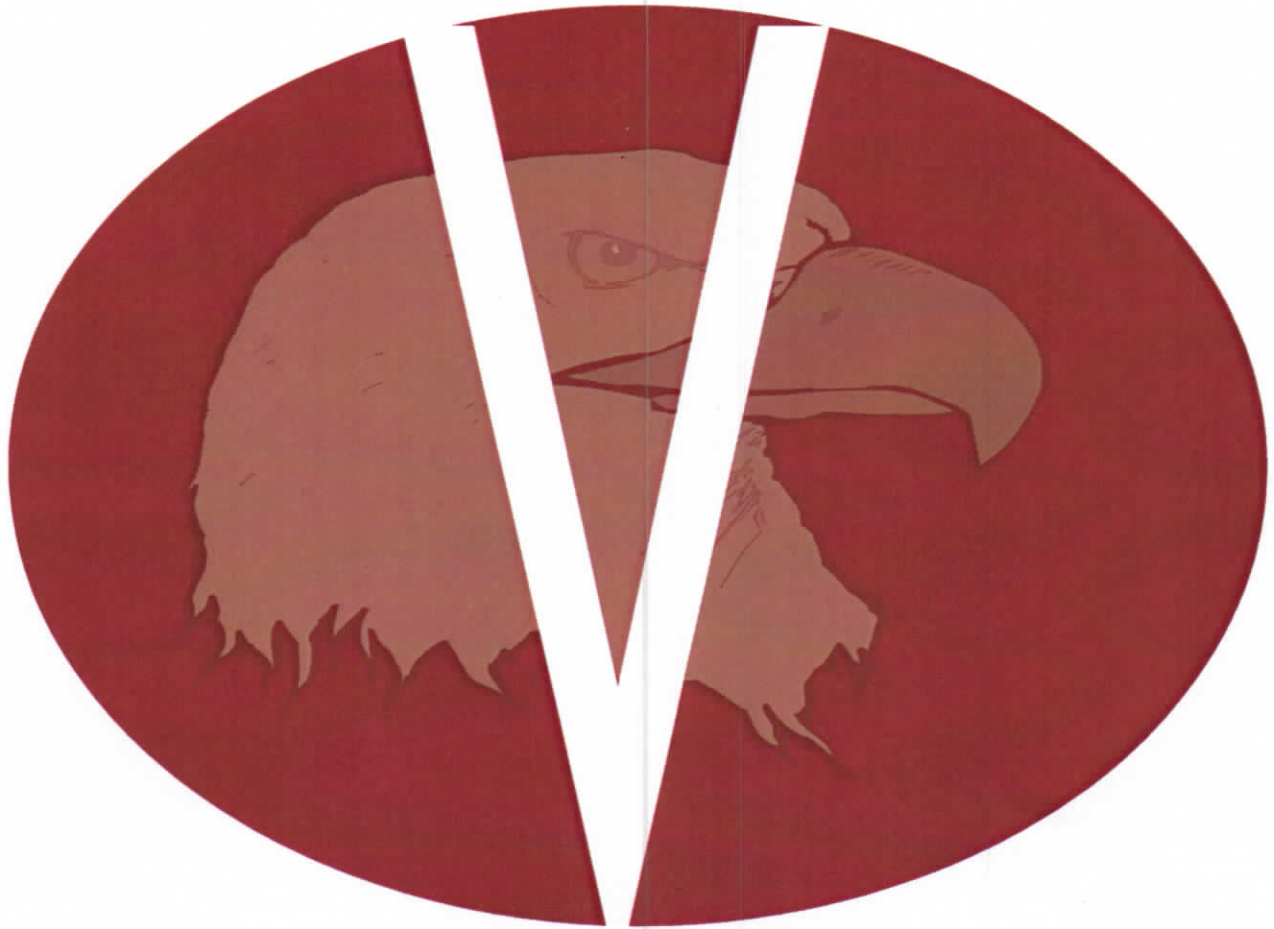


# VICTORY



# CHRISTIAN ACADEMY

**2013 - 2014**

**HANDBOOK**

“All Thy children shall be taught of the Lord and great shall be their peace and undisturbed Composure.” Isaiah 54:13

# Victory Christian Academy

August 2013

Dear Parents and Students:

Greetings and welcome to the 2013-2014 school year. We are thrilled that your family has chosen Victory Christian Academy to provide your child with a quality Christian education experience. The staff and I love each of "God's special little wonders" and it is our goal that each child will prosper academically, socially, and spiritually as our instruction impacts their life of Christ.

We are very excited about the upcoming school year and are anxious to see what God has in store for this school. We have many outstanding school day and enrichment opportunities for your child to participate in. We welcome every family's participation and encourage you to passionately pray for our school.

Throughout this Student Handbook, you will find various policies and procedures, intended to provide students with safe, secure, and appropriate school atmosphere. Please take a moment to review carefully its contents as it will answer many of your various questions.

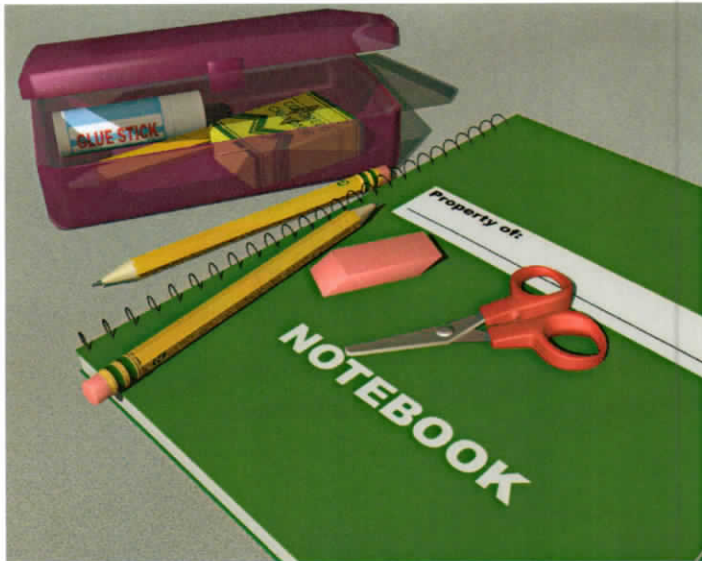
Please do not hesitate to contact us if we can be of service to you in any way. We want to partner with you in every way possible and help to make this an awesome year of school for your family.

Yours in Christ,

Kathy Sparks  
Victory Christian Academy Administrator  
alvca@ptsi.net



*"All thy children shall be taught of the Lord  
and great shall be their peace and undisturbed composure."* Isaiah 54:13



**Victory Christian Academy**  
PO Box 1267  
2322 S. Main Street  
Perryton, TX 79070  
806-435-3476  
806-435-9256 FAX  
[www.victoryperryton.com](http://www.victoryperryton.com)  
[alvca@ptsi.net](mailto:alvca@ptsi.net)

## **Victory Christian Academy Vision Statement**

### **School Hours**

**Preschool**  
8:00-11:45

**Kindergarten**  
8:00-12:00

**Elementary**  
8:00-3:00

**Extended Care**  
Noon - 5:00

Victory Christian Academy will equip the next generation to bring glory to God by offering a high standard of academics and instructing children in the Word of God. VCA will use instructional materials of the highest quality where scriptural principals are woven into the subject content. Students will leave the academy able to exercise consistent Christian disciplines that will enable them to live uprightly with their fellow man and experience emotional stability for a lifetime. VCA students will learn to be excellent in all things and bring honor and glory to the name of Jesus.

### **Victory Christian Academy Staff**

As believers in the Lord Jesus Christ, our faculty offers each child who enters the Academy an education honoring Him.

#### **Administration**

Marlon Sparks, VFC Pastor  
Kathy Sparks, Administrator  
Nina Shirley, Director

#### **Board of Trustees**

Monte Eisenman  
Byerl Bates  
Ronald Delk

#### **Teachers**

Kelly White, Preschool  
Cara Shrimplin and Maria Naylor, Pre-Kindergarten  
Francis Zavala, Elementary

*"And all thy children shall be taught of the Lord, and great will be their peace and undisturbed composure."  
Isaiah 54:13*



# Victory Christian Academy

## 2013-2014 Calendar

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August 2013	22 28	Back to School Night 6-8 PM 1st Day of School
September	2 6	Labor Day - No School Fall Pictures
October	21-31	Fall Fundraiser - Poinsettia Sale
November	11 27-29	Veteran's Day Thanksgiving Break - No School
December	2- 3 20 23 -Jan. 3	Poinsettias arrive ½ Day of School - All Day Extended Care Christmas Break
January	3 6 24	Teacher Work Day Classes Resume No School
February	14	Valentine's Day
March	10-14	Spring Break - No School
April	7-10 18 21	Achievement Test (Elementary Grades) Good Friday - No School Easter Monday - No School
May	20 22 23 27	Kindergarten Graduation End of the Year Program Last Day of School Teacher Work Day

# Victory Christian Academy

## Christ Centered Education

First day of school will be  
August 28, 2013  
Last day of school will be  
May 23, 2014

### Tuition Cost & Fees for 2013-2014

Half Day Programs (5 Days per week)	\$2500.00	\$250.00/Month/10 payments
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Preschool 3 year olds	8:00-11:45
Pre-Kindergarten 4 year olds	8:00-11:45
Kindergarten 5 year olds	8:00-12:00

Extended Day Care (8:00-5:00)	\$3900.00	\$390.00/Month/10 payments
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Preschool  
Pre-Kindergarten  
Kindergarten

1st-6th Grade (8:00-3:00)	\$2750.00	\$275.00/Month
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#### Payment Schedule

Tuition can be paid in full for the year, by semester, 9 or 10 equal payments. You may begin payments August 1 or September 1 (\$250/\$278/\$390/\$433/\$275/\$306). Subsequent tuition payments are due the first of each month and are considered past due after the tenth. Late fees will be applied. There is a non-refundable registration fee of \$120.00. If you register in May or are a returning student the fee is \$60.00.

First through sixth grades have a testing fee of \$60.00, which covers the cost of achievement test, the midwinter tournament, fine arts fair, and track meet fee. It is assumed you are enrolling your student for the entire year; therefore, budgets and salaries are set accordingly. If, after enrollment, a student is voluntarily withdrawn, a 30-day notice is required. Private Christian schools receive no government funding and depend totally on private funding-through tuition, raised funds, and other sources.

#### SCHOOL BOOK FEES

Preschool (3) \$60  
Pre-K (4): \$100  
Kinder: \$125  
1st-6th: \$140

**Book fee is due by July 1**

Please bring copies of the following to complete registration:
Social Security Card
Insurance Card
Birth Certificate & picture
Current Shot Record



## PHILOSOPHY OF CHRISTIAN EDUCATION

Framed by the words of Proverbs 22:6, Victory Christian Academy's vision for Christian education is distinctive. For our faculty and staff, "train up a child in the way he should go" means more that each individual is a unique expression of the image of God. Training means partnering with parents to help students discover their God-given destiny and to prepare them to face the challenges of fulfilling that destiny.

VCA seeks to build a supportive community among parents, teachers, and students in which the shared values of integrity, diligence, and the love of learning are taught--both in words and by example. Essential to this community is the issue of God-ordained authority. Though the words "Victory Family Church" are not a part of the school's name, the school enjoys the support and the covering of the church's pastors and elders. Administrators operate in agreement with church leadership. Likewise, teachers submit to the leadership of administrators, and students and parents acknowledge each teacher as the head of her classroom. Finally, VCA recognizes parents as the highest earthly authority in each child's life.

Of course, it is vitally important for the school to provide strong academic training. Curriculum at VCA is designed to meet the needs of individual students. Instructional goals are molded by both state objectives set forth in the Texas Essential Knowledge and Skills and biblical principles consistent with the statement of faith of Victory Family Church. Our faculty is trained not only to dispense the information that students need but also, with the wisdom and insight of the Holy Spirit, to recognize and nurture each child's learning style, talents, and passions.

At the core of VCA's community is discipleship. Discipleship undergirds the methods of instruction, the approach to discipline, and the implementation of extracurricular activities at the school. At each stage of our students' development, VCA will focus on a different aspect of spiritual growth. An emphasis is placed on laying a foundation of the wonder of God, the love of God, and each student's value as His unique creation. Our goal is to pursue excellence, academically and spiritually, that provides a return on the financial investment parents make in sending their child to VCA.

## PERSONAL BELONGINGS

Aside from cell phones, electronic devices are not allowed in school except for a specific class project with teacher approval. Toys should not be brought on campus unless the principal or teachers give special permission. Balls are provided by the school for use on the playground. **If students bring balls or other toys from home, the school will not be responsible for loss or damage.** Students are not permitted to use bicycles, skateboards, scooters, or roller blades on campus at any time.

## PHOTO RELEASE

Many pictures are taken at VCA during the year for use on our website and in various promotional materials. Names will NOT be posted with any pictures or groups that appear on our website. By enrolling your student at VCA you give the school permission to use pictures of your student. **If you do not wish to have your student's picture used, you must notify the school office in writing.**

## PICTURES

School pictures are scheduled for early Fall and should be back in time for Christmas. Individual and class pictures will be used in the school files. Parents are welcome and encouraged to take pictures during school events for our website, as well.

## PLEDGE TO THE AMERICAN FLAG

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

## PLEDGE TO THE BIBLE

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

## PLEDGE TO THE CHRISTIAN FLAG

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



### Hours of Operation

Students should arrive at school by 8:00 am. **NO STUDENT MAY ARRIVE BEFORE 7:45 am.** Students are to go directly to the gym if arriving before 8:00 am. Teachers will be on duty to supervise students until 8:00 am. If you arrive **after 8:00 am** please be prepared to walk your child to his/her classroom. The main drop off/pick up doors will be locked at 8:05 am and will remain locked until 3:00 pm. Please use the front entrance directly across from the office if you arrive between these times to either drop off your child at school or to pick your child up from school. Also, please check in at the office to let the secretary know that you are in the building and to sign your child in or out. The only exception to the times will be between 11:45 am and 12:10 pm, for the Preschool, Pre-K, and Kindergarten dismissals. **Please do not unlock these doors! They are only to be unlocked by a staff member!** Students must be picked up immediately at 3:10 pm. Students in the 1<sup>st</sup> – 6<sup>th</sup> grades are not to remain on campus past 3:10 pm, unless they are in Extended Care. Parents will be fined \$10 per hour per child after 3:10pm for regular school day or after 4:30 pm for Extended Day. Minimum fine per child is \$10. Your promptness will be appreciated in helping us clear the building for cleaning and preparing for the next school day. Parents who have conferences with teachers should have their child wait quietly with them or just outside the classroom door. **At no time is any student allowed to roam the facility unsupervised.**

### Drop off and Release of Children

When you bring your child to school in the morning, you may drop him/her off under the awning, if it is between 7:45 am and 8:00 am. You do not have to walk him/her to the doors, but you must **NOT** pull away until your child enters the building & passes thru the gym doors. If you bring your Pre-School, Pre-K4, or Kindergarten child to school after 8:00am, you will be required to walk your child to his/her classroom and make sure the teacher makes eye contact & verbal acknowledgement and counts them present on the attendance roll. All students must be counted "present" immediately upon entering building. The "early duty" teacher is in the gym between 7:45am and 8:00am to document each child coming in. Students should arrive at school between 7:45 am and 800 am. **No student may arrive before 7:45 am.** Students will only be released to persons on the Student Enrollment Form. If a person unknown to staff members picks up your child, the person will be required to show proof of Identification (Driver's License) and must be named on the Enrollment Form, enrollment card, teacher card, or a written note. When picking up your children or dropping them off, please keep the line moving; if you do not see your child immediately, please circle around and move to the back of the line. **DO NOT PARK OR WAIT UNDER THE AWNING! This is a Drive THROUGH process!** If you need/want to get out of your vehicle, please park in one of the designated parking spots to do so.

### Chapel Services

Chapel services will be held on Wednesday mornings at 8:20 am. See page 8 for approved/required Chapel attire.

### Health Records/Immunization

In order to remain in compliance with the Texas Department of Health, students who are enrolled at VCA must present written verification of immunizations. If there is a medical or religious reason for the student not being immunized, a notarized statement from the parent must remain on file.

### Monthly Newsletter

VCA will send a monthly newsletter to parents via the mail. These newsletters contain valuable information and a calendar of events for the month. Please pay special attention to the newsletters and read over them thoroughly. Any policy changes will be communicated through the monthly newsletter.

### Healthcare

**Children are to be kept home with any symptoms such as:** sore throat, cough, fever, earache, inflamed eyes, upset stomach, diarrhea, rash, vomiting, chicken pox, impetigo, ringworm, etc. **Any child sent home with a fever, diarrhea, or vomiting should not return to school for at least 24 hours.** **A child must be kept at home if:** they have an oral temperature of 100.4 or above, symptoms such as lethargy, abnormal breathing, two or more vomiting episodes in 24 hours, a rash with fever, mouth sores with drooling, diarrhea, behavior changes, or other signs that the child may be severely ill. A doctor's approval for return to school must be sent when student returns after recovering from any communicable illness. A child with a fever **may not** return to school until he/she is fever free for 24 hours without the use of a fever reducer, such as Tylenol or Motrin. The Academy will



provide simple first aid. The Academy cannot provide Tylenol or Motrin through the office. **Under no circumstances can the office give out medicine randomly to any student.** In order to send medication to school with your child, you will need to come to the office and fill out a **Medication Permission Form**. Prescription medication and special medical procedures will be administered to a child only with a written, dated, and signed form from a licensed physician and/or parent. Such a request should contain the following information: child's name, name of medication and the time and dosage to be given. All medication should remain in its original container bearing the pharmacy label with the prescription number, date filled, physician's name, directions for use, and child's name. All medication must be brought to the office before school begins and remain in the office until the end of the day. Exception: respirators and inhalers for treatment of asthma may be kept with the teacher. In cases of sudden acute illness or serious injury, emergency care shall be obtained through 911 or a designated teacher taking the child to the emergency room and the parents notified as soon as possible. Students who have any of the above mentioned signs of illness will be separated in the school office; parents or other emergency contacts will be called to pick up the child immediately. All students attending VCA will receive a hearing and vision screening administered by a trained staff member at the school during the first 6 weeks of school. New students will receive the screening during their first week of attendance. Admission of each student at VCA is a privilege. Since the academy has the responsibility of providing quality Christian education, we ask the parents to adhere to the spirit and letter of all policies and guidelines established:

- Students must have a minimum "C" average,
- Entrance will be based upon the school's ability to meet the needs of the individual student.
- Students enrolling in Pre-School must be age 3 on or before September 1<sup>st</sup>.
- Students enrolling in Pre-Kindergarten must be age 4 on or before September 1<sup>st</sup>.
- Students enrolling in Kindergarten must be age 5 on or before August 15.
- Students enrolling in First Grade must be age 6 on or before August 15 or have completed Kindergarten.

\* VCA holds membership in the Association of Christian Schools International (ACSI). In 1985, VCA was accredited by meeting all of the requirements established by ACSI.

\* The Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities at the academy. VCA does not discriminate because of race, color, and/or national and ethnic origin for admission or to any activities.

#### **Registration Fees**

Each student enrolling at VCA is required to pay a registration fee to cover part of the cost of activities and curriculum materials. The cost of replacing any lost or severely damaged textbook will be paid by the student. Registration fees are non-refundable and non-transferrable. Prepaid registration fees may be applied to any unpaid tuition balance. All tuition and fees from the previous school year must be paid in full before registration can begin for next year. Fees, tuition, and books are assessed according to grade placement.

#### **Tuition Payment**

VCA is a non-profit Christian institution. Income from tuition and other fees pay the operating costs for the current year. The budget is based upon the expected income from those sources. **It is absolutely essential that school families stay current in payment of fees and monthly tuition in order to meet the operating budget.** If a student's tuition is behind 2 months or more, the student will be dismissed from VCA.

Payment may be made by using one of these options:

- Check or money order may be mailed to:  
Victory Christian Academy  
P.O. Box 1267  
Perryton, TX 79070  
**(Please do not send cash through the mail!)**
- Bring a check, cash, or money order to the office.



### **Financial Policies**

Each returned check will be assessed a \$15 fee. More than two checks returned from the bank for insufficient funds will result in the account being put on a "cash only" basis. If paying by cash please bring the correct amount, as change is not always available. **Do not send cash with your student**, unless it is in a sealed envelope labeled "Office". VCA is not responsible for payments that are lost or misplaced by students. **All tuition payments are due on the 1<sup>st</sup> of each month**, unless other arrangements have been previously made with the office. Tuition not paid by the 10<sup>th</sup> of the month will result in a \$10 late charge. Payments not made by the 15<sup>th</sup> of the month will be assessed and additional 10% late fee, and the student will be suspended until payment is received.

### **Student Insurance**

Parents are responsible for medical requirements for injuries. The Academy requires a copy of current family medical insurance to be kept in the student's permanent file at school. VCA insurance benefits are supplemental to family medical coverage. School insurance will be filed only after family coverage has been filed. If a family does not have medical insurance, then they must purchase the school insurance for their student(s) through ACSI. Students will not be allowed to attend school until they are covered by insurance.

### **Withdrawal from the Academy**

Should you decide to withdraw a student during the school year, please notify the office in writing. Please do not verbalize withdrawal intentions through a student or teacher. This must be done through the Administrator's Office. Student records, including report card, achievement scores, transcript, and special Testing scores will be released to the transfer school when the student's tuition is paid in full, and all fines are paid to the school. For any month in which the student attends a portion thereof and then withdraws, there will be no refund of that month's tuition. Prepaid tuition will only be refunded for full month(s) not attended.

### **Weather Closing**

In the event of severe inclement weather, tune to one of these stations after 6:00am for information regarding the close of school, early release, or late start: KXDJ 98.3.

\* If local TV channels report Perryton ISD closed or having a late start time, then VCA will also be closed or have the same late start time.

### **Parties and Events**

All parties must be determined or approved by the Principal. Birthday refreshments may be provided by the parent, with prior teacher notification and approval, during lunch, snack, or the last 20 minutes of the school day. Anytime invitations are given out at school, all students in the class must be invited, or invitations must be mailed.

### **Parent/Teacher Fellowship Meetings**

We will have four Parent/Teacher Fellowship meetings throughout the year. The first is Open House, before the school year begins. There will be a November program, spring meeting and an End of the Year Program in May. We will have one day during the 2<sup>nd</sup> 6-weeks of school designated for teacher/parent conferences.

### **VCA/Parent Communication**

Parents are always welcome at VCA. We encourage you to visit your child's classroom and have discussions with your child's teacher as often as you like. If you have any questions or concerns you are always welcome to come to the school and discuss them with the teacher or the principal. You are also free to call the principal at the school or at home any time you wish. Please check in with the office when you visit your child's classroom. Important information for parents including policy changes, enrollment procedures, faculty changes, field trips, and any other pertinent information will be communicated to parents in the following ways: a note sent home by the teacher in the "VCA take Home Folder", the monthly newsletter, a posting beside the classroom doors and/or entrance.

### **Notes to Parents**

Many times during the year, teachers and the school office may send such things as notes, detention slips, homework papers, folders, test results, etc. home for parental review. **ALL CORRESPONDENCE BETWEEN TEACHERS AND PARENTS WILL COME HOME IN A TAKE HOME FOLDER IN YOUR CHILD'S BACKPACK.** Please sign or respond and return these items in the "Return to School" side of the folder. These are to be signed the following day or by the due date noted. Failure to return notes requesting parent or guardian signature will result in disciplinary measures. Forgery of parental signature at any time may be considered ground for suspension or expulsion.

#### **Field Trips**

VCA will decide when, where, and how many field trips will complement the classroom program. Parents Sign their permission for field trips on the back of the registration card. Parents will be notified of field trips on the monthly newsletter and by a note sent home in the student folder at least a week before the field trip. Parents will be asked to drive their own vehicles for a field trip. If your child is under 6 years old and will be traveling in the VCA van at any time, a booster seat or car seat must be provided. Due to the current State car seat guidelines, all Pre-School and Pre-K 4 parents MUST transport their child on all field trips. Your permission is granted for field trips on the student enrollment form. In maintaining high standards for our school, certain guidelines exist for parents who drive:

- Please wear clothing appropriate for the occasion & T-Shirts with inappropriate slogans
- No smoking while students are in your care.
- Be considerate of the music you play.
- Have proof of insurance coverage for the automobile you drive.
- Please refrain from texting and/or talking on a cell phone
- Please keep talking on a cell phone to a minimum & use a "hands free" devise if at all possible, or pull over to the side of the road.

#### **Lunch/Snack Information**

Sugar intake by students will be very limited. Candy will rarely be sent home or given to the student. ***Please do not send candy or sodas in your child's lunch.*** When sending snacks to the school, please be sure the snacks are low in sugar. No student is allowed to leave campus for lunch or any other reason, without permission of a parent or the principal. A nutritious lunch is essential for good productivity in the afternoon. Please make sure the student's name is clearly marked on his/her lunchbox or sack. **Microwaves are not available to the students,** so please send food that is ready to eat unless a "warm up day" is designated by the Extended Care teacher. **You may not pack candy or soft drinks of any kind in your child's lunch.** You may bring lunch for your child, but you **must arrive on time.** When parents fail to bring a lunch, parents are requested to drop one off before lunchtime. If a parent is unavailable, an emergency lunch will be provided. Parents are requested to send \$3.00 the following day to reimburse the school. Parents and grandparents are welcome and encouraged to eat lunch with the students. Students may not eat or drink anywhere in the facility except in the designated areas for lunch and snacks. The last Friday of the month will be set aside for "Fast Food Friday". Information on "FFF" will be sent out early in the week. VCA is not responsible for the nutritional value of snacks or lunches provided by parents. Snacks for Extended Care will be provided by VCA and posted daily on the board in the gym. Parents will provide a **healthy snack** for students in Preschool, Pre-K4, and Kindergarten. A snack list calendar will be provided to parents at the beginning of the school year, and when necessary during school year. The classroom teacher will record the daily snack given in these classrooms and Extended Care if parents need to be aware of a snack given on a particular day.

#### **Use of Telephone**

Students are not allowed to receive phone calls except in the case of an emergency from parent or guardian. Elementary Students will not be allowed to use the office phone except in a case of illness or injury. Students may not call home during class time for books or assignments left at home.

**\*Cell phones must be turned off during class time. There will be no exceptions.**



### Student and Adult Guests

All visitors must first sign in at the office. **No visitor may be in the building that has not checked in with the office.** Any student, parent, or guest who wishes to sit through our classes must first consult the principal or other office staff in order to do so. No student from another school may be in our building at any time without permission from the principal, unless they are with their parents/guardians.

### Holidays

Parents and students will receive a school calendar. It provides a complete schedule of school holidays and early release days. The calendar is subject to revision during the school year. A monthly newsletter is published at the beginning of each month to include any revisions to the school calendar.

### Fund Raising and Donor Support

The essential aspect of financial support is only through the support of the Board, faculty, parents, students, and friends of the school. VCA is funded completely by student tuition and fund raising; therefore, we must have your participation and full cooperation in all fund raising.

### Attendance and Tardies

Regular attendance is required by the State of Texas and is a factor in school success; therefore, a student's first concern should be to attend class regularly. It is not necessary to call the school office unless the student is absent more than one day.

**\* All absences require a signed and dated note upon student's return.**

Classification of absences:

Unrecorded: official absences sanctioned by the office

Excused: absences where parent or doctor note is sent and approved by office

Unexcused: absences the office does not receive notification from the parent regarding the absence or the absence is not approved by the office—no makeup work will be allowed or made available.

Students will be allowed the same number of days absent to complete assignments missed. A student absent only on the day of a test may be required by the teacher to take the test immediately upon return. During any week in which a series of exams are being administered, permission will not be granted for students to be absent from school, except for illness or family emergencies. If a child is to be excused from participation in physical education class for a day he must bring a note from a parent requesting this and stating the reason why. A note from the doctor will be needed to excuse a child from Physical Education for more than three days. Students leaving lunch without consent will be reported to Perryton Police Department as truant. Truancy is not a game. The State of Texas has severe fines and punishment for students and parents in regard to truancy.

- Tardies

***All students are to be seated and ready for work at 8:05 for the beginning of class. If, for any reason, the student is not seated in class after 8:10am, the student will be counted as tardy by the teacher.*** A tardy is unexcused if the student does not have a note with a valid excuse from his/her parents or another teacher. Three unexcused tardies equal one unexcused absence and will be counted and recorded as one unexcused absence. After 10 absences, the student will be considered truant and the parents will be reported to the Perryton Police Department.

### Rights, Responsibilities and Regulations Regarding School Behavior

In order to function properly, Christian education must provide a Christ-centered learning opportunity for all students. Furthermore, principles and practices of good citizenship must be taught and demonstrated including an appreciation of the rights of others. However, students who disregard rules and regulations need and will receive immediate discipline. Every rule and policy must be observed and obeyed, or consequences will follow. Christian education offers its own benefits, but it also requires acceptance of individual responsibilities. While education should encourage diversity and challenge, it must have an orderly and manageable framework. The rules and standards set forth in this section apply to conduct while on and off school premises and/or involving school functions of any kind. This handbook cannot define all aspects of student behavior; however, the administration has taken the responsibility to set forth policies, rules, and regulations as guidelines. The teachers may

establish certain rules and regulations consistent with those established by the administration within their classrooms. The principal has the authority to use the most appropriate discipline for the violation. Parents will be required to sign a discipline policy notification within the enrollment forms. VCA does not use any form of corporal punishment.

- **Simplified Rules for Pre-School & Pre-K4**

1. Obey instantly and immediately.
2. The teacher is the leader.
3. We will not hurt others with our words or bodies.

**\*Failure to abide by these rules will result in age appropriate discipline.**

#### **Disciplinary Procedures**

The principal and teacher are vested with the responsibility for control of the students. Students will be held responsible for their actions and shall conduct themselves in keeping with their level of maturity, showing regard to the fellow students and those of authority. Students will conduct themselves in a manner which is conducive to a learning situation. **Good discipline means the classroom is relatively free from confusion, disorder, and antisocial behavior.** It means each student and class operates within a structured framework which they understand, accept, and incorporate into their behavior without constant reminder of punishment. Discipline is more than outward pressure; it involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline. Our goal is to teach each student, through loving instructions, to become an independent, mature follower of Jesus Christ, ready and equipped to lead and serve their generation. There is not a miracle cure for all problems nor is there a single, simple method for solving them. The school's intent is to give each teacher some practical methods for classroom management and to include the parent as primary disciplinarian in the life of the child. The discipline system should have the effect of drawing close the lines of communication between parents, teachers, and the administration.

#### **Suspension**

Suspension may be from either one class or all classes. **All missed work is to be made up for zero credit.**

- In-School Suspension: When suspended from one class, the student will be sent to a detention area designated by the principal.
- Three to five day suspension: When suspended from all classes, the parents will be notified to take the student home immediately. If the parents cannot be notified, the student will remain in a detention area until a parent can be reached or until the end of the day. A parent conference must precede the readmission of a student following suspension. The student will not be permitted on the property until he/she has been readmitted.

#### **Expulsion**

If expulsion is deemed necessary, the principal will order the expulsion of the student and notify the Board of Trustees, the Pastor, and the student's parents and inform them of the reason for this decision. No refunds of any kind will be given. A copy of the student's current file will be given to the parents, and the student loses his privilege of ever attending Victory Christian Academy again.

#### **Basic Policy Guidelines**

- \* Incomplete or no homework on the first day due will result in a zero.
- \* Dress Code violations will result in an immediate pass to the office, without discussion. The office will check to see if the Students' clothing does not fit the Dress Code Policy. If it is determined that the student is not dressed according to the Dress Code, he/she will be sent home to change.



**\* Expected Behavior**

- No cutting remarks, verbal assaults, or threats.
- No intimidation, physical assaults or threats.
- No immoral activities or suggestive speech.
- No active or passive defiance.
- No overt or subtle disrespect.
- No questions or comments to teacher concerning a discipline or dress code referral. An appointment can be set at a later time if discussions or explanation is necessary.
- No physical contact of an expressive nature between boys and girls.
- No food or drinks in building outside of student lunch/lounge area. (Water bottles are an exception.)
- No pattern of late or incomplete work.

**\* Activities or Occurrences which Warrant Suspension or Expulsion:**

- Possession or involvement with drugs or alcohol.
- Smoking, including possession of related items, lighters, matches, etc.
- Immoral activity.
- Fighting or intimidating.
- Skipping class or school.
- Possession of a pocket knife, fire arm, fireworks, explosives, or any type of weapon, including the use of an ordinary object as a weapon.
- Lying, forgery or cheating in any form.
- Foul language in oral or written form, or distributing or possession of profane, indecent or obscene language, literature, pictures, or materials.
- Possession of occult/satanic objects, literature, jewelry, paraphernalia, etc.
- Physical or verbal abuse of/to another student or staff member.
- Abuse of school property, furniture, books, equipment, building, or grounds, etc.
- Continued presence of a spirit and attitude that is not in "harmony with the spirit of the school".

**\* Miscellaneous Policies:**

- Orderly conduct in halls, on grounds, and during school trips.
- Restrooms are to be kept clean and orderly.
- Protect school grounds---pick up trash, etc.
- Quality behavior and general compliance is expected at all outside school functions.
- Concerning classroom disruption, poor attitude, or non-compliant learning posture: the student will be warned; if behavior continues, the student will be sent to the principal for disciplinary action.
- All students must bring a labeled, flip-top water bottle to school. It is important to keep the body and brain hydrated to maximize learning.
- Students involved in special responsibilities (teacher aides, etc.) who abuse the privilege will have these responsibilities removed.
- All adults will be addressed as Mr., Mrs., Miss, Pastor, etc.
- No disrespectful conversation or actions towards ANY adult will be permitted.

**\* Classroom Policies**

Students will be expected to exhibit good classroom manners and conduct themselves at all times in a manner which is conducive to a learning situation.

**\* Students will:**

- Answer all adults respectfully.
- Listen when others are speaking: raise hand to get permission to speak.
- When talking is permitted, class must not become loud and boisterous.
- Be courteous and considerate of those around you who are also trying to learn by refraining from writing or passing notes, tossing objects, or playing with irrelevant objects.
- Be neat at all times.
- Exhibit responsibility by coming to class on time and with all materials and necessary supplies.
- Help keep the classroom, school & all school grounds clean by picking up paper, trash, and debris from the floor, the desks, the gym, bathrooms, and from the playground area before leaving that area or before class/school dismissal.

**Dress Code**

**\* Daily Attire:**

- Students may wear slacks, pants or jeans. Shorts and T-shirts may also be worn.
- Sweats, jogging outfits, and wind suits, may be worn.
- All clothing should be modest in cut and fit.
- No student, Pre-School through 6<sup>th</sup> grade, unless permitted by the individual classroom teacher, may wear flip-flops at any time unless the student is going to sit out for any recess or physical activity. Appropriate shoes may be brought to change into for recess or physical activities.

**\* Chapel Attire: (Chapel is every Wednesday and chapel attire must be worn all day)**

- **Boys:** Slacks, collared shirt, socks and dress shoes.
- **Girls:** A dress or skirt and blouse with panty hose, tights or socks & dress shoes. When the wind chill is 32 degrees or below, girls may wear dress slacks. **\* SHORTS OR BLOOMERS MUST BE WORN UNDER ANY DRESS OR SKIRT.**
- Students in the 2<sup>nd</sup> Grade and below may wear dress shorts.
- **No tennis or basketball shoes are allowed.**

**Dress Codes for all grades**

**\* Boys:**

- Tank tops and mesh shirts may not be worn.
- Hair should be neatly styled and clean, without covering the eyes.

**\* Girls:**

- **Shorts or bloomers must be worn under dresses and skirts for modesty on the playground.**
- Halter tops and tank tops are not to be worn.
- Dresses, skirts, split skirts, skorts, & shorts should be no more than 2" above the knee.
- Hair should be neatly styled and clean, without covering the eyes (must be clipped or held back out of the eyes).

**\* We will go outside for recess if the wind chill is above 32 degrees.** We will stay inside if the wind chill is below 32 degrees or if there is current precipitation. Be sure to "bundle up" your child on cold days. Germs spread when children are kept inside, and sickness does not occur from outside elements.



### **Student Conduct**

Remember what the scriptures have to say to those who are believers in Christ:

- "Everything is permissible for me-but not everything is beneficial. Everything is permissible to me-but I will not be mastered by anything." 1 Corinthians 6:12
- "Be careful. However, that the exercise of your freedom does not become a stumbling block to the weak...When you sin against your brothers in this way and wound their weak conscience you sin against Christ," 1 Corinthians 8-9, 12
- "For it is God who works in you to will and to act according to His good purpose." Philippians 2:13
- "So then, each of us will give an account of himself to God." Romans 14:12
- "Whatever you do, do it all for the glory of God." 1 Corinthians 10:31
- Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like unto it: Love your neighbor as yourself." Matthew 22:37-39

### **Texas Child Care Licensing**

Victory Christian Academy is a licensed child care/school facility. A parent may contact the child licensing office at any time. Their phone number is: 806-358-6211, and their address is: 3521 SW 15<sup>th</sup>, Amarillo, Texas 79102.

To report abuse or neglect, contact the CPS; the child abuse hotline number is: 800-252-5400 and the website is: [www.txchildcaresearch.org](http://www.txchildcaresearch.org). The main website for CPS is: [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Parents are welcome to review the minimum standards of child care licensing and the Academy's most recent child care licensing inspection report. If you wish to do this, a copy of the report can be obtained at any time from the principal and the minimum standards notebook may be viewed in the office.

### **Respect Authority**

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong." Romans 13:1-4

### **Be an Example**

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." 1 Timothy 4:12

### **Seek Excellence**

"I can do everything through Christ who gives me strength." Philippians 4:13

### **Be Honest**

"Providing for honest things not only in the sight of the Lord, but also in the sight of men." 2 Corinthians 8:21

### **Be Truthful**

"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

### **Practice Clean Speech**

"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29

### **Be Kind**

"Be kind and compassionate to one another, forgiving each other, just as God forgave you." Ephesians 4:32

\* Parents are agreeing to the terms of this handbook when signing the back of the registration card.



VICTORY FAMILY CHURCH  
STATEMENT OF FAITH

We believe in the Trinity. Both the Old and New Testaments of the Bible show that there is one God, and that He exists forever and in three Persons--the Father, the Son, and the Holy Spirit. God the Father is the creator and sustainer of everything. He composed the universe--in all of its beauty and glory--and while He was making this universe, He made man in His own image so that He could have fellowship with him. After man fell, God the Father graciously called man back into fellowship with Him through Christ. Jesus Christ is God and is the Son of God. He is living Word of God, and through Him all things were created. Born to the Virgin Mary and of the Holy Spirit, Jesus left heaven and came to earth as a man to redeem mankind. He is completely God and completely man. The Holy Spirit is God, and He is the Giver of life. The Spirit was active during the Old Testament, often speaking and working through the Jewish prophets. But it was on the day of Pentecost that He was given to the Church in fullness. The Holy Spirit works in our lives to transform us into the image of Jesus. He also empowers us to serve Jesus, and to be witnesses to His name. He is fully released in our lives by the baptism of the Holy Spirit, which happens after salvation. The baptism of the Holy Spirit is shown both inwardly and outwardly by many different ways.

We believe that the Bible is the perfect Word of God and that it is written by God through man. The Bible--being both the Old and New Testaments--is the only infallible Word of God that cannot be taken away from nor added to. It is eternal. It is ultimate. It has complete authority and final say in all things, and its authority cannot be overcome or overridden in any way. It's the single source of all doctrine, instruction, correction, and reproof, and is the all-inclusive guidebook on how to practically live a godly life.

We believe that Christ's death made salvation possible. When Jesus died for us on the cross, He paid the penalty for all of man's sins. However, redemption is only possible through the personal acceptance of Christ as Savior and Lord. Christ's sacrifice also made healing and total provision possible--for the spirit, soul, and body. We believe that salvation is a free gift. We did nothing and could never do anything to deserve salvation. But when Jesus died on the cross, His goodness allowed us to be saved if we would have faith in Him. Salvation happens by repenting of sin, believing in Jesus Christ, and personally receiving Him as Lord and Savior. It marks the beginning of a new life in Christ, in which we are the adopted heirs of His kingdom. Salvation is not a one-time event that saves us from hell--it is a lifestyle of loving, obeying, serving, and becoming more like Christ who saved us. We believe that the Christian life is a life of knowing and loving Christ. It is the combination of the new life that God gives us at salvation, and the truth He teaches us as we live it. The Holy Spirit guides us through various circumstances in life--always revealing to us truths about Him and ourselves in the process. Faithfulness is simply trusting Him through it all and learning to submit our personal desires to His perfect will. The shortcomings of individual Christians and the Church at large come from living in a fallen world while striving to become more like Christ. The life of the Christian is filled with trials, tests, and warfare with a very real spiritual enemy. But for those who live a life of love, faith, and fellowship with Christ, eternal hope is secure in our relationship with Him. God always provides for His Church, and He will never go back on the promises in His Word. We believe that the mission of the Church is to make disciples. The Church does not exist to get people into heaven, but also to train and equip them so that they are complete in Christ and able to live for Him here on earth. The Church is governed according to a biblical model including the roles of apostles, prophets, evangelists, pastors, teachers, and elders.

We believe in baptism and the Lord's Supper. These two practices were instituted by Jesus when He was on earth and are continued by His church to this day. Water baptism is simply the outward sign of the inner work God has already done in the individual's life. It is a sign of joining in Christ's death to sin and His resurrection into life in righteousness, as well as a statement to all that the person being baptized now belongs to Christ. The Lord's Supper is done in honor and remembrance of Christ's sacrifice until His return, and is a sign of our participation in Him.

We believe that Jesus is coming back. And when He comes, all those who know Him will reign with Him until the final judgement. During the final judgement, God will judge all of mankind--young and old, men and women, believers and unbelievers. And each individual's relationship with Christ will determine where he or she will spend eternity.