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# VICTORY CHRISTIAN ACADEMY HIGH SCHOOL

## HANDBOOK

Guidelines, Policies & Information  
for Students and Parents

2021-2022



Victory Christian Academy – High School  
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## DESCRIPTION

Victory Christian Academy - High School is a Christian secondary school, grades 9 through 12, which offers learning with purpose in a positive setting. It is an accredited, co-educational and college preparatory school. It is an extension of a network of Lutheran schools and congregations, with a heritage of over 200 years of educational ministry in America.

## MISSION STATEMENT

Victory will proclaim Christ to the community through worship, education, and outreach.

*But thanks be to God! He gives us the Victory through our Lord Jesus Christ. 1 Corinthians 15: 57-59*

## STATEMENT OF GOALS

Victory Christian Academy - High School, through a quality staff, program, and partnership with parents and community, endeavors:

1. To encourage student growth in **spiritual wisdom** by...
  - providing an opportunity to experience life within a faith community.
  - providing an opportunity for participation in and leadership of weekly chapel services.
  - providing an opportunity for peer ministry.
  - providing a curriculum which includes religious studies and Lutheran doctrine.
2. To foster student growth in **academic wisdom** by...
  - creating a positive school community to motivate learning, stimulate curiosity, and allow initiative, and creativity.
  - providing instruction based on student needs to motivate and facilitate learning.
  - providing for the development of skills in problem solving, reasoning, and critical thinking.
  - providing for creative expression and aesthetic appreciation.
  - providing for the development of research, reference and communication skills.
3. To facilitate student growth in **individual achievement** by...
  - encouraging and recognizing personal gifts.
  - encouraging realistic goal-setting and intelligent decision-making.
  - providing opportunities for involvement in school leadership.
  - promoting participation in co-curricular, extra-curricular, and community activities.
4. To nurture student growth in **faith** by...
  - focusing on Jesus Christ as Savior and Lord.
  - encouraging expression of personal faith through worship, witness and service.
  - encouraging the application of God's Word and participation in the Sacraments.
5. To enable student growth in **Christian character** by...
  - enhancing self-worth through the knowledge that we are created in God's image and redeemed by Jesus Christ.
  - promoting Christian citizenship as reflected in active community participation and service.
  - providing a community that exemplifies the Christ-centered life.
  - encouraging the respect of individual differences.

## **ACCREDITATION**

Victory Christian Academy - High School is fully accredited by the Western Association of Schools and Colleges (WASC) as well as National Lutheran School Accreditation (NLSA). It is a member of the Association of Lutheran Secondary Schools, a nationwide agency, and is recognized by the University of California System. Classes are taught by qualified instructors. Graduates are readily accepted to colleges and universities.

## **ADMISSIONS POLICY**

Victory Christian Academy - High School seeks to admit all students who are capable of being successful within the program it provides as broadly defined in the Mission Statement and Statement of Goals. When a waiting list for acceptance is maintained, the following priorities will be observed:

1. Families who already have a student enrolled.
2. Families who are members of a supporting (Association) congregation.
3. Families who are members of a non-Association Lutheran congregation.
4. Non-Lutheran families who are active members of a non-Lutheran, Christian church.
5. Families with no active church affiliation.

In order to be considered on the waiting list, the enrollment fee, application form, transcripts from prior school, Principal's recommendation form and Pastor's recommendation form must be received in the school office.

## **DISCRIMINATION POLICY**

Victory Christian Academy - High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, scholarships and financial aid programs, and athletic and other school administered programs.

## **HARASSMENT POLICY**

Victory Christian Academy - High School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student or employee by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subject to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

### **VERBAL HARASSMENT**

Derogatory comments and jokes; threatening words spoken to another person.

### **PHYSICAL HARASSMENT**

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating

interference with normal work or movement.

#### VISUAL HARASSMENT

Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.

#### SEXUAL HARASSMENT

Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational or work environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate sexually related jokes;
5. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Victory Christian Academy – High School to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the employee's/student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the principal.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Following an investigation of the incident, appropriate action will be taken which may include suspension or expulsion.

## TUITION AND FEES

<b>Domestic Student Registration/Re-enrollment Fee:</b>	\$300.00 (Non-Refundable)
<b>International Student (Requiring I-20) Registration/Re-enrollment Fee:</b>	\$750.00 (Non-Refundable)

At the time registration forms are submitted for the following school year, a non-refundable enrollment fee is paid, which covers the setting up of records, the processing of programs, testing, and applications. In addition this fee includes costs for grade reports, student ID cards, and admission to specified school events. The order in which this fee is received sets the order in which students can select their classes for the following year.

<b>International Student (Requiring I-20) Service Fee (Misc. Fees for Yr.)</b>	\$750.00
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Non-refundable if the student is not withdrawn 30 days prior to semester start.

<b>Book, Equipment and ASB Fee:</b>	\$550.00
	(Returning Students Renting "VICTORY" tablet add \$75.00)

Payable in June, this fee includes the rental of textbooks and lab supplies, ASB dues, yearbook, general activities, earthquake preparedness, and other miscellaneous material costs. An additional \$75 fee is added for returning students who rent "Victory" tablets. Fees are paid directly to the school, *not* through the Vanco Financial Simply Giving plan.

<b>Athletic Fee:</b> (Domestic Students)	\$120.00 per Sport, Football -TBD
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Non-refundable. Payable before Participation. Students who participate in one or more sports pay a fee to help defray the cost of uniform replacement, facilities rental, CIF dues, official's costs, and more.

<b>Graduation Fee:</b> (Domestic Students)	\$75.00
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For students who are graduating, this is due in September of Senior year.

### Tuition Payments (Domestic Students):

**Payment Plan 1:** Full payment of yearly tuition and fees. Payable on or before July 1. \$100 discount.

**Payment Plan 2:** Tuition paid twice a year. Due July 1 & Dec. 1.

**Payment Plan 3:** Monthly tuition is paid through FACTS 10 month tuition plan. Sept–June.

**Late Enrollment:** The Registration Fee and the Book & Equipment Fee are due before attending classes. In addition, regardless of tuition payment plan selected, tuition for the current school year must be paid in full by June 1st.

#### **Domestic Students Refund Policies Applicable Upon Early Withdrawal**

1. **Tuition** refunds will be granted based on the following:
  1. Written notice by parent or guardian is required for a refund.
  2. For purposes of determining a refund of tuition paid, dates of withdrawal will be determined by the *latter* of either the date of written notification (#1, above) or last day of attendance.
  3. Withdrawal 30 business days prior to the beginning of a semester will bring a refund of 100% of the tuition for the semester.
  4. Withdrawal within the first 7 weeks of the Fall Semester or within the first 7 weeks of the Spring Semester will bring a refund of 50% of the semester's tuition.
2. **Fee** refunds will be granted as follows:
  1. The Registration/Re-enrollment Fee is *non-refundable*.
  2. Written notice is required as stated above (in ref. to tuition) for each of the items in this section which follow.
  3. Withdrawal 30 business days prior to the beginning of the Fall Semester will bring a refund of 100% of the BE&ASB Fee paid for the year. All Books and Equipment must be returned at end of semester/class. (AP books are purchased to keep by student)
  4. There is no refund of the BE&ASB Fee other than above.

