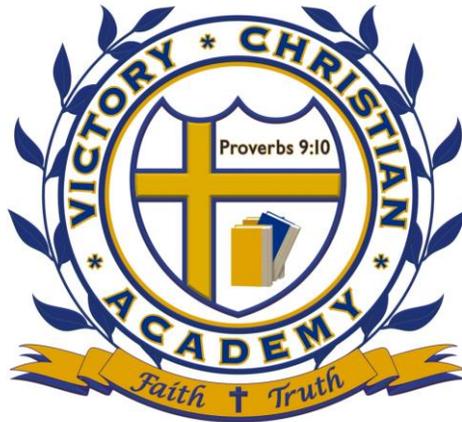


# VICTORY CHRISTIAN ACADEMY



## Parent-Student Handbook

**Mailing Address:** 240 North Ivey Lane Orlando, FL 32811

**Phone Number:** (407) 295-3332

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**Email:** [vca@myvictorychristianacademy.com](mailto:vca@myvictorychristianacademy.com)

**Website:** [www.myvictorychristianacademy.com](http://www.myvictorychristianacademy.com)

### School Hours

|             |      |                 |
|-------------|------|-----------------|
| Grades 7-12 | MTRF | 7:50 AM-3:15 PM |
|             | W    | 7:50 AM-2:15 PM |
| Grades 1-6  | MTRF | 8:15 AM-3:30 PM |
|             | W    | 8:15 AM-2:30 PM |
| Grades K5   | M-F  | 8:15 AM-2:00 PM |

### Office Hours

|      |                 |
|------|-----------------|
| MTRF | 7:30 AM-4:00 PM |
| W    | 7:30 AM-3:00 PM |

*Victory Christian Academy is accredited by the Florida Council of Private Schools and is a member of Florida Association of Christian Colleges and School.*

# **VICTORY CHRISTIAN ACADEMY**

On behalf of the Faculty and Staff, we welcome you and your family to Victory Christian Academy. Victory Christian Academy is here to assist parents in providing a complete, God-centered education for their children. In order to accomplish this significant task, there must be a close working relationship and cooperation between the home and school. This handbook has been compiled to assist you in obtaining basic information regarding the school.

## **Accreditation**

Victory Christian Academy is accredited by the Florida Council of Private Schools and is a member of Florida Association of Christian Colleges and School.

Victory Christian Academy will admit students of any race, color, nationality, and/or ethnic background to all rights, privileges, programs, and activities generally accorded to students at the School. We will not discriminate on the basis of race, color, sex, nationality, and/or ethnic background in the administration of our educational and admission policies and practices.

This handbook is subject to change without notice by the school. Note that no handbook serves to contractually bind the school in any way.

## **Statement of Faith**

The statement of faith does not exhaust the extent of our beliefs.

We believe the Bible is the inspired infallible and authoritative written Word of God. The Scriptures reveal God, the way of salvation, and God's plan and purpose throughout all the ages. (Matt 5:18; 2 Tim 3:16-17)

We believe that there is one God, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit. (1 John 5:7)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His atoning death, His resurrection, and His return in power and glory. (Matt 1:21; Col 1:15)

We believe in the Blessed Hope, which is the Rapture of the church at the imminent coming again of our Lord Jesus Christ. (Titus 2:13; Matt 24:42)

We believe that the only way to be cleansed from one's sins is through repentance and faith in the blood of Jesus Christ. (Eph 1:7; 1 Peter 1:18-19)

We believe that the redemptive work of Christ on the cross provides healing of the human body, soul, and spirit. (Eph 2:8-9)

We believe that the Baptism of the Holy Spirit with the evidence of speaking in tongues is available to all believers. (1 Cor 12:13; Acts 2:14)

We believe in the sanctifying power of the Holy Spirit by whose indwelling Christians are able to live a holy life. (1 Cor 3:16; John 16:13; Ro 8:9)

We believe in the resurrection of the saved unto everlasting life, and the unbelieving to eternal damnation. (Matt 25:31-46; John 5:28-29)

We believe that the mission of the redeemed is to fulfill God's purpose concerning man, which is to seek and to save that which is lost and then to perfect those who accept God's redemption of grace. (Mark 16:15; Matt 28:19-20)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

## **Purpose**

The purpose of Victory Christian Academy is to provide a Christian environment in which each teacher will have the opportunity to provide a positive atmosphere for each student to reach his/her full potential spiritually, academically, socially, and physically. Victory Christian Academy seeks to provide a disciplined setting and a stimulating curriculum that leads to a commitment of Biblical principles and values in each student's life.

