



**VICTORY  
CHRISTIAN  
SCHOOL**

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# Student - Parent Handbook

[victorychristianschool.org](http://victorychristianschool.org)

## VICTORY CHRISTIAN SCHOOL STATEMENT OF FAITH

1. The Bible, including both Old and New Testaments as originally given, is the verbally and plenary inspired Word of God and is free from error in the whole and in the part, and is therefore the final authoritative guide for faith and conduct.
2. There is one God eternally existent in three distinct persons in one divine essence, Father, Son and Holy Spirit.
3. God the Father has revealed Himself as the Creator and preserver of the universe, to Whom the entire creation and all creatures are subject.
4. God created Adam and Eve in His image to live in fellowship with Him and to be steward over His creation.
  - a. *They fell into sin through the temptation of Satan and thereby lost fellowship with God. Through their disobedience the entire human race became totally depraved, that is, self-centered sinners who oppose God, and who by nature are unable to trust, fear or love Him. They are subject to the devil, and are condemned to death under the eternal wrath of God.*
5. Jesus Christ, the Eternal Son, is the image of the invisible God. To accomplish our redemption, He became fully human, being conceived of the Holy Spirit and born of the virgin Mary. Jesus Christ, who is true God and true man, by His perfect obedience and substitutionary death on the cross, has purchased our redemption.
  - a. *He arose from the dead for our justification in the body in which He was crucified. He ascended into heaven, where He is now seated at the right hand of God, the Father, as our interceding High Priest. He will come a second time personally, bodily, and visibly to gather the believers unto Himself. He will judge the living and the dead and make an eternal separation between believers and unbelievers. His kingdom shall have no end.*
6. The Holy Spirit is a divine person eternally one with the Father and with the Son.
  - a. *Through the Word of God He convicts people of sin, persuades them to confess their sinfulness to God and calls them to faith through the Gospel. He regenerates, sanctifies, and preserves believers in the one true faith. He comforts, guides, equips, directs, and empowers the church to fulfill the great commission.*
7. The knowledge and benefit of Christ's redemption from sin is brought to the human race through the means of grace, namely the Word and the sacraments.
  - a. *Through the Word, God brings sinners to know their lost condition and to repent. Through the Word He brings sinners to believe in Jesus Christ, to be justified, to enter the process of sanctification, and to have eternal life. This occurs as the Holy Spirit awakens them to see their sin, convicts them of their guilt of sin, and calls them to repent and believe, inviting and enabling them to accept God's grace in Christ. Each*

*one who thus believes is instantly forgiven and credited with Christ's righteousness. The Word then teaches and guides the believer to lead a godly life.*

8. Eternal salvation is available to every living human being on earth by God's grace alone through faith alone in Christ alone.
  - a. *This salvation consists of an instantaneous aspect (Justification) and an ongoing, continual aspect (Sanctification).*
    - i. *Justification is God's gracious act by which He, for Christ's sake, instantaneously acquits repentant and believing sinners and credits them with Christ's righteousness. At that moment, God gives each one who believes a new and godly nature and the Holy Spirit begins the process of sanctification. There is no place for human effort in justification.*
    - ii. *Sanctification is God's gracious, continual work of spiritual renewal and growth in the life of every justified person. Through the means of grace, the Holy Spirit works to reproduce the character of Christ within the lives of all believers, instructing and urging them to live out their new nature. The Holy Spirit enables believers more and more to resist the devil, to overcome the world, and to count themselves dead to sin but alive to God in Christ Jesus. The Holy Spirit produces spiritual fruit in and bestows spiritual gifts upon all believers. He calls, empowers and equips them to serve God in the home, in the community, and as part of the Church.*
9. All those who believe in Jesus Christ are by Him united into His body, the Church.
  - a. *The Church Universal consists of all those—past, present, and future—who truly believe in Jesus Christ as Savior. The reality of union with the Church Universal is lived out in expressions of the local church. The local church is an assembly of believers in a certain locality among whom the Gospel is purely taught and the sacraments are rightly administered.*
10. God created human beings in His image, after His likeness, male and female.
  - a. *The identity of human persons is found in being made in God's image, as male or female, and cannot be found in a sexual orientation, a denial of one's God-given biological sex, or in any unbiblical sexual behavior. The Bible teaches that marriage is between one man and one woman only, and to recognize other unions as legitimate marriages would be contrary to Scripture.*
11. We adhere to the following confessional writings: The Apostles, Nicene, and Athanasian Creeds.

I understand that this will be taught and affirmed at VCS. I will abide by these standards in my words and actions when at school sponsored events.

