WELCOME
The primary objective and purpose of Victory Academy is to train the student in the knowledge of God and the Christian way of life and to provide the student an excellent education. Victory Academy operates on the premise that the school is an extension of the home and the church, and that there must be close cooperation between these three agencies if the goal of Christian education is to be achieved. The staff at Victory Academy realizes the solemn responsibility before God in molding the life and character of their students in order to give each of them a good foundation for the future. This handbook is to foster that cooperation by providing a better understanding of the school program and ways in which the parents and teachers can work together. We seek only to honor and glorify God by a well ordered, combined effort to train the children in the nurture and admonition of the Lord. Victory Academy operates not for profit as a ministry of Christian Center of the Ozarks.

MISSION STATEMENT
Victory Academy is united with families in providing academic excellence from a Christian perspective to achieve their God given potential.

VISION STATEMENT
Victory Academy will covenant with families to provide an experience where their children can be educated in a manner consistent with Christian beliefs. We shall prepare students for post-secondary studies, and equip them to share the gospel of Jesus Christ, to defend their faith, and to impact the world as leaders in their chosen profession.

STATEMENT OF NON-DISCRIMINATORY POLICY
Victory Academy does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its admissions policies, educational policies, or any school administered programs made available to the students.

STATEMENT OF FAITH
We believe the Bible to be the only inspired, infallible authoritative Word of God, and a complete revelation of God (II Tim. 3:16). We believe there is one God, eternally existent in three persons: Father, Son and Holy Ghost (Matt. 28:19). We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, visible second coming. We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ; and during this age to make all men aware of sin, righteousness, and judgment to come; regenerate, indwell, guide, instruct, and empower all true believers in Christ, and fill those yielded to God. We believe in the absolute necessity of regeneration of the heart and that the shed blood of Jesus Christ and His resurrection provide the only ground for salvation to all who
believe, and only such as receive Jesus Christ are born of the Spirit and then become children of God. We believe that all that are saved are called into a Spirit-filled life; separated from all worldly and sinful practices; as well as to a life of service. We believe in the bodily resurrection and judgment of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of eternal damnation. We believe in the spiritual unity of believers in Christ.

Note: Teachers are not to teach or express denominational doctrines in the classroom other than those fundamental Bible beliefs addressed in the Statement of Faith. Students should be encouraged to discuss denominational beliefs with their parents if/when questions related to such beliefs arise.

PHILOSOPHY STATEMENT

The scriptures declare that God has given the responsibility for the education and nurturing of children to the child’s parents (Deut.6:6-9; Eph.6:4). Thus it is the responsibility of the parents/guardians, as they are led by the Holy Spirit, to decide who will assist them in fulfilling their responsibility. Victory Academy was established by the leading of God to serve Christian parents/guardians in the education of their children.

Victory Academy is an interdenominational CHRISTIAN school based on the principle that all truth is God’s truth and has its source in Jesus Christ (John 14:6). Every subject, whether scientific, historical, mathematical, literary, or artistic, is taught from a Biblical perspective with the consciousness that Jesus Christ is to be central in all living and learning. True education must involve an integration of faith and learning. The Holy Spirit is the “Indweller” of all believers and leads them to understand spiritual truth and to act according to God’s will. Spirit-controlled education is exemplified at Victory Academy by first ministering to the students’ spiritual needs and then to their growth academically, socially, and physically.

GENERAL POLICIES

ADMISSIONS AND REGISTRATION

*The term principal and director may be used interchangeably within this document.*

Victory Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. Although Victory Academy would like to be able to meet the needs of each applicant, the school recognizes that acceptance must be limited to students who can thrive within this institution.

A. ADMISSIONS REQUIREMENTS

1. Completed application form
2. Registration fee for new students paid (non-refundable)
3. Signed Statement of Agreement
4. Grades 7-12: completed student questionnaire.
5. Submit transcript and take entrance exam if deemed necessary by the Department Director (7th and 8th grade students are required to take an entrance exam)
6. Birth Certificate: required of all new students to verify date of birth
7. Immunization Record (all shots must be up-to-date)
8. Social Security Number

B. ACCEPTANCE

1. All admission requirements must be met
2. If application requirements are satisfied, and it is necessary to place student on waiting list, acceptance is based on the date of application
3. Acceptance will not be approved if there is an outstanding balance at Victory Academy unless satisfactory arrangements have been made with the Director of Finance
4. Acceptance will not be approved if there is an outstanding balance owed to any previously attended school.

5. Victory Academy accepts only students that exhibit the following:
   a. The student is capable of academic success at V.A. as indicated by school records and admission test scores
   b. The student has been promoted the preceding year or the parent/guardian is willing to have the student repeat if deemed necessary by Victory Academy.
   c. The student has a positive record of discipline and emotional adjustment, has not been expelled, suspended or currently under disciplinary action from another school.
   d. The student does not have a court record, has not been charged with a juvenile offense, is not under investigation or in the process of being sanctioned by any juvenile authority or has a history of drug abuse, anti-social behavior or juvenile delinquency

C. RE-ENROLLMENT
During the month of March, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed. After April 1st, enrollment will be opened to new students.

BUS SERVICE
Request information about route availability and billing from the school office.

Disciplinary Actions: All behavior expectations must be met on bus routes or behavior consequences will be implemented. Based upon the severity of behavior infractions bus privileges may be revoked. (Please refer to the Behavior Expectation, Behavior Management, Behavior Infractions and Consequences portion of the handbook.)

EXTENDED CARE SERVICES
Extended care is available for preschool-6th grade students. Request information from the school office.

AGENDAS
All students are required to bring their agendas to every class period. It is the responsibility of the student to clearly write all assignments, quizzes and tests in their agenda each day for each class. Teachers will use the agenda to send home any necessary correspondence.