## **Mission**

The mission of Victory Christian Academy is "*Leading the next generation to higher standards through Christian Education.*" This is implemented

by the use of developmental programs in a structured and disciplined environment. Applying these programs will meet the emotional, educational, social, and developmental needs of each student during their formative learning years.

## Philosophy

Victory Christian Academy's (VCA) philosophy is for every student, given the right atmosphere and environment, has the ability to learn. The primary goal of VCA, outside of salvation, is for each student to be able to read with comprehension and write with understanding on his or her grade level. Our ambition is to instill in every student that they *"can do all things through Christ that strengthens them."* The words *"I Can't"* and *"I Give Up"* are not acceptable at VCA. We believe that every student who desires to learn can with the help of God. We are an institution that is Christian in all areas of operation and business. VCA's heartbeat is evangelistic outreach and spiritual ministry. We firmly believe there is no learning apart from Christ. Therefore, efforts are made to bring all students to the saving knowledge of Jesus Christ. This is followed by instruction in Christian character by incorporating bible reading/study and character-building stories into the curriculum. The primary objective of VCA is to WIN, BUILD, and SEND. We **win** them with the love of God, then **build** them through education, and finally, **send** them to be productive in society.

## Lifestyle Policy

Victory Christian Academy's biblical role is to work in conjunction with the home to provide an education grounded upon spiritual truth, and to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle Victory Christian Academy teaches. This includes, but is not necessarily limited to sexual immorality, homosexuality, and transgender orientation, or inability to support the moral principles of Victory Christian Academy. Victory Christian Academy expects parents/guardians to refrain from conduct which would undermine the religious, Christian beliefs and values taught by the School while on campus and to cooperate and support the religious educational philosophy of the School.

## Statement of Cooperation and Liability Waiver

Attendance at Victory Christian Academy is an at will agreement, contingent upon parent/student cooperation with the school. Parents are expected to cooperate with the academy in the education and discipline of their children. Discipline is necessary for the welfare of each student, as well as for the entire student body. Teachers and Faculty have the authority to create and enforce classroom regulations in a manner that is consistent with Christian principles. Students that do not conform to the academy's standards of conduct shall forfeit the privilege of attending the school. **Victory Christian Academy reserves the right to withdraw a student at any time if he/she does not conform to the policies and practices of the academy. If a student is withdrawn as a result of policy violation, registration fees and tuition are not refundable.**

In the event that a photographer or videographer takes an individual or group photo of your student, on behalf of Victory Christian Academy, permission for use of that image is assumed upon enrollment.

Enrollment also signifies that your student will take part in all school activities, including but not limited to bus trips, sports activities on or off campus. By enrolling your child as a student at V.C.A., you agree to indemnify and save Victory Christian Academy, its affiliates, employees and agents harmless from and against any claims, demands, causes of action, liability, medical payments, costs and attorneys' fees resulting from or arising out of the student's participation in the aforementioned activities. Victory Christian Academy does not provide medical insurance coverage for students. Parents are solely and fully responsible for any medical expenses or other liabilities incurred while on or off campus.

In choosing to enroll their child(ren) at V.C.A., parents signify their agreement to abide by all of the aforementioned policies and regulations. The Statement of Cooperation and Waiver of Liability shall remain in effect for the entire duration of the student's enrollment at Victory Christian Academy.

## Curriculum

The A Beka Curriculum has been chosen by the faculty of VCA, due to its God-honoring, high-quality textbooks that reflect the very best in scholarship, practicality, and scriptural fidelity, which produces academic excellence.

