



2021/2022

**PARENT AND STUDENT
HANDBOOK**

Absences and Illness

The state of California requires that all resident children from ages six and above attend school.

Absence from school is discouraged. No matter how much effort is made, the school activities of a particular day can never be completely duplicated or repeated. **Absences in excess of 44 days in one academic year will result in a student having to repeat a grade.**

When family vacations occur while school is in session, it is the parent's responsibility to be certain that the classwork and homework is completed, and corrected. Generally, the deadline for school assignments will be extended by the number of days the student is absent from school.

Parents must report all communicable diseases (chicken pox, measles, mumps, eye infections, lice, etc.) to the school office personnel, and have notification of condition for recovery from the family doctor before returning to school.

When circumstances necessitate the student's absence, please remember the following guidelines:

- In case of illness a child should remain under the care of an adult (preferably the parent) until health is regained.
- Schoolwork may be arranged with the teacher in the case of an extended absence.
- It is the responsibility of both the student and parent to be certain that all assignments are completed and submitted according to the designated schedule.
- In the case of an absence from school, the teacher must receive an explanation via handwritten note, email, or phone call from the parent guardian.

Academic Standards

Students in all grades will be expected to demonstrate the knowledge, skills, and abilities designated as the curriculum of Victory Christian Academy. Assignments that are assessed a grade, unless otherwise noted, will be done so according to the following scale.

LETTER GRADE	MEANING	PERCENT RANGE
A+		100%
A	SUPERIOR	99% - 93%
A-		92% - 90%
B+		89% - 88%
B	GOOD	87% - 83%
B-		82% - 80%
C+		79% - 78%
C	AVERAGE	77% - 73%
C-		72% - 70%
D+		69% - 68%
D	POOR	67% - 63%
D-		62% - 60%
F	FAILURE	BELOW 59 PERCENT
INC.	Incomplete: to be replaced by a letter grade within 2 weeks.	

Retention

Since all of God's children grow and mature in their own unique way, Victory Christian Academy cannot guarantee that every child will be ready to move on to the next level in his/her education at the expected time. When it happens that a child is not ready to cope with the expectations of his/her age, the teacher will suggest the child repeat the grade and thus gain another chance to succeed. Since success brings about self-confidence, we feel every child must have the right to succeed. Parents are asked to very seriously consider the school's decision concerning a child repeating a grade.

Acceptance to the next grade is contingent upon successful completion of the required course work. Students in grades K-2 will be promoted on the recommendation of the teacher. Students in grades 3-8 must retain a final average that is in line with current school grading scales. Any student not having done so may be required to seek outside tutoring or summer lessons and then take a test to be administered by Victory Christian Academy to insure that the student has the necessary skills for success at the next grade level.

All retention issues should be referred to the principal by the beginning of the fourth quarter, and a "notice of danger of retention" sent home to the parents with a "return to teacher" section to be signed by the parents.

Academic Standards (continued)

All retentions will be referred to the Principal who will make the final decision. This decision will be based on the best possible information available, achievement tests, course work, attendance, as well as teacher and parental input.

Achievement Tests and Conferences

During the course of the year, students in grades 2 - 8 will take a standardized Achievement Test. Parents will be given these results after the school receives them. These results will go home with your child in their folder. Any questions or concerns should be brought to the teacher's attention.

Admissions

Admissions process to apply for enrollment:

- Contact the school office to schedule a tour and meeting
- Family meets with the Principal
- Turn in application for enrollment
- Formal assessment by the classroom teacher/principal
- Notified by the Principal of acceptance
- Payment of Registration Fee for school year to secure enrollment

Enrollment Policies

The basic enrollment and admission policy is the policy of the Lord, who says, "Permit the children to come unto me!" Victory Christian Academy invites, welcomes, and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies, scholarship, and other school-administered programs.

Parents understand that Victory Christian Academy is first and foremost a Christian Day School, not simply a "private" school, and that enrollment implies the educational development of the whole child — body, mind, and spirit. Parents who enroll their children at Victory understand that they and their children willingly submit to the discipline of Christian education and give assurance by such enrollment of their cooperation with the faculty and Board of Education.

Application for admission to Victory Christian Academy should not be primarily because of a physical, emotional, behavioral, or attitudinal dysfunction. Victory Christian Academy reserves the right to receive information on the home background and/or previous school experience of a child prior to enrollment. Before accepting new students, Victory

Christian Academy tests each child (K-8) applying for admission, to determine if the student is at grade level.

Admissions (continued)

Pupils entering Kindergarten must be 5 years of age on or before September 1st of the school year. Exceptions to this rule may be made by the Principal. All students in Kindergarten must be potty trained and not require restroom assistance or protective undergarments. All students entering Kindergarten must have a completed physical examination prior to enrollment.

Students will be enrolled according to the following priorities:

1. Students who were enrolled at the end of the previous school year.
2. Any child(ren) of communicant members of Victory Lutheran Church.
3. Siblings of any students presently enrolled.
4. Non-church member Staff children.
5. Communicant members from other Missouri Synod sister congregations.
6. All other students will be enrolled on a "first-come, first-served" basis.

After School Expectations

After school, students will plan to leave the school grounds when dismissed unless they have a later, school sanctioned activity. Students must wait for rides in the designated area of the parking lot.

Unless they are supervised by another adult, students on the school property after 3:15pm will be considered to be participating in our School Age Care (daycare) program and will be charged the hourly rate.

Students are NOT to remain in the classroom after 3:00 pm unless a teacher gives them special permission. These students will be required to sign-in- with a member of the School Age Care Staff, and will be included in and charged for our School Age Care Program until the time they are signed-out from this program.

Before School Expectations

Unless they are supervised by another adult, students on the property before 8:15am will be considered to be participating in our School Age Care Program and will be charged the hourly rate.

All students arriving at school will use the entrance from **Buena Vista Way**, on the east side of school (the parking lot side). **All other entrances are locked.** After **8:20am** students are asked to go directly to their classrooms in the morning unless they have business in the school office.

Before School Expectations (continued)

Students will remain with **until 8:20am** at which time they are dismissed by our SchoolAge Care Staff to the classroom.

Bicycles On Campus

Bicycles may be ridden to school provided they are properly placed and locked on to the bike rack. Bicycles are to be walked on and off the school grounds as well as the parking lot specifically. Bicycles may not be ridden in the parking lot.

Bullying and Similar Intimidating Behavior

According to the US Department of Education, bullying is commonly defined as unprovoked, intentional, and repeated hurtful acts, words, or other behavior, such as name: calling, threatening and/or shunning, committed by one or more children against another. An imbalance in real or perceived power exists between the bully and the victim.

At Victory Christian Academy, bullying behavior - including physical and verbal aggression, social alienation, and intimidation will not be tolerated. **Students and parents are encouraged to immediately report any circumstances of unprovoked, intentional, and repeated behavior that could be classified as bullying.**

Above all it must be emphasized that in an effort to follow Christ's example, a climate of acceptance, correction, and forgiveness will be maintained at Victory Christian Academy. This requires the cooperation of all students, the care of all staff members, clear and effective communication with the parents of our students, and the commitment to living out Christ's sacrificial love.

Guidance, and correction will be provided as needed for both the bully and the victim, so that a climate of support and acceptance will be sustained. This assistance will occur in the following stages:

PHASE ONE: When a persistent relationship problem continues, the principles of correction and forgiveness described in Matthew 18 will be incorporated.

The offending student will be:

- Counseled by his/her teacher
- A note will be written to the parents of the offending student, which explains the situation and the consequences administered. This note will be signed by the **student and parent(s)** and returned to the teacher. One copy of this note will also be sent to the parent of the student who was offended.
- The teacher will keep a record of the incident.

Bullying and Similar Intimidating Behavior (continued)

- One copy of the signed note will be submitted to the principal who will maintain a special file for such incidences.

Additionally, appropriate consequences that are simple and progressive will be administered. These consequences may include, but are not limited to:

- The loss of recess
- Assigned physical activity
- Detention
- Required writing assignment

Bullying and Similar Intimidating Behavior

PHASE TWO: The steps of PHASE ONE will continue. Additionally, the teacher will schedule a parent-teacher conference. Behavior goals will be established or reinforced, and further consequences discussed and administered as are necessary.

The teacher will record a summary of this conference, and will provide a copy to:

- The parents
- The Principal

The Principal will meet with the offending student to discuss the goals and consequences.

PHASE THREE: The offending student will be suspended from school for a minimum of one school day (Teacher’s Suspension)

PHASE FOUR: The offending student will be suspended from school for a minimum of THREE DAYS (Principal’s Suspension). The student and parents of the offending student will be required to consult with a child psychologist. A report from the psychologist must be provided to the Principal within an agreed upon period of time from the beginning of the suspension. This report and all subsequent reports will be shared with the teacher of the student, and be included in the student’s cumulative file.

PHASE FIVE: If the offending student continues to engage in bullying behavior, it will be recommended to the Board of Education that this student be expelled from enrollment at Victory.

SEVERE CLAUSE: *In the case of severe instances of bullying, drastic consequences will be administered by the Principal to the offending student. These could include IMMEDIATE SUSPENSION, or the recommendation for EXPULSION.*

Chapel

A weekly chapel service is held on Wednesday mornings. This service normally begins at 9:00 am. Our principal, pastor, teachers, students, and guest speakers conduct the services.

An offering can be contributed in the classroom throughout the week. These contributions are brought to chapel on Chapel Day. Our Student Council selects a special project for each quarter of the school year. Special short-term projects may also be selected. Students are able to see the impact of their contributions as they support Christian ministries around the world.

Citizenship Grades

The guidelines and expectations that were listed at the beginning of this handbook are used to measure a student's development in the area of citizenship and social skills.

The markings on the quarterly report card for citizenship and minor academic subjects (such as Spanish, Choir/Music, and PE) are as follows:

O - Outstanding I - Improving S - Satisfactory
N - Needs Improvement U - Unsatisfactory

Class Parties

The Room Representatives for each class plan parties for the students and coordinate these plans with the teachers. Each year the following parties are held for each grade:

- Christmas
- Valentine's Day
- Hosanna Party (before Easter Break/near Palm Sunday)
- End of the Year Party

There may be other class parties for certain special occasions or for reward purposes as determined by the teacher.

Consequences for Misbehavior

The staff at Victory Christian Academy does not administer corporal punishment. When an infraction of the school rules occurs, a variety of consequences may be administered. These may include but are not limited to: "time out", loss of playtime, a special task assignment, writing assignment, detention, or suspension/expulsion.

A detention may be assigned to be served on the day of the infraction, or if necessary, as arranged between the teacher and the parent(s). Continued misbehavior may necessitate a parent conference. If this undesirable behavior still continues, the assistance of the principal may be enlisted. ***Serious misbehavior may result in suspension - either in school, or at the parent's home or workplace - or ultimately expulsion.***

A policy for discipline has been developed and approved by our Board of Education. It can be reviewed in our school office. It includes the following information regarding student suspension.

Grounds for Suspension - Severe Circumstances:

Suspension may result from a very serious condition of improper behavior, or from other severe circumstances detrimental to the safety of others and the Christ-centered environment at Victory Christian Academy.

Grounds for Suspension or Expulsion:

- a) Caused, attempted to cause, or threatened to cause physical injury
- b) Possessed, sold or otherwise furnished firearm, knife, explosive, or other dangerous object (except with written permission from a school employee, and in agreement with the principal).
- c) Possessed, used, sold, or otherwise furnished negotiated to furnish, offered, or been under the influence of any controlled substance, alcoholic beverages, or an intoxicant of any kind, or possessed, used, or sold drug paraphernalia, or pretended to do so.
- d) Committed or attempted to commit robbery or extortion

- e) Caused or attempted to cause damage to school or private property
- f) Stolen or attempted to steal school or private property
- g) Possessed or used tobacco, or any products containing tobacco or nicotine

- h) Committed an obscene act or engaged in habitual profanity or vulgarity

Grounds for Suspension or Expulsion (continued):

- i) Disrupted school activities or otherwise defied the authority of teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

A student may be suspended or expelled for any of these enumerated actions or conditions if they occur:

1. While on school grounds
2. While going to or coming from school
3. While off campus during the school day
4. While going to, during, or returning from a school sponsored activity

In the case of an in-school suspension, a supervisory adult will be recruited and paid a minimum hourly wage by the parent or guardian if the principal is unable to facilitate the in-school suspension. If a staff member conducts the in-school suspension, the staff member will receive his or her current wage for supervising the suspension. This amount will be added to the student's account, in a manner similar to a charge for School Age Care services.

Damages

Students will be required to reimburse the school for loss of, or willful or careless damage to textbooks or other school property.

Detention Policy

Students may receive a detention based on behavior or missing assignments (this mainly occurs in the Middle School Grades). Detentions act as the consequences for the student's actions, and are to be taken seriously. Our staff will stay after school to facilitate the detentions and parents will be notified of the date of the detention prior to the date it will be served. Any conflict in dates for the detention must be worked out

with the teacher on a case-by-case basis. No exceptions or “switching of detention dates” will be accommodated for athletic events.

- If a student chooses to “skip” the detention he/she is required to serve, that student will then be given a second detention to serve. The parent will be notified of the initial detention, the choice to not serve that detention, and the secondary detention as a result.
- Students choosing to not serve the two detentions (the initial, and the secondary) will receive a one-day in school suspension. He/She will remain in the office and complete all work outside of his/her regular classroom.
- *All students serving detention will be signed into a detention log, and if not picked up after detention, will be signed into our School Age Care Program.*
- *Victory practices or games do not constitute a reason for a changed detention date.*

Dress Code Policy

Victory Christian Academy strives to prepare students for excellence in all areas of life - education, character, community service, and Christian witness. Appearance plays a significant role in student pride and community participation. We recognize that these are the years in which students will develop habits and practices that will last a lifetime. Victory Christian Academy has adopted a Uniform dress code. Students are expected to present themselves with excellence. Uniforms are required, and the following criteria is as follows:

All student uniforms must be The Uniform Store. No look-alike uniforms will be allowed.

International Student Uniform Package:

Boys' Uniform Requirements:

Boys Shirts

Polo Shirts- Polo Shirts must be gray, white or black with the School Logo. Polo shirts can be long or short sleeves. Only **The Uniform Store** polo shirts with the "VICTORY" logo are acceptable.

Cloth shirts are not considered outerwear and should not be worn unbuttoned. Only one plain white undershirt will be permitted to be worn under the uniform shirt. No modifications of uniforms will be permitted.

Boys' Pants

Uniform Pants- Pants must be black or tan khaki style pants and **can only be purchased from The Uniform Store**. Pants that are excessively tight, baggy, dirty or sloppy are not allowed. Boys may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No oversized belt buckles or belts with logos are allowed. No Cargo Pants or Corduroy.

Uniform Shorts- Uniform shorts must be black or tan Khaki style shorts and **can only be purchased at The Uniform Store**. No Cargo shorts, Corduroy or Board shorts allowed.

Boys and Girls are expected to dress with professionalism and modesty. Torn clothing is not permitted. Excessive wear and tear will result in automatic replacement of that article of clothing. This is at the discretion of the principal.

Hair must be well-groomed (no Mohawks, extreme styles, or shaved symbols), a natural color (no dyes, streaks, highlights, or tips), and for boys no ponytails or buns and hair shall not extend beyond the bottom of the shirt collar. Only ears may be pierced and only one earring per ear, girls only. Tattoos are not allowed.

Girls' Uniform Requirements:

Girls' Shirts

Polo Shirts- Polo Shirts must be gray, white or black with the School logo. Polo shirts can be long or short sleeves. Only **The Uniform Store** apparel polo shirts are acceptable. Undergarments/Undershirts including long sleeved shirts shall not be visible at any time.

Girls' Skirts

Plaid, Black or Khaki. These items can only be purchased at **The Uniform Store**. Skirt length shall not be higher than 2 inches from the back of the knee.

Girls' Pants

Uniform pants must be black or tan Khaki style pants and must be purchased from **The Uniform Store**. Pants that are excessively tight, baggy, dirty or sloppy are not allowed. Girls may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No Cargo Pants or Corduroy allowed. No undergarments shall be visible at any time.

Uniform Shorts- Uniform shorts must be black or tan Khaki style shorts and must be purchased from **The Uniform Store**. No Cargo Shorts, Corduroy, or Board shorts allowed. No Undergarments shall be visible at any time.

Girls are expected to dress with modesty. Exposed midriffs and backs are not permitted. Torn clothing is not permitted. No messages, insignia, or language is acceptable on clothing, other than the Victory Christian Academy logo. Hair must be well-groomed

(no Mohawks, extreme styles, or shaved symbols), and a natural color. Piercings (other than the ears for girls only), and tattoos are not permitted.

(Dress Code Policy continued)

Additional Requirements for all students:

Footwear

No Flip-flops, or high-heels allowed. Students must wear closed toe flats. Students will need to come prepared with appropriate athletic shoes on PE days.

Socks

Knee-high socks or shorter are acceptable. Tights must be solid black, brown or white with no patterns. Thigh-high socks are not permitted-socks may not extend above the knee.

Outerwear

Students are permitted to wear any outerwear that is consistent with the Victory uniform colors (black, grey, white, gold). Outerwear logos may be no larger than the Victory logo on uniform polo shirts, and may not contain anything offensive. Students are encouraged to purchase Victory outerwear from **The Uniform Store**.

Sweaters

Nunes V-Neck Cardigan (boys and girls)

Hats

Hats may not be worn.

Physical Education

Students may wear a Victory T-shirt, which can be purchased from **The Uniform Store** and any bottoms. Bottoms must not be shorter than the normal uniform short length, and may not have excessive wear and tear. No holes or rips allowed.

(Dress Code Policy continued)

Friday Dress

Every Friday, students may wear a Victory T-shirt and school appropriate bottoms. Bottoms must not be shorter than the normal uniform short length, and may not have excessive wear and tear. No holes or rips allowed. No pajamas.

Personal Hygiene

Good personal hygiene should be maintained by regular showering and clean clothes, including PE uniforms. Make-up or nail polish, may not be worn by male students. Visible piercings (earrings on girls OK) or tattoos, clip on rings, tongue rings, or studs on any student are not permitted. Chains of any kind, attached or unattached to clothing are not permitted. This does not include gold/silver chains worn for jewelry purposes. *Special dress days (jeans, jerseys, hats, etc.) may be permitted during the year at the discretion of the Executive Director, and/or Principal.*

The Executive Director, Principal, and teachers are the final arbiters of whether particular clothing is acceptable. Initial violations of the dress code will result in one warning. Subsequent violations will result in immediate correction or students will need to be picked up from school or have alternate clothing delivered. Continued violations will result in meeting with parents or guardians, suspension, or other disciplinary measures.

Drug, Alcohol & Tobacco Policy

Victory Christian Academy maintains that the use of illicit drugs and the unlawful possession or use of alcohol or tobacco is wrong and harmful. Therefore, it shall be the policy of Victory Christian Academy to absolutely prohibit the unlawful possession, use or distribution of illicit drugs, alcohol or tobacco on school premises or at any part of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs, alcohol and tobacco by any student of the school during regular school hours or after school activities on or off school premises. Compliance with this policy is mandatory. Consequences for the violation of this policy will be as follows:

- A meeting of the student with the parent and principal. This will result in suspension or expulsion, with the right of appeal to the Executive Director.
- The Law Enforcement authorities may also be notified of the violation.

The school will also provide educational instruction on the prevention of drug use. The school will maintain a list of drug, alcohol and tobacco counseling and rehabilitation services available to students. Completion of such a program may be mandatory in order to return to the school classroom.

Early Release

When it is necessary for a child to leave the school grounds before the normal dismissal time, a note must be brought from home. During the school day, the parent is asked to come to the school office when picking up a student. A member of our office staff will contact the child's teacher to notify him or her that the student should come to the office. The office personnel will then grant the student's "release".

Emergency Information

At the beginning of the school year, parents are asked to provide emergency information. In case of injury or illness, this allows our office staff to respond appropriately and without delay. ***Parents are reminded to be certain this information remains current throughout the year.***

Field Trips

During the school year, special class trips will be arranged and parents will receive information that will include all of the pertinent details. A permission slip will be required for each such activity. There may be an additional charge to cover admission, transportation, and various other expenses. Parents will be notified of the cost and will be responsible for the expense if the child attends/participates. Parents are often requested to assist with the transportation for these excursions. Many field trips are considered a part of our curriculum and students will be marked absent and may be required to complete an alternate assignment if they do not attend.

Field Trips (Long Distance)

Our older classes participate in class trips that take them away from campus for overnight experiences related to the regular course of study. **The Sixth Grade attends Camp Palomar. Seventh and Eighth Grade will be going to Astro Camp during the 2021-2022 school year.**

The cost of these trips are included on the Chart of Fees and will be billed unless otherwise arranged, is paid along with the monthly tuition. Parent chaperones will be expected to pay in advance. Other extended activities may also be planned. Except under extenuating circumstances, it is expected that all students will participate completely in all class activities.

Forgotten Items

If a student forgets books, lunch, P.E. shoes, etc. these items may be brought to the school office. Parents are asked NOT to disturb the classroom routine by bringing items directly to the classroom during instructional time. Please be sure to label all items.

Gradelink

Students learn best when their parents or guardians team up with the child's teacher. At Victory Christian Academy students and adults can monitor academic progress through GRADELINK. This is a service provided by our school for students in grades 1-12. GRADELINK is an internet based program that can be easily accessed to determine a student's current academic status. www.gradelink.com

Access information and instructions for this service will be provided to the parents or guardians who may need this. As the teacher records grades the student's progress can be easily monitored. Parental alerts and a variety of other features can be set up to provide information regarding a student's progress.

Grievances

CHAIN OF COMMAND:

In the event that a parent has a concern regarding an issue, an incident, or condition of the school, the parent is first expected to address the concern with the supervising staff member. In most cases, this would be the specific teacher, Daycare staff member, etc. with whom the issues are in regard to. Another member of the same staff should NOT be sought out first. The goal is to gain accuracy and clarification, which will lead to an understanding and resolution. If satisfaction is not achieved, the parent is advised to contact the director of that department. If satisfaction is *still* not achieved, the parent should then contact the School Administrator/Principal.

The Leadership Team is the **FINAL STEP** in this “communication chain”. If satisfaction in an area of concern has still not been achieved, then the parent is asked to explain the concern directly to the Leadership Team.

Grievances (continued)

It is also the responsibility of the Leadership Team to be certain that the steps of due process - identified in Matthew 18 - are followed:

1. The concerns are first discussed with the individuals **DIRECTLY INVOLVED**

2. If not satisfied, any of the concerned individuals may discuss this issue with the Principal of the school.

3. Executive Director, acting as the Administrator of the School Ministry, will meet with the parties involved.

4. If still not satisfied, any of the concerned individuals may discuss this issue with the Leadership Team at a regular meeting.

- The discussions must be limited to the individuals involved.
- The concern is addressed as a concern of the individual, rather than soliciting similar concerns from others.
- The individuals involved will fairly consider the concerns expressed and will allow sufficient time for the concerns to be addressed.

With this in mind, the following policy has been established. Any request to address the Leadership Team must be made to the Executive Director in writing, including the following information:

1. The intended purpose in addressing the Leadership Team.
2. All of the individuals who hope to be present.
3. Any anticipated outcomes.

Grievances (continued)

Prior to allowing this request, the Leadership Team will discuss this request with the Principal and any other members of the Victory community who may be involved to determine whether due process, as described in the steps from the previous page, has been followed, and to identify any additional pertinent information.

The Leadership Team will then inform the person making the request of:

1. The allowing (or not) of the request at the next regular meeting.
2. The delaying of the request to a time in the future or
3. Any necessary procedures before the request will be considered by the Leadership team.

When the person making the request is allowed to address the Leadership Team, this individual will be informed of:

1. The time on the agenda at which this issue will be addressed.
2. Who will be present - besides the members of the Team - and
3. The length of time allowed for the presentation.

Following the presentation by the person addressing the Leadership Team, time will be allowed for questions of this person for the sake of clarification. When this has been accomplished, the person(s) addressing the Leadership Team will be excused. If necessary, a further discussion will take place during the "closed session" portion of the meeting of the Leadership Team. If warranted, any resulted action will be determined.

The Executive Director will communicate to the individual bringing the concerns, including an acknowledgment of the person's attendance at the meeting, and, if appropriate, any conclusions that have been reached. This communication will be determined by the team on a "case-by-case" basis. As a conclusion to the discussion, the team will also determine the appropriate method and content of communication with the person(s) who addressed the team.

In the case of severe circumstances, the Leadership Team is authorized, if necessary, to set aside these procedures, and is also authorized to, if necessary, convene a special meeting to address a specific concern of an individual.

Homework Policies

The challenging program at Victory often requires that some study and schoolwork be done outside the regular school day. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for furthering learning that may become increasingly more challenging. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place and specific time for study. As they complete assignments at home, parents can help best by determining a proper balance between independent work and guided assistance for their children.

Individual classroom teachers will establish procedures and policies to manage the activities of the class. These will typically be handed out in a packet within the first few weeks of school. Any questions about expectations should be brought to the teacher's attention early on in the year. In this packet will also include consequences for homework not submitted on time. Regarding this overdue work, each teacher will determine procedures and consequences appropriate for the age of the students and will communicate these with the parents.

Honors

At the conclusion of each quarter, certificates are distributed for:

- * **Perfect Attendance**
- * **Commendable Worship Participation** (participation in 80% or more of the possible regular weekly worship opportunities at a Christian congregation)
- * **Honor Roll** (A report card with a Grade Point Average "GPA" of 3.500 and no grade below a 70%.)

- * **Outstanding Honor Roll** (A report card with a Grade Point Average "GPA" of 3.875 and no grade below a 70%.)

Honor Roll and Outstanding Honor Roll Certificates are distributed to students in grade five through eight.

Valedictorian/Salutatorian

Only students enrolled at Victory Christian Academy from 6th grade through 8th grade are eligible to receive the distinction of Valedictorian or Salutatorian. The scores from 6th grade through 8th grade will be combined to calculate a cumulative Grade Point Average. The student with the highest (6th-8th) Grade Point Average will be named Valedictorian and the student with the second highest (6th-8th) Grade Point Average will be named Salutatorian. If the Grade Point Averages are exactly the same, 5th grade scores will be taken into consideration to determine the Valedictorian and Salutatorian.

Immunizations

The state of California requires that all students be current with IMMUNIZATIONS **prior to school entry for the year**. Check the following website for the most current immunization requirements based on your child's age and the grade they are entering:

<http://www.shotsforschool.org/toolsforschools>

Lice

At times, a parent informs us that his/her son or daughter has been exposed to head lice. Since this condition can spread rapidly, it is extremely helpful to be notified of such a condition **AS SOON AS POSSIBLE**. When such a situation occurs, Mrs. Davis (Ms. Stacy),

acting as our School Nurse, examines the scalps of all students who may have been exposed.

If a condition of head lice is discovered, the exposed student(s) will be required to meet the following conditions:

- o The student must be picked up from school without delay, and treatment must begin as soon as possible (information will be provided).
- o A letter will be sent home with all students who are examined, with information for further home examination and treatment.
- o Upon return to the school, no sooner than 24 hours of the first discovery, the student will be examined once more. If the child is found to be free of head lice, all eggs, and egg sacs (even if treated), he/she will be allowed to return to the classroom.

Loss of Personal Property

Losses should be reported to the classroom teacher and, if necessary, to the appropriate office personnel. Bringing large amounts of money to school is discouraged. When necessary, valuable or potentially dangerous items are to be kept in the office.

Parents can prevent items from becoming lost by labeling them. All lunches must be labeled. When necessary, money should be brought to school in an envelope and marked clearly with the child's name, grade, and purpose for bringing the money to school.

Lost and Found

Lost and found items will be given to the teacher and/or turned into the School Office personnel. Students may receive lost items by properly identifying them. Unclaimed items are periodically donated to an appropriate charity. ***Since many of the clothing items are identical, it is essential that each be marked with the child's name.***

Medication

When it is necessary for a student to take medication prescribed by a physician, the medicine (in its original container) should be brought to the School Office where it will be stored. ***A written statement must be provided that explains the following:***

- o Method

- o Amount
- o Time that the medicine is to be administered

Our secretary, Mrs. Stacy Davis, serves as the school nurse, and she will assist with the administration of the medication, and will maintain a record of the medication distribution.

If a student received medication on a continuing basis, written information must be brought to the School Office, which will include the following:

- o Type
- o Dosage
- o Schedule for administering
- o Name of the supervising physician

Notice of Nondiscriminatory Policy

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

Parent Teacher Conferences/Communication

Good communication can effectively build a successful team between parents, teacher, and student. While teachers are typically occupied in the morning with students and responsibilities related to the activities of the day, they are very willing to meet with parents to discuss a child's development, as is necessary, throughout the school year. **Parents should please avoid meetings with the teacher in the morning unless a prior appointment has been made.** *If you would like to set up a conference with your child's teacher(s), please make an appointment by contacting the teacher directly via note, email, or phone call.*

During the First Quarter, parents of all students will meet with their child's teacher to discuss his or her progress. Our staff will schedule the First Quarter conference, and parents will be notified of the appointment time in advance. *If there is a conflict in the time scheduled by the teacher, please speak with the teacher directly to reschedule.*

Parents are welcome to visit the class for a period of time to gain a better understanding of what occurs within a school day. It is requested that arrangements for such a visit be made **PRIOR to the day of the visit**. This will allow for a convenient time to be determined, and to discuss reasonable parameters and objectives of the visit.