#### **International Students (Requiring I-20) Refund Policies Applicable Upon Early Withdrawal**

International Students must pay all fees in full before we issue I-20. No discounts apply. Registration/Re-enrollment Fee is non-refundable. If student's Visa is denied, we will refund Tuition and Book Fee upon presentation of denial letter (with official seal) from immigration. International Service Fee is non-refundable if student is not withdrawn 30 days prior to semester start.

#### **Delinquent Tuition and Fees Policy**

It is expected that tuition and fees are paid according to the schedule agreed upon at the time of enrollment. It is the policy of the Board of Regents that students who have delinquent tuition accounts, outstanding fines, books, uniforms or equipment will not be allowed to sit for final exams in their courses unless special arrangements are made with the Board through the administrator. Seniors who have outstanding tuition or fees will not receive their diplomas.

### **FINANCIAL ASSISTANCE**

#### **Academic Excellence Scholarships**

Each Lutheran elementary school in the county has the opportunity to award \$2000 for their valedictorian and \$1000 to their salutatorian. This scholarship is renewable annually and is based on academic performance.

#### **Great Expectations Award**

Every Lutheran elementary school Principal and Faculty has the opportunity to select the outstanding 7th grader who will receive the Great Expectations Award in the amount of \$1000. This award must be designated by June 1.

## Enrollment Sponsorship Credit

Sponsorship/referral by a current student's family or a family who is new to Victory Christian Academy - High School earns a credit equivalent to one-eleventh of the sponsor's annual tuition for one student. The new student must attend a minimum of three months and have a current tuition account before the credit is applied.

*Exceptions:* New ninth grade students from Lutheran elementary schools or others who have already been enrolled through Victory Christian Academy - High School student recruitment efforts do not apply.

*Conditions:* Sponsored student/family must indicate on the enrollment form that they were referred to Victory Christian Academy - High School primarily through the efforts of the student or family designated to receive the credit. There is no limit to the number of credits possible per student/family currently attending.

## Grants-In-Aid

Victory Christian Academy - High School is in mission to all students who may benefit from its program. Therefore it seeks to make the best possible education available also to those for whom the expense of tuition is the major barrier to attending. A modest program of financial assistance has been set up (as part of the school's planned expenses and as special designated gifts through the *Knights in Shining Armor Program* allow).

A limited amount of Grant-in-Aid financial assistance is available to students in families with demonstrated financial need. Victory Christian Academy – High School wants to make this wonderful educational opportunity available to as many students as possible.

Victory Christian Academy - High School uses *FACTS Grant & Aid Assessment* company for our financial need analysis. Families applying for financial aid need to complete an application and submit the necessary supporting documentation to *FACTS Grant & Aid Assessment*. Applicants can apply online at [www.factstuitionaid.com](http://www.factstuitionaid.com). Once an online application has been completed and the \$30.00 fee has been paid, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2014 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
- If your family makes more than 80K a year you will not be eligible for assistance; unless a written explanation explaining the circumstance.

All supporting documentation can be faxed to 1-866-315-9264 or mailed to:  
FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, NE 68501-2524.

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-315-9262.

The Tuition Assistance Committee of the Board will determine how grants are awarded using criteria from both need and merit. The limited amount of financial assistance available is awarded according to the following categories:

- Church Attendance and participation in church life
- Family Income
- Number of children enrolled in Lutheran schools from the same family
- Unusual medical expenses
- Christian character
- Academic Promise and previous academic performance
- Proven ability to contribute positively to school programs and community

## ADMISSIONS

Admission to Victory Christian Academy - High School is normally granted to students who are of good Christian character, are recommended by a pastor, and show promise of being able to profit from the academic programs. Prior school records and test data are used to predict a prospective student's ability to succeed at Victory Christian Academy - High School and as a guide for placement in some courses. Entrance testing may be required of new students. In that case, a placement test will be given covering math, English, science and social studies to determine grade appropriateness.

Applicants are encouraged to be active members of a church and are expected to participate fully in the total program of the school. We expect school, church, home, parents, and students to work cooperatively for the good and growth of the student. Victory Christian Academy - High School is not equipped to serve as a disciplinary school, nor is it equipped to assist students with significant learning disabilities. Such cases need specialized care.

Good student behavior and academic performance from the previous school will be considered in the acceptance of new students. Parents and students will be required to sign a commitment to follow school rules and regulations, seek a Christian education and desire growth in Jesus. After being accepted, students must have their permanent records transferred from the previous school to "VICTORY". **All new students are admitted on a 6-week probationary status.** Deficiencies in attitude, behavior, class performance, etc. will result in a student not being allowed to continue.



## SCHOLASTIC STANDARDS

### Programming and Scheduling

Course selection for returning students will take place during the regular school day or through individual family meetings. Course selection for new students will take place by appointment.

The first step in the process is to read this *Handbook* carefully and become familiar with the Graduation Requirements as well as the additional courses necessary for college admissions.

The second step in the process is to meet with the Principal and select the courses to be taken. The schedule is built each year based upon the core courses that are required for graduation as well as student interest and teacher resources. Elective course offerings are subject to change.

Students and parents are encouraged to make an appointment through the school office for counseling about programming for the coming year. Students will receive a class schedule in the mail prior to the first day of school, or notification about accessing their schedules on-line via Gradelink. Any questions or changes on a schedule must go through the principal. Parents will be kept informed of the student schedule and are expected to be involved in course selection.

Victory Christian Academy - High School uses a block schedule with four blocks per day, every other day (eight total classes). Every student is expected to enroll in at least seven courses. Teacher or office aide assignments and study halls are not considered courses in the class schedule. No student may enroll in more than one regularly scheduled study hall per semester. Any deviation in the policy on course load (such as concurrent enrollment in college courses or status as a part-time student) will be made by approval of the Principal upon recommendation of another teacher and the parents of the students.

### Grading Policy

#### A. Progress Reporting to Parents

Although evaluation of student learning and performance can be mistaken as an evaluation of individual worth, the faculty of "VICTORY" seeks to minimize the current trend in education toward "watering down" learning expectations and toward the inflation of grades in the interest of preserving self-esteem. It is our conviction that every person can learn and has value and worth apart from the degree of learning that takes place. Grades are one measure of student achievement and are based on pre-stated learning objectives and expectations. There is no shame in an "average" grade or, for that matter, in failure if an honest effort to succeed was made. In fact, failure can be an important opportunity toward self-understanding and re-grouping of goals and priorities. Likewise, there is not necessarily any glory in above average or high marks if the result of achieving that level is arrogance or false pride. Grades are one way that learning is measured, but not the only way. They continue to be recognized by college admissions officers as a strong predictor of success in higher education.