Victory Christian Academy teaches all students to read successfully through intensive phonics instruction. This intensive phonics approach is taught systematically throughout the A Beka curriculum. VCA students learn how phonics, spelling, vocabulary, penmanship, reading, grammar, and composition go hand-in-hand. The goal is for each student to read with comprehension and write with understanding.

## Enrollment

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

## Re-Enrollment

During the month of February, re-enrollments for the subsequent term begin. Re-enrollment gives currently enrolled students the opportunity to reserve his/her place for the upcoming school year. Reservation, however, is based on tuition payments being made or scholarship approval. Parents who do not complete re-enrollment by the end of February are indicating to us that they will not be returning the following school year. Late re-enrollments will cost \$50 per student. Also, completion of re-enrollment is not guaranteed if the student is placed on Reenrollment Evaluation.

## Re-enrollment Evaluation

Grounds for Reenrollment Evaluation include, but are not limited to the following:

- Any sexual misconduct, language and/or gestures, or perversion of any kind
- Academic Probation (Grades K5-6) and/or Grade Point Averages (GPA) below 2.0 (Grades 7-12)

- Open defiance/Insubordination
- Suspension
- Attendance/Tardy violations

Any student who is placed on Reenrollment Evaluation Status will be subject to a committee review to determine if that student will be permitted to attend Victory Christian Academy for the following school year.

## Withdrawal

All withdrawals from school must go through the school office. Prior notification is needed to give time to secure interim or final grades, and to turn in books. Parents are to complete a withdrawal form. If the student(s) being withdrawn has a balance, all academic records will be withheld until the balance has been cleared. Students having attended one day or more of the month will be charged a prorated tuition fee.

Students who received an Administrative Withdrawal are not eligible for re-admittance to Victory Christian Academy.

Grounds for Administrative withdrawal include but are not limited to the following:

- Open Defiance
- Insubordination
- Sexual Misconduct of any kind
- Fighting/Violence
- Suspension
- Inappropriate/Vulgar Language (Profanity)
- Threats of any kind (Cyber bullying)
- Attendance/Tardy violations

## Bible

Bible is recognized at VCA as of fundamental importance and is a required subject. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.” Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Character development is one of the most important works of our school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

## Homework

Homework is an integral part of the school program; therefore, homework is given to aid the students' advancement in their studies. Each student is required to complete his/her homework assignments on time.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's overall grade.

## Report Cards

At the end of each nine-week period, report cards will be made accessible through the Parent Portal site.

Please note that your Parent Portal access will be temporarily revoked if you have any outstanding financial balances with our Business Office. Once your balance is satisfied, you will be sent a new invitation and password and access will be restored.

## Academic Probation

A student who receives a failing grade in any required class, receives more than two Ds, or achieves below a 2.0 grade point average during any grading period, will be placed on academic probation and may be prohibited from re-enrollment for the following school year.

## Retention/Promotion

Elementary grades (K5-5) must pass all of the following core subjects (Arithmetic, Language, Reading and Spelling) in order to be promoted. All Elementary grades that have two or more failing grades in core subjects will be retained. Middle School grades (7 & 8) must earn a 2.0 GPA in order to be promoted. High School students must maintain a 2.0 GPA or higher, and meet graduation requirements in order to graduate.

## Attendance Policy

Regular student attendance is required by law and it is the responsibility of the parent to ensure that the student is in attendance and on time each day. Irregular attendance is a major cause of poor academic performance. Continual tardiness is disruptive to the normal flow of classroom learning.

Student absences will be recorded daily as unexcused unless an acceptable reason and/or documentation have been provided by the parent or guardian. If a student is repeatedly absent from school due to illness, the school is authorized to require the parent or guardian to provide a physician's statement in order for the absence(s) to be excused. A student who leaves with less than 4 hours of attendance will be counted absent for the school day. Students who are in attendance for 4 hours but leaves before regular dismissal will be marked present half day.

**Ten unexcused absences within one semester will result in academic failure for each applicable subject and the student will consequently require evaluation for re-enrollment.**

### The following absences are considered excused:

- + Documented student illness, injury, or unforeseeable condition
- + Illness or death of a student's immediate family member
- + Medical, dental, or therapy appointments
- + Head lice infestation (up to 4 days during the school year)
- + Catastrophic disasters that significantly impact the life of the student
- + Suspension
- + Participation in school-sponsored activities

## Tardy Procedures

### Grades K5-6

School begins promptly at 8:15 am. There is a five-minute grace period, after which students must report to the Front Office for a tardy pass.

### Tardies to 1<sup>st</sup> Period

A five minute warning bell will ring before 1<sup>st</sup> period. Students are expected to be in their seats and ready to begin the day when the second bell rings. If a student arrives after the second bell, he/she must go to the Front Office to obtain a pass to class with a valid reason for tardy. If a valid reason is not obtained then that student will be marked unexcused tardy.

## Tardies 2<sup>nd</sup>-7<sup>th</sup> Periods

If a student is going to be late to class, he or she is expected to obtain a pass from the teacher/person who can validate the reason for tardy. If a student goes to class without a pass, he/she will be marked unexcused tardy.

Parent(s) of student's who demonstrate excessive tardiness will be notified of their student's attendance record. Please be advised: 3 unexcused tardy arrivals equates to 1 unexcused absence. If an appropriate pattern of punctuality and attendance is not established within the current school year, the student will require evaluation for re-enrollment for the subsequent school year.

Listed below are examples of excused tardies:

- ✚ **The vehicle in which the student is riding in experiences mechanical failure or is involved in an accident while in route to school.**
- ✚ **The student experiences temporary illness and reports to the office before going to class.**
- ✚ **Traffic (5 per semester) or weather-related circumstances (administrative discretion).**
- ✚ **The student has a medical appointment (excused documentation is required).**

## Early Checkout Procedures

During our end-of-the day dismissal period, VCA will not perform early sign-outs in the Front Office. Students who need to leave early must be signed out prior to 3:00 pm (2:00 pm on Wednesdays).

If a student is signed out and will return before the close of the school day, a parent/guardian must sign the student in at the Front Office or the student will not be permitted to return to class.

## Arrival

Upon arrival, students are to be dropped off in the designated area. The earliest a student may arrive for drop off is 7:30 am. When dropping off your child(ren) please move as quickly as possible so that others can drop their child(ren) off expeditiously. Do not leave your car unattended at any time.

When visiting the office, park in the designated parent parking areas.

## Dismissal

Students going home by car must be picked up at their dismissal times. Parents who have students dismissed at more than one time should arrive at the latest time to pick-up all of the students. Students are not permitted to wait on the circle after dismissal. Parents will have a 15 minute grace period to pick up students, after which all remaining students will be charged a \$10 late fee per student.

### Weather:

In the case of inclement weather, "Car Riders" will be dismissed from inside the school. Parents are asked to still follow the dismissal procedures. Students will be dismissed to their parent's vehicle. Parents should never come inside to retrieve their student(s). If a child who normally rides public transportation or walks home is to be picked up by car because of the weather, the parent must contact the school to provide alternate transportation arrangements.

### Restricted student pickup:

If parents are divorced or separated and one parent is *not allowed* to see or pick up the child, we *must* have a certified copy of the court order or final judgment on file.

## Student Drivers

Seniors are the only group allowed to drive to school and must have a valid state license and proof of insurance. The following student driver guidelines need to be followed:

- Students are to park on Teresa Blvd.
- Student drivers must abide by state and local traffic laws.
- Students are not to go to their vehicles and move them during the school day without administrative permission.
- Student drivers can face disciplinary consequences for allowing fellow students to be unauthorized passengers in their vehicles.

These rules are designed to ensure the safety of students, faculty, and staff. Student drivers who do

not abide by the rules, are tardy or absent without permission, or have discipline referrals can lose the privilege of driving and parking at the school.

## Financial Policies

Parents who are on a direct payment plan for student tuition will be billed monthly. Tuition payments are due by the 5<sup>th</sup> of each month and are considered late if received after the 5<sup>th</sup>. If the 5<sup>th</sup> of the month falls on a weekend or holiday, tuition payments must be made on the following business day. Invoices include an online option for making tuition payments by credit card. If tuition is received after the monthly due date, a \$30 late fee for each student will be added to your VCA account. You will receive an additional invoice for this fee and both fees will remain on your account until the balance is satisfied.

Scholarship Tuition is issued **four** times during the school year by the Step Up For Students and John McKay Scholarship programs. Parents will be notified via text on the day checks are available for endorsement. All parents of scholarship recipients are required to endorse their check(s) *within two business days of notification*. *Failure to do so will result in a \$30 (per student) late penalty for each check*. The late fee will remain on your account until the balance is met.

Payments for student activities, field trips, and other auxiliary charges will not be accepted on accounts that have held an outstanding balance for more than 7 days.

Failure to receive an electronic transmission of your monthly invoice does not grant excuse for timely payment as the monthly deadlines and late payment dates are outlined in the parent's Annual Tuition Letter. Accounts that have been paid using checks that are returned for non-sufficient funds will be invoiced a \$20 NSF fee. Both the NSF fee and the original payment will be required. Account status will be changed to cash only upon the second NSF occurrence. Any parent who has an outstanding account balance for more than seven days will not receive **any** student records (i.e. Progress Reports, Report Cards or High School transcripts). NO exceptions will be made.

**Payment Methods Accepted:** Cash, Cashier's Check, Personal Check, Money Order, and/or Credit Cards.

## Return Checks

Accounts that have been paid using checks that are returned for non-sufficient funds will be invoiced a \$20 NSF fee. Both the fee and the original payment will then be required. Account status will be changed to CASH ONLY upon the second NSF occurrence. Postdated checks will not be accepted.

## Disciplinary Policy

Discipline in the classroom is a necessary component in creating a proper learning environment. The disciplinary structure at VCA is designed not only to achieve such an atmosphere but also to help students have good character and practice self-discipline. Because discipline is needed for the welfare of the student body each teacher manages the responsibility of enforcing classroom and school-wide policies and procedures.

Any action that threatens to harm another individual will require corrective measures. For this reason, students may be suspended, expelled or dismissed for one or repeated acts of lying, stealing, disrespect, cursing, vandalism, or misconduct. This list only provides a few examples of unacceptable behavior. The Administration and Faculty hold the right to exercise discretion in deciding if a student's behavior violates the school's code of conduct and discipline policies.

## Zero Tolerance Policy

Victory Christian Academy is a Christian institution in policy and practice. VCA has adopted a "**Zero-Tolerance**" as it relates to violence, fighting, or threats of any kind. This policy includes possession of anything that could be used as a weapon. Students may be expelled, for any action or statement associated with violent behavior. Students' desks, book bags, or other storage areas are subject to search, upon reasonable suspicion of prohibited or illegally possessed substances or objects.

Our Zero Tolerance policy dictates that if at any time a student and/or parent choose not to cooperate with school regulations, the student can be required to withdraw from the academy. Direct and indirect refusal to adhere to school and/or standards inside or outside of the classroom is considered grounds for dismissal.

Above all else, Victory Christian Academy is a Christian institution and practice. Our school will not tolerate any breach of ethical standards especially as it relates to *violence or sexual inappropriateness (sexual acts, gestures, or language of any kind)*. This is to include to activity or involvement in secret clubs or social networks (Facebook, Instagram, Twitter, Snapshot, etc.) use of symbolism, imagery, writing, flags/banners or slogans.

Attendance at Victory Christian Academy is a privilege and not a right. Parents and students forfeit this privilege if they do not conform to the standards of Victory Christian Academy.

### Code of Conduct

The following are strictly prohibited:

- **Profanity:** the use of profanity, vulgar speech, or offensive body language (i.e. the use of the “middle finger”).
- **Sexual Misconduct:** crude obscene sexual conversation or indecent touching of another individual or oneself.
- **Fighting:** the use of one's hands, feet or other body parts to maliciously touch or harm another individual.
- **Internet-Based Misconduct:** making comments or posts using inappropriate or lewd language, pictures, videos, music, pornographic images, or images involving drugs and alcohol, sexual, vulgar or profane conversation, sexting, cyber bullying, or threats.
- **Tattoos:** tattoos are not permissible. Please note that we reserve the right to deny or dismiss any student who currently possesses or acquires a tattoo while enrolled at VCA.

### Violations of Student Code of Conduct

- *First Offense*  
3-days suspension
- *Second Offense*

- 6-days suspension
- *Third Offense*  
Grounds for withdrawal from the Academy

Offenses include but are not limited to the examples listed above. Victory Christian Academy has the right to exercise discretion in determining the category of offense.

## **Electronics Devices**

In our continued effort towards excellence in education, VCA strictly prohibits student use of personal electronic devices while in school. Students are NOT permitted to have iPods, Mp3 players, cameras, video games, cell phones, smartwatches, or any other electronic devices in their possession while on campus. All contraband items will be immediately confiscated, and will only be returned in person to a parent or legal guardian.

### Use of Cell Phones

The use of cell phones during the school day is strictly prohibited. In order to ensure that students comply with this regulation, we require that all students turn in their cell phones to their homeroom teacher at the beginning of each school day. Cell phones will be returned at the conclusion of the school day. They are permitted to use the courtesy phone located in the Front Office.

## **Lunch Program**

No refrigeration is available for drinks or lunches brought from home, and no microwaves are available for warming up lunches.

Lunch is available through WT Café. Parents must pre-order online and your student picks up the meal at school. Orders must be placed online 24 hours in advance.

Parents dropping off lunches are required to do so within 15 minutes of the start of their child's lunch time.

## **Lunch for Seniors**

- Seniors are the only group permitted to leave campus for lunch and are only permitted to purchase lunch from an

establishment within walking distance from the school.

- Seniors students are not permitted to purchase lunch for other students.
- A student who leaves campus for lunch must return in sufficient time to eat lunch. Lunch will not be extended if a student is late returning from lunch.
- The ability to purchase lunch is a privilege for Seniors only. Failure to comply with these rules will result in the withdrawal of such privilege.

## HEALTH RECORDS

### Immunization

Victory Christian Academy **requires** that each student has a **current** health record on file.

The following documents must be updated and submitted annually:

- ✓ The student's Birth Certificate (required at the time of application.)
- ✓ A **current** Health Physical (issued and endorsed by a Medical Professional)
- ✓ **Current** Immunization Records (required no later than September 15th of each school year.)

Please be mindful that health records have annual expiration dates and health documents are commonly valid for **one year** from the date of issue.

Victory Christian Academy randomly conducts Student Health File Audits to ensure that all student files are complete.

If your student's health file is missing **any** of the required documents, you will be contacted by our office to review your student's continued enrollment.

Additionally, Florida Law requires all students entering school for the first time to have a physical examination that is current (no more than 12-months prior to entering a Florida school).

If immunization records are not available, parents must get a Temporary Certificate or Religious Exemptions of Immunization from either the

Orange County Health Department or your child's doctor.

## Communicable Diseases

Victory Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person to other persons.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students or employees with communicable diseases for which immunization is not available shall be excluded from school while ill. VCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. VCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Should a student become ill at school, or be injured in an accident at the school, the parents will be notified immediately. For this reason, the school should have accurate contact numbers where you can be reached. If both parents will be out of town for the day, or away from a telephone, the school must be notified ahead of time.

## Medication

If a student is to take any medication while at school, he/she must have on file an Authorization for Administration form. This form is available in the Front Office. Prescription medication must have the physician's name. This form is to be completed for each medication that is to be distributed. Medicine must be properly labeled and in its original container.

## Athletics

Victory Christian Academy believes that participation in sports is an important part of your

child's education. It is the goal of VCA to teach our athletes quality competition and sportsmanship that they will display and enjoy for a lifetime. Athletes in Gr. 7 – 12 must maintain a 2.0 GPA consistent with our Academic Policy in order to continue in our Sports Program. Each year a Sports Physical from a certified Physician must be completed in order to participate in any sport. An athletic fee will be charged.

## Extracurricular Activities

A 2.0 GPA is required and must be maintained for all students to participate in any extracurricular activities (e.g. Basketball, cheerleading).

## After School Care

Victory Christian Academy currently offers aftercare service for K5 only. Pricing information and Registration Forms are available in the Front Office. Aftercare fees are due on the Monday of each week of care.

## Emergency Procedures

### School Lockdown

**What is a lockdown?** A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community. In a lockdown: All school activities are moved indoors. Depending on the type of lockdown, interior and exterior doors on campus are locked. No one is allowed to enter or exit the building. Parents **may not** come to the school during a lockdown. Parents are also discouraged from calling the school directly. Additional calls hinder the ability of staff to respond to the primary task: keeping everyone safe.

There are three lockdown codes at VCA:

- **Stay Put** – used when there is a minor emergency in the building with no danger to students or staff
- **Secured Perimeter** – used when there's a danger in the surrounding community, i.e. police searching for a criminal suspect in the area
- **Lockdown** – used when there's a direct threat to the school or in the immediate area of the school

**How will I know if my child's school is on lockdown?** Once a lockdown is put in place, police and school administrators work together to first ensure the safety of everyone on the school campus. Once the situation has been stabilized, a phone message, email and/ or paper letter will be sent to parents to inform them that the school was placed on a lockdown, the nature of the incident, and about how long the lockdown was in place.

In larger emergencies, such as an Emergency Lockdown or lockdowns that affect numerous schools, VCA will take the following steps to notify you: dispatch an emergency phone message and/or text message

Emergency phone messages are sent to phone numbers that parents have provided to the school. Letters are usually sent home with students at the end of the day, or the following day if the lockdown happened close to dismissal. **Why didn't I receive a phone message?** Each situation differs in the level of severity and how it impacts the school day and families. For instance, if a Stay Put or Secured Perimeter Lockdown is put into place but is lifted after just a few minutes with minimal impact to the school day, the administration may decide to send a letter home for information purposes. In other cases, the administration will decide to send both an emergency phone message and a paper letter home. In a more severe Emergency Lockdown, parents will receive multiple forms of communication. This could include multiple phone messages, as well as written letters after the fact. During an Emergency Lockdown, parents are also encouraged to watch or listen to local media for updates.

**Parents, please ensure the school has your most up-to-date emergency contact information on hand.** In the event of a lockdown or other emergency, school staff will use that contact information to contact you. If you have not received a recorded phone message from the school during a lockdown, please check your contact information with the school.

**Can I come to the school and take my child home?** During a lockdown, your child's school is a secure area. School officials and law enforcement are working together to keep everyone safe, and no one is allowed to enter or exit the school. To ensure everyone's safety we ask that parents please refrain from coming to school campuses during a lockdown. Once the all-clear is given, students and

staff will be permitted to enter or exit the school again.

## **School Closings**

In case of serious emergencies (hurricanes, tornadoes, etc...), VCA will adhere to Orange County Public Schools emergency procedures. Parents are also encouraged to check the website for school closing information and watch the news.

## **Lost and Found**

Items that have labels will be returned to each perspective student for Elementary School. Lost and Found articles not claimed by the conclusion of each week will be discarded.

## **Birthday Celebration Policy**

Parents are able to bring a single cupcake for his/her student only. No class parties are permitted. Parents are also encouraged to invite their child's classmates to celebrate birthdays and/or special events off school property. Gifts, party favors, treat bags, etc., should be delivered off school property. If every child in the class receives an invitation, party invitations may be distributed by the student with the teacher's permission.

## **Change of Information**

In the event there is a change in any contact information, it is the **parent's responsibility** to notify the Front Office.