## **STUDENT CONDUCT AND DISCIPLINE BEHAVIOR STANDARDS**

One of the reasons that Victory is such a great school is that we have a safe school environment. Within the atmosphere of a safe school, students feel secure to focus their energies on learning and growing. A positive and safe environment is one of our top priorities.

Everyone shares mutual responsibility to support established rules and regulations, which are designed to maintain a positive and purposeful atmosphere.

The Bible indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Victory does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the delegated and authorized representatives in the child training process. Victory has aligned itself as closely as possible with the Bible's instructions to parents to provide consistency for the child. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly.

## **GENERAL SCHOOL RULES**

1. Students are expected to cooperate with basic Christian standards of behavior and conversation. By conversation, we mean how you talk to friends, schoolmates, staff and teachers.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected.
3. Weapons of any kind, such as guns or knives, or other distracting toys/tools are not allowed on the school grounds. Smoking/vaping is prohibited.
4. Students must act in a way that is God honoring towards each other. We desire strong friendships, joy-filled times with classmates, good friends and a great community.
  - a. One of the things that harms the school culture the most is poorly carried out dating relationships. Although some high school students handle things maturely, the large majority tend to descend into emotionally charged, self-centered behavior. This of course is where high school drama finds its fuel. Dating break-ups cause problems in the hallways, in friend groups, and are disruptive to the student community. Because of this, we encourage students to focus on building friend groups rather than on one individual person. Public displays of romantic affection are unacceptable.
  - b. In all aspects, social, cultural, physical, and other non-stated environments, students will live consistent with their biological gender/sex.
5. Cheating is widespread today. We believe that teaching students to do their own work and keep their eyes on their own papers should begin early. Cheating is unacceptable and will result in an automatic zero for the assignment. Victory defines cheating as the following:
  - a. plagiarism or copying an answer
  - b. working together on an assignment that was intended to be completed individually
  - c. looking on another student's paper during a test
  - d. representing work as your own that is not your own, including the improper use of AI

## **STAFF AND STUDENT INTERACTION**

We believe that positive student and staff interaction is a strong contributor to our optimistic and cheerful school culture. It is our desire to promote healthy relationships between students and the adults on campus. Below are some guidelines and boundaries that we place on our staff in order to help them maintain healthy, God-honoring relationships with students.

1. We ask our employees not to initiate a social media friend request to students.
2. Employees may not accept a social media friend request from students.
3. Employees may not initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional.
4. Please know that we take inappropriate actions seriously and have zero-tolerance for inappropriate interactions between staff and students.

## **STUDENT ETIQUETTE**

There are numerous ways that students are encouraged and expected to show kindness to one another, and their teachers. It is our hope that as students practice these behaviors they become part of their regular interaction with fellow students and staff.

One of our goals involves training our students to show proper respect to their teachers and peers. It is our hope that visitors to our campuses sense the “aroma of Christian love.” In Romans 12 and in Philippians 2 we read, “Do nothing out of selfish ambition or vain conceit. Rather in humility, value others above yourselves.” This idea, as presented in the Bible, is our goal. For each of us to behave in such ways is an encouragement to all.

## **ABSENCES, TARDIES, APPOINTMENTS**

A classroom functions best when all the students are present and participating in the learning activities provided and supervised by the teacher. To optimize the learning at Victory Christian School, parents are encouraged to schedule absences of choice around the school calendar and in ways that least interferes with the student’s school day. Because classroom learning involves much more than reading textbooks and completing worksheets, Victory Christian School emphasizes the importance of attendance throughout the school year. School is in session Monday-Friday.

School doors open at 8:15 a.m. All classes begin at 8:30 a.m. If you arrive at 8:30 a.m. you are late for school. Any student coming after 8:30 a.m. or later will be considered tardy and parents will have to sign their student(s) in at the office.

Teachers will be tracking attendance and tardies through Blackbaud, our Education Management System. Families will be able to keep track daily of their child’s attendance and tardies.

Parents should call the office before 9:00 a.m. to inform the principal & teacher that their child is ill.

## **ATTENDANCE POLICY**

North Dakota State law requires that every child between the ages of 7-16 shall attend a public or private school. Regular attendance at school and in class is essential to receive full benefit of the educational program provided. Frequent absences and tardiness are a serious handicap to a student’s progress and may result in failure. While a student is enrolled in school, their number one job is attending school.

A complete and careful record of absence and tardiness is kept in the office. Students should pride themselves on their ability to be punctual and regular in class attendance. Attendance records serve as a basis for recommendation to future employers. Many employers call the school to check on academic information as well as the students’ attendance and record of tardiness. School absence and tardiness are a good indication of future work habits.

ND Century Code states: a student may not be absent from school without excuse for more than:

- Three consecutive school days during either the first half or the second half of a school or school district's calendar;
- Six half days during either the first half or the second half of a school or school district's calendar; or
- Twenty-one class periods

In addition to requirements of the NDCC, Victory Christian School also has the following requirements:

- A student must be in attendance for more than half the class period or they will be counted absent.
- A student shall be allowed no more than 10 absences per class per semester. After the 10<sup>th</sup> absence, the student shall make up time before or after school.
- The amount of time to be made up will depend upon the amount of time missed and will be determined by the administration.

The following procedures will be followed when implementing the attendance policy:

- After six absences, the student will be notified by the office.
- A warning letter will be sent to the parents.
- After ten absences, the student will be notified by the office. Another letter to the parents will be sent stating the student has exceeded his or her limit and will begin making up time.
- After twenty absences, administration will report the absences to Child Protective Services as educational neglect.

Absences that do not count toward ten class periods:

- School activities which the student participates in
- Hospital stays for the student and healing time
- Two college visits
- Doctor, dentist, orthodontist, chiropractor appointments verified by the office (note from doctor).

It is the parent's responsibility to notify the school of the absence of their child. If the whereabouts of a student is unknown, the office will call the parents or guardians to determine where the student is at. Absences are recorded in periods missed. These periods missed are accumulated through the semester. Also, students must be in class for no less than 30 minutes of the period to be counted as not absent. If a student returns with no note or a parent call was not received, the office will call the parent for the excuse.

Students in grades 6-12 will have 2 days to make-up work for the first day they are absent, after that, students have 1 day to make-up work for each day gone. For example, if a student misses 3 days of school, they will have 4 days to make-up work.

Students in grades K-5 will have makeup work arranged by their classroom teacher and grades will be issued upon completion of their work. Students who know they will be absent from school should make arrangements to get their work done in advance, if possible.

A student must be in attendance for the afternoon class periods on the day they perform, participate or attend any school sponsored activity after school hours.

Any school functions, in which the students are directly representing the school and are under the supervision of a teacher/advisor, are excused. Students are expected to get their assignments before they leave on such activities and will be expected to have their work done for class on the day that they return to school. (Tests must be taken within one day of being absent.) Any student having a doctor's appointment must bring a note back to the office.

## **BEFORE SCHOOL/AFTER SCHOOL CARE**

- Before School Care 7:45 a.m. – 8:15 a.m.
- After School Care 3:15 p.m. – 5:30 p.m.
- This is only for students whose parents have paid for care.
- After School Care requires students to be picked up no later than 5:30 p.m. Please respect those who are caring for your child by being prompt in pick-up. There will be added compensation for our staff(that you will be responsible for). \$5 for every minute past 5:30 p.m. They are as ready to go home as your child is.

## **TELEPHONE CALLS, MESSAGES, ELECTRONIC DEVICES**

A public telephone is available in the main office. During the school day, phone calls may be made in the main office only. Parental contact should go through the main office so the office admin can inform the appropriate personnel.

Cell phones, tablets, smart watches, and other internet connected devices may not be used by students on school premises. If a student uses one of these devices in a way deemed by school personnel as inappropriate, he/she will lose it for a set number of days and receive an office visit. Medically necessary devices are exempt from this policy.

## **DRESS CODE**

Our development of a dress code is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process. The motivation for the dress code has grown out of the following principles:

1. Our goal is to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices.
2. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one policy rather than seeking to anticipate and curb the numerous manifestations of it that surface throughout the year with a looser dress code.
3. Clothing represents the vocational calling of a person, and inherent in our dresscode is a desire to create an environment where undue attention is not drawn to specific students. The neat appearance enhances a ready-to-learn atmosphere.
4. The administration is responsible for the interpretation of the policy, and the enforcement of the policy is the responsibility of parents, administration, faculty, and staff.

A student's appearance should reflect the impression that formal learning is important enough to call for neatness in dress.

In many cases, dress guidelines are most helpful when presented as what NOT to wear. Below is a list of unacceptable items.

- Ripped, tattered, or torn clothing
- Overly baggy or overly tight fitting extremes in any type of clothing

- Jeans/Pants not fitting properly and in poor repair
- Jeans/Pants with holes
- Jeans/Pants with writing across the backside
- Mesh, sheer, or cutoff shorts
- Leggings or yoga pants may only be worn under shorts or skirts/dresses or with shirts that cover to thighs
- Spaghetti straps, tank tops or crop tops(no shoulders or stomachs exposed)
- Tops must be long enough to cover the stomach; backs, undergarments and cleavage are covered
- Shorts must be modest and finger-tip length
- Skirts, dresses, dress pants and Capri pants modestly fitted
- Anything with slogans and pictures that are inconsistent with the biblical philosophy of our school
- Gothic style dress
- Nothing which is specifically identified with a gang (ex. bandanas, scarves)
- Hats and hoods worn in the building

Even with the specific items stated above, wide latitude for interpretation still exists. Administrators will make the final decisions regarding dress code questions and consequences. The dress code applies during school hours. Remember that beyond school hours the principle of modesty and respect is always in effect for all VCS events on and off campus.

In the case of a dress code violation, see the behavior standards for office visits.

## **ENFORCEMENT**

The dress code will be enforced by all staff. The final decision as to the safety or suitability of any dress code will be left up to the administration.

As with all school rules and guidelines, cheerful, consistent compliance with the dress code is expected by all.

Parents have the responsibility to ensure that their children arrive at school in the proper dress. Students are expected to be dressed neatly, be well-groomed, and give a general good appearance. Clothes are to be clean, of appropriate size/fit, and free from holes, tears, and frays.

## **GRIEVANCE POLICY**

Actively participating in a school community will invariably result in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. Jesus states, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a non-believer." As a member of our school community, all of us agree to follow these guidelines as explained in Matthew 18.

There are several clear principles that Jesus taught in solving the type of people-to-people problems that occur in a school environment. These apply whether the matter is student-to-student or parent-to-teacher.



We ask all of the members of our community to follow these steps from Matthew 18:

1. Keep the issue confidential. The biblical pattern of sharing a problem only with those directly involved establishes confidentiality and promotes forgiveness and healing. The Bible has much to say about those who gossip or malign others with their words (Proverbs 11:9).
2. Keep the circle small. "If your brother sins against you, go and show him his fault, just between the two of you." The first step, and most often the only action needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue.
3. Be straightforward. "...Go and show him his fault..." Jesus tells us to be forthright and to love honesty. Sometimes it is difficult to be straightforward and to tell someone the very heart of the matter. However, restoration and improvement can only come when the issues are lovingly and clearly presented. The Bible says, "Wounds from a friend can be trusted..." (Proverbs 27:6).
4. Be forgiving. "...If he listens to you, you have won your brother over." Forgiveness implies that once the matter is resolved, we should wholeheartedly restore the person whose fault has offended us. Galatians 6:1 reads, "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted." Most of the problems at school can be taken care of at the two-person level. Forgiveness and restoration is the normal conclusion for Christians.
5. If a matter cannot be resolved between the two parties, share the problem with the Executive Director. At this stage, the counsel of Jesus would be "...take one or two others along, so that every matter may be established by the testimony of two or three witnesses." Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and willing to submit to reproof and correction if needed. People who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.
6. After the first five steps have been followed and a problem still exists, the final level in the Matthew 18 principle would be to bring the people and issues involved to the Board.

## **DISCIPLINE POLICY**

The teachers and the staff will determine the nature and extent of discipline, and if necessary, the Principal. All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), swift/consequential punishment, restoration of fellowship and no display of lingering negative attitudes. The vast majority of discipline will be handled at the classroom level. Love and forgiveness will be an integral part of the training of a student.

Office Visits: Six basic behaviors will automatically necessitate discipline from the Principal.

- Disrespect shown to an adult (staff member, parent, others)
- Dishonesty in any situation, including lying, cheating and stealing
- Rebellion, i.e., outright disobedience in response to instructions
- Fighting, i.e., striking or kicking in anger or to harm
- Physical contact – Unwelcome physical contact
- Cursing, vulgar language, or blasphemy

The Principal will determine the nature of the discipline. If a student receives an office visit, the following accounting will be observed within the school year:

- The first two times a student has an office visit the student's parents/guardians will be contacted afterward and given the details. Their assistance and support in averting further problems will be sought.

- The third office visit will be followed by a meeting with the parents/guardians and Principal.
- Should the student require a fourth office visit, they will be suspended for two days.
- If a fifth office visit is required, the student will be expelled from the school.

Serious Misconduct: If the Principal deems it necessary, the office-visit process may be bypassed and suspension imposed immediately.

Examples of such misconduct include:

- Acts endangering the lives of others, gross violence, theft, vandalism, violations of civil law or drug abuse, whether it happens on campus or off, during school hours or outside of the school day.

If the Principal desires to pursue expulsion, she will meet with the Executive Director, who will make the final decision.

School Culture: If a student has a significant negative influence on other students, the Principal has the right to seek to expel the student, apart from the process of office visits.

- Examples of such behavior would include, but not be limited to, regular disobedience and any other ongoing attitudes reflecting a clear disregard of scriptural standards.
- If the Principal exercises this option, he will meet with the parents/guardians and the Executive Director. The Executive Director will make the final decision. The parents/guardians will then have the option to withdraw their student to prevent expulsion.
- Disrupting the educational environment

Re-enrollment: At the discretion of the Principal, in consultation with the Executive Director, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

## **EXPULSION APPEAL PROCESS**

Students who have been asked to leave VCS or have been expelled will be allowed to apply for reinstatement. The following are the reinstatement requirements –

1. A letter of appeal stating what has changed since the student was removed from VCS. In the letter, there needs to be an explanation of what is going to be different if they are allowed to return.
2. The VCS staff needs to witness a visible change in the student based on a student interview or observing the student outside of the school.
3. The letter will be sent to the executive director and the principal.
4. If allowed to return, the student will be on probation.
5. Conditions of probation are as follows:
  - a. Students must follow the Discipline Policy outlined in the handbook.
  - b. Students are given 1 chance. Students will be removed from VCS if they do not adhere to the discipline policy.

## **STUDENT DRIVERS**

During school hours, student drivers are to park in the designated Parking Lot.

Students seeking permission to drive to school must attend a student/parent driving meeting.

The school administration reserves the right to refuse or revoke driving privilege to any student.

## **PORTABLE CLASSROOM POLICY**

- Students must be escorted by a VCS staff person to and from the portable.
- Teachers teaching in the portable will never address a student one on one in the portable or outside of the portable. Other staff members or students must be present. All one on one conversations will need to be held in the main school building.
- Students who need to be removed from the classroom will be sent to the office. The office will be contacted and a staff member will escort the student to the office.
- An ADA plan for the portable will be implemented if needed.
- In the event of a school wide lockdown, the portable doors will be locked and all windows will be covered. The portable will remain locked down until the executive director gives the all clear signal.

## **BULLYING POLICY**

Bullying is an unacceptable practice at Victory. Our mission statement speaks directly to this issue by proclaiming that we will be a Christ-centered, Bible-based environment. With Christ as our model and the Bible as our direction, the very nature of our school climate is built upon the ideas and principles that teach us to conduct ourselves in a kind and respectful manner towards all people.

Therefore, as not to be confused with other misbehavior, we want to state the definition of “bullying” clearly.

- Bullying is unwanted, aggressive behavior that involves a real or perceived threat from one person to another. Whether subtle or overt, bullying involves behavior that is repeated or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and purposely excluding someone from a group with the intent to isolate or cause emotional pain.

To be considered bullying, the behavior must be aggressive (can be subtle) and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. The following pages express actions that will not be accepted at Victory, along with the consequences incurred when there is an offense. Our bullying policy encourages relational boundaries that help produce a healthy school environment. Any student who is found engaged in bullying, or other violations against individuals, will be disciplined under the serious misconduct guidelines.

## **VIOLATIONS AGAINST PERSONS**

Note: All violations result in suspension and recommendation for expulsion.

- Hazing - Hazing includes any method of initiation or pre-initiation into an organization, or any pastime or amusement engaged in with respect to such organization, which causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental injury. Also prohibited is any conspiracy to engage in hazing or any act likely to cause

bodily danger, physical harm, personal degradation or disgrace or mental harm to another student.

- Threats or Intimidation - Intimidation involves threats of mental or physical harm or pressure. Examples of this behavior include but are not limited to, bullying, domineering, extorting or otherwise attempting to influence someone with the use of frightening action and/or words.
- Threatening or Harming an Employee – Any threat to harm or harming an employee will result in the immediate contact of the Police and expulsion.
- Sexual Harassment – The Victory board is committed to maintaining an employment, educational and business environment free from harassment, embarrassment, intimidation or insult based on an individual's gender. Decisive action will be taken when necessary to eliminate such practices or remedy the effects. Sexual harassment, as defined and prohibited by state and federal statutes, constitutes an unlawful form of sex discrimination. The Board will not tolerate the sexual harassment of any employee or student by any other student or any employee. Any student or employee found guilty of sexual harassment shall be subject to disciplinary action up to and including expulsion as a student or termination as an employee.

The Board encourages students and staff to immediately report complaints of sexual harassment to the Executive Director or the accused employee's immediate supervisor. Any retaliation for reporting sexual harassment is prohibited. If you believe you are a victim of sexual harassment, contact the Principal or Executive Director immediately.

## **REPORTING SUSPECTED CHILD ABUSE**

In accordance with North Dakota law, and school policy, school staff members are mandated to report reasonable suspicion of child neglect, physical abuse or sexual abuse. In this very serious area, the school is not to contact parents/guardians in advance of making a report to authorities, which would otherwise be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child. Once reasonable suspicion is established, there is no legal alternative except to make the report to the proper authorities (county social service agency or the police) for their investigation and review.

