

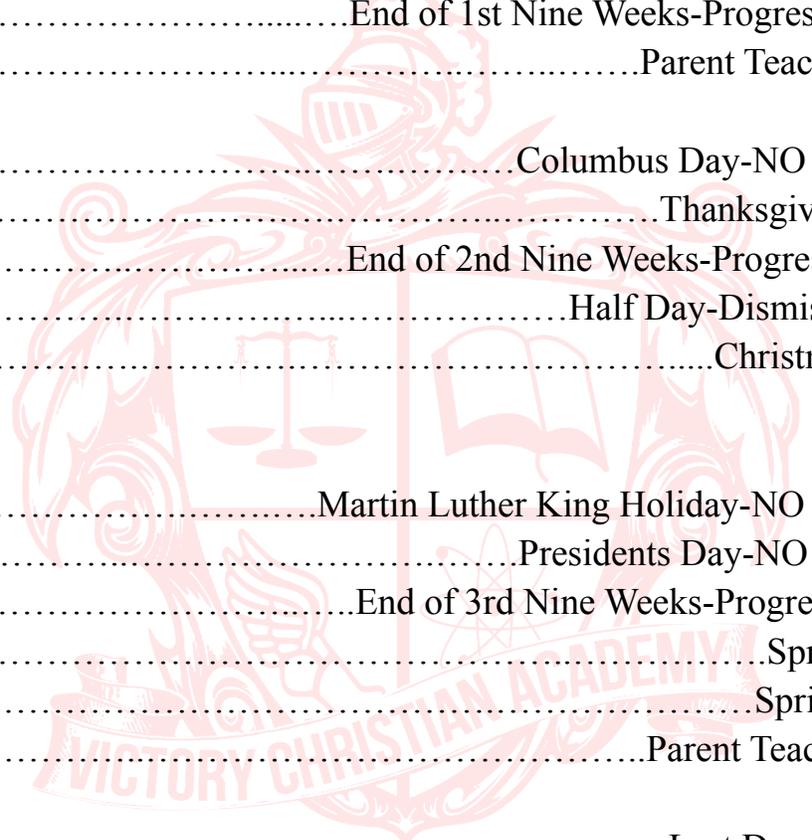
# **Victory Christian Academy**

## **Student Hand Book**



**116 N. Denton Rd.  
New Albany, MS 38652  
662-534-9013  
[vcawarriors@gmail.com](mailto:vcawarriors@gmail.com)**

# V. C. A. Calendar 2022-2023



|                   |   |
|-------------------|---|
| Aug 8-11.....     | Teacher Work Week                                 |
| Aug 15-19.....    | First Week-1/2 Days                               |
| Aug 22.....       | Full Days Begin/ Parent Teacher Fellowship 6:30pm |
| Aug 24.....       | School Photos                                     |
| Sept 5.....       | Labor Day-NO SCHOOL                               |
| Sept 29.....      | Staff Day-NO SCHOOL                               |
| Oct 13.....       | End of 1st Nine Weeks-Progress Reports            |
| Oct 17-21.....    | Parent Teacher Conf*                              |
| Oct 10.....       | Columbus Day-NO SCHOOL                            |
| Nov 21-25.....    | Thanksgiving Break                                |
| Dec 15.....       | End of 2nd Nine Weeks-Progress Reports            |
| Dec 15.....       | Half Day-Dismiss at 12pm                          |
| Dec 19-Jan 3..... | Christmas Break                                   |
| Jan 16.....       | Martin Luther King Holiday-NO SCHOOL              |
| Feb 20.....       | Presidents Day-NO SCHOOL                          |
| March 9.....      | End of 3rd Nine Weeks-Progress Reports            |
| March 13-17.....  | Spring Break                                      |
| March 22.....     | Spring Photos                                     |
| March 20-23.....  | Parent Teacher Conf*                              |
| May 11.....       | Last Day of Classes                               |
| May 12.....       | Awards Banquet                                    |
| May 20.....       | Graduation  |
| May 22-26.....    | NACSC Gatlinburg, TN                              |

\*Parent Teacher Conferences can be scheduled with any teacher at the parent and teacher convenience before or after school through the week leading up to the end of the Nine Weeks.

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*" . . . love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children. . . ."*

## **INTRODUCTION**

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7 and of Proverbs 22:6 to train up a child in the WAY he SHOULD go. Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The VCA staff works closely with parents to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is not to reform, but to train Christian youth of all abilities in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

## **CHURCH AFFILIATION**

Students and parents are expected to belong to and to regularly attend a Bible-believing church. Their pastor must recommend students who are accepted with a letter of recommendation.