Course work is graded in the following, traditional manner:

- A Superior
- B Above Average
- C Average
- D Below Average
- F Failure

Grades are issued every three weeks and are available on Gradelink.

During the school year, students and parents can access grades via our grading program Gradelink. Please note that teachers are required to update grades weekly by Monday mornings before 10:00 am. Using the Gradelink program, students and parents can set up notification emails to monitor performance.

Teachers are encouraged to contact parents when they deem it necessary that a student and parent need to be made aware of improved or declining progress. The use of Gradelink should stimulate both parents and teachers to help students and spur the students on to more acceptable stewardship of their God-given abilities.

Written comments in Gradelink should be detailed enough to give definite directions to the student as well as the parents. Parents are encouraged to call for a further explanation if the written explanation is not clear.

Teachers are strongly encouraged to recognize positive, commendable achievement and citizenship through the use of progress reports.

#### B. Grade Point Average

Weighted Grade Point Average (GPA) is the criteria for determining class rank, the valedictorian, and the salutatorian. At Victory Christian Academy - High School, grades from all four years of high school are included in the computation and the level of courses must coincide with the UC standard of curriculum. Points are awarded for the semester grade according to the formula:

A=4, B=3, C=2, D=1, and F=0.

Points awarded for grades in honors or advanced placement courses are:

A=5, B=4, C=3, D=1, and F=0.

P.E. grades (including sports) and grades awarded to show the quality of work done as a teacher's aide are not included when computing the GPA.

Ordinarily, all classes will have a comprehensive exam at the end of each semester. Each instructor will determine and announce the value of the final exam in calculating the semester grade.

All work for any "incomplete" class grade received on a report card at the end of a grading period must be made up within two weeks following the end of the grading period under ordinary circumstances. If the work is not made up, the "incomplete" becomes an "F."

To be eligible to be Valedictorian and Salutatorian, students must complete high school in 8 consecutive semesters, 5 of which must be done at Victory Christian Academy - High School.

### C. Student Behavior

Each student is responsible for his/her own *conduct during the classroom work period and chapel*. This means striving for goals commonly agreed upon by the students and the high school as found in the student/parent handbook. The following scale is used:

#### O – Outstanding

- Positive role model and leader
- Participates in a meaningful way
- Behavior is exemplary

An **O** would show that a student demonstrates:

*Active Love for Christ  
Respect for self and others,  
Honesty and Integrity  
Responsibility and work ethic  
Firmness in convictions*

#### S – Satisfactory

- Respectful and cooperative
- Prepared and “on task” in class
- Meeting behavioral expectations

#### N – Needs Improvement

- Lacks cooperative attitude
- Displays poor preparation and/or work habits
- Socializes too much, distracts others

#### U – Unsatisfactory

- Disrespectful, uncooperative
- Not engaged in the learning process
- Disrupts class order, prevents others from learning

Student behavior also determines extra-curricular eligibility. Therefore, if a student receives a "U" conduct grade on a report card or progress report, the student is ineligible and remains so until the next report card or progress report. This is, therefore, a three-week ineligibility. Reasons for receiving a "U" conduct grade include habitual misbehavior and disrespect toward a teacher. Also being tardy 7 or more times in any combination of classes during a grading period will result in a "UT" conduct grade on the attendance report card. (Refer to the tardy policy for additional extracurricular eligibility requirements.)

### D. School-Wide Materials Policy

Students are expected to come to class prepared based on the teacher's requirements for class.

### E. Homework Policy

Homework is an important part of the educational program and is assigned on a regular basis. It is used for enrichment, reinforcement and extension of school experiences. Homework helps students become self-directed, independent learners and improves their academic achievement. It is directly related to learning success. Homework should be completed before the start of the school day. Assignment notebooks may be required of some students.

Cooperation between parents and the school is necessary for effective home study. Parents are encouraged to take an interest in the homework activities by providing conditions conducive to good study habits. Each teacher will explain to students and parents their homework plan and grading policy at the beginning of the semester.

## F. Honor Roll

Honor roll is determined (including weighted classes) at the end of each 6-week grading period, each semester, and at the completion of high school.

To qualify for honor roll recognition:

1. The High Honor Roll (First Honors) requires a 3.5 GPA on a scale of 4.
2. The General Honor Roll (Second Honors) requires a 3.0 GPA on a scale of 4.
3. No single class grade may be below a 2.0.
4. No more than one unsatisfactory conduct grade may appear with the set of letter grades.
5. No recorded violation of Academic Integrity.

## G. Eligibility

The purpose of having standards for eligibility is to keep the priority of learning a core value at our school. While the entire school program includes co-curricular activities as being important, academic achievement is vital and is the top priority of students and teachers.

To maintain eligibility for sports and other extracurricular activities, a student must earn a "C" average (2.0) and receive no "F"s and no more than one "D".

If the student receives disqualifying grades (2 "D"s or one "F"), he/she will be put on a 3-week probation until the next 3-week grading period.

If the student receives disqualifying grades (2 "D"s or one "F") a second time, he/she will automatically become ineligible until the next evaluation period. A parent/counselor conference is suggested during this three-week period. At the conference the family will be encouraged to take advantage of our after-school program and to put in place an accountability system with the student.

If a student has an academic IEP, he or she must maintain a 2.0 GPA in order to remain eligible.

A student may also become ineligible by receiving excessive tardies. See "Tardies" under "Student Behavior."

A student who is ineligible is restricted from participating in sports events, team competitions, running for an office, class elections, Academic Team, theatrical productions, and other school-sponsored extra-curricular activities.

## H. Victory Christian Academy - High School, After-School and Saturday School Academic Support Program

In addition to the above guidelines regarding eligibility and academic probation, "VICTORY" invites every student who desires additional help to attend our after-school program. We encourage all students to take advantage of this opportunity when needed.

The after-school academic support program is designed to give struggling students the opportunity to enhance their study skills, learn new techniques for academic success, and receive help with homework. The program will run from 2:35 PM-3:15 PM Monday through Thursday. Students and parents will need to arrange for transportation home for these days.