5th-6th Grade Students:
Teachers will check & sign the agendas each class period for accuracy. Parents are required to sign the agendas daily for students to receive full homework credit.

For 7th- 8th Grade Students:
It is the student’s responsibility to ask their teachers to check & sign their agenda daily. 7th/8th parents are not required to sign agendas daily for their students to receive full homework credit, but it is encouraged that parents continue to check the agendas daily for teacher communication. At the end of each quarter, students can have teachers initial each day the agenda was filled out correctly to be used for extra credit in that class as follows: 13 initials = 1% increase in a class; 26 initials = 2% increase. 2% is the maximum increase in a given class by agenda points. The points need to be used by each semester. Teachers will indicate the grade change in Igrade.

HOMEWORK
Homework is often given to aid the student's progress in his/her studies. Therefore, each student is required to complete homework assignments and have them in on time. Parents should expect an average of 15 minutes of
homework per grade level. For homework not completed and turned in on time, please refer to the following divisional procedures:

- Students receive a daily homework grade.
- Homework that is not completed/turned in will result in a zero.

**ATTENDANCE AND PARTICIPATION POLICIES**

**Attendance and Participation Policy**

Class time is valuable and attendance is necessary to benefit from the lectures and discussions that take place. Making up homework cannot make up for missed classes. In addition to "Tests", "Quizzes", "Homework", and "Final Exam", each class will have a "Class Participation" category in Igrade, which will be 10% of the grade.

A percentage of a student’s overall grade includes daily attendance points. These points are given daily per class period. The students are each given 5 points per class period daily. Points may be deducted based on attendance, tardiness, preparedness, etc. which will result in an overall grade reduction. If a student is counted absent, their points may be rewarded back to them at the director’s discretion if all assignments from each class period are completed and turned in on the day they return to school. Daily points for absences will not be rewarded back to the student if the assignments are not turned in the day they return back to school. Extreme circumstances will be approved at the administration’s discretion.

**ABSENCES AND MAKEUP WORK**

In all cases of absences, it is the responsibility of the parent/guardian/student to notify the Department Director. To request assignments before returning to school the parents or students will need to email the teachers; otherwise, the assignments will be given to the student when they return to class and request them.

Some teachers have the assignments on Igrade or have them posted in the classroom in advance. If the students will utilize their agendas and copy the future assignments as given, they will have them beforehand.

If a student is going to be absent because of a scheduled appointment, it is the student’s responsibility to get assignments and make arrangements with the teacher to take any tests or quizzes that he/she will miss and turn in those assignments ahead of time or the student will receive a zero for all missed work. When the student returns to school, he/she should have the assignments due that day completed and ready to turn in.

Students who are absent will have the number of school days plus one to make up all work. Any assignment not completed on time will receive zero credit. **If a test is scheduled the day they return, it MUST be taken that DAY.** Exceptions may be made due to extended illness (with a doctor’s note) or under extreme circumstances with permission of the Director.

Students who skip school or cut class will be subject to discipline policy found in the Behavior Infractions section of this handbook.

**ACADEMIC PROBATION**

Academic probation is invoked when a student has a serious academic problem. A parent/teacher conference will be set to prepare an academic plan.

**ATTENDANCE AND ACTIVITIES**

To participate in any extracurricular activity, a student must be in attendance at school for the entire day (including
at least 90% of first hour) of the activity, except for verified medical appointments. If a student athlete is absent or
tardy on the day following any school sponsored sporting event or game, without a doctor’s excuse, that student will
be benched for the first quarter of the next game.

**BEHAVIOR EXPECTATIONS**
We believe in encouraging positive and consistent behavior. Our desire is to reward positive behavior in a way that
helps students become responsible and confident young people who will become good witnesses to the Lord, their
families, school and the community. To this end, the faculty and staff at V.A. upholds our Mission and Vision
Statements and will work to make every opportunity available for students to find success.

**BEHAVIOR MANAGEMENT**
To provide an atmosphere of academic excellence requires good order, discipline, and respect. All students need an
environment where they can feel safe and cared for, learn, grow and develop responsibility, morality, and good
character habits. Students are expected to exhibit behavior that follows the biblical principles outlined in God’s
Word, the Bible. In order to achieve that kind of environment, the following guidelines have been put into place to
help insure the absence of distraction, friction, and disturbances that might interfere with the effective functioning of
the student, class, and school. These guidelines are effective at the following times and places:

1. **On school grounds, during and immediately before and after school hours or school activity, function or event.**
2. **On school grounds, at any time the school is being used by a school group**
3. **Off school grounds at any school activity, function, or event.**
4. **When being transported in school vehicles.**

All interpretation and application of behavior rules/sanctions are at the discretion of the administration team.

**BEHAVIOR INFRACTIONS AND CONSEQUENCES**
Infractions will be broken down into three categories by severity.

**CLASS “A” OFFENSES**
Unacceptable behavior in this category is defined as those activities engaged in by a student(s) which result in
violence to oneself, another person or property, which pose a direct and serious threat to the safety of oneself or
others.

1. Possessing any item identified as a weapon (including fireworks of any kind)
2. Furnishing, selling, possessing, or using any or all tobacco, drugs, alcohol or pornography.
3. Arson
4. Participation in any gang activity
5. Fighting
6. Theft
7. Bullying (any attempt to seek to harm, intimidate, or coerce others)
8. Vandalism
9. False threats/alarms
10. Actions contrary to Christian witness

*Bullying will not be tolerated and will be dealt with severely. Bullying is defined as, “an action that appears or
tends to establish an intimidating atmosphere that could result in fear or apprehension, to one or more persons, or
is meant to provoke another person into disruptive behavior, create unrest, or generally disrupt the educational
climate of a school environment.” Please note that as of August 1, 2007, the state of Missouri recognizes bullying as
an incident to be reported to the proper authorities.*
**Procedures**
The staff member who becomes aware of the infraction must make a written report to the Director. The Director, along with the Administrator, will weigh each offense and consider disciplinary action on an individual basis after conferring with the student and others involved.

1. Parents/guardians will be notified
2. All actions taken and decisions made will be documented
3. If a Behavior Contract is considered, a meeting will be scheduled with student, parents, and faculty
4. The Administrator may impose a maximum of 10 days OSS.
5. Appropriate referrals and access to community programs/resources will be given.

In any case where the Administrator’s decision is to impose more than 10 days or recommend expulsion the School Board President must be notified. Parents may appeal the Administrator’s decision, in writing. All appeals must be brought to the School Board following the appropriate steps.

Any student who is suspended from school forfeits all student privileges during the term of the suspension, including being on campus at any time or attending school sponsored events, on or off campus.

**Possible Consequences for Class “A” Offenses**
1. Out of school suspension (OSS)
2. Expulsion
3. Restitution of property and/or damage
4. Behavior Management Contract
5. Confiscation of illegal item (item will not be returned to student)
6. Work detention

**CLASS “B” OFFENSES**
Unacceptable behavior in this category is defined as those activities engaged in by a student(s) that are directed against persons or property and violate basic honor and trust afforded students at the Academy. Acts of disruptive behavior may include, but are not limited to:

1. Defiance of authority; verbal or nonverbal refusal to comply
2. Cheating or plagiarism
3. Lying, practicing deception, and/or misrepresentation of the truth
4. Forgery
5. Disrespect
6. Trespassing
7. Use of profane, obscene, or improper language – written, verbal or gestured
8. Possession of matches or lighters

**Procedures**
The staff member who becomes aware of the infraction must make a written report to the Director. The Director will weigh each offense and consider disciplinary action on an individual basis after conferring with the student and others involved.

1. Parents/guardians will be notified
2. All actions taken and decisions made will be documented
3. If a Behavior Management Contract is considered, a meeting will be scheduled with the student, parents, and faculty

**Possible Consequences for Class “B” Offenses**
1. Temporary removal from class
2. In School Suspension (ISS) at the student’s expense of $35/day
3. Restitution of property and damages
4. Confiscation of the item (item will not be returned to student)
5. Behavior Management Contract
6. Work detention

**CLASS “C” OFFENSES**
Unacceptable behavior in this category is defined as any activity engaged in by a student(s) that tends to impede orderly classroom procedures, instructional activities, orderly operation of the school, or are contrary to the mission of the Academy. Acts of misbehavior at this level may include, but are not limited to:

1. Leaving the classroom or school function without teacher permission
2. Public display of affection while on school property, while riding in school operated vehicles, or at school functions
3. Possession of any materials offensive to a Christian witness
4. Possession of electronic devices (Headphones, Ipod, MP3 player, etc) during school hours unless specifically required for classes
5. Use of cell phone, smart watch or any technology device that can be used to call/text/message during school hours
6. Derogatory remarks toward other students
7. Littering or failure to clean up after one’s self

**Possible Consequences for Class “C” Offenses**
Individual classroom teachers or other staff members have the first level of responsibility for enforcement of behaviors involving Class “C” situations. Teacher or staff member will ask the student to comply, and may also use a variety of actions including, but not limited to:

1. Verbal reprimand
2. Confiscation of the item
3. Behavior Management Contract
4. Lunch Detention
5. After school detention
6. In School Suspension (ISS) at the student’s expense of $35/per day.

Parents will be notified immediately of any Class “C” behaviors, so that a cooperative effort between home and school can be addressed before the problem escalates.

At this level, it is the goal of the teacher to work through the problem with the student’s cooperation. Notifying the parents allows a cooperative effort between home and school for correction. If these avenues do not correct the situation, the teacher will refer the student to the director. Any student referred to the director must have a written explanation for the referral. The director will then consider the matter, decide on the discipline and notify the parents.

**BEHAVIOR PROBATION**
Students committing serious and/or repeated offenses may be placed on probation under a Behavior Contract. The length and conditions of each probation/contact will depend on the circumstances and will be at the discretion of the administration team. Any student whose behavior does not improve over the course of the probationary period may be expelled or the probation extended when appropriate. No more than one probationary extension will be granted.

**CHRISTIAN SERVICE**
7th & 8th grade students are required to complete 20 hours of Christian service for each school year. This allows students the opportunity to share the love of Christ through serving their school, church, community and the world. The following are service guidelines:

1. Director will track all reported service hours.
2. Service hours will be listed on the final report card & transcript each year.
3. Students may not carry hours over from year to year.
4. Students may count verified church service for a maximum of 5 hours.
5. Students may count verified personal/individual service for a maximum of 5 hours.
6. The remaining 10 hours must be completed through organized school/club projects or school work programs.

CHARACTER DEVELOPMENT
At Faith Campus, it is our desire to help build within each student a Christ-like character, love of God, personal responsibility, possessing a servant’s heart, having respect for others as well as for themselves and for the environment in which they are learning. We do this by teaching students to work unto the Lord in all they do (Colossians 3:23) and that everything they have belongs to the Lord (Psalm 89:11). In order to help build this character, we give the students opportunities to serve one another throughout the school year.
- Assisting teachers with daily tasks
- Service projects within the community
- Cleaning up after themselves daily. This includes but is not limited to lockers, desks, classrooms, lunch areas, restrooms, playgrounds, common areas.

CONDUCT AND COURTESY
The Academy attempts to implement the teaching of social graces and Biblical-based morals. To help students grow to be men and women that God can use, the students will be held accountable for using common courtesy and general rules of respect. Students are expected to:
1. To use polite and respectful behavior toward fellow students, faculty, staff members, volunteers, guests, and visitors at all times.
2. To use “Yes Ma’am/Sir or No, Ma’am/Sir, Please and Thank You” in their speech when talking to any adult in authority on school grounds or at a school sponsored event.
3. Reply to or address any teacher or other school authority using the proper title Dr., Mr., Mrs., Ms., or Miss and surname.