## **USE OF SCHOOL LOGO**

Victory Christian School's logo and mascot cannot be used without permission.

## **SPORTSMANSHIP STANDARDS**

Sportsmanship is that quality of honor that always desires to be courteous, fair and respectful. Opposing players and fans witness the attitude of our players and fans and interpret them as our practice of sportsmanship. There is a great deal of damage done to Christian testimony by unsportsmanlike behavior.

1. We will practice fair play in both reality and spirit and always treat others as we would hope to be treated.
2. We will respect the rights of others and the official's decision.
3. We will show appreciation and respect to both teams.
4. We will show appreciation for our team with praise for victory and encouragement for defeat.
5. We will strive to maintain our sense of balance by keeping our emotions and our sentiments from overcoming our better judgment and common sense.
6. We will win without boasting and lose without excuses or blame.

7. We will conduct ourselves in a manner which will at all times, under all circumstances, be pleasing to our Lord Jesus Christ.

### **SCHOOL SPIRIT**

School spirit calls for loyalty to the school in all that it undertakes, cooperation to make the undertaking successful and a sense of responsibility for making the experiences gained in school meaningful and enjoyable ones. School spirit calls for cooperation, respect for school traditions and respect for school property and its established authority.

Victory's official athletic colors are Navy Blue and Gray.

### **FACULTY**

All faculty have state certification. In addition, each staff member must acknowledge a complete and personal acceptance of the Lord Jesus Christ and believe that the Christian school ministry is their service to God.

### **HOMEWORK**

Students often need some amount of extra practice in new concepts, skills or facts. In certain subjects (e.g., math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.

Reading plays an essential role in our curriculum. Reading assignments occur almost daily and should be expected by students and parents. Because of this quality, we place guidelines around other types of homework.

- Commonly, homework (other than reading) will not be assigned over the weekend or holidays and school vacations.
- Should a student be absent on the day an assignment is assigned or due, the teacher may give a reasonable extension for the assignment to be completed. The extension will not exceed the number of school days missed during the absence. It is the student's responsibility to find out what work was assigned. For an extended illness, parents/guardians should contact the office directly.
- Students who transfer into Victory and are catching up on the curriculum may need to invest more time as they transition into the school and thus will find themselves with more homework.

### **GRADE ELIGIBILITY**

In order to be eligible for co-curricular events such as athletics and fine art performances, a student must maintain a minimum quarterly grade percentage of 70% with no failing grades. Eligibility is determined by quarters. Ineligible students continue to practice and may become eligible after three weeks. The Principal reviews grades and conduct at that time.

Grade Scale:

### **GRADE MINIMUM PERCENTAGE**

A 90

B 80

C 70

D 60

Fail 59 and below

Incomplete (students have three weeks to finish coursework prior to a grade of F)

### **EMERGENCY DRILLS**

Safety drills are an important part of keeping our school a safe place. During the first weeks of school, students and school personnel will simulate various safety procedures that inform them on what to do during, fire, storm, closed hallway and the need to remain in place.

### **CHAPEL**

Chapel and assemblies are an essential part of the spiritual and educational program of Victory. Chapel meets twice each month.

### **FIELD TRIPS**

All field trips have an educational or spiritual value. Parents receive details of the trip by note or email from the instructor. It is common for parents to participate in field trips. It is important that chaperoning parents understand that the supervision of the students is the responsibility of the teacher and he/she will retain full right to exercise authority in the administration of supervisory and disciplinary measures. All students need a signed permission for field trips. This permission is signed per trip.

### **MEDIA PERMISSION**

School Publications/website/social media platforms/newspaper - Victory uses various print materials and social media platforms for marketing and development purposes. Signature of the "Student Handbook Statement of Agreement Form" indicates permission to use your child's picture in a printed publication.

### **SCHOOL CALENDAR**

The school calendar will be set up during the spring prior to each academic year.

### **HEALTH SERVICES AND RELATED INFORMATION**

On-site health services are limited to first aid procedures. Report to the Main Office for injuries or when ill. Parents/guardians will be contacted and/or emergency services called as warranted.

### **HEALTH RECORDS**

Students entering PS-12th grade must have submitted all immunizations or exemptions prior to attending school. Preschool & Pre-Kindergarten must also turn in their health care summary signed by their physician.

### **INSURANCE**

Victory does NOT provide medical insurance coverage for school accidents. This means that parents/guardians must pay the student's medical bills if he or she gets hurt during school activities.