**If a student remains ineligible for 6-weeks they will be required to attend Saturday School. Saturday school will be held once per quarter. Saturday School will be assigned by the Executive Director or the Principal at an added cost of \$25.00 (cash) per student. The fee must be paid directly to the staff person in charge of that Saturday School session. Saturday School hours are 9am-12 noon. The student must attend the entire session. During this session students will receive tutoring, mentoring and study help to assist in all areas of the curriculum.**

## I. Academic Integrity

It is integral to Christian ethics and the entire educational process that students do their own work with uncompromising honesty. Two serious areas of infringement of this are: a) cheating (by using the work of another student in homework, papers and exams,) and b) plagiarism, which is stealing or passing off the ideas or words of another as one's own. Students are to ask teachers when there is the least doubt about how an assignment is to be completed. Generally speaking, it is only the research paper that employs the ideas of others and there are strict academic standards as to how those ideas are to be acknowledged. Violations of academic integrity are to be handled with normal disciplinary procedures. In some cases, it may be necessary to convene a review committee of peers, teachers and parents to determine how a matter of academic integrity is to be handled or resolved. **If a student is caught cheating, in addition to a 0 for that assignment, an academic integrity contract is sent home and placed in the student's permanent file. In addition, the student is not eligible for honor roll during the grading period in which the cheating occurred.**

## J. Dropping or Changing a Class

As students assess their course load at the beginning of each semester, they have until the end of the second week of a semester to request the dropping or adding of a course. Teachers have until the end of the third week to drop a student from a course. These changes will not be reflected on the student transcript. After the third week, drops are not allowed. Exceptions for unusual circumstances must be approved by the Teacher, Principal and Parents. Thereupon, a grade of "WF" (Withdrawal while Failing) or "WP" (Withdrawal while Passing) for the course will be entered on the transcript for the course dropped. No credit is given for the WF or WP grade.

## CIF ATHLETIC ELIGIBILITY

Victory Christian Academy - High School is a member of the California Interscholastic Federation (CIF). Therefore, in addition to maintaining "VICTORY" eligibility, all athletes participating in interscholastic competition must meet the eligibility requirements established by the CIF. Following is a summary of these requirements.

1. Incoming freshmen are automatically eligible, regardless of previous scholastic achievement.
2. Students transferring to "VICTORY" in the tenth grade or above must have passed in classes, one of which can be physical education. Please see the Athletic Director regarding other specific CIF eligibility rules to follow.
3. Continuing scholastic eligibility:
  - a. all students must have passed 4 classes in the last regular grading period.
  - b. all students may not fail any courses needed to fulfill specific graduation requirements (see current Graduation Requirements, Appendix A).
4. These CIF rules carry over from one school year to the next.

## STUDENT ACTIVITIES

*Organized student activities support the academic mission of the school and are a vital component of the student's training and preparation for participation in a democratic form of government. Therefore, in addition to a wide choice of curricular experiences, a variety of co-curricular and extra-curricular activities are available for both genders. An extra-curricular activity is an activity the school sponsors which is not mandatory, not a part of course requirements, and is not required for graduation.*

### A. Athletics:

The Christian knows that God has not only given us the ability to reason and think but also a physical body. For high school students who enjoy athletic competition, Victory Christian Academy - High School provides a program that presents opportunity for participation in individual and team sports.

The "VICTORY" Knights are committed to the highest standards of sportsmanship, both as participants and spectators. This means modesty in victory, graciousness in defeat, and respect towards officials and opponents by participants and spectators.

The school is a member of CIF and competes with other schools. The interscholastic sports program offers Football, Basketball, Baseball, Volleyball, Cross Country and Softball. Other sports may be added through student interest and when sponsorship and funds become available.

### B. Student Council and ASB:

The Student Council is the student governing body of Victory Christian Academy - High School. It advises and assists the administration and faculty on issues concerning the school. The Associated Student Body promotes projects which are beneficial to the spiritual, academic, and social development of the school and student body. The ASB Council is composed of elected officers and representatives from each class. All school events and student sales or fund-raising activities must be cleared through the Principal's office. All funds held by the organizations are accounted for by the individual treasurers and turned in to the school office as collected. Such monies are used only for organization and school-related functions.

### C. Student Body Organizations:

Clubs give students an opportunity to share their special interests with others. Clubs are organized from year to year to meet the current interests of students. Those that have proved popular are: Bible Study, Debate Club, Environmental Club, and Technology Club. Clubs must have faculty supervision.

### D. Academic Competition:

During the spring semester Victory Christian Academy - High School participates in the San Diego City School Academic League fielding Novice, Junior Varsity and Varsity teams in the Southeastern Division. Competition follows a "quiz bowl" format and is usually scheduled on Thursday evenings during February, March and April. Tournaments and a "fun match" with parents and teachers are traditionally part of the season.

### E. Scholastic Organizations:

Chapters of the National Honor Society and the California Scholarship Federation are maintained on campus as long as student interest and numbers permit. These afford appropriate recognition to those students who qualify for these groups.

### F. Other Activities:

Other activities in which our students participate include: Yearbook, technology, and extra-curricular music. Whole-school field trips travel to the Museum of Tolerance, Reagan Library, Balboa Park and USS Midway. Students participate in school service days, speech and essay contests, and leadership conferences (e.g. Laurels for Leaders). Students in performing arts classes such as choir or drama often perform for church community gatherings; those in studio art classes have opportunity to have their work displayed and adjudicated.

## SCHOOL POLICIES AND OPERATIONAL PROCEDURES

*Victory Christian Academy - High School expects a great deal of its students because its students expect a great deal of themselves. The following are some areas which call for definition because the good order of the school and the welfare of the student body is involved. Students who wish to have the benefits that result from attendance at Victory Christian Academy - High School must live within the following policies and procedures established for the school.*

### I. Student Responsibilities

#### A. Conduct and Personal Development

Each student is expected to exhibit evidence of Christian development in all aspects of his/her life. Students are to cooperate in maintaining order in the school and in the classrooms. Care of books and other instructional material is expected. Students have the responsibility to avoid any behavior that is detrimental to themselves or other students. At the discretion of the Principal, a student may be dismissed from school for serious misconduct.

#### B. Respect for Teachers/Staff

Students have the responsibility of showing respect for teachers and staff. Students must obey directions, use only acceptable and courteous language, avoid actions that show contempt and appeal decisions only through appropriate channels.

#### C. Respect for Other Students

Students have the responsibility of recognizing the rights and human dignity of fellow students and must show concern for and encourage achievement in others. Hazing will not be tolerated at or during school-sponsored activities. Students who engage in hazing others or who tolerate hazing without reporting it to a staff member will be disciplined through the school's disciplinary procedures.

### II. Disciplinary Procedure

*Because school is an organization in which prescribed objectives are to be accomplished during a set amount of time, maintenance of order through discipline is important. Furthermore, our school understands discipline as a positive activity which demonstrates care and concern. (Proverbs 19:18, Hebrews 12:11) Disobedience will be dealt with in the following manner:*

#### A. School Detentions

The school detention program is provided by the faculty as a means of discipline which may be effective in helping students to manage their time and behavior well.

