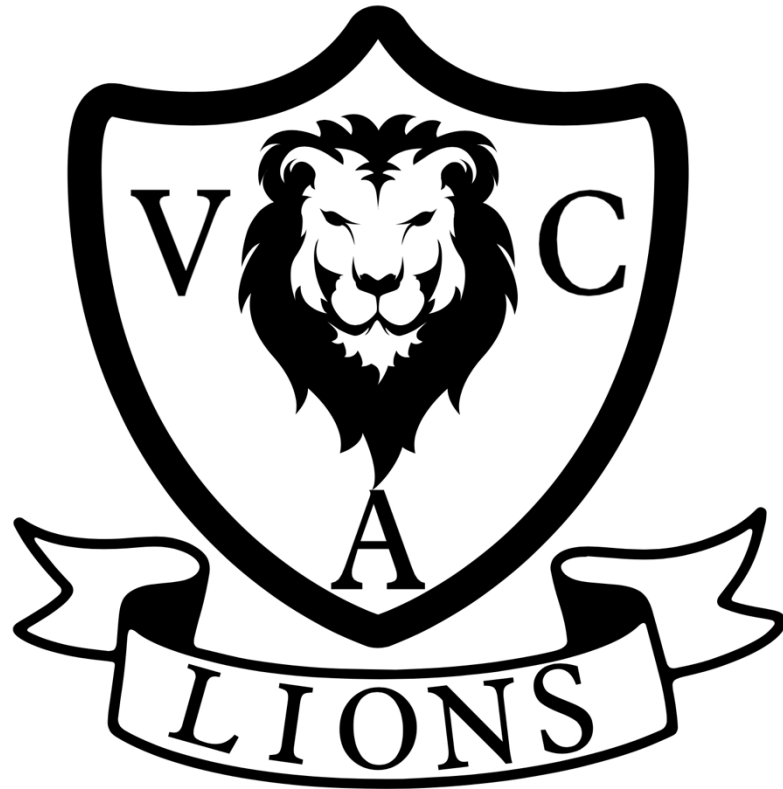


Victory Christian Academy
Student Handbook



Academic Year 2022-2023

Victory Christian Academy Directory

Address:

7460 Morris Road Hamilton, OH 45011

Contact Info:

(513) 892-3470

vptchristianacademy@gmail.com

School Office Hours:

Monday-Friday 7:50 am-3:15 pm

School Administrator	Bro. Nathanael Denton	(724) 217-1654
Teacher	Sis. Calli Denton	(606) 493-8279
Teacher	Sis. Deborah Dell	(937) 241-1249

To the Parents:

Victory Christian Academy welcomes you and your children. We trust that your association with us will be a happy and rewarding experience. The staff will be glad to assist you in any way. Please do not hesitate to ask for our assistance.

This handbook will explain to you the rules and regulations of this school. We ask parents to study the handbook carefully, and to accept the responsibility of instructing your child/children to abide by the stated rules and to be governed by the intended spirit of the handbook.

The objective of this Christian school is to teach children how to live and to equip them for success. Proverbs 22:6 admonishes adults to train up a child in *the way he should go*. A Christian school is an extension of the home in training young people. The school staff will work closely with parents to train each student in a Biblical manner.

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

Victory Christian Academy reserves the right to not enroll or admit a child:

- With significant health, social, or academic problems because of the limitation of our school.
- Based on the school's ability to meet the needs of the child. An evaluation by school personnel may be required for enrollment or admission of any student. Evaluation may include, an admissions test at the parent's expense, a thorough examination of the student's transcripts, and previous standard testing scores.
- Who has been expelled or whose custodial parents or legal guardians have removed him/her from enrollment at prior schools.
- If satisfactory academic progress is not being made; and/or is on academic probation.

Policies of VCA Regarding Admittance

The primary reason for the existence of VCA is to provide a Christian education for children for Christian families.

Non-Discrimination policy – VCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at VCA. VCA does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletics, the arts and other school-administrated programs.

Basic Education Goals

- To give God the glory in all things.
- To lead non-Christians to Christ.
- To develop spiritual leaders in the church.
- To develop an understanding of one's uniqueness and responsibility before God.
- To help students realize their capabilities and limitations, and how to utilize them toward growth and service.
- To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
- To encourage creativity and curiosity.
- To encourage an appreciation of art.
- To teach the fundamentals of physical fitness, nutrition, and hygiene.
- To teach the fundamentals of Language Arts, Mathematics, History, Science, and the Bible.
- To teach students to make constructive use of leisure time.

Biblical Principles

One of the basic reasons why parents enroll their children in a private school is to obtain an education, grounded in moral values. VCA uses the Biblically based Abeka curriculum, which includes scripture memory passages and references to God and Jesus Christ – all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students' sense of responsibility and integrity.

Statement of Faith

- We believe that the Old Testament and New Testament are the inspired Word of God, revealing the Three Persons of the Godhead: The Father, The Son and The Holy Ghost.
- We believe in the incarnation and the virgin birth of our Lord and Savior Jesus Christ, as 100% God and 100% man.
- We believe that man was created in the image of God but became separated from God by sin.
- We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the cross of Calvary.
- We believe that the gift of eternal life is available to all men. Those who receive Christ by faith are regenerated by the Holy Ghost and thereby become the children of God.
- We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people.

This "Statement of Faith" does not exhaust the extent of our faith. VCA adheres to the Statement of Faith in accordance to what we teach and believe at Victory Pentecostal Tabernacle. The Bible itself is the sole and final source of all that we believe.

School Policies

Victory Christian Academy is an integral and inseparable part of the ministries of Victory Pentecostal Tabernacle. The controlling authority of the church board determines the policies of the school. Parents are expected to cooperate fully with the school policies as set forth in this handbook.

Admissions Policy

Since our school is an extension of the Christian home and our calling is to help Christian parents discipline their children, it is imperative that all enrolled students reside with their parent(s) or legal guardian(s). It is difficult for a child to integrate what he/she learns if the parents do not support what is taught at school. Therefore, at least one custodial parent or legal guardian must acknowledge Jesus Christ as their personal Lord and Savior and be in agreement and in support of our Mission Statement and Statement of Faith. All applications for enrollment into VCA will be considered prayerfully on a case by case basis.

Financial Information

Registration Fees

Register through May 27 th	\$100 Per Family
Register May 28 th -June 24 th	\$125 Per Family
Register June 25 th -July 15 th	\$200 Per Family

*Registration fees are non-refundable and non-transferable.

Yearly Tuition Fees

K4 (must be 4 years old by September 1 and toilet trained.)	\$2,000
K5 (must be 5 years old by September 1)	\$2,000
Grades 1 st -6 th	\$2,000
Grades 7 th -8 th	\$2,000

Monthly Tuition Fees

If Yearly Tuition amount is not paid in full at the time of registration, you may choose to pay the tuition cost over the course of 10 months. Monthly payment amounts are as follows:

1 st Child	\$200
2 nd Child	\$180
3 or more Children	\$150

Book Fees

The prices listed below are for each child per year. This covers the cost of the student book kits.

You may pay in full at the time of registration, or the amount due can be broken up into 10 payments and added to the monthly tuition cost.

K4-K5	\$200
Grades 1 st -6 th	\$250
Grades 7 th -12 th	\$300

Payments

Payments may be mailed or dropped off at the school during the school office hours. Tuition payments must be received on time. Any account 30 days overdue, could result in temporary withdrawal of students. VCA is a self-supported ministry of Victory Pentecostal Tabernacle. It is imperative that your account be kept current throughout the school year.

Attendance Policy: Absences

It is the responsibility of the student and parent to create the habit of being punctual and regularly faithful in attendance. The administration believes that faithfulness is necessary for maximum benefits.

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental and other appointments are to be scheduled after school hours when at all possible. A doctor's note needs to be sent to count as an excused absence.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the principal and the student is sufficiently advanced in their work.

Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. Truancy is defined as an absence without knowledge and consent from parents and/or the school staff. Such action will not be tolerated.

- Parents are asked to text the School Administrator by 7:30 am when the student is going to be absent.
- Leaving before 12 will be considered an absence.
- 3 unexcused absences per quarter = detention

Attendance Policy: Tardies

A student is considered tardy if they are not in class on time. Continued tardiness will necessitate a conference with parents and principal, possibly leading to revocation of student privileges, suspension or further attendance at VCA may be denied.

- 8:20 am is considered being tardy.
- 4 unexcused tardies per quarter = detention
- Detention will be served for 45 minutes at the time designated by the administration

Medical Guidelines

No staff member will be allowed to administer any medicines without parent authorization in writing. Parents are asked to consider the potential danger of having students bringing medication to school. The school recognizes that medications are justified in chronic health conditions and short-term, acute health conditions. Students should give their medication to the supervisor immediately upon arrival to school.

The supervisor will then oversee the distribution of the medicine. If your child has an allergy the staff should be notified.

Illness During School Hours

If a student becomes ill during the day, efforts will be made to contact a parent. For this reason, it is imperative that the school has the correct home, work, and emergency telephone numbers of both parents and an emergency contact.

Student Injury

The staff of VCA will attempt to exercise reasonable judgement for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Because VCA is not responsible for any medical charges incurred in said circumstance, parents will be responsible to pay for the services obtained on the child's behalf.

Change of Address and/or Phone Number

If you change your address, telephone number, or work location, please notify the school. It is vital that emergency contact information be kept current.

Parent Involvement

Parent orientation, meetings, conferences, and programs promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs. VCA assumes there will be active and substantial parental involvement in the education process as well. Parents are expected to participate in the daily monitoring of the student's progress via papers, projects, and any assigned homework. With that being said, we do ask the parents to limit their involvement on the school premises. While help is appreciated, our staff is more than capable of taking care of the educational duties and we expect help only when we have requested it.

Homework

The responsibility for scholastic achievement is placed on students. It is the parent's duty to check the student's schoolwork and to supervise all homework. You, as the parent, can help by giving your child a proper environment for study. All homework is due at the beginning of the following school day. incomplete homework assignments will result in disciplinary action as deemed necessary by the administration.

Chapel

Students have a weekly chapel service. Principles of life are organized, outlined, and illustrated and/or discussed in these services. All students will be required to participate in these services.

Christian Patriotism

Christian Patriotism places emphasis upon the greatness of America's heritage, and the sacrifices of her heroes. America's constitution guarantees liberties to educate and to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law and love for God, flag, and country.

Pledge of Allegiance to the American Flag:

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag:

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible:

I pledge allegiance to the Bible, Gods Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide His Word in my heart that I might not sin against God.

Fire and Tornado Drills

Practice fire and tornado drills will be held during the school year. Students will be expected to participate in all drills and follow the instructions of the supervisor. When instructed to do so, they may return to the classroom in the same orderly manner. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his/her group.

Facilities

The school represents a ministry of Victory Pentecostal Tabernacle and is privileged to use designated facilities as needed. Children will be expected to treat the facilities of Victory Pentecostal Tabernacle with respect and reverence at all times. All activities of the school day will take place on the church premises unless parents are notified otherwise.

Field Trips

Field trips are planned for their educational value and designed to enrich learning. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this permission slip and return it to the school. No student will be permitted to go on a trip without this permission slip being on file in the office.

Parents will normally be invited to participate in fields trips, but the supervision of the students is the responsibility of the teacher and he or she will retain full right to exercise authority in the administration of supervisory and disciplinary measures. Supervisors may ask students to take notes and complete tests upon returning to school.

Reporting Progress to Parents

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Reporting progress is an important part of parent/teacher communications. Report cards are distributed quarterly. The report card is to be signed by the parent and returned to the school within a week of distribution. Besides report cards, there will be progress reports given out throughout each quarter. These reports are designed as a means of communication between faculty and parents to address any academic or behavioral concerns. Besides these means of communication, supervisors may send notices or call concerning specific problems. Parents should feel free to contact the Principal until 4 pm on normal school days. Please DO NOT call teachers or administrators at home or question them at church. Should a parent like to visit the classroom during the school day, we ask that an appointment be made with the supervisor involved.

School Hours

Current school hours of operation are as follows:

Monday – Friday 8:15am to 3:00pm

The school is not responsible for students before or after school hours. We expect that all children be picked up no later than 3:15pm. Please make arrangements with the school if you will be late picking up your children. Children will only be allowed to leave with their parent or guardian unless otherwise notified in advance.

Closed Campus

We follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal. Students must bring a written parental request to leave the campus for any reason. Campus is also closed to parents unless special permission is given. Call or text the Principal to request permission on campus during school hours. In order for school days to be productive and well organized it is in the best interest of your student to limit outside distraction on campus.

Standard of Conduct & Code of Behavior

A lifestyle, which reflects Christian principles, stands out in today's society. At VCA we have standards of conduct that we believe should be a part of the student's mode of living. Most of the standards are simply for the protection of our students and for orderly operation of our school.

To ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member at any time on the school grounds or during school functions. Students will be courteous and respectful to teacher, aides, secretaries, and visitors at all times.

Students of this school are expected to refrain from talking about or engaging in cheating, swearing, smoking/vaping, gambling, listening to secular music, public dancing, drinking alcoholic beverages, sexual activity, pornography and using narcotics. Students who participate in and discuss such activities at school are subject to suspension/expulsion. Students are expected to act in an orderly and respectful manner, maintaining biblical standards of social courtesy, moral behavior, acceptable language and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this school should immediately discuss the matter with a supervisor.

The following are considered major infractions to be handled in a firm manner: truancy, profanity, obscene or suggestive language or gestures, bringing unapproved reading material, willful destruction of property, cheating, lying, fighting, rebellious attitude, use of or possession of drugs, sexual misconduct, theft, possession of knives or other dangerous objects, leaving the school grounds without permission, or any other consistent violation of the spirit of the rules and purpose of VCA.

Discipline

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that they will be reformed. We are here to work with the home.

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher or staff member whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the student or school. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful; in which case parents will be involved and informed.

Punishment for major infraction will be at the discretion of the administration. VCA does not perform corporal punishment. We encourage parents to perform discipline to their children prayerfully and consistently. Disciplinary alternatives can be, but are not limited to, the following: parent conference, no recess, after school detention, work detail, non-participation in special activities, suspension and expulsion.

- 3 detentions per quarter = Meeting with parents and possible suspension

Behavioral Expectations

All students at Victory Christian Academy are expected to:

- Show a reverence for God, the Bible, and Christianity.
- Demonstrate a Christ-like example by showing a positive attitude and positive behavior, including words and actions; wholesome language should be spoken always.
- Obey and show respect to all teachers and supervisors in class, at lunchtime, and during after school activities. Backtalk and persistent complaining are not tolerated.
- Respect one another. Ridicule and name-calling will be addressed directly with the perpetrator.
- No physical contact of any kind will be tolerated. Keep your hands and feet to yourself.
- Respect one another's property; do not take or borrow someone else's property without first obtaining permission.
- Remain quiet when in the classroom and in the surrounding area while classes are in session.
- Walk, not run, in the building always.
- Do not chew gum while in the school building.
- Complete assigned class work on time and according to instructions given by the teacher.
- Take notes and participate in class discussion.
- Keep bathrooms and other facilities neat and clean. No backpack or sports bags are to be kept on the floor.
- Comply with all rules established by the classroom teacher.
- Dress, groom, and conduct themselves so they will not disrupt or distract from the academic process of the school. Footwear and shirts shall be worn at all times.
- Play in designated playground areas and always use playground equipment in a safe and proper manner.
- Any pre-recorded music played at VCA should be Christian music.

Students always must conduct themselves in a manner becoming of a lady or gentleman. If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting may be emotionally biased and may not include all information.
- Realize that the school has reasons for all rules, and that they are enforced without partiality.
- Support the administration and contact the principal and supervisor for details concerning disciplinary actions taken.
- The staff is not biased towards any student.