Parking Lot Rules

Our parking lot is used for many purposes throughout the school day and throughout the school year. These include but are not limited to Physical Education classes dependent on sport, sports practices after school, and before and after school by our School Age Care Program.

Pets on Campus

Upon occasion, parents bring pets with them when they drop off or pick-up a child from school. While our students enjoy seeing these additional “family members”, it sometimes can lead to a flock of children gathered around the visiting animal.

Pets on Campus

However, a group of students can be somewhat overwhelming for a rambunctious dog, turtle, snake, etc. Unless other arrangements have been made, **we ask that if you do bring your pet with you to our campus, please keep the pet in your car and away from a place where the students would gather.**

Physical Education Class

At least two times a week, each grade will have a Physical Education class. The goal of Physical Education class is to introduce the students to a wide range of activities and sports, find a sport or sports they love and want to pursue. Also, the class is meant to inspire a passion for a healthy and active lifestyle. Students in Physical Education will also learn life skills such as listening, following directions, being a good team member, and accomplishing things as part of a group.

- 5th – 8th grade students must wear appropriate Physical Education clothes. PE clothes will consist of: knee length, black cotton or nylon athletic shorts and a loose fitting, plain or Victory gray t-shirt.

Proper Shoes: For Physical Education class, please have your child come ready for class in shoes with good heel cushion and ankle support. Shoes must have laces or Velcro straps. Shoes that slip on and shoes with single straps (dress shoes) are not proper for class. **Running, cross-training, or basketball shoes are the most appropriate choices.**

Playground Rules

Children should always play safely. This means that rough or play fighting (such as: grabbing games, piggyback, wrestling, chicken fighting, carrying/picking up other children) is not allowed.

The sign of requirements on the playground equipment read as follows:

- Take turns on all equipment
- No pushing, shoving, or rough stuff
- Be careful when the equipment is wet
- Use the equipment correctly for fun and safety
- Do not play on broken or damaged equipment
- Do not walk upon or climb up the sides. Slide feet first, in a seated positions, face forward, and one at a time

Playground Rules (continued)

- Do not climb on or over safety rails, wall barriers, or swing frames
- Do not run on, jump off, or dive off the playground equipment
- Swing in a seated position and do not twist chains or jump out of swings
- Above all, have fun!

Report Cards

Report Cards are issued at the end of each quarter. At the conclusion of the year's **First Quarter**, a Parent Teacher Conference will be scheduled. The Report Cards for the **Second and Third Quarters** are sent home with the students on the first Friday of the following quarter. The **Fourth Quarter** Report Card is sent home on the final day of the school year.

Safety Policies/Procedures

Fire Drill: Fire Drills are held once each month during the school year. When the fire bell sounds, the pupils are to proceed directly to their designated evacuation area in a quiet and orderly fashion.

Disaster Drill: Disaster Drills are conducted at least once a quarter during the school year. As a result, students will be able to confidently respond in case of a serious earthquake or other such disaster. Upon sounding the alarm, the students are to take cover under their desks, away from windows, for sixty second. They are then to evacuate the building using the same exits as the fire exits.

Lockdown Drill: Once a quarter we simulate a situation of possible danger, which requires our students to be confined in their classrooms or other secure location. This drill is conducted with the least amount of intrusion as possible, and the students are usually unaware of any difference in the activities while this drill is being conducted.

In Case of Injury: All of our staff members take the necessary precautions to protect students from becoming injured. Most of our staff members are certified in both First Aid and CPR. However, accidents do happen. Should a student be injured, and require medical attention, the primary insurance of the family will be responsible for all expenses that are incurred related to the injury.

Emergency Call Out System: In an effort to provide up-to-date information during unique and stressful situations (such as during the fires that raged throughout San Diego County in recent past) an “Emergency Call-Out System” will be established each year for our families. With this system you will receive information regarding school closure or other similar situations that may require action on your part.

School Age Care (Day Care)

Victory Christian Academy offers day care before school (from 6am) and after school (until 6pm). This is offered to parents at a rate based on the Chart of Fees along with registration and material rates.

All students on campus before 8:15am, or past 3:15pm, including those students remaining in a classroom, unless requested or required by a teacher or supervising adult, will be signed into the School Age Care Program beginning at 3:15pm (or 12:45pm on minimum days). The time will be charged beginning at 3:15pm and continuing until the child is signed out. If a student is regularly part of the School Age Care Program and is requested or required to remain in the classroom past 3:15pm, the fee for School Age Care services will be assessed beginning at 3:15pm. ***If the child is not picked up by closing time (6pm) a late charge of \$10 plus \$2 per minute will be assessed. Students who are not signed-in in the morning or signed-out in the afternoon will be assessed the full amount of time (from 6am or until 6pm).***

Service Hours (required)

Each family is required to provide **20 hours** of approved service in support of the activities of our church and school. The full 20 hours of the service must be completed or the family will be required to pay the \$300 Required Serviced Hours (RSH) fee. The family member completing the service is responsible for recording the time served.

Service Hours required (continued)

The \$300 RSH fee will be assessed to the Victory Billing System in April and is **due by May 15th**. Any hours completed before mid-June, but after a payment has been received will be honored. A “refund” will be credited to the appropriate account when necessary.

Acceptable Service Hours **served by any family member**, including grandparents and children (when appropriate), will be allowed.

A parent/family member completing Service Hours must record the time served in the **Service Hour Notebook (located in the School Office)**.

Some examples of service activities would be: assisting with school lunch orders, distributing lunches, driving for a field trip, participating at a work party, filling in certificates, helping with church activities or the annual rummage sale, and helping at the Fall Carnival or Spring Fundraiser.

Sexual Harassment Policy

The Leadership Team of Victory Lutheran Church recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-esteem and self-confidence, reduced ability to perform schoolwork and increased absenteeism or tardiness. It is also directly contrary to God’s will and is not in keeping with the principles of Victory Christian Academy. The Leadership Team, therefore, will not tolerate the unlawful sexual harassment of any student by any employee, student, or other person under the jurisdiction of the Board.

Teachers shall discuss this policy with their students in an age-appropriate way and assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in, or from, the school may be subject to disciplinary action up to and including expulsion.

Any employee, or other person under the jurisdiction of the Leadership Team, who permits or engages in sexual harassment may be subject to the disciplinary action up to and including dismissal and legal prosecution.

Any student who feels that he/she is being sexually harassed should immediately contact his/her teacher or the principal. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. If the situation is not immediately resolved, a complaint may be filed with the principal and/or the Executive Director. In no case shall the student be required to resolve the complaint directly with the offending person.

When a student complaint is made to a teacher, he/she will immediately inform the principal. The principal will then decide if the complaint warrants his/her investigation or if the teacher needs to do further follow-up analysis of the incident. Should the principal decide to investigate, an immediate, thorough, objective, and complete investigation will then be made to determine whether unlawful harassment occurred. Upon completion of this investigation, the harasser and any other concerned party will be informed of the results. Prompt and effective remedial action will be taken if harassment has occurred. **This action will be commensurate with the severity of the offense and be made known to the parent/guardian of the victim.** At this time, the parent/guardian will be informed of their right to secure legal counsel and advice.

The Leadership Team prohibits retaliatory behavior against any complaint or any participation in the complaint process.

Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or creating an intimidating, hostile, or offensive educational environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the school and which may constitute sexual harassment include:

- o Unwelcome sexual flirtations or propositions
- o Verbal abuse of a sexual nature
- o Graphic verbal comments about an individual's' body
- o Sexual jokes, stories, drawings, pictures, or gestures
- o Spreading sexual rumors
- o Sexually degrading words used to describe an individual
- o Touching an individual's body or clothes in a sexual way
- o Cornering or blocking of normal movements
- o Displaying sexually suggestive objects in the educational environment
- o Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

***More information available in the section titled:
"Consequences for Misbehavior"***

Sports (Intramural Athletics)

Victory Christian Academy is part of the Christian Athletic League. This organization offers Volleyball and Basketball for both boys and girls in grades 3-8. In order to pay for uniforms, referees, and trophies (if the need arises), each participant is charged a sports fee.

In order for a participant to be eligible, each student must maintain a C average (2.0 of higher overall), and have no F's in any subject. Additionally, all participants must demonstrate a supportive attitude and meet the classroom expectations set forth by the teachers and supervisory adults. *Any student having a detention (be it for behavior or academics) will not be eligible for any sporting event that may take place on the day of the detention.*

Student Council

A Student Council operates in order to practice responsible leadership, provide service opportunities, promote school spirit, initiate and coordinate student activities, and to practice skills in organization and democratic environment.

Once the school year begins, the students in grades 7 and 8 will elect two class representatives.

Tardy Policy

Academic success is directly correlated to attendance and punctuality. Students, parents, teachers, and administrators must work together to make certain that students are present and on time each day. While the occurrence of a student being tardy is sometimes unavoidable, chronic tardiness is problematic as it disrupts the learning environment and causes concern for the academic progress of a student.

If a student arrives after the 8:30AM bell has rung, **PARENTS MUST ACCOMPANY THE STUDENT INTO THE OFFICE AND SIGN IN THE TARDY LOG BINDER. THIS IS FOR THE SAFETY OF THE STUDENT, AND TO PREVENT UNSUPERVISED CHILDREN FROM WALKING IN THE PARKING LOT.** Students will need to obtain a tardy slip to be admitted into class after instruction has already begun. This is to ensure that the instruction happening in the classroom is not interrupted and an accurate log of tardy occurrences is kept for students.

Tardy # 1, 2, 3 and 4 in a quarter (UNEXCUSED)

Parent **MUST** accompany child into the office to sign the tardy log and receive a tardy slip to admit the child into the classroom.

Tardy # 5 and 6 in a quarter (UNEXCUSED):

Parent **MUST** accompany child into the office to sign the tardy log and receive a tardy slip to admit the child into the classroom. ***A PHONE CALL TO THE PARENT REGARDING THE TARDIES WILL ALSO OCCUR.***

Tardy # 7 in a quarter (UNEXCUSED):

Parent **MUST** accompany child into the office to sign the tardy log and receive a tardy slip to admit the child into the classroom. ***LETTER FROM THE PRINCIPAL WILL BE RECEIVED REGARDING TARDIES.***

Tardy # 8 in a quarter (UNEXCUSED):

Parent **MUST** accompany child into the office to sign the tardy log and receive a tardy slip to admit the child into the classroom. ***MANDATORY PARENT CONFERENCE REGARDING TARDIES WILL OCCUR.***

EXCUSED TARDY: A STUDENT WILL BE CONSIDERED EXCUSED IF THE STUDENT IS SIGNED IN BY AN ADULT AFTER THE 8:30AM BELL DUE TO A DOCTOR/DENTIST APPOINTMENT, INCLEMENT WEATHER, OR FAMILY EMERGENCY.

Along with the previously mentioned consequences, students may also be kept in from recess or after school to complete any work that they have missed.

Telephones/Directory of Extensions and Voicemail

Students should be called to the telephone only in an emergency and they should use the telephone to call out only in an emergency. Parents should try to call between 8:30am and 3:30pm. The school secretary is not in the office during her lunchtime which is 12:30pm - 1:00pm.

Directory

In order to contact our School Office personnel, please call (619) 262-4444 ext. 300 between the hours of 8:00am-4:00pm; the telephone will be answered by a member of our staff.

Before 8:00am, during the lunch time for our office staff, and after 4:00pm, the telephone system will be answered by the voicemail (auto attendant). If you would like to bypass the preliminary greeting on this voice mail system, merely press the pound key (#). With this system you are able to contact all of our classrooms, the School Age Care Program, and our offices. If no one answers the phone, you can leave a message directly in that individual's "voicemail box".

Tuition and Financial Information

Tuition and Other Payments:

Tuition payments alone do not cover all the SCHOOL expenses incurred for any family-member or non-member. The members of our congregation and others "fill the gap" through their generous contributions. School Age Care, Sports Fees, and Summer Camp fees are billed as they occur and must be paid by cash, check, credit card or money order. It is essential for families to pay their school accounts for all the fees incurred upon receipt of the monthly statement.

Tuition Credit Bonus:

If a family recommends enrollment in Victory Christian Academy to a "new" family, and that family successfully enrolls a student, the recommending family **receives a credit for one student's one-month tuition**. A member of the recommending family is asked to complete the "Tuition Credit Application" form in our School Office. This credit will be given after the incoming student has attended 90 days of school.

Other Financial Information:

At the time of enrollment and re-enrollment, each student is charged a non-refundable registration fee. If any charges are owed to Victory, a monthly statement will be mailed to these families. Upon receiving the statement the amount indicated is due in full, and is considered late on the 10th of the following month. A late fee of \$25.00 will be assessed for late accounts.

If the person responsible is unable to pay this full amount prior to the 10th of the month, he or she is asked to contact our office before the payment is delinquent. A student's account from the previous year must be paid in full before he or she is allowed to enroll for the new-year.

There is a Non-Sufficient Funds (NSF) fee of \$25.00 assessed for all checks and "ACH" payments returned from the bank, plus an additional \$25.00 late fee if the NSF is not paid within 10-days.

Only small amounts of cash are kept in the School Office. Please make payments by check, money order or credit/debit card. Please avoid paying in cash when possible. If payments are dropped off in the office after closing or brought by students, please put these payments in an envelope and mark:

- Student name
- Name of who is making the payment
- What the payment is for (School Age Care, Sports Fee, etc.)

Parents who claim School Age expenses on their Income Tax Returns are asked to keep a record of these charges. Our office staff can only provide proof of the prepayment for School Age Care. A \$25.00 service fee will be assessed for this and other similar research services.

At the conclusion of the school year or at the end of a student's enrollment, if any charges or fees are unpaid, the report card, diploma and/or student records will be held in our office until the account for this student has been cleared.

Delinquent Accounts:

It is impossible to overstress the importance of contact from a parent to address a matter such as delinquent accounts. Families will receive a monthly statement of their account if they have a balance due. If a family is unable to pay the balance on this statement

in full and/or on time, they **must** contact our office immediately, so that a workable payment plan can be arranged.

If attempts to make arrangements prove to be unsuccessful, the student's enrollment will be suspended until the account is made current. If necessary, a student will be expelled for an unpaid balance. Accounts that are more than 90 days overdue are subject to being submitted to a collection agency and/or small claims court for resolution.

Tuition Assistance:

There may be a time when a few of our families might experience hardship, which will affect their ability to make timely tuition payments. A Tuition Assistance Plan has been established that can assist our families during a time of severe financial need. Parents may contact the office for information regarding the Tuition Assistance Plan.

Weapons Policy

The possession of any item that could inflict bodily harm to another person is not permitted at school or any school function, unless it is being used for a teacher assigned project. A weapon is defined as any object that, by its design, use, intended use, or brandishing could cause bodily harm or property damage or could intimidate other persons. Weapons include, but are not limited to, firearms (whether loaded or unloaded, whether operational or not, and whether genuine or not), as well as knives and knife look-alikes, chains, martial arts equipment, dangerous chemicals, and explosives. Items not designed as weapons will be regarded as weapons under this policy if their use causes another person bodily harm or property damage, or if the items are used with the intent of causing bodily harm or property damage, or if they are used to intimidate others. Such items include, but are not limited to, belts, sprays, pens and pencils, scissors, and other sharp objects. The principal and/or Executive Director will determine appropriate, logical consequences for violating this policy. Consequences may include any or all of the following:

- Administering approved disciplinary practices and procedures.
- Notifying the principal and/or Board of Education.
- Notifying parents, guardians, or legal custodians.
- Notifying law enforcement officials.
- Suspension from school.
- Recommendation for expulsion by the Board of Education.

Website

Victory Lutheran Church operates a website for information and promotion of its ministries, including our school.

The web-address for this site is: WWW.VICTORYSOUTHBAY.ORG

Some teachers also have personal web pages through this website for their classroom. These web pages may include information like homework, projects, and announcements and reminders throughout the week.

Miscellaneous School Rules

- o *Students are not allowed to leave school grounds unless they have permission from the Staff member in charge, or a member of the faculty.*

Items that could cause classroom distractions, playground disruption, or which are dangerous, extremely valuable, or nuisance items, should not be brought to school unless teacher permission is obtained ahead of time.

- o *These items include (but not be limited to) phones, iPads, cameras, remote control cars, portable gaming devices, etc..) When these items are allowed by the classroom teacher, the student bears FULL RESPONSIBILITY for the item.*
- o *Students who bring cell phones to school or School Age Care will be required to turn them off, and to leave them in their backpack once school starts. The student bears full responsibility for lost, stolen or damaged items that they bring to school.*
- o *At no time should gum be chewed on school grounds.*
- o *Students are not permitted to bring glass containers for lunchtime.*
- o *Students are not allowed to purchase sodas before, during, or after school, and while they are participating in School Age Care.*
- o *At lunchtime, all food should be eaten at the lunch table unless other arrangements have been made with a supervising adult. Students should remain seated at this time.*



Victory Christian Academy

K-8 HANDBOOK RECEIPT ACKNOWLEDGMENT

Student Name: _____ **Grade:** _____

We have read the online version of the 2020/2021 Parent and Student Handbook (<https://victorysouthbay.org/resources/>) and agree to the principles, policies and procedures set forth in it for the governance of the community of Victory Christian Academy.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

***Please return this form to your child's teacher or the school office
as soon as possible.***