Parents will be notified by the school office of the day and time the detention is assigned. In addition to a verbal notice on the day of assignment, both students and parents will be notified in writing. **If a student is unable to attend his or her assigned time because of prior non-school-related obligations, Saturday School is automatically assigned.** No special considerations will be made for students on extra-curricular teams. *Detentions will not be moved to accommodate game or performance schedules.* It is the coach's discretion as to whether or not they will be permitted to play in the game or attend practice. A "no-show" for the assigned detention day will also result in **Saturday School**. Saturday School will be from 9 a.m.-12 Noon and will include a \$25 fee (cash) payable to the on-site administrator. Missing a Saturday School will result in assignment to the next Saturday School and an additional \$25 fee (\$50 total). School-wide offenses which result in detention include, but are not limited to: public display of affection, insolence, disrespect, inappropriate language, class disruption, dress code violation and excessive tardies.

Detentions may also be assigned based on individual teacher's classroom management styles. The individual teacher will oversee all teacher-issued detentions.

*Detention assignments do not necessarily require official notices or go on student records unless a Major Discipline Notice is also written. A student may receive two detentions per semester as warnings before a Major Discipline Notice is applied to the student record. Upon the third detention assigned in a given semester, a written Major Discipline Notice will be given as a "1st Offense" (see below).*

The following consequences will result from a student's accumulating more than one detention from the administration per semester:

- Following the second detention, the student will be required to attend a conference with the Principal.
- Following the third detention, the student's case will go before the administration. An official Major Discipline Notice may be written and placed in the file. At that point a meeting will be called with the student's family and will be reviewed by the administration. (*This step is equivalent to 1st Offense/Major Discipline Notice — see next page.*)



B. Major Discipline Notices

A Major Discipline Notice is written into the student record for a variety of behavior problems of a serious or repeated nature in order to document the problem and seek a change toward a positive direction as soon as possible.

1. 1st Offense

A Major Discipline Notice will be written and placed in the student's permanent record. A copy of the discipline notice will be sent home. If only one Major Discipline Notice is obtained in a school year, it will be removed at the end of the year.

2. 2nd Offense

Another Major Discipline Notice will be sent home and the student will be placed on disciplinary probation. The student will be required to attend a conference with the parents and Principal. Suspension will be considered.

3. 3rd Offense

A Major Discipline Notice will be issued. A conference attended by the student, the parents, and Principal will be held to determine if the student will be eligible to continue at Victory Christian Academy - High School.

C. Severe Misconduct

In addition to the above-mentioned offenses, engaging in or earning a reputation for conduct, no matter when or where, which gives offense or which reflects adversely upon the school will be cause for suspension or expulsion without the above 3-step process.

D. Substance Abuse

The use, sale, distribution, possession or being under the influence of tobacco, alcoholic beverages, marijuana, narcotics, any un-prescribed drug, or drug paraphernalia on the school grounds, within one block of the school grounds, or at any school activity, is cause for immediate suspension or expulsion from Victory Christian Academy - High School, without the above 3-step process.

The school reserves the right to periodically drug test a student, as a condition for admission or continued attendance, when there is a public record indicating that student's previous drug use or substance abuse, or where substantial evidence is presented to the administration demonstrating that the student is or has been involved in the use or abuse of such substances.

E. Criminal Offenses

Violations of federal or state law are a breach of discipline of the most serious kind. As well as facing possible criminal charges, students in violation of the law are subject to a period of immediate suspension or expulsion without the above 3-step process. Possession or use of anything that might be considered a weapon is also a serious disciplinary and legal infraction.

F. Sexual Sins

When the leadership of the school becomes aware of a student's struggle with a sexual sin, we will work with parent(s), pastor(s) and others in observing the guidelines of Matthew 18:15-18. Our desire is to love the student by leading him/her to repentance.

If a student persists in his/her sinful behavior, suspension or expulsion may occur without the above 3-step process at the discretion of the Principal. We recognize that these guidelines may lead to the student's removal from our Christian community for the sake of his/her faith and to protect the faith of others.

## G. Student Pregnancy

We also recognize that pregnancy is not a sin, but may result from sinful behavior. If a pregnancy occurs, those students involved, their parents, and the Principal will meet. A determination about the students' futures at Victory Christian Academy - High School will be made on an individual basis by the Principal without the above 3-step process. An expression of repentance and forgiveness is essential for the faith of the students involved and for the entire Christian community.

## III. Attendance Policy

*While simply attending school classes does not guarantee progress or success, in order to maximize the benefits of the school's programs and develop healthy and successful patterns and attitudes for handling the tasks of the workplace and life itself, it is vital that students attend classes with only **rare exceptions**. All absences and tardies are kept as part of each student's permanent record and recorded on transcripts. Employers and colleges often view these data as indicators of future performance.*

### A. School Day

Classes are in session from 8:25 a.m. until 2:32 p.m. The school office is normally open from 7:30 a.m. to 4:30 p.m. Students who arrive prior to 8:00 a.m. or stay after 4:00 p.m. will not be under the supervision of a staff member unless during a school-sponsored activity. Occasional days are designated "minimum days" or "late start days" and will be announced in the school calendar or parent bulletin as far in advance as possible. On minimum days, supervision by school staff ends 30 minutes following the last class.

### B. Absences

Parents and students are encouraged to acknowledge the uniqueness of classroom learning; therefore, daily attendance is expected of all students enrolled at Victory Christian Academy - High School. A school calendar is published no later than June for the coming school year, enabling the parents to develop family plans so students do not encounter conflicts.

Personal trips and vacations, job interviews, appointments with doctors, etc. should be scheduled at a time when they do not conflict with school classes. In the rare instances where this scheduling is not possible, an authorization note from the parent should be sent to school at least a day in advance of the absence. This is especially important at the end of the semester when final exams are scheduled.

#### 1. Types of Absences

a. Type A absence - An absence due to student illness or funeral attendance. Students will receive a number of days equal to their absence for making up missed work. At the discretion of the instructor, assignments announced in advance of an absence are due on the due date regardless of the absence.

b. Type B absence - All parent-authorized absences other than Type A absences. Generally these are absences over which the student or parent has some control as to when the absence occurs. Doctor appointments that can only be scheduled during school hours are an example of Type B absence. The student is responsible for asking faculty members in advance for assignments that will be missed. These assignments must be turned in the day the student returns from the absence. Students will be required to make up all in-class work (including tests, quizzes and projects not previously announced or assigned) beginning on the very day of return to class.

c. Type C absence - Any absence without a signed note from the parent (truancy) or a suspension involving classes missed because of disciplinary action. A truancy will be dealt with by following the school disciplinary policy. For such an absence, no make-up work is allowed, and zero-credit for the day is recorded by each instructor. Senior "ditch day" is considered a "C" absence.

d. Type S absence - Absence due to suspension because of disciplinary action. For such an absence, no make-up work is allowed and zero-credit for the day is recorded by each instructor.

e. Type X absence - Absence due to extra-curricular activities (e.g. sports, clubs, ASB, etc.) or curricular activities which require an absence (e.g. field trips, performances, or yearbook, etc.). Students will be expected and required to submit assignments due on the day of the absence in advance of the class period i.e. before leaving for the activity. Students must get assignments from teachers prior to leaving for an extra-curricular activity.

