administration reserves the right to modify emergency procedures, evacuation routes, reunification locations, or safety protocols whenever necessary to protect students, faculty, staff, and visitors.

Specific emergency response procedures are maintained by the administration and are not published in this handbook for security reasons.

38.VISITOR AND CAMPUS ACCESS POLICY

Victory Christian School is committed to providing a safe and secure learning environment for all students, faculty, staff, and visitors. To help maintain campus security, all visitors are expected to follow the procedures outlined below.

38.1 Campus Access

During the instructional day, all exterior doors remain secured. Visitors must enter the campus through the school office unless otherwise directed by school personnel.

Unauthorized individuals are not permitted to enter classrooms, hallways, playgrounds, or other areas of campus without prior approval from the administration.

38.2 Visitor Check-In

All visitors, including parents, grandparents, volunteers, contractors, and vendors, must:

- Enter through the school office.
- Sign in upon arrival.
- Present a valid government-issued photo ID upon request.
- Wear a school-issued visitor badge while on campus.
- Sign out before leaving campus.

Visitor badges must remain visible at all times while on school property.

38.3 Parent Visits

Parents are always welcome at Victory Christian School; however, to minimize classroom disruptions and protect instructional time, parents should schedule conferences and classroom visits in advance.

Parents may not go directly to classrooms, playgrounds, or other student areas without first checking in through the school office and receiving administrative approval.

Classroom observations may be scheduled with prior approval from the administration.

Please note that you must have a clear background check to visit the classroom. You may email ashleigh@victorychristianschool.com and request for a background check link to be sent to your email.

38.4 Student Check-Out

Students may only be released to a parent, legal guardian, or an individual authorized through the student's emergency contact information.

A valid photo ID may be required before a student is released.

Students must be signed out through the school office before leaving campus.

38.5 Volunteers

All school volunteers and field trip chaperones must comply with Victory Christian School's volunteer requirements, including any required background screening, before serving in a volunteer capacity.

Volunteers are expected to model Christian conduct, maintain confidentiality, and follow all school policies and procedures while on campus.

38.6 Deliveries

Deliveries for students, including lunches, school supplies, flowers, balloons, gifts, and other personal items, must be delivered through the school office.

38.7 Unauthorized Visitors

The administration reserves the right to deny or restrict access to any individual whose presence is determined to disrupt the educational environment, compromise campus safety, or interfere with the operation of the school.

Individuals who refuse to comply with school visitor procedures may be asked to leave campus immediately. Law enforcement may be contacted if necessary.

38.8 Custody and Court Orders

Victory Christian School will comply with valid court orders regarding custody and the release of students.

Parents are responsible for providing the school office with current copies of any custody agreements, restraining orders, or other legal documents affecting student custody or visitation.

In the absence of a court order on file, the school will presume that both parents have equal rights regarding access to their child.

38.9 Campus Security

Victory Christian School utilizes visitor management procedures, controlled building access, video surveillance, and other safety measures to help protect students, faculty, staff, and visitors.

All members of the school community are encouraged to immediately report suspicious persons, unusual activity, or safety concerns to the school office or administration.

39. VOLUNTEER POLICY

Victory Christian School values the partnership of parents, grandparents, alumni, church members, and community volunteers. Volunteers play an important role in supporting the school's mission and helping provide students with a safe, Christ-centered educational experience.

All volunteers serve as representatives of Victory Christian School and are expected to model Christian character, professionalism, and integrity while on campus and at school-sponsored activities.

39.1 Volunteer Eligibility

Individuals wishing to volunteer at Victory Christian School must:

- Complete all required volunteer applications and documentation.
- Successfully pass a background check, when required by the school.
- Comply with all school policies and procedures.
- Follow the direction of teachers, administrators, and staff members.

The administration reserves the right to approve or deny volunteer participation at its discretion.

39.2 Volunteer Expectations

Volunteers are expected to:

- Demonstrate Christian values and conduct consistent with the mission of Victory Christian School.
- Treat all students, parents, faculty, staff, and visitors with courtesy and respect.
- Maintain appropriate professional boundaries with students.
- Follow all visitor procedures, including signing in through the school office and wearing a visitor badge.
- Respect classroom routines and support the teacher's instructional program.
- Immediately report any safety concerns or emergencies to school personnel.

39.3 Confidentiality

Volunteers may become aware of confidential information regarding students, families, or school operations.

All information observed or learned while volunteering must remain confidential and may not be discussed with individuals outside of school administration or the appropriate school personnel.

Questions regarding students, discipline, academics, or school operations should always be directed to the administration.

39.4 Student Safety

Volunteers are expected to help maintain a safe environment for all students.

Volunteers may not:

- Administer discipline unless directed by a staff member.
- Be alone with a student in a private setting unless specifically authorized by the administration.
- Transport students unless previously approved by the administration and authorized by the student's parent or legal guardian.
- Administer medication or provide medical treatment except in an emergency until school personnel arrive.

39.5 Field Trip Volunteers

All field trip chaperones must:

- Successfully complete the required background screening before participating.
- Follow the instructions of the teacher or trip coordinator.
- Supervise assigned students at all times.
- Enforce all Victory Christian School policies while off campus.
- Remain for the duration of the field trip unless excused by the teacher or administration.

39.6 Social Media and Photography

To protect student privacy:

- Volunteers may not post photographs or videos of students on social media without prior approval from the administration and in accordance with school media authorization policies.
- Volunteers may not share confidential information regarding students, staff, or school activities through social media or other public platforms.

39.7 Volunteer Conduct

Victory Christian School expects all volunteers to support the school's mission, Statement of Faith, policies, and administration.

Disrespectful conduct, inappropriate communication, failure to follow school procedures, breaches of confidentiality, or behavior that is inconsistent with the school's Christian mission may result in the immediate suspension or termination of volunteer privileges.

The administration reserves the right to revoke volunteer privileges at any time when it determines that doing so is in the best interest of the students or the school community.

40. STUDENT RECORDS AND PRIVACY

Victory Christian School is committed to protecting the privacy and confidentiality of student educational records. Student records are maintained in accordance with applicable federal and state laws and school policies.

40.1 Access to Student Records

Parents or legal guardians of currently enrolled students, as well as eligible students as defined by applicable law, may request access to the student's educational records.

Requests for student records, transcripts, or other educational documents must be submitted **in writing** by emailing **ashleigh@victorychristianschool.com**.

To protect student privacy and verify the identity of the requester:

- Requests will **not** be accepted by telephone.
- Requests should include the student's full name, date of birth, the records being requested, and the purpose of the request, if applicable.
- Please allow up to **five (5) business days** for processing.

40.2 Release of Records

Victory Christian School will not release student educational records to any unauthorized individual or organization without the written consent of the parent or legal guardian, except as permitted or required by law.

Parents are responsible for providing the school with any court orders, custody agreements, or legal documents that affect access to student records. In the absence of legal documentation on file, the school will presume that both parents have equal rights to access their child's educational records, as permitted by law. Please note that no records will be released if the student has a balance in tuition or incidental fees.

40.3 Record Requests

Official transcript requests, enrollment verifications, and other educational records should be requested by emailing ashleigh@victorychristianschool.com.

Victory Christian School reserves up to **five (5) business days** to process all record requests.

The administration reserves the right to withhold records, report cards, transcripts, diplomas, or other official documents until all financial obligations to the school have been satisfied, as permitted by applicable law and school policy.

41. SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

Victory Christian School believes that every person is created in the image of God and deserves to be treated with dignity, respect, and purity consistent with Biblical principles. Sexual harassment, sexual misconduct, and other inappropriate sexual behavior are inconsistent with the mission and values of Victory Christian School and will not be tolerated.

Victory Christian School is committed to providing a safe, respectful, and Christ-centered learning environment for all students, faculty, staff, volunteers, and visitors.

41.1 Prohibited Conduct

Sexual harassment includes unwelcome verbal, written, electronic, visual, or physical conduct of a sexual nature that interferes with a student's ability to learn, creates an intimidating, hostile, or offensive environment, or violates the rights and dignity of another person.

Prohibited conduct includes, but is not limited to:

- Unwelcome sexual comments, jokes, or teasing.
- Sexually suggestive remarks or gestures.
- Unwanted physical contact or touching.
- Requests for sexual favors or repeated unwanted romantic advances.
- Displaying, possessing, or distributing sexually explicit or inappropriate material.
- Sending, requesting, or sharing sexually explicit messages, photographs, videos, or images.
- Making inappropriate comments about another person's body or appearance.
- Sexual intimidation, coercion, or exploitation.
- Any conduct that is inappropriate, offensive, or inconsistent with the Christian standards of Victory Christian School.

41.2 Electronic Communication

This policy applies to conduct occurring through electronic communication, including but not limited to:

- Text messages
- Email
- Social media platforms
- Messaging applications
- Online gaming or communication platforms
- Artificial Intelligence (AI)-generated images, messages, audio, or video

Off-campus electronic conduct may be addressed by the school when it substantially disrupts the educational environment or impacts the safety or well-being of members of the school community.

41.3 Reporting

Any student who experiences or witnesses sexual harassment or sexual misconduct is encouraged to report the incident immediately to:

- A teacher.
- The Principal.
- The Assistant Principal.
- Any member of the school advisory board.

Parents or legal guardians are also encouraged to report concerns promptly.

All reports will be taken seriously and investigated as promptly and confidentially as circumstances permit.

41.4 Investigation

The administration will promptly investigate all reports of sexual harassment or sexual misconduct.

The investigation may include interviews with students, employees, and witnesses, as well as a review of available documentation, electronic communications, security camera footage, or other relevant evidence.

Confidentiality will be maintained to the greatest extent possible while allowing the school to conduct a thorough investigation and take appropriate corrective action.