There are general rules throughout the school that all students are required to follow.
All classrooms at V.A. follow the same three rules:
1. Face forward
2. Speak only with permission
3. Leave seat only with permission

Additionally students should:
4. Come to school neat and clean
5. Keep desks/locker in a clean and orderly condition
6. Put all trash in trash cans and do not leave on tables, floors, tops of lockers or school grounds.
7. Not chew gum on school property in 8th grade and below. High school students will be allowed to chew gum with the responsibility of disposing of it properly.
8. Bring necessary supplies and books to school every day. It is not the responsibility of the teacher to provide these items.
9. Refrain from defacing materials belonging to Victory Academy
10. Walk in the building.
11. Behave as ladies and gentlemen: PDA (public display of affection) is not allowed
**GRADUATION REQUIREMENTS**

**Grading Code**
The following system is used to determine letter grades and grade points for the determination of Grade Point Average (GPA) and class rank.

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<th>GRADE POINTS</th>
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**Graduation Honors**
Graduating High School and 8th grade students may work toward the following honors to be bestowed during graduation:

8th Grade Valedictorian: Student(s) with the highest GPA in the graduating class.

8th Grade Salutatorian: Student(s) with the second highest GPA in the graduating class.

All Valedictorian/Salutatorians must have a minimum 3.2 GPA and will be figured to the hundredths place. In case of a tie (two or more students) for Valedictorian honors, both or all will be Valedictorians. There will be no Salutatorian(s). The midterm grade of the 4th quarter of the 8th grade or senior year will be the final grade used for determining Graduation Honors. The end of 4th quarter grades will be used to determine the final GPA.

**CAMPUS VISITORS**

1. All visitors to the school must report to the Main Office upon arrival at the school. There they will be required to sign in, and must present a valid drivers’ license or official ID. They will then be issued a visitor’s identification badge, which must be visibly worn at all times while in the school or on school grounds. All visitors must exit via the main entrance and sign out of the school when their visit is complete.

2. Visitors attending school functions that are open to the public will be required to register.

3. Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and department director so that class disruption is kept to a minimum.

4. Teachers are expected not to take class time to discuss individual matters with visitors.

5. Any unauthorized person on school property will be reported to the director or administrator.

6. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All visitors are expected to be compliant with Victory Academy policies and conditions, including dress code.

8. Violations of the visitor policy may include a verbal reminder, request to leave the premises or other sanctions as determined by the Administration.
**CELL PHONES & PERSONAL MUSIC/ELECTRONIC DEVICES**

The school day is designed for growth and learning therefore, the use of all Cell phones, IPods, MP3 players, and other electronic devices (including gaming devices) are prohibited during regular school hours.

**Cell Phones:** All cell phones must be turned in to the director at the beginning of the day and may be picked up at the end of the day. **Ringtones, vibrate options, message alerts and alarms should be turned OFF.** Any cell phone that is not turned in and is confiscated will only be released to a parent/guardian.

**IPods, MP3 players, Electronic books, tablets, laptops, cellphones, etc:** School policy is that any music or materials brought to school or used on school property, including school transportation must be Christian materials or secular materials that represents good judgment and a Christian witness. **It is not possible to check all titles stored on a personal cell phone, music device or electronic book, they are not allowed to be taken on field trips.** Any music device/cell phone used on school transportation during an after school event, including but not limited to sporting events, that has music/material that is deemed inappropriate by the supervising school official will be confiscated and returned to the student upon returning to school. Any electronic books used, at teacher and director discretion, may be checked at any time and confiscated if necessary until a parent conference is scheduled.

**CLUB MEETINGS**

School sponsored clubs offer students a chance to explore interests beyond the classroom. Club meetings are held before and after school or at lunch to plan social activities, Christian service projects and fundraising goals.

**COMMUNICATION**

**General Information**

The faculty and administration at Victory Academy value open lines of communication between parents and school. To this end, teachers, directors, and administration utilize multiple and varied communication avenues to keep parents fully informed. From time to time, questions or concerns may arise. It is important to the relationship between home and school that proper channels of communication be respected and followed. Questions that relate to classroom practices and procedures need to first be addressed with the responsible teacher. Once the teacher has been contacted, the Director/Administrator is available, if further assistance is needed.

To assist in keeping lines of communication open parents should:

1. Read the handbook thoroughly upon enrollment. Any questions about its contents should be discussed with the Director.
2. Read all correspondence from the school carefully and stay informed concerning activities and schedules.
3. Demonstrate full support for school policies. Criticizing policies, or those in authority, in front of students, encourages them to show disrespect and creates a rift between family and the school.
4. Regularly ask students about what is being studied at school and should show a positive interest in the accomplishments of the student. Students should be encouraged to achieve in a healthy way.

**Addressing Disagreement**

As our mission statement indicates, Victory Academy has been built on the assumption that we are united with you in an effort to educate your child. This requires a supportive relationship between home and school. This includes support for the administering of consequences for poor choices made at school, a willingness to meet with teachers personally to mutually work out any issues that may occur during the education process and a willingness to use the Matthew 18 Principles for handling disagreement.

1. If there is a concern about policies or action taken by the school, the parents should withhold judgment until after contacting school administration.
2. If the disagreement cannot be resolved, then the matter should be taken to the next higher authority in the chain of command.
3. School board members are not to be approached to solve school problems, but instead will refer the
aggrieved person to the administrator so that proper procedures can be followed. If a board member is approached, he/she is obligated to notify the administrator.

In the case of a dispute, all parties involved should maintain a positive attitude and give a good report at all times. They should also refrain from being critical or judgmental, and refrain from gossiping or discussing the situation with others who are not involved directly, as this only sows seeds of discord.

Conflicts between students sometimes occur within the school setting. However, a parent must never approach another parent's child while at school regarding a problem, without prior permission from that child's parent. If there is a problem that needs to be addressed, the parent should ask the administration to handle the situation.

COMPUTER USE AND INTERNET POLICIES

Students have supervised access to the computer usage during school hours. Students are expected to display responsible behavior on school computer networks and the Internet. Parents’ permission for computer lab access is required for all students. Access is a privilege and not a right at school. An account is set up for each student to use while at school. However, personal use of the Internet, including but not limited to, checking personal email, using Facebook, YouTube, etc, entering chat rooms, and all downloading from the Internet is strictly forbidden. Printing from the Internet is allowed, only with teacher permission, for school assignments. File storage areas will be treated like school lockers. They may be inspected at the discretion of the school Computer Network Administrator. Victory Academy has installed and regularly updates Internet filters in an effort to protect your child while using the Web.

*Violation of any school policy regarding the use of the computer usage policy will result in the loss of computer privileges.*

DRESS CODE

The following guidelines are designed to promote a standard of appearance that enhances the learning environment while allowing for reasonable comfort and individuality of all students. Victory Academy desires to establish an atmosphere and attitude of positive learning therefore, neat, clean and modest dress is expected. *The following dress code will be enforced at school & school sponsored events, including summer and sporting events.*

**Gentlemen:**

1. Shorts must be no shorter than 3” from the top of the knee when standing.
2. All shirts must have a shoulder strap that measures 2” or more. All tops must be long enough to fully cover the torso when the student's arms are raised. Arm holes must not be so big that undergarments or the torso can be seen.
3. Clothing with inappropriate messages including but not limited to references about tobacco, alcohol, profanity and drugs will not be allowed.
4. Boys will not be permitted to wear an earring(s).
5. Body piercing or tattoos of any kind are not acceptable.
6. Hats, hoods, bandannas, and sunglasses will not be worn inside the school building.
7. Extremes in hairstyles or colors are not acceptable.
8. Pants and trousers must be worn at natural waistline with no undergarments showing.
9. Jeans with holes or tears more than 3” above the knee are not allowed.

**Ladies:**

1. Dresses, skirts, splits skirts, and shorts must be no shorter than 3” from the top of the knee when standing.
2. All shirts must have a shoulder strap that measures 2” or more. All tops must be long enough to fully cover the torso when the student's arms are raised. Arm holes must not be so big that undergarments or
the torso can be seen. T-shirts with the sleeves cut out are not allowed. No visible cleavage.
3. Clothing with inappropriate messages including but not limited to references about tobacco, alcohol, profanity and drugs will not be allowed.
4. Makeup is to be appropriate and used in moderation.
5. Body piercing, other than ears, or tattoos of any kind are not acceptable.
6. Hats, hoods, bandannas, and sunglasses will not be worn inside the school building.
7. Extremes in hairstyles or colors are not acceptable.
8. Jeans and slacks must be worn at the natural waistline with no undergarments showing
9. Jeans with holes or tears more than 3” above the knee are not allowed.

In the event of a formal occasion for 5th-8th grade, students will be required to abide by the 9th-12th grade formal dress code which can be found below.

**Formal Events**

**Gentlemen**
Gentlemen may wear dress shirts, slacks, ties or suits. For some events, tuxedos may be appropriate. School dress code applies to formal events.

**Ladies**
Ladies may wear dresses or formal wear. All dresses must be brought in to the department director, administrator and event sponsor for approval prior to the event. School dress code must be adhered to with the addition of the following rules.
1. Dresses, skirts, splits in dresses must be no shorter than 3” from the top of the knee when standing.
2. Dresses must have a least one shoulder strap
3. Spaghetti straps are permitted for formal occasions
4. Dresses must not be backless
5. Dresses must not show torso
6. No visible cleavage

*All non Victory Academy student guests attending special events must adhere to these dress standards as well. All guest’s dresses must be brought in to school for approval prior to the event.

**DRESS CODE ENFORCEMENT**
Dress code will be enforced at school & school sponsored events, including summer and sporting events. Students in major violation of dress code will not be allowed to attend class until the violation is corrected. Minor violations will receive one warning. Parents may be contacted and asked to bring appropriate clothing. If a parent is unable to do so, an oversized shirt or pants will be provided by the office for the day, to be returned washed the following day. Continued violations may result in loss of privileges. Students in dress code violation at extracurricular events or field trips will not be allowed to attend until/unless the violation is corrected.

**EXTRACURRICULAR ACTIVITIES and ACADEMIC COMPETITIONS**
The goals of all extracurricular activities are to help develop the Christian character of our students, to offer the opportunity to be an effective witness, and to broaden the student’s horizons.
All students who participate in ANY extra-curricular school activities including, but not limited to, sports, cheerleading, all clubs, bell choir, or student council must:
- Maintain a cumulative* average of 75% or higher in all core subjects
- Not have an "F" average in any single core subject
- Not have served I.S.S. (In School Suspension) or O.S.S. (Out of School Suspension) within a 5 school day period of the scheduled event
- Be present in school the entire day of the event or scheduled activity unless prior approval has been obtained from director
The director/administration will notify students/coaches/sponsors on Friday of eligibility for participation in activities scheduled for the following week.

*Cumulative=grades calculated from the first day of school.

FIELD TRIPS
Field trips are an important part of education and are regarded as extensions of the classroom. Each class (5th-8th) will take field trips during the school year. Permission for students to participate is covered under the blanket permission slip secured at the beginning of each school year. However, parents will be notified prior to the trip. Admission fee and gas money may be required. If you do not wish your child to go, arrangements must be made for your child to stay home for that day. It is school policy that no siblings are allowed to attend field trips unless their class is also part of the field trip. Students are not allowed to bring cell phones.

Students are expected to ride school provided transportation for all field trips, unless parents are asked to drive. In the event that parents are asked to drive the following conditions must be met:

1. Approved drivers must be at least 21 years of age. Approved drivers must have a valid driver’s license and provide a copy of it to the office.
2. Proof of current auto insurance must be on file prior to leaving school grounds.
3. Vehicles must have the appropriate number of working seatbelts per student.

Teachers may ask chaperones to assist during field trips. Chaperones must be approved by the department director prior to attending the field trip. Chaperones must be willing to supervise students according to the teacher’s directions and remain with the group for the duration of the trip. If a parent/guardian has been asked to chaperone, we ask that parents/guardians recognize that the teacher is in charge of the activity at all times and expect the instructions of the teacher to be followed.

FOOD DURING THE SCHOOL DAY
No open containers are allowed in lockers (This includes fountain drinks/soda cans/coffee cups). No food or drinks may be eaten in the classroom except for special occasions and/or meetings unless the teachers/sponsor has approved. Only water bottles are allowed in the classrooms.

Lunch:
- Students are expected to bring a nutritious lunch each day. We recommend the use of a sturdy, insulated lunch box with an adequate lunch. For both cold and warm lunches, we recommend using an insulated thermos.
- Students in 5th-8th grade may store their lunches designated student refrigerator and may use the microwaves provided in the multipurpose room for students in 5th-8th grades.
- All food items stored in the student refrigerator must be labeled with the student’s name.
- The student refrigerator will be cleaned out each Thursday. Food may not be kept in the student refrigerator over the weekend or over extended breaks.
- No sodas are allowed from Preschool through 8th grade.
- Glass containers are not permitted.
- Nothing larger than a 20 oz. bottle will be permitted.
- Students will have the option to order lunches on campus occasionally. Information will be sent home prior to a special lunch day.

LEAVING THE BUILDING/CAMPUS DURING THE DAY
Students are to bring all books, lunches, etc. into the school upon arrival. At no time during the day is a student to leave the building without authorization from the Director. Victory Academy operates as a closed campus. At no time during the day is a student to leave campus without signing out or being signed out. Students must have a
parent/guardian signed permission slip or the parent/guardian must personally sign the student out in the office.

**LOCKERS**
- Lockers are used in grades 5th-12th
- Locks may NOT be used in grades 5th-8th
- Lockers will be assigned to the student by the department director
- Students are expected to keep lockers neat and orderly and use them strictly for school items.
- Decorations are NOT allowed on the outside of lockers. Students may use magnets and “sticky-tack” to secure acceptable items/decorations inside the locker. Tape should not be used.
- The school reserves the right to inspect lockers periodically or when deemed necessary without notification.

**LOST AND FOUND**
Items found on the school grounds that do not have a name on them and cannot be identified will be kept in the school lost and found container in the multi-purpose room for a period no longer than 30 days. After that time, if the item is not claimed it will be given to charity.

**INJURIES**
All injuries are to be reported immediately to the appropriate supervising staff member, who will complete an accident report, which will be turned in to the Department Director. Depending on the seriousness of the injury, appropriate steps will be taken, including notifying the parent/guardian if necessary.

**SICKNESS**
You must keep your child out of school for at least 24 hours if he/she has been vomiting, has diarrhea, has a fever, or has a contagious illness (such as strep throat, flu virus, etc.). Please contact the office and/or teacher when your child is absent due to illness. If a student receives a diagnosis from a physician for a contagious illness a Doctor’s release stating when the student may return to school is required for re-admittance into class.

**Students are to be kept home:**

1. If he/she complains of a sore throat, is vomiting, has contracted a contagious illness, or has a fever. Students must be fever free for a minimum of 24 hours without fever reducing medication before returning to school.

2. If a student is prescribed an antibiotic from a physician for a contagious illness, a doctor's release stating when the student may return to school is required for re-admittance into class.

Students who become ill during the school day will be sent to the office and parent/guardian will be notified to pick the student up immediately.

**MEDICINE**
Medication will only be dispensed by certified personnel with written parental instructions. All medicines must be turned in at the office. Prescription and non-prescription medication shall be in the original container, and labeled with the child's name, instructions for administration, including the times and the amounts for dosages, and the physician's name. Due to liability, the Academy will not dispense any medications not in the original containers.

**PARENT/TEACHER CONFERENCES**
Scheduled conferences will be held at the end of the first quarter. However, parents are encouraged and welcomed to
meet with teachers any time they feel necessary. Please contact the Director to make arrangements to meet with the teacher.

**PARENT VOLUNTEERS**
There are jobs vital to this ministry which can only be filled with workers who have a willing heart and a desire to serve. These opportunities are published in the daily announcements, by e-mails and on Facebook. Please contact the school office personnel or Administrator if interested in helping. For safety reasons, all volunteers must first sign in at the office and obtain a visitor’s badge. When leaving you must sign out and return the badge. Background checks may be required.

**PHYSICAL EDUCATION**
Students must wear tennis shoes for their PE class. During hot weather, a water bottle is strongly recommended. All students will be required to participate in PE. Nonparticipation will result in the lowering of student’s grade. If a student has a physical problem that keeps him/her from participating on a given day a note from a parent verifying the problem is required. A doctor’s note may be required for consecutive nonparticipation.

**POLICY REVIEW**
The Victory Academy Board of Directors and Administration shall ensure that all guidelines and policies are evaluated at regular intervals and updated as needed. Input from students, staff, parents, and others from the community will be encouraged.

**PROMOTION/RETENTION**
Promotion of students to the next grade is determined by satisfactory progress and developmental readiness.

**RECESS**
We will be going outside for recess whenever possible. It is important that children be allowed to get fresh air and exercise throughout the day. Students will have recess in the winter, so please send coats, gloves, etc., on cold days. We will not go outside when it is raining, snowing, or is below approx. 36 degrees, depending on the wind chill.

**RELEASE OF RECORDS AND COMMUNICATION WITH PARENT**
In the case of students of divorced parents Victory Academy will keep the custodial parent informed of all the upcoming school events, grades, and anything else that it would be in their interest to know. The custodial parent is defined as the parent that the child resides with during the majority of the school year. It is between the custodial parent and the non-custodial parent to work out a plan for the custodial parent to communicate the information to the non-custodial parent.

**REPORT CARDS**
The scholastic year is divided into two semesters of two quarters each. Grades may be viewed at anytime on the grade system. Students and parents will have login accounts. Please contact the office personnel for usernames and passwords. At the end of first quarter, parents may pick up their student’s report card at Parent-Teacher Conferences. If a parent is unable to attend the conference, then the report card will be e-mailed to the parent. For remaining quarters, report cards will be e-mailed. Paper copies will also be made available upon request.

**SCHOOL CLOSING FOR INCLEMENT WEATHER**
All school closings for snow will be announced on the local Springfield television stations. Parents can sign up for text alerts for school closings through Remind. Usually, V.A. will close when the public schools close for inclement weather. Occasionally, V.A. may hold classes when the public schools are still closed, if the major roads are clear and safe to travel on.

**SCHOOL DAY**
Student Arrival: 8:00 am-8:10 am
Morning Pledges/Devotion: 8:15 am *(Students are required to attend morning pledges and devotion. Any student arriving late will be given a tardy point which is a part of their daily grade.)*
Lunch/Recess: 12:05-12:40 pm
Student Dismissal: 3:45 pm (see extended care information below)

Student Arrival and Dismissal Procedures:
This will be a drive through system of drop off and pick up. Signs will be posted to aid in this transition.

Student Arrival:

➢ Extended care will be provided from 7:15 am- 7:50 am. Extended care is available for students 2 years of age-6th grade. Students will not be allowed to wait outside of the school doors. Any student arriving before 7:55 am must check into extended care and billing will occur for the time accrued.

7:50 am Extended care drop off will be closed.
➢ The student drop off line is formed.
  ○ Vehicles will enter the drop off line using the entrance behind the Alpha/Omega campus. This is Commercial street. A sign stating “Student drop off/pick up entrance” will be posted at this drive entrance.
  ○ Vehicles are to only enter from the south side of the driveway entrance. All traffic is to flow in the same direction.
  ○ Vehicles line up at the main door awning through the center of the staff and student parking lot.

7:55- 8:13 am Student Drop Off Line is Open
➢ The main doors at the Alpha/Omega campus will open at 7:55 am for student drop off. Staff members will assist with students exiting vehicles and walking to their classrooms.
➢ Vehilces will exit at the lunchroom driveway. No parking will be allowed during this time
➢ At 8:13 the drive through line will close. Students will now be checked in at the office.
➢ Students arriving after 8:15 am must be checked in by a parent at the office. A tardy slip will be given to the student before going to class.

Student Dismissal

*All students will be dismissed from Alpha Omega campus at 3:45
*All students being picked up before 3:30 must be signed out at the office. Pick ups from the playground will not be allowed.

3:30 pm
➢ Staff and students begin transitions for dismissal. Student pick up at both campuses will be suspended during this time of transition.
➢ Faith campus students will be transported to Alpha/Omega for dismissal
➢ Parents will begin lining up for student dismissal

3:45 pm
➢ Drop off line will open. Parents are to buckle their child and shut the door of the vehicle. Staff will not be permitted to assist in loading students into vehicles. This process will need to be completed quickly.
➢ Vans will leave at this time.

4:00 pm
➢ Drop off line will be closed and afternoon extended care will begin.
  ○ All remaining students will be checked into extended care.
➢ Student drivers will be dismissed.
Class Times
School begins promptly at **8:15 am** and ends at **3:45 pm** for 5th-8th grades.

Extended care is available at the Alpha Omega Campus for students in 5th & 6th grades only. The school cannot be held responsible for 7th & 8th grade students on campus before 8:00 am or after 4:00 pm unless they are involved in teacher/school sponsored activity or in Extended Care.

Parent/Teacher Communication
As stated, the agenda will be the primary communication tool between home and school. Parents who wish to speak with a teacher should do so after classes in the afternoon or make an appointment with the teacher for a time when the teacher does not have other responsibilities.

Pledges
At Victory Academy we teach patriotism to our country and devotion to Jesus Christ. Therefore, we start each day with pledges to the American flag, the Christian flag, and the Bible. We also teach our students that our national anthem is to be respected. We include our national anthem in our morning pledge routine.

SCHOOL PICTURES
Arrangements are made with a photography studio to have individual and class pictures taken. Individual photos are taken in the fall and spring and may be purchased, if desired. The fall photo is used in the yearbook, therefore attendance on picture day is important and all students are photographed, even if not purchasing a packet. Graduation photos are taken of graduating students (**8th & 12th**) in their caps and gowns.

SPORTS PROGRAM
Teams, coaches and spectators representing Victory Academy are to be a light in the community. It is a privilege to be a part of an athletic team and represent Victory Academy.

All athletes/participants are to:

- Learn positive values form competition
- Learn to be leaders and role models
- Display exemplary sportsmanship
- Set and maintain high standards of behavior on and off the playing field

TELEPHONE USE
The school phone is reserved for official business. Students may not make phone calls without consent from the teacher and then only for matters of extreme importance. Parents should not call the student except for emergency cases.

TESTING – PLACEMENT, ACHIEVEMENT AND ACT

Placement Tests
The administrative staff will determine grade placement for incoming students based on a review of appropriate placement documents.

Achievement Tests
Achievement testing provides parents, teachers, and the school with an evaluation of the student’s progress, strengths, and weaknesses. The EXPLORE is administered to 8th grade. Results are used to determine how well the school is meeting its goals. Parents receive student’s results along with an explanation for interpreting those results.

TEXTBOOKS AND SUPPLIES
Students will be issued textbooks the first day of classes. Some of these books are the property of Victory Academy and must be turned in at the end of the year. Any book that is not turned in or is damaged due to mishandling will be
charged to the student’s last tuition bill and must be paid for before the final report card is issued.

**TOBACCO FREE ENVIRONMENT:**
V.A. Board of Directors and staff recognizes its responsibility to promote the health, welfare and safety of all students, staff, and others. Thus, students, staff, and visitors are not permitted to use any tobacco products at any time including non-school hours while on school property, grounds, transportation and at any school sponsored event or activities. Signage will be posted at the school’s entrance. V.A. shall also notify parents/guardians, staff, and other school visitors annually in written materials including, but not limited to student and staff handbooks and family packets at open house. Additionally, health education will include instruction at all grade levels to discourage the misuse of tobacco and promote a tobacco-free lifestyle. Tobacco use prevention shall be taught by appropriate staff and/or other outside agencies which encourage a healthy, tobacco free way of life.

**TRAVEL GUIDELINES**
The following guidelines apply for all extracurricular activity trips. In addition, all regular school policies are in effect for all participants, coaches, faculty, chaperones, and parents/guardians who officially accompany any school sponsored trip.

**Lodging**
In the event that it is necessary to stay overnight, permission must be first granted by the School Board. If allowed the following rules apply:
1. Coaches or official school representative will be responsible for any room assignments and curfews.
2. Coaches or official school representative will be responsible to see that there is a lockout on movie channels, pay-per-view, and any other media deemed inappropriate.
3. Boys are not permitted to be in girls’ rooms and vice versa.
4. Coaches or official school representative will coordinate all activities.

Violations of these guidelines will result in consequences to be determined by coach/sponsor and the high school principal with approval by the administrator and/or school board. All policies and procedures outlined in the Behavior Management section of this handbook will apply.

**Transportation**
1. When possible the event sponsor will make arrangements for transportation for extracurricular activities. Whenever possible, this will be in a school vehicle. If the school specifically asks a parent to use a private vehicle, the event sponsor will still make all arrangements. If a parent secures permission to transport his/her own child, only that child may ride; no children of other parents will be allowed to ride in cars other than their parents’ either to or from an event without that parent notifying the event sponsor. After an event, parents in attendance may have the option of taking their own children home with them, provided the parent notifies the coach.
2. If any meals are eaten during the trip, all drivers, students, faculty, and chaperones will eat at the designated place.
3. If there is more than one official school vehicle on a trip, those vehicles will caravan together to and from the event and between segments of the event, as much as possible.
4. All designated drivers must provide the school with a copy of a valid driver’s license, and provide proof of auto insurance before leaving school grounds.
5. If deemed necessary, the school reserves the right to inspect all luggage.
6. Unless it is impossible due to space availability, male and female students are not to ride together in the same seat. The adult in charge may make exceptions due to space and will be responsible for filing a trip report with the office.

**Please refer to “Behaviour Infractions and Consequences”**
TUITION POLICY
All tuition information and schedules may be obtained from the office.

WITHDRAWAL FROM SCHOOL
If a student is withdrawn during the school year, proper procedure must be followed. This includes completion of all necessary paperwork from the office, payment of all tuition, fees and other charges according to policy, and the return of all school property. There will be no refunds.

YEARBOOK
Each year Victory Academy publishes a yearbook. Order details will be given yearly.

WELLNESS POLICY
Victory Academy is committed to providing a school environment that promotes and protects children’s health, well being, and ability to learn by supporting healthy eating and physical activity.

The Academy will engage students, parents, teachers, food service persons, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.

Nutrition
Parents are encouraged to pack healthy, well-balanced lunches for their children. Soda is not permitted to be packed in a student's lunch.

The academy will provide nutrition education and physical education to foster lifelong habits of health eating and physical activity, and will establish linkages between health education, school nutrition, programs with related community services.

Victory Academy will provide students with at least 20 minutes to eat after sitting down. Meal periods will be scheduled at appropriate times, (e.g., lunch will be scheduled between 11 a.m. and 1 p.m). Tutoring, club meetings, organizational meetings, or activities will not be scheduled during meal times, unless students may eat during such activities.

Lunch periods and recess periods will be scheduled at separate time slots.

Students will be provided access to hand washing or hand sanitizing before they eat meals or snack.

Reasonable steps will be taken to accommodate the tooth brushing regimens for students with special oral health needs.

Students are discouraged from sharing their foods or beverages with one another during meal or snack times, given health concerns and concerns about allergies and other restrictions on some children’s diets.

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruit and vegetables with water promoted as the primary beverage. Victory Academy will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages, and other considerations.
Nutrition education and promotion will promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, health food preparation methods, and health enhancing nutrition practices. Education is offered at each grade level as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health.

**Physical Education**

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis. Victory Academy encourages students to fully embrace regular physical activity as a personal behavior.

Victory Academy strives that all students receive the nationally recommended amount of daily physical activity per day.

Students’ need for physical activity will be incorporated into other subject lessons and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

*Please sign and return the following page.*
HANDBOOK AGREEMENT

This page must be signed, torn from the handbook, and turned into the student's homeroom teacher or department director by the end of the first full week of school.

My child and I have read the entire student handbook and agree to abide by the policies and procedures stated.

________________________________________________________
Parent's signature              Date

________________________________________________________
Student's signature              Date