## 2. Call-in Procedure

When a student is going to be absent, the parent must report the absence to the school office between the hours of 8:25 a.m. and 9:00 a.m. If the parent does not call, the school will attempt calling the parent to check on the absence.

## 3. Readmittance Procedure

When a student returns to school from any absence, he or she must bring a note from a parent stating the reason for the absence. This written note is required by law for the school's records. Therefore, an absence without a note will be treated as a Type C absence. The student will then be issued an admit slip allowing the student to return to classes.

## 4. Attendance at Extra-Curricular Activities

To be eligible to participate in or attend extra-curricular activities, such as athletic practices or contests and dances held on a school day the student must be in attendance at school for at least two blocks. To be eligible to participate in or attend extra-curricular activities, such as athletic practices or contests and dances held over the weekend or a school break, the student must be in attendance at school for the last day prior to the break. Any exceptions to this rule must have the approval of the Principal.

## 5. Excessive Absence

Because class attendance is vital to the educational process and our courses are not designed for learning and achievement apart from direct, classroom instruction and student interaction, regardless of the current level of progress, when a student incurs twelve or more absences during a semester for whatever reasons (whether preventable or not) he/she will come under review to determine whether or not he/she will receive credit for the class or classes. This is true whether the absence is excused or unexcused by the parent.

## C. Tardies

*Being punctual is usually a matter of attitude, courtesy and respect. It is an important habit to develop while growing into adult responsibilities and lifestyle patterns. We expect parents to recognize this as well and team with the school in encouraging the practice of being on time for class as it will serve the student well in adult life.*

### 1. Types of Tardies

a. Excused - A tardy with a pass from a teacher or the office is considered excused. In the case of first-hour tardies, a note or phone call from a parent or from an adult carpool driver is necessary for the tardy to be excused. A total of 7 excused first-hour tardies will be allowed per semester. After the 7<sup>th</sup> first hour excused tardy, a conference will take place with the parent, student, Principal, and 1<sup>st</sup> hour teacher. If the tardy is to be excused, the excuse must come within 24 hours of the tardy.

b. Unexcused - Any tardy without a pass from a teacher or the office is considered unexcused.

### 2. Disciplinary Action

The following rules apply per six-week grading period:

a. Students must be in their assigned rooms with materials needed for class before the bell rings to be counted as on time. If they are not, they are tardy. Additional rules may also be announced by the individual teachers for their classes.

b. An accumulation of 3 unexcused tardies in any combination of classes will result in a student being alerted to the problem with a verbal warning. In addition an Attendance Discipline Notice will be sent to the home and recorded in the student's record.

c. An accumulation of 5 unexcused tardies in any combination of classes will result in a student serving a 50-minute detention. For each additional tardy in that grading period a detention must be served. An Attendance Discipline Notice will be sent to the home and recorded in the student's record for each tardy beginning with tardy number 5.

d. An accumulation of 7 unexcused tardies in any combination of classes will result in an Attendance Discipline Notice being added to the student record, a conference with the Parents and Principal, a 3-week ineligibility taking effect on the following Monday, and a 50-minute detention as noted in item "c" above.

e. An accumulation of 8 unexcused tardies (and beyond) in any combination of classes will result in a detention plus a Major Discipline Notice according to the disciplinary policy of the school and any consequences of that policy will be carried out. (See Major Discipline Notices, page 17)

The following rule applies per semester:

All excused tardies exceeding seven that occur in a student's first class of the school day will result in a single 50-minute detention per tardy.

#### IV. Dress Code/Victory Christian Academy - High School, School Uniform Policy:

Victory Christian Academy - High School strives to prepare students for excellence in higher education, 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 apply to universities, hold jobs, and develop relationships. Victory Christian Academy - High School has adopted a Uniform dress code. Students are expected to present themselves with excellence. Uniforms are required, and the following criterion is as follows:

**All student uniforms must be purchased from The Uniform Store.**

The Uniform Store  
8160 La Mesa Blvd  
La Mesa, CA 91942  
619-466-5437

**International Student Uniform Package:**

**All International Students must purchase a Uniform Package.**

**Which must include:**

**3 Polos, and any 3 bottom options. [Shorts, Pants, Skirts (girls)]**

Boys' Uniform Requirements:

**Boy's Shirts**

1. Polo Shirts- Polo Shirts must be gray, white or black with School Logo. Only The Uniform Store Apparel polo shirts with the "VICTORY" logo are acceptable. Polo Shirts may be un-tucked, but may not be excessively long.

**Boy's Pants**

1. Uniform Pants- Pants must be black or tan khaki style pants and **can only be purchased at the Uniform Store**. Pants that are excessively tight, baggy, dirty or sloppy are not allowed. Boy's may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No over-sized belt buckles or belts with logos are allowed. No Cargo Pants, Corduroy Pants, Sweat Pants or elastic bottoms.
1. Uniform Shorts- Uniform shorts must be black or tan khaki style shorts and can only be purchased at The Uniform Store. No Cargo, 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. No messages, insignia, or language is acceptable on clothing, other than the Victory Christian Academy - High School logo. Hair must be well-groomed (no Mohawks, extreme styles, or shaved symbols), a natural color (no dyes, streaks, highlights, or tips). Only ears may be pierced and only one earring per ear. Tattoos are not allowed. If existing tattoos are present they must not be visible.***

Girls' Uniform Requirements:

**Girls' Shirts**

1. Polo Shirts- Polo Shirts must be gray, white or black with School Logo. Only The Uniform Store polo shirts with the "VICTORY" logo are acceptable. Polo Shirts may be un-tucked, but may not be excessively long.

**Girls' Skirts**

1. Plaid, black or Khaki. These items can only be purchased at The Uniform Store. Skirt length none higher than 2 inches from the back of the knee.

**Girls' Pants**

1. Uniform pants must be black or tan Khaki style pants. Pants that are excessively tight, baggy, dirty or sloppy are not allowed. Girl's 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.
2. Uniform Shorts- Uniform shorts must be black or tan Khaki style shorts. No Cargo Shorts, Corduroy, or board shorts allowed. No undergarments shall be visible at any time.