## **STATEMENT OF FAITH**

We believe in:

- 1) We believe the Bible to be the inspired, the only infallible Word of God.
- 2) The ONE God who created man by a direct immediate act;
- 3) The preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
- 4) The fall of man, the need of regeneration by the infilling and operation of the Holy Spirit through repentance and baptism in Jesus Name according to Acts 2:38; AND
- 5) The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace through the ministry and empowerment of the Holy Spirit.

## **PURPOSE**

God has placed a burden upon the Pastor and Staff of Victory Church and Victory Christian Academy to train, guide, and nurture the students of VCA according to God's Word. We endeavor to give each child knowledge of the saving power of Jesus Christ.

We desire to lead each child to develop the qualities of Christian character and Christian leadership as well as accepting the salvation of Jesus Christ, by repentance, baptism in His name and the infilling of the Holy Spirit. We will teach each child a love for God and His Holy Word.

We also aim to prepare your children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian. To provide them with opportunities to develop an understanding of, and appreciation for their own personal worth and that of others. To offer opportunities to develop skills necessary for making a living.

### **HISTORY**

Victory Christian Academy was founded in August 1980 under the guidance of Pastor Raymond Bishop and Victory Church. Graduates of VCA have pursued higher education and have been accepted by colleges and universities throughout the state, including Itawamba Community College, Blue Mountain College, Northeast Mississippi Jr. College, Northwest Mississippi Jr. College, Mississippi State University, University of Mississippi, Rust College, Jackson College of Ministries, and Moore's Business College. Graduates have gone into the fields of Medicine, Music, Business, Electronics, Education, Ministry, and Military. Over fifty percent of VCA graduates attend an institution of higher learning.

### **ACCREDITATION/ASSOCIATION**

Victory Christian Academy is sponsored by Victory Church and is accredited by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government. VCA is also an affiliate of the Tri-State Christian School Association. Careful attention is used in curriculum planning so that our Academic program satisfies the requirements of the Mississippi State Board of Education.

### **BIBLE CURRICULUM**

This school stands without apology for its heavy use on the Word of God. “The fear of the Lord is the beginning of knowledge”. The Word of God offers the best guide for this life and the only hope for the life to come. It is with this in mind that we use a curriculum, which will take the students systematically and progressively on his grade level through the Word of God.

**STAFF & FACULTY**



Pastor  
Mark Bishop



Principal  
Rachel Foster



Administrator  
Tori Carr



Athletic Director & Music  
Teacher Jordan Foster



Teacher  
Samantha Walker



Teacher  
Brianna Bishop



Teacher  
Jennifer Hamlin



Teacher  
Suzy Cowser



IT Manager  
Bailey Ervin

\*\*Staff not pictured at this time are teachers Darlene Johnson and Brittney Mardis.

## **ADMINISTRATION**

- The Pastor

Victory Christian Academy is a ministry provided by and partially funded by Victory Church. The Pastor of Victory Church is ultimately responsible for the school, and the principal, teachers, and other staff members of the school are, in is ultimately responsible for the school, and the principal, teachers, and other staff members of the school are, in reality, employees of the church.

- The Principal

The Principal of Victory Christian Academy has the responsibility to oversee the operation of the school and has decision-making authority. He/She must be hired by the Pastor, be in good standings with the Church and have a burden for Christian education.

- Teachers

Teachers at Victory Christian Academy have a sincere love for children, an unselfish dedication to Christian education, and a complete devotion to the Lord Jesus Christ. Every teacher is highly trained and uniquely qualified to bring about educational reform. Our teachers are experienced, certified and are educated to meet the needs of your child, emotionally, physically, and spiritually.

## **STANDARDS OF CONDUCT**

Victory Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so VCA chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

Students of this school are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, secular music, homosexual behavior, dancing, drinking alcoholic beverages, sexual activities, drugs, and using narcotics. Students who participate in such activities are subject to suspension. Students should refrain from all conduct, which is not Christ-like. Boy and girl relationships should be under the supervision of an adult or within a group of Christian youth.

Any student becoming pregnant during the school year will be expelled immediately. Any student who gets married before graduation will not be allowed to walk with the class. Students should not make a public display, including posting internet pictures that display any indication of participation in the above mentioned activities. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with the VCA standard of conduct. Please be aware that student conduct and behavior outside of Victory Christian Academy can affect a student's standing at VCA as well as the reputation of VCA, therefore it is the expectation of the administration that students adhere to the Standards of Conduct at all times.

### **ADMISSIONS POLICY**

This school admits students of any race, color and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school administered programs. In keeping with our philosophy of serving the best interest of the children, all admissions are based on a 30 day trial period. More specific trial periods and evaluation procedures may be established as needed. Admission of children with special needs will be for a specific trial period not to exceed 90 days from the first day of entry into the classroom.

### **ADMISSIONS PROCEDURES**

Both parents must be interviewed by VCA administration. Parents and students must read this handbook thoroughly. Students must present a letter of recommendation from his/her pastor. Registration is only complete when we have: (1) the child's complete registration forms, (2) health records, (3) the registration fee, (4) book fees, (6) previous school records, (7) and signed statement of cooperation. Parents will be notified of test results and discuss placement of students upon acceptance. Parents will be notified of acceptance in writing by mail or email. Parents must pay necessary fees before students can begin classes. No student will be admitted after February 1.

### **KINDERGARTEN**

A child must be five years old by Sept. 1 of the current school year to be admitted. A child must score eighty percent or above on the School of Tomorrow "Reading Readiness Test" and have general knowledge of numbers and letters. A child must present proof of

the state's required immunization, birth certificate, social security or ITIN card, and list of all medications and allergies.

### **ELEMENTARY**

Each student must take a diagnostic test, administered by Victory Christian Academy. The parents must be aware of the results of this test and agree to enroll the student at the diagnosed level. Students transferring from another school on the Alpha Omega programs may transfer, without testing, if all records are current and transferable.

### **SECONDARY**

Each student must take a diagnostic test, administered by Victory Christian Academy. The parents must be aware of the results of this test and agree to enroll the student at the diagnosed level. Students transferring from another school on the School of Tomorrow programs may transfer, without testing, if all records are current and transferable. Each student will be admitted on six weeks trial basis and can be dismissed if student does not adhere to school policy.

### **SELECTION OF STUDENTS**

Students will be admitted on the basis of availability, with students of church members and returning students given priority over new applicants and transfer students. VCA will not accept students who are married, divorced, pregnant, or will exceed the age of 19 by graduation.

### **WITHDRAWAL POLICY**

Students may be withdrawn for any reason with a seven-day written notification. Likewise the school has the right to ask a student to withdraw with a seven-day notice. This provision is separate and apart from suspension or expulsion under the schools discipline policies. If a student is withdrawn or asks to withdraw, no tuition will be refunded for the current month, if tuition has been paid in advance past the current month one half of tuition paid will be refunded. Any refund given applies only to tuition, and not to any fees or other expenses paid by the parent. A student's records will not be released at the time of withdrawal if there is an outstanding balance with the school. All tuition and pace charges must be current before records can be released.

A student who withdraws is not to assume that he or she may be reinstated. All students are subject to registration and are subject to denial.

If a parent chooses to not send their child(ren) before school starts but curriculum fees have already been paid there must be a 10 business day notice prior to school starting. If there has not been a proper notice given to the school then the school is not required to refund any curriculum fees.

### **SIMPLE GIVE**

VCA uses a payment system for billing and payment processing. Parents can make payments using a credit card, debit card, Google Pay, or checking account. All financial transactions can be made through the Administration office, Principal, or the link for Simplegive below.

<https://my.simplegive.com/App/Giving/victorychurch>

### **FINANCIAL POLICY**

Tuition is charged on a yearly basis and can be paid at the beginning of the school year or in twelve monthly installments due on the 1st of each month. Payments on a 12-month schedule must begin in June and continue through May. Tuition may be paid by cash, check or monthly bank draft. Any returned check will cost the writer \$25 in addition to the check amount. Tuition is charged according to the chart below.

VCA Payment schedule for 10 months of payments (Aug-May)

\*\$350 book fee due Aug. 1<sup>st</sup>

| Student Class                                 | Per month |
|---|-----------|
| Kindergarten (age 5 by Sept 1 <sup>st</sup> ) | \$200     |
| Grades 1-4                                    | \$200     |
| Grades 5-8                                    | \$200     |
| Grades 9-12                                   | \$200     |
| *Second student                               | -10%      |

New students are required to pay a \$25 testing fee prior to registration. Other fees to expect are: snacks, hot lunches, school pictures, uniforms, field trips, and music lessons. Students who register are required to pay all previous charges before registration.

## **BOOK FEES**

Any book fees not paid must by the first day of classes are considered late. Please note that a \$25 late fee will be charged after that date. The child will not be admitted to class if fees are unpaid, unless prior arrangements have been made with the office. In the event a student loses his/her textbook, he/she will be charged a book replacement fee. Each student must provide his/her own supplies. Students may wait until the first week of school to secure a supply list from that teacher before purchasing supplies.

## **BEFORE & AFTER SCHOOL CARE**

VCA staff will be on the campus and responsible for any student who arrives up to thirty minutes before and after classes begin and end, respectively. That being said, students will have supervision from 8:00am- 4:00pm. Any student arriving prior to or remaining later than these designated times will be solely the responsibility of the student and or parent. Students of ages 5-12 needing care during these extended hours need to contact Priscilla Knight (662) 534-9013 Ex. 3.

## **VCA GRADING SCALE**

The grading scale for Victory Christian Academy is as follows:

|               |   |     |
|---------------|---|-----|
| 93% - 100%    | A | 4.0 |
| 85% - 92%     | B | 3.0 |
| 77% - 84%     | C | 2.0 |
| 70% - 76%     | D | 1.0 |
| 69% and below | F | 0   |

## **GRADUATION REQUIREMENTS**

In order to be issued a diploma, VCA requires 25 high school credits including:

4 Credits- *English/Language Arts (English I, English II, English III, English IV)*

3 Credits- *Mathematics (including Algebra I and Geometry)*

3 Credits- *Science (including Biology I and a credit of physical science)*

½ Credit -*Health*

4 Credits- *History (State History, Geography, US History, World History, Govt. & Economics)*

½ Credit- *Speech (required for on-campus students)*

½ Credit- *Personal Finance (required for on-campus students)*

## **SENIOR PRIVILEGES**

High School seniors will have privileges not afforded to other students. High school seniors may:

- Leave campus for lunch breaks, as long as they return to campus before classroom instruction resumes.
- Come out of uniform during the second semester of the school year. All dress code policies will still apply. *Pajama pants or clothing that is torn or stained or sloppiness is **NEVER** allowed.* Seniors will be expected to dress appropriately for chapel.
- Leave school early with the permission of the teacher and parent. Early dismissal will count as an absence if more than two hours of school are missed.
- Senior privileges are afforded by the student's teacher and can be revoked for disciplinary reasons at any time.

A student who is enrolled in school and becomes 20 years of age within the school year is not eligible to attend.

## **GRADUATION & GRADUATION DRESS POLICY**

Each graduate will need to prepare for the following their last month of school:

- Reception tables can be decorated with memories, pictures, and guest books. All items must fit on a 6ft. table top and must be in harmony with VCA standards of dress and conduct.
- Students will need to submit pictures from childhood through the current school year to the school email (vcawarriros@gmail.com). All pictures must be in harmony with VCA standards of dress and conduct.
- All Graduation fees, tuition fees, or unpaid lunch fees must be paid in full before Graduation. (All other fees including Competition fees must be paid in order to have transcripts released.)

Students participating in Graduation exercises must adhere to the following dress code.

- Boys: Neat haircut, clean shaven, shirt and tie, dress slacks. No visible jewelry or tattoos. Dark color dress shoes with dark color socks. Belts must be worn
- Girls: Dresses must be below the knee. No visible jewelry, tattoos, or excessive make-up. Tops must not be low cut or revealing. Dark color, closed toe dress shoes only.

## **VALEDICTORIAN, SALUTATORIAN and OTHER AWARDS**

Students who are VCA Valedictorians or Salutatorians are the pride of VCA and are likely to receive college and scholarship opportunities not afforded to other students. With this in mind, the VCA valedictorian and salutatorian must meet the following guidelines:

Be a full-time, on campus student during their 10th-12th grade years.

No more than 20 unexcused absences any year of high school.

No suspensions during senior year.

No more than 2 detentions during senior year.

Attend VCA home sporting events as athlete or spectator.

Participate in VCA chapel services.

Attend the NACSC event at least twice during high school.

Meet the Carnegie credit requirements for a diploma from VCA.

Meet the GPA requirements for valedictorian or salutatorian.

Make at least a 15 or higher on the ACT.

In the case that no graduating senior meets the above requirements, a valedictorian may be chosen by the VCA director. In the case that more than one senior qualifies for an award, a distinction will be made by school staff and director. Any student who is caught cheating more than 3 times in one school year will forfeit the privilege of either salutatorian, valedictorian, and or any other academic awards.

Other awards that are given yearly include, but are not limited to, the following:

Highest Average: the student with the highest grades in each core subject.

Christian Character: the student who displays the fruits of the Spirit.

Most Improved: the student who has shown the most positive change in any/all subjects.

Supervisor's Award: the student who embodies the above three awards, and is a blessing to have as a student.

Penmanship: the student who shows neatness in writing and all classroom work.

Director's Award: the student who the school director feels has made Victory Christian.

Academy is a better place and has benefited the most from their Christian education.

Various Athletic Awards: VCA Coaches will award various awards.

Perfect Attendance: the student who does not miss an academic day of school except for school activities such as VCA athletic events or field trips.

## **ATTENDANCE**

In case of any absences, the parent or guardian must text or call the student's teacher by 9am to explain the absence. When the student returns to school, he/she must bring a note from a parent or guardian informing us of the absence. This note is for our files. Students arriving after 10:30am or leaving before 1:30pm without a proper excuse will be counted absent for the entire day. Excessive absences may result in dismissal from school. No refunds on tuition is made because of absences. VCA will accept 10 days of absence *per year* on parent's note and 15 days *per year* on doctor's note. After 10 days on parent note, the student must have a written doctor's not to be admitted back to class.

If a student is considered a full-time, on-campus student, this will define what constitutes an excused absence from attendance:

- Absence documented by a medical professional.
- Absence resulting from a mandated appearance in court.
- Absence for a death in the immediate family. (Immediate family is defined as grandparents, parents, siblings, aunts, uncles, or cousins).
- Absence pre-approved by the principal.

For an absence to be excused, documentation from doctor's office, court personnel, funeral bulletin, or obituary should be provided when the student returns to school.

A high school student who is absent more than 10 days in a semester-length teacher-led class will receive a failing grade and will lose credit for such class.

A high school student who is absent more than 20 days in a year-length teacher-led class will receive a failing grade and will lose credit for such class.

Absences resulting from a suspension will not count against the loss of credit, but could affect the student's grade in the teacher-led course.

A student is considered tardy if he/she is not in their homeroom at 8:30 a.m. A tardy must be excused by written note from parent or guardian. Three tardies will constitute an absence. Early dismissal from class may only be permitted with written permission. Student drivers with excessive tardies will lose driving privileges.

## **STUDENT VEHICLES**

Students may be permitted to drive their own vehicles to school under the following provisions: Vehicles must be parked in designated parking areas and must remain parked

and locked after arriving on school premises until school has been dismissed. Any student riding with another student must have written permission from the parent.

### **MAKE-UP WORK**

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school.

### **HEALTH SERVICE AND FIRST AID**

Minor first aid care will be administered from teachers/staff for scraps, cuts, and etc. Tylenol and other over-the-counter medication may be given at the discretion of the school staff. In case of emergency, the parents will be notified and needed care will be administered. If you have any objection to these practices a written notice of objection must be turned in with application.

Written permission and directions of use must accompany all medication, prescribed or otherwise, brought from home. All medication must be taken under adult supervision. A student may not attend school with any of the following; temperature, head lice, measles, mumps, chicken pox, or any contagious diseases.

### **VISITOR POLICY**

All visitors must register at the school office and give intent and purpose of the visit. All visits must be kept to forty-five minutes or less and can only enter the Learning Center with permission from the supervisor. Students may not receive any phone calls during school hours. Phone calls can only be made in extreme emergencies.

### **SCHOOL CLOSING**

School will be dismissed according to the school calendar and in the event of inclement weather. For information concerning unscheduled closings stay tuned to local TV and radio stations. Emails, phone alerts, and texts will be sent out to notify parents. Parents can check our school Facebook page, also.

In the case that an emergency were to occur during school hours, such as a bomb threat, fire, chemical spill, etc. VCA has two emergency pick up sites. The first site is the New

Albany School of Dance at 216 S. Denton Road and the second is at New Albany High School. Parents will be promptly notified if their child is evacuated to one of these sites.

## **PERSONAL PROPERTY**

### **Books & Magazines**

All reading material must be approved by supervisor upon arrival at school. Materials must be Christian, educational, or self- help in nature.

### **Music**

Christian music only is permitted. All music must be approved at the office. Instruments are to be played only in chapel and supervised music classes.

### **Prohibited Items**

Guns, matches, tobacco products, cigarettes, vapes, alcohol, lighters, knives, gum, radios, mp3 players, pagers, phones, tablets, iPods, game systems, cd players, scanners or any other electronics are prohibited from school campus.

All personal property is the responsibility of the student and the school is not responsible for lost, damaged or stolen personal property.

## **ELECTRONIC DEVICE POLICY**

Students that have cell phones must turn them in, upon arrival, to the designated staff member for safe keeping during the school day. Students found to have a cell phone during school hours will have the phone confiscated and a parent will have to retrieve the phone from the office. An optional \$25 fine may be imposed to repeat offenders. Apple watches or any other smart watch devices are not permitted during the school day.

Students should keep them in their vehicle or in a holding bin. If a student is wearing their device during school hours, it will be taken to the designated staff member for safe keeping for a parent/legal guardian to pick up. Students may not video or take pictures during the school day with their phone, laptop, or tablet device. VCA and its employees will not be held responsible for lost, damaged or stolen property. The school is not obligated to investigate the loss or damage of a cell phone. Should a student's cell phone be confiscated, it will only be returned when a parent/guardian comes to the school to retrieve it. **There will be absolutely ZERO TOLERANCE on cell phone use.**

## **SEARCH AND SEIZURE**

VCA reserves the right to search lockers, desks, vehicles, or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the students, staff, or school building. Confiscated property will be returned at the discretion of the school administration. Every student that uses a lock for their locker must turn in their locker combination to the principal.

### **COMPUTER USE**

Computer use is for school work ***ONLY***. Computers from home are to be approved by the supervisor. Internet use is prohibited during school hours except for supervised projects. Students are not allowed to download or install programs on school computers. Sites for chatting, blogging, personal messaging or social networking are prohibited. Any student in violation of this policy will be dealt with in the following manner:

- First offense will warrant a warning and loss of privileges and break time.
- Second offense will be cause for notification of parents, one day of in-school suspension and necessary discipline action.
- Third offense will cause the student to be suspended from school for one day and from the next scheduled game if a member of a team sport and a \$25 fee to make necessary repairs to the computer.

### **CAFETERIA POLICY**

Parents and family may be permitted to eat with their children during their learning centers lunch time, but must be pre approved by the class teacher. Students may bring lunches from home and have access to a microwave and refrigerator. No food or drinks are allowed in the learning centers. Gum is not allowed anywhere on the VCA campus.

### **BREAKFAST**

Sausage biscuit and cereal will be available for purchase upon request each day for \$1. We encourage orders to be placed the day before to ensure your child receives breakfast. If order is not placed, breakfast will be on a first come first serve basis.

### **HOT LUNCH**

Pizza lunch will be served most Thursday's for purchase upon request for \$6. Pizza lunch will consist of 2 slices of pizza, side, dessert, and drink. We encourage orders to be placed the day before.

### **BREAKFAST & LUNCH PAYMENT**

Breakfast & Lunch can be paid by cash or CashApp(\$vcawarrior). Items must be paid one week at a time. Multiple week payment will not be allowed. No more than \$10 per student per week one week at a time. We ask that the guardian help keep up with payment. A CashApp request will be sent out every Friday to the guardian. If payment is not complete, student(s) will not be able to place orders until payment is confirmed.

### **STUDENT MINISTRIES**

Chapter 13 of John Jesus is showing the disciples the importance of serving others and in vs 17 he emphasizes that happiness comes to those who serve. At Victory Christian Academy, your child will be asked to minister or serve others. It may be in helping another student, helping to keep the school tidy, or helping in tasks on the Victory Church campus.

### **SCHOOL UNIFORM AND DRESS CODE**

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, graduation, meetings, sporting events, and programs. VCA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code he/she will be sent home or parents will be required to bring appropriate clothing. **General dress code guidelines for EVERYONE is as follows:**

#### **Clothing:**

- All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears. No sloppiness will be allowed.
- Students must wear clothing that fits appropriately: no oversized or skin tight clothing. Clothing should never be revealing in nature. No cap sleeves or cut off sleeves. Shirts should never show the midriff with reaching, bending, or any other position.

- Only VCA school logos and emblems will be allowed on clothing. VCA has items available for purchase with the approved logos and emblems. Absolutley NO other outside logos will be allowed on campus during school time.
- Wednesday is chapel day for VCA. Traditional chapel day attire is black bottoms and white tops- ties for boys. No emblem shirts are required. If students are on level and are not in behavioral trouble they can participate in Chapel day dress code privileges that are explained in more detail below.
- All shirts must have sleeves without drooping necklines.
- No extreme fads in dress.

**Colors:**

- School uniform colors are black, navy, khaki bottoms and white, navy, red tops.
- School PE colors are black, navy, white, gray, and red.
- All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid school uniform colors.

**Shoes:**

- Shoes should be neat and clean. All shoes must be closed-toe.
  - Only tennis shoes approved by the principal may be worn in the classroom.
  - Tennis shoes must be 95% solid school color with the remaining 5% an additional school color (excludes all gym shoes). Tennis shoes ARE NOT permitted on chapel day.
  - Casual dress shoes must be solid black, navy, brown, tan, or gray with the exception of the sole.
  - Track shoes, athletic shoes, cleats, sandals, flip flops, steel toed shoes/boots, or cowboy boots are not allowed in the learning center.

**Layers:**

- Outerwear worn in the classroom such as coats, sweaters, vests, and jackets must be solid uniform colors.
- No hats, caps, toboggans, or other head coverings should be worn in the building.
- No jewelry is permitted. This includes, but is not limited to, silly bands, rubber arm bands, bracelets, rings, necklaces, earrings, gages, studs, and nail jewels.
- No make up is permitted. This includes, but is not limited to, nail polish, fake eyelashes, tattoos (real or temporary), eyeshadow, eyeliner, mascara, blush or lipstick.
- Hair must be natural in color without extreme variations in color.

## **BOYS**

### **Hair:**

- Boys must have their hair cut neatly and conservatively with the hair off the collar and ears. The hair must be clearly above the eyebrows with sideburns no longer than the middle of the ears.

### **Facial hair:**

- Boys must be clean shaven. No facial hair including mustaches and stubble will be permitted.

### **Pants:**

- Boys are required to wear long pants at all times, in the learning center and for gym time.
  - Only black, navy, or khaki casual pants are allowed in the learning center. No denim or Cargo pants are allowed.
  - Only black, navy, red, or gray pants are allowed for PE. They must be solid save a stripe down the sides without patterns. Pajama pants are not allowed at all.

### **Shirts:**

- Boys are required to wear shirts with sleeves at all times, in the learning center and for gym time. All learning center boy shirts must have a collar and be tucked in.
  - School polos worn in the learning center are navy, red, or white. Polos need to be monogrammed with the VCA crest.
  - Chapel day dress code privileges are school colored dress shirts with a collar and tie. The ties can be solid or patterned but must be school colors. A suit jacket can be worn for chapel.
  - Warrior wear shirts can be worn in PE. Warrior wear shirts can be purchased through the school. PE shirts not purchased through the school must be solid navy, black, gray, or red. Absolutely NO other outside logos will be allowed on campus during school time.

### **Belts:**

- Boys are required to wear belts in the learning center. Belts must be black, navy, brown, or tan. Belt buckles must be conservative in size.

## **GIRLS**

### **Hair:**

- Girl's hair needs to be neat, clean and not hindrance to daily performance. Hair should be out of the eyes and pulled back for activities. Girls are not to have a hairstyle that is cut short in length similar to that of a boy.

**Skirts:**

- Girls are required to wear skirts, snogas, skorts, jumpers or dresses that are knee length or longer in the learning center and gym at all times. Splits in skirts cannot be above the bend of the knee. Jumpers and collared uniform dresses are only permitted with grades K-5.
  - Only black, navy, or khaki skirts, skorts, or snogas are allowed in the learning center. No denim allowed.
  - Only black, navy, red, or gray skirts, skorts, or snogas are allowed for PE. They must be solid without pattern. All gym skirts need to have long enough covers underneath so that no leg above the knee is visible during activity.

**Shirts:**

- Girls are required to wear shirts with sleeves at all times, in the learning center and for gym time.
  - School polos worn in the learning center are navy, red, or white polos. Polos need to be monogrammed with the VCA crest
  - Girls can wear any variation of school colors in appropriate dress code regulations. Subtle prints or dresses or skirt and shirt blouse combinations are permitted for chapel day. No emblem shirts are required. Chapel day dress code privileges can be revoked by any staff member for probable cause.
  - Warrior wear shirts can be worn in PE. Warrior wear shirts can be purchased through the school. PE shirts not purchased through the school must be solid navy, black, gray, or red. Absolutley NO other outside logos will be allowed on campus during school time.

**GYM RULES**

Our gym doubles as our place of worship so we ask that you respect it as such. The platform, platform steps, altars, back stage, sound balcony, and prayer room are off limits at all times unless permission has been granted by the appropriate staff for practicing and performing purposes.

- No food, drinks, candy, or gum are allowed..
- No kicking balls.
- No footballs.

- No playing in or around the chairs.
- Students should refrain from throwing balls that in turn hit the ceiling causing damage.
- All gym equipment should be returned to the appropriate closet after play.
- All in school and after school practices, along with home games, should result in proper clean up of trash and equipment including chair realignment.

## **DISCIPLINE AND CORPORAL CORRECTION**

Victory Christian Academy is honored that you have asked our staff to assist you in training your child for Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. We appreciate your confidence in our program.

To carry out your wishes for total character development, we believe it is necessary to follow Scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures.

VCA uses demerits, detentions, suspensions, and corporal punishment as discipline. A demerit is a verbal warning given by a supervisor. Demerits accumulate during one class day, but do not carry over to another class day. Demerits carry the following consequences:

- 1 Demerit = verbal warning
- 2 Demerits = verbal warning
- 3 Demerits = 20 minute detention during break or after school
- 4 Demerits = 30 minute detention during break or after school
- 5 Demerits = 45 minute detention during break AND after school
- 6 Demerits = Corporal punishment

When warranted, corporal correction will be exercised under the following guidelines:

1. The offense will be clearly discussed with your child.
2. A reasonable number of firm strokes, not to exceed 3, will be administered by your child's teacher or school principal, using a simple, flat paddle.
3. Your child will not be physically restrained. (If he or she refuses to submit to paddling, you will be asked to come discuss the matter; and if it is believed to be in the best interest of the school, the child will be withdrawn from the school.)

A suspension is given whenever there is a physical confrontation between students or if a student becomes physically violent toward a staff person. A suspension may also be

given when continual misbehavior continues even after a detention or corporal punishment. Any student who is suspended three times during one scholastic year will be considered for expulsion.

**Victory Christian Academy  
Enrollment Questionnaire**

*Please answer the following questions by placing a circle around the Y for Yes and the N for No. If any of the following information given is false your child will not be considered for enrollment to V.C.A. By answering the following questions does not guarantee enrollment for your child but only provides us with useful information that will be considered in your child's acceptance or denial of application.*

- |   |          |          |
|---|----------|----------|
| <b>1. Does the student attend church regularly with the family?</b>                               | <b>Y</b> | <b>N</b> |
| <b>2. Has the student missed over 10 school days within a year?</b>                               | <b>Y</b> | <b>N</b> |
| <b>3. Does the student use alcohol, tobacco, or drugs?</b>  | <b>Y</b> | <b>N</b> |
| <b>4. Does the student listen to secular music?</b>   | <b>Y</b> | <b>N</b> |
| <b>5. Does the student watch any movies rated above PG?</b>                                       | <b>Y</b> | <b>N</b> |
| <b>6. Is the student sexually active?</b>   |          | <b>Y</b> |
| <b>N</b>  |          |          |
| <b>7. Has the student ever failed a grade?</b>  | <b>Y</b> | <b>N</b> |
| <b>8. Does the student have a problem getting along with others?</b>                              | <b>Y</b> | <b>N</b> |
| <b>9. Does the student work a public job?</b>   | <b>Y</b> | <b>N</b> |
| <b>10. Is the student allowed free access to home or auto?</b>                                    | <b>Y</b> | <b>N</b> |
| <b>11. Has the student ever been arrested?</b>  | <b>Y</b> | <b>N</b> |
| <b>12. Has the student ever left school without permission?</b>                                   | <b>Y</b> | <b>N</b> |
| <b>13. Has the student ever struck an adult?</b>  | <b>Y</b> | <b>N</b> |
| <b>14. Has the student ever been expelled or suspended?</b>                                       | <b>Y</b> | <b>N</b> |
| <b>15. Does the student live with someone other than parents?</b>                                 |          | <b>Y</b> |
| <b>N</b>  |          |          |
| <b>16. Has the student ever practiced witchcraft or been involved in other spiritual mediums?</b> | <b>Y</b> | <b>N</b> |
| <b>17. Has the student ever attended a correctional facility?</b>                                 | <b>Y</b> | <b>N</b> |
| <b>18. Has the student initiated any fights at school?</b>  | <b>Y</b> | <b>N</b> |
| <b>19. Does the student have any medical problems that would hinder their school performance?</b> | <b>Y</b> | <b>N</b> |

Name of Student \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Should your child be accepted by V.C.A. he or she can be expelled for any of the above reasons. If any of the above answers change during enrollment please notify the office.

**VICTORY CHRISTIAN ACADEMY STUDENT APPLICATION**

**Personal Information**

Student \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Emergency Number \_\_\_\_\_  
Student Social Security # \_\_\_\_\_ Cell # \_\_\_\_\_  
Father \_\_\_\_\_ Cell # \_\_\_\_\_  
Occupation \_\_\_\_\_ Work # \_\_\_\_\_  
Mother \_\_\_\_\_ Cell # \_\_\_\_\_  
Occupation \_\_\_\_\_ Work # \_\_\_\_\_  
Parent's Email \_\_\_\_\_  
Previous School \_\_\_\_\_  
Last Grade completed \_\_\_\_\_ Grades Failed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Church Information**

Name of Church \_\_\_\_\_  
Pastor \_\_\_\_\_

**Parental Agreement & Consent**

I have read, understand, and give my consent to have my child governed by all policies, rules and regulations of V.C.A. as stated in the handbook including corporal discipline administered in accordance with those rules and will support the school in any decision concerning my child, his/her education, spiritual growth, and discipline.

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Victory Christian Academy is owned and operated as a ministry of Victory Church, New Albany, Ms.

***Victory Christian Academy  
Sports Liability Waiver Form***

***I am not aware of any injury, illness or other health related issues that would restrict or limit my child, \_\_\_\_\_ ability to play competitive sports.  
(print name)***

***I agree to assume all risks and expenses due to an injury that may occur as a result of my child's involvement in competitive sports' practices, games and /or travel to and from said activities.***

***I agree to hold Victory Christian Academy or anyone acting on its behalf either as a coach, a coaching assistant or administrator harmless in the event of an injury to my child while participating under the supervision above.***

***I give VCA permission to administer or call for help if needed.***

***Emergency contact \_\_\_\_\_***

***Parent/Guardian signature \_\_\_\_\_***