## **MEDICATIONS**

The medication administration policy states that medication will be administered in school only when a student's health requires a medication during school hours. Medications that are administered at school must be in an up-to-date labeled prescription bottle or the original container for over the counter medications. Written authorization from the student's parent/guardian and health care professional are required. If your student is expected to take medication during the school day, please contact the main office for the forms needed and school nurse contact.

The school nurse, secretary or staff will oversee the administration of medication to students.

WE RESERVE THE RIGHT SOLELY TO DETERMINE WHETHER STUDENT CARE NEEDS (MEDICAL OR OTHERWISE) EXCEED THE ABILITY OF THE STAFF TO PROVIDE A SAFE AND HEALTHY ENVIRONMENT FOR ALL STUDENTS. IF A STUDENT'S CARE NEEDS ARE DETERMINED BY THE SCHOOL ADMINISTRATION TO EXCEED STAFFING QUALIFICATIONS (NUMBER OF STAFF AND OR PROFESSIONAL TRAINING), THE STUDENT WILL BE WITHDRAWN FROM SCHOOL. PLEASE DISCUSS ALL CARE ISSUES WITH THE EXECUTIVE DIRECTOR PRIOR TO FINALIZING ENROLLMENT. WE RESERVE THE RIGHT TO ACCEPT STUDENTS WITH CARE NEEDS AND ISSUES ON A TRIAL BASIS OR ANNUAL BASIS WITHOUT SETTING PRECEDENT.

## **SCHOOL VISITORS**

All school visitors during the school day must sign in at the school main office and pick up a Visitor's Badge. Visitors may not visit students while they are in class without prior permission from the teacher. Friends or relatives wishing to attend school as a student's guest must obtain advanced permission from the administrator and teacher. This type of visiting is generally discouraged unless a family is considering Victory for future placement.

Parent visitation at school is welcome. Parents are welcome to join their students during lunch at a visitor table separate from the student tables.

Parents are encouraged to meet with their students' teachers at Parent-Teacher conferences or scheduled appointments. Parents are asked to refrain from "drop-ins," otherwise unscheduled meetings during morning drop off, during the school day, or afternoon pickup.

## **LOST & FOUND**

If you lose an item, please go to the office. Lost items are kept for 14 days.

## **FOOD AND DRINK**

Food and drink other than water are not allowed in classrooms unless medically necessary or on special occasions with the approval of the teacher and administration.

## **PET/ANIMAL VISIT POLICY**

No pets or other animals except service animals are allowed on school property except for educational purposes determined by the teacher and administration. In the event an animal will be brought on campus, all students will be required to have a parental permission slip to participate.

## **MEDIA USE IN THE CLASSROOM**

Teachers must preview any media they intend to use in the classroom in full before presenting it. Parents will be informed before any video media greater than 15 minutes will be used in the classroom and a signed permission slip is required for student participation.

Administration approved media sources will not require a permission slip if the media does not use the majority of a class period.

## **MEDICAL LEAVE OF ABSENCE**

Students requiring an extended medical leave absence will be allowed to continue instruction and move on to the next grade at the discretion of the administration. Parents, teachers, and the administration will work together to determine the best course of action for the student.

## **SCHOOL BOARD**

The Victory Christian School Board of Directors governs Victory. Board members are representatives of the Victory community that includes parents of current and former students, alumni, pastors and supporters. Among the duties of the board are setting the policies and programs, setting the annual budget, appointing and contracting for administrative, teaching personnel and employing persons, as may be necessary. The ultimate authority for governing and operating the school is the Elders of Victory Lutheran Brethren Church.

## **LINE OF AUTHORITY**

The official line of authority that will flow from the Victory Christian School Board to the Executive Director who holds the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, parents and students.

- Please follow the line of authority, beginning with the person most related to the problem when addressing a specific policy or issue.
- For example, any classroom issues begin by consulting the teacher, followed by the Principal, Executive Director and finally the board.
- If you believe the person or board is not adequately dealing with an issue, then move up to the next level of authority.

When the school board is in session, the board has complete authority. When the school board is out of session, the vested authority rests with the Executive Director who has the responsibility for the day-to-day operations of the school. This means that a school board member does not have the authority to address school business independent of meeting as a board or in a board committee.

The school board meets monthly.

## **FINANCIAL POLICY**

Tuition is payable in full, over 9 months or 12 months. We strive to keep the cost of tuition reasonable for our families. Tuition only covers a part of the cost to educate each child. The remainder of the cost is subsidized through our annual fundraising initiatives, our generous personal and corporate donors, and local church support. Each VCS family is expected to help with these fundraising efforts.

Tuition is due by the 10th of each month. A \$25 late fee will be applied to the bill , unless other arrangements have been made with our bookkeeper.



Bills must be paid by the end of each quarter. If the bill is not paid in full, the student(s) will not be able to return to school until the balance has been paid.

If there is still a remaining balance into the summer (exception: the 12 month plan monthly invoicing), the child will not be able to return for the next school year.

## **TECHNOLOGY**

Good digital citizenship is good citizenship. Citizenship is expected whether student activity is in person or online. The rules of citizenship in the Acceptable Use Policy should guide all use of technology and connectivity at Victory, and good citizenship is expected of all students and staff.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

#### **Victory Network Acceptable Use Agreement**

1. Access to network services is granted to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Inappropriate use will result in a suspension or cancelation of privileges. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.
2. Users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical and polite manner. Each individual uses his/her account and password exclusively. Students who allow others to use their account will be legally accountable for misrepresenting himself or herself or the school.
3. Use of social media, instant messaging or chat services during the school day are considered unproductive and a misuse of computer privileges. Victory computers may not be used for entertainment, games, playing or downloading of media content. Abuse will result in restriction of school computer access.
4. Users are not permitted to use the computing resources for anything that may jeopardize the non-profit status of the school, including, but not limited to, commercial purposes, product advertising, political lobbying or campaigning.
5. Users are not permitted to transmit, receive, submit or publish any degrading, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
6. Users must respect all copyright laws that protect software owners, artists and writers, as per local, state and federal laws.
7. We do not tolerate physical or file system tampering with computer resources. Damaging computers, computer systems or our computer networks will result in cancellation of privileges and the assumption of repair/replacement cost and may lead to expulsion.
8. Users may not install or remove hardware or software on any school computer or network hardware without approval by the VCS Director of Technology. Victory utilizes hardware and software controls to monitor usage, network/internet traffic and to prevent malicious software intrusion. Attempts to circumvent hardware and software controls are prohibited. This includes, but is not limited to, the use of VPN or proxy services, TOR, portable apps, etc.
9. Security on any computer system is a high priority, especially when the system involves many users. If you are aware of a security problem in the school's computers, network or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others.
10. Using someone else's password or trespassing in another's folders, work or files is never permitted. Attempts to log-on to the network as anyone but yourself will invite disciplinary action and may result in cancelation of user privileges.
11. Victory makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any charges or usage fees, nor for

damages, may any user suffer. This includes loss of data resulting from delays, equipment or software failure or service interruptions caused by negligence, user errors or omissions. Use of any information obtained via the internet is at the user's own risk. We categorically deny any responsibility for the accuracy or quality of information collected through its services.

12. The network is the property of Victory. Users have no expectation of privacy when utilizing school computing resources or network access, even if the use is for personal purposes. Victory reserves the right to inspect, without notice, the contents of computer files, regardless of medium, the contents of electronic mailboxes and systems output, such as printouts, and to monitor network communication. Computer, network and internet usage is tracked and can be associated with a username or IP address. To promote accountability, screens may be monitored in real-time and displayed publicly or viewed remotely.
13. All local, state and federal laws must be observed and respected while using computers and our network system. In the event users break that Internet Use agreement contract the student will be sent to the Principal for an office visit.
14. I understand that the school, students and staff are required to sign and return the Acceptable Use Policy every year.

## **LOCKERS**

Victory Christian School retains ownership and control of all lockers. Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Students shall have no reasonable expectation of privacy when using lockers. Student shall be given advanced notice of this policy through student handbooks or another form of notification.

Lockers may be subject to suspicion-less searches, inspections for purposes such as routine maintenance, or searches where there is suspicion that locker(s) contains objects/substances that are illegal, violate school policy, or may be detrimental to the health, safety, or welfare of district students.

## **SEARCH PROCEDURE**

When a locker is subject to a search, the principal/executive director should be accompanied by at least one other school staff member. Students' personal items stored in lockers such as, but not limited to, book bags, purses, and coats shall not be searched unless there exists reasonable suspicion that they contain an object(s) or substance(s) in violation of school rules/policy, the law, or which may be detrimental to the health, safety, or welfare of enrolled students. The Administrator who authorized the search shall document the incident and as necessary, notify the executive director.

Use of trained dogs and involvement of law enforcement trained dogs may be used to smell the outside of students' lockers. If the dog detects the possibility of objects/substances that are illegal or violate school policy, the principal/executive director shall search the locker in accordance with the search procedure above. In the event a police officer or other law enforcement officer is to conduct a search of a student's locker, probable cause is necessary unless the search is school initiated and would pose a safety threat if conducted by school staff. Illegal substances found in lockers may be turned over to proper authorities.

All belongings must be kept in lockers. If items are left in the hallway, it will be removed. Nothing is allowed on top of lockers. All instruments that fit, are to be kept in the lockers.