***Girls are expected to dress with professionalism and modesty. Exposed midriffs, cleavage, 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 - High School logo. Hair must be well-groomed (no Mohawks, extreme styles, or shaved symbols), and a natural color. Piercings (other than the ears), and tattoos are not permitted. If existing tattoos are present they must not be visible.***

### **Footwear**

No Flip-flops, sandals or slides. No knee high boots or high heels allowed. Girls' closed-toe sandals must have a strap. Flats only.

### **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"SD uniform colors (black, gray, white, gold). Outerwear logos may be no larger than the "VICTORY" logo on the uniform polo shirts, and may not contain anything offensive. Students may also choose to purchase "VICTORY" outerwear from The Uniform Store.

**Seniors may wear college sweatshirts of schools they have been accepted to.**

### **Sweaters**

The uniform Store V-Neck Cardigan (Men and Women)

### **Hats**

Hats may not be worn.

### **PE**

PE clothes can be purchased through The Uniform Store. The Uniform Store shorts and The uniform Store PE T-shirt are required. You will also need to wear tennis shoes and socks

**Every Friday, jeans and an "VICTORY" Shirt can be worn as the uniform unless otherwise stated by the administration. Jeans may not be excessively tight, baggy or have excessive wear and tear. No holes or rips allowed.**

**Make-up, nail polish, may not be worn by male students. Visible piercings (earrings 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. Rave style bracelets are not permitted. (Ex: beads or hemp products signifying any type of drug culture or reference.)**

***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 immediate correction. Subsequent violations will result in meeting with parents or guardians, suspension, or other disciplinary measures.***

### **Personal Hygiene**

Good personal hygiene should be maintained by regular showering and clean clothes, including PE uniforms.

Make-up should be designed to enhance the total appearance and not to draw attention to any particular feature. It should be worn lightly and not to excess.

### **Remedies and Adjudication**

Students who do not abide by these guidelines will be referred to the Principal or Executive Director for correction or disciplinary action.

## **V. Tablet, Computer Network, & Internet Acceptable Use Policy**

### **TABLET ACCEPTABLE USE POLICY** (Android, Apple, Chrome, or Windows device)

Victory Christian Academy is pleased to offer students a learning experience that utilizes tablets in a 1-to-1 environment. Utilizing a tablet at Victory Christian Academy gives students the ability to learn anywhere, anytime - in the classroom or at home. This 1-to-1 personalized learning narrows the digital divide between students and promotes responsible use of today's technologies.

All tablets must be enrolled in our on-campus Mobile Device Management system (MDM) in order to be used while on-campus.

Victory Christian Academy reserves the right to confiscate and search a student's tablet to ensure compliance with the Acceptable Use Policy.

Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, banning internet access to student tablets, and parent conferences. **In the event of confiscation, completion of all class work remains the responsibility of the student.** Victory Christian Academy is not responsible for the financial loss of any personal files that are deleted.

#### **Student Responsibilities:**

Students are advised to purchase protective covers/cases for their tablets. The case should cover the front and back of the tablet. Rugged cases are available at most retail outlets that sell electronics and are a good investment, especially, if you are rough on your devices.

The tablet screen is made of glass and is subject to cracking and breaking if misused.

Never drop or place heavy objects (books, laptops, etc.) on top of the tablet.

Only a soft cloth or laptop screen cleaning solution should be used to clean the tablet's screen.

To extend battery life, students should always turn off and secure their tablet after work is completed. Do not subject the tablet to extreme heat or cold (do not store in vehicles).

#### **Safeguarding and Maintaining as an Academic Tool:**

Students are required to have their tablet at school every day, fully charged. Charging at school is prohibited.

If a tablet is left at home or is not charged, the student remains responsible for completing and submitting all



coursework as if they had use of their tablet. **Repeat offenses will require a parent meeting with the Principal and/or Technology Director.**

Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.

Items deleted from the tablet cannot be 'undeleted', so backing up your work is very important. Work completed on the tablet should be saved to your DRIVE account.

Preloaded apps may not be deleted and they must be updated periodically.

Memory space is limited. Academic content takes precedence over personal files and apps.

In the case of memory space conflict, personal files/apps must be removed at the student's expense.

Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students. The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.

The whereabouts of the tablet should be known at all times. It is the student's responsibility to keep their tablet secure.

Tablets belonging to other students are not to be tampered with in any manner. If a tablet is found unattended, it should be given to the nearest faculty/staff member.

#### **Lost, Damaged or Stolen Tablet:**

If a Tablet is lost, stolen, or damaged, the Principal's Office must be notified immediately.

Tablets that are believed to be stolen can be tracked through the Mobile Device Management System. Lost Tablets that cannot be recovered are capable of being remotely wiped.

**Student-Owned Tablets:** We strongly urge families to purchase a protection plan such as those offered by AppleCare and Squaretrade. Students must have a tablet with them each day. In the event a student damages a personal Tablet, it is the family's responsibility to ensure the student has a tablet for class as soon as possible.

*Note: Smartphones may not be used in lieu of tablets.*

#### **Tablet Use and Monitoring**

The tablet is subject to routine monitoring by teachers, administrators, and the technology staff. The Victory Christian Academy Technology Department will periodically monitor tablet wireless activity. If the acceptable use policy is violated, parents will be notified and disciplinary action may result.

Prohibited Uses Include:

- Games – Games may not be opened or played during any class period or passing period, regardless of whether the teacher has finished for the day. Games may only be played at break, lunch, and before/after school.
- Accessing Inappropriate Materials - All material on the tablet must adhere to the values and mission of Victory Christian Academy. Students must abide by these same guidelines when using lab computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. The use of alternate DNS's and proxy sites are also prohibited.

- Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Violating Copyrights - Students can have music and install apps on their tablets, however the items downloaded and synced to the tablet must be in compliance with Federal copyright laws.
- Cameras - Students must use good judgment and follow the predefined Victory Christian Academy rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in restrooms or private areas, regardless of intent, will be treated as a serious violation.
- Use of the camera and microphone are strictly prohibited in the classroom and common areas unless permission is granted by a teacher.
- Misuse of Passwords/Unauthorized Access - Students should set a passcode to their tablet to prevent other students from misusing their tablet. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.
- Jailbreaking – Jailbreaking is the process that removes any limitations placed on a tablet by the manufacturer. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.
- **Tampering with School-Assigned Profiles – Students must not remove or otherwise modify the tablet profiles that have been issued by the school.**

## COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY

Victory Christian Academy High School is pleased to make available to students access to the school Network and to the Internet. In order for us to be able to continue to make the computer Network and Internet access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the Network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Listed below are the provisions of your agreement regarding computer Network and Internet use. If any user violates this Policy and Agreement, the student's access may be denied, and he/she may be subject to additional disciplinary action.