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

High School students in particular – because of their influence on younger children- are trained to adhere to the school's philosophy and Biblically based program.

This school is dedicated to the training of children so that they might become productive members of society and leaders in the kingdom of God. We believe that "all things should be done decently and in order": and that our students should be taught to accept the responsibility to "walk honorably before all men."

Here, discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgement and understanding.

Dress Code Regulations and Personal Appearance

Each student's appearance must be discreet and modest. It is vital that each student and parent wholeheartedly support the dress standards. The guidelines on school dress attire are as follows:

Girls Dress Code

Grade K4-12

- All shirts must be collar-button. Colors permitted are: Navy Blue, Gray, Light Blue, White and Red (Burgundy is allowed).
- Shirt sleeves must be no shorter than midway between shoulder and elbow.
- No low cut tops.
- Girls may not wear slacks or shorts on school grounds, or any school sponsored extra-curricular activities, including field trips or class parties.
- Girls must wear skirts that are no shorter than mid-calf and no splits. Colors permitted are: Khaki, Navy Blue, Black and Gray.
- Girls may also wear jumpers in Khaki, Navy Blue, Black and Gray; but they are required to wear a collar button shirt underneath in the colors permitted. They must also be no shorter than mid-calf and no splits.
- No jewelry such as earrings, rings, bracelets or necklaces.
- No make-up may be worn at school.
- No nail polish, French tips, or glitter on fingernails or toenails.
- No tight fitting clothes
- Hair should be kept long, uncut, maintained, and of natural color.

Boys Dress Code

Grades K4-12

- Boys must wear pants. Colors permitted are: Khaki, Navy Blue, Black and Gray.
- No skinny pants allowed.
- All shirts must be collar button. Colors permitted are: Navy Blue, Gray, Light Blue, White and Red (Burgundy is allowed).
- Shirt sleeves must be no shorter than midway between shoulder and elbow.
- Shorts may not be worn on school grounds or school sponsored extra-curricular activities including field trips or class parties.
- No earrings, rings, chains or necklaces of any kind.
- Hair should be neatly trimmed and tapered over the ears and at the back of the neck.
- No beards or mustaches are allowed.
- No sideburns longer than the bottom of the ear.
- Hair must be of natural color.
- No unusual haircuts (mow hawks, etc.).

Boys and girls must wear ***closed-toed shoes*** in all classes always. Students are required to keep shoelaces tied. Hats or caps are not to be worn inside the buildings and should not be worn backwards on the school campus. Students may not wear any type of stick-on, temporary, or permanent tattoo. This also applies to students who attend Vo-Tech or a job program. As previously stated, students not in adherence to the dress code will serve detention for 45 minutes.

Electronics

- Computers, tablets, or other electronic devices are not allowed without the specific approval of the VCA staff.
- Calculators are permissible and may be used with the permission of the teacher.
- Cell phones are to be checked in every morning and are not to be used unless student is given permission.
- Cell phones will be turned in to the teacher every morning and picked up when school is out. If a child needs to contact the parent, the teacher or principal will use their phone to contact the parent.

Physical Education

It is our policy that no student is excused from the required physical education course without a doctor written excuse. The athletic program of this school is a coordinated effort; therefore, students are requested not to bring athletic equipment from home unless permission is obtained from the principal. They are not to expect use of school equipment except during planned and/or authorized activities.

Fundraising

Each student will be required to participate in fundraisers to help keep tuition costs low.

Graduation Requirements

Graduation requirements will be determined with each student as they reach high school level. Academic projections will be done once the student finishes eighth (8th) grade. Conferences will be held with the student and his/her parents to inform all involved of the necessary requirements and to determine a course of study. All Abeka requirements must be met before graduation.

Lunch

Students are required to pack their own lunch each day. All lunchboxes must be dropped off in the cafeteria first thing in the morning when your child arrives. Students may bring food that needs to be heated up in the microwave.