41.5 Retaliation and False Reports

Retaliation against any individual who reports sexual harassment or participates in an investigation is strictly prohibited.

Knowingly making a false report or providing intentionally false information during an investigation is also prohibited and may result in disciplinary action.

41.6 Disciplinary Action

Sexual harassment and sexual misconduct are considered **Major Infractions** under Section 14 of this handbook.

Students found responsible for violating this policy may be subject to disciplinary action up to and including:

- Parent conference.
- Loss of privileges.
- In-School Suspension (ISS).
- Out-of-School Suspension (OSS).
- Behavioral probation.
- Dismissal or denial of re-enrollment.
- Referral to law enforcement or child protective services when required by law or deemed appropriate by the administration.

The administration and the Victory Christian School Advisory Board will determine the appropriate disciplinary response based on the nature and severity of the offense, the student's disciplinary history, and the safety of the school community.

41.7 Prevention

Victory Christian School seeks to foster a culture of Christlike character, mutual respect, and personal responsibility through Biblical instruction, chapel services, classroom teaching, and the consistent modeling of Christian values.

Students are encouraged to treat one another with kindness, respect, and purity in both their words and actions, helping to create a school environment where every individual feels safe, valued, and respected.

42. NONDISCRIMINATORY POLICY AS TO STUDENTS

Victory Christian School, a ministry of Victory Baptist Church, admits students of every race, color, national, and ethnic origin to all the rights, privileges, programs, services, and activities generally made available to students at the school.

Victory Christian School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship or financial assistance programs, athletic programs, or any other school-administered programs or activities.

As a private Christian school, Victory Christian School reserves the right to establish and maintain policies, standards, and expectations that are consistent with its biblical mission, Statement of Faith, and sincerely held religious beliefs, as permitted by applicable federal and South Carolina law.

43. Hold Harmless, Assumption of Risk, and Limitation of Liability

Victory Christian School, a ministry of Victory Baptist Church ("VCS"), is committed to providing a safe, Christ-centered learning environment for every student. However, participation in school life necessarily involves certain inherent risks that cannot be completely eliminated.

By enrolling a student at Victory Christian School, parents or legal guardians acknowledge and accept the ordinary and inherent risks associated with school attendance and participation in school-sponsored activities, including but not limited to classroom instruction, athletics, recess, physical education, field trips, extracurricular activities, chapel services, transportation, and other school events.

To the fullest extent permitted by South Carolina law, the parent(s) or legal guardian(s) agree to release, indemnify, defend, and hold harmless Victory Christian School, Victory Baptist Church, and their respective pastors, elders, directors, officers, employees, administrators, faculty, staff members, volunteers, and authorized representatives from claims, demands, damages, judgments, costs, expenses, or attorney's fees arising out of or relating to:

- the student's participation in school programs or activities;
- injuries or property damage resulting from the ordinary risks inherent in school activities; or

- damages or injuries caused by the intentional, negligent, or wrongful acts or omissions of the student or the student's parent(s) or legal guardian(s).

This provision does **not** release or waive any claim arising from the gross negligence, reckless conduct, willful misconduct, or intentional acts of Victory Christian School or its representatives, and nothing in this policy shall be interpreted to limit any rights that cannot legally be waived under South Carolina law.

Parents and guardians agree to cooperate with school personnel in promoting student safety and understand that they remain financially responsible for any medical expenses, property damage, or other losses resulting from their student's actions unless otherwise provided by law or applicable insurance.

Parents or guardians further acknowledge that they have read this handbook, understand its contents, and agree to abide by all school policies and procedures as a condition of enrollment. If any portion of this provision is determined to be unenforceable under applicable law, the remaining provisions shall remain in full force and effect.

44. Handbook Interpretation and Administrative Authority

The policies and procedures contained in this handbook are intended to provide general guidance for students, parents, faculty, staff, and volunteers of Victory Christian School. Because no handbook can anticipate every circumstance or situation, this handbook should not be interpreted as an exhaustive list of all school policies or disciplinary actions.

Victory Christian School reserves the right to interpret, apply, modify, suspend, or amend the policies, procedures, standards, and expectations contained in this handbook at any time when deemed necessary by the administration or the Victory Christian School Advisory Board. Changes may be made to address new circumstances, ensure student safety, comply with applicable laws, or further the mission of the school.

The administration reserves the right to make decisions regarding situations not specifically addressed in this handbook. Such decisions will be guided by Biblical principles, the mission of Victory Christian School, the best interests of the students and school community, and the school's commitment to maintaining a safe, orderly, and Christ-centered educational environment.

Enrollment at Victory Christian School is a privilege, not a right. Continued enrollment is contingent upon a student's and family's willingness to support and comply with the school's mission, Statement of Faith, policies, procedures, and standards of conduct.

The administration's interpretation of this handbook and all school policies shall be final unless otherwise provided by the Victory Christian School Advisory Board.

VICTORY CHRISTIAN SCHOOL

A Ministry of Victory Baptist Church

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