### Student Access

A student who submits a properly signed Policy and Agreement to the school and follows the policy to which he/she has agreed will be permitted access to the VICTORY CHRISTIAN ACADEMY Network and Internet. Students will be asked to sign a new Policy and Agreement **each year** that they are students at Victory Christian Academy before they are given access to the Network and the Internet.

### Guidelines:

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and avoid these sites.

- **Electronic Correspondence on VICTORY CHRISTIAN ACADEMY computers is allowed only through your VICTORY CHRISTIAN ACADEMY provided account and should be used for school purposes only. *\*\*All other correspondence is prohibited.*** This includes but is not limited to: chat rooms, personal email accounts, instant messages, blogs, or any form of correspondence not authorized by your teacher(s).

- The following uses are also **prohibited**:
- Offering for sale or use any substance which is prohibited by Victory Christian Academy Student Handbook; Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law;
- Intruding into the school network or the computer of others;
- Downloading any programs or files, such as but not limited to MP3s files, onto computers or user directories, or for the purpose of saving to disks or USB memory accessories;
- Game/music playing on Victory Christian Academy computers;
- Using proxy servers;
- Commercial use; students may not sell, buy or bid on anything over the Internet. Students may not supply private information about you or others, including credit card numbers, social security numbers, private addresses, etc.
- Connecting a personal laptop to the Victory Christian Academy Network without permission.
- **You must not disclose or share your password with others.**
- Only school issued DVD/CDs may be used on Victory Christian Academy computers.

**Privacy:** Network and Internet access is provided as a tool for your education. Victory Christian Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. All such information shall be the property of Victory Christian Academy and no user shall have any expectation of privacy regarding such materials.

**Failure to Follow Policy and Breach of Agreement:** The student's use of the computer Network and Internet is a privilege, not a right. A user who violates this policy and breaches his/her Agreement, may receive a minimum of two weeks suspension from the school network. Any second offense may result in disciplinary action, determined by the Principal.

**VII. On Campus Procedures**

A. Nuisance Items

Nuisance items such as, but not limited to,

Laser Pens	Noisemakers	Water Guns
Skateboards	Cigarette Lighters	

are not to be on campus during the school day. Such items will be confiscated by school personnel and must be picked up from the school office by the parent.

The following items are permitted at school, however, they are not to be used, seen, or heard, from the time school begins until the end of the school day:

iPods	lap tops not approved by "VICTORY"
<b>Cell Phones</b>	personal video games

B. Campus

1. Closed Campus

Students are not to leave campus from the time they arrive until their school day is finished, with the exception of senior lunch privilege (when in effect and a student is eligible).

2. Leaving School Grounds

Students who must leave because of illness or for special reasons may not leave school grounds without permission from the Principal. No permission will be given to leave without the permission of the student's parent or guardian. Parents picking up students during the school day must sign the student out in the office. In the case of student drivers, the student must sign out if leaving during the school day.

3. Close of the School Day

Once a student leaves campus following his/her last class, he/she is expected to go straight home or to another designated location of which his/her parents are aware. Except for official school-sponsored activities, students may not return to the campus during the same day once they have left. Students must be picked up on school grounds and not on the street in front of the school.

4. Travel to Off-Campus Events

Students who leave campus to attend off-campus events sponsored by the school including, but not limited to, rehearsals, practices and athletic events travel between the school and the event without the responsibility of and supervision from the school. It is the responsibility of parents to arrange for such transportation.

Except when busses, vans, or public transportation are used exclusively, a form must be signed by parents authorizing the specific transportation arrangement for each occasion. Even when these arrangements are facilitated by the school, parents have the sole responsibility for indicating who is to operate motor vehicles and who may accompany such in these transports.

When a student arrives at the school-sponsored event, he or she is considered under the authority and supervision of the school representative on site such as coach, sponsor, parent chaperons etc. as long as he/she is in attendance.

5. Visitors/Alumni Visiting the Campus

Students desiring to have a visitor on campus must make arrangements with the Principal in advance. An information form is available in the office. Visitors/alumni to the school campus or school events are subject to the same rules as the students. Visitors/alumni must check in at the office when they arrive and will be asked to wear special identification. Parents who wish to visit classes are welcome but are asked to make prior arrangements. Alumni are welcome any time but should not disturb classes. Any visitors (excluding alumni) coming on campus for lunch must eat lunch in the front office.

6. Use of Telephone

Student calls may be made from the office **or by using their cell phones**, and must be done between classes or at lunch — not during classes or study halls unless a teacher has given permission.

7. On-Campus Supervision

While students are on campus during the school day they are to be under supervision at all times. Students leaving before the end of the school day for doctor appointments, etc. must sign out in the office. Students will not be released from class until a parent/guardian arrives and signs the student out.

C. Student Driving

1. Some students drive cars, ride motorcycles or non-motorized bikes to school or school events. The use of such vehicles is restricted to the student who drives or rides it from home.
2. Students must drive carefully and sensibly and park in the designated locations. The speed limit on campus is 5 miles per hour.
3. Cars and other motorized vehicles must be registered in the school office and display a parking permit which will be issued upon registration.
4. The parking areas and cars are off-limits to students during the school day. Upon arrival, students are required to leave their vehicles and report to the school promptly. Items needed during the day, including athletic clothing, must be removed from parked cars upon arrival.
5. Infringements of rules and regulations regarding driving may result in suspension or expulsion from school. Driving behavior which will result in disciplinary action includes but is not limited to squealing tires, fishtailing and driving too fast.

D. Bicycles

Students are encouraged to ride their bicycles to and from campus, but not on the campus during school hours. Bicycles are to be placed in designated area during school hours.

E. Lunch and Snack Time Procedures

Students should bring their own lunches if they are not participating in the school's hot lunch program. Snack/lunch sales by student organizations continue to be popular, but cannot be relied upon to meet nutritional needs.

No food or beverages (except water at the discretion of the teacher) are allowed in the classrooms. All food and drink should be opened and consumed outside. Lunches, snacks and beverages should be kept in students' designated areas until break time, lunchtime or after school.

**No off-campus lunch delivery is allowed except by the parent. This includes Grubhub, Uber**

**eats, or any other similar group. Exceptions are only made for senior students on Wednesdays, the designated off-campus lunch day. There will be a designated delivery point for such deliveries on Wednesdays only. (Seniors only)**

Students may occupy the classrooms during the lunch period only if a teacher is present for supervision.

Students are to eat lunch and snacks in the designated lunch areas. All trash is to be placed immediately in the proper trash containers. During inclement weather, classrooms will be open for eating lunch.

F. Student Store

Lunch items, snacks and drinks may be purchased at lunch and during morning break time only—never during class time.

G. School Furniture

School equipment, furnishings, desks and chairs are not to be moved from their assigned rooms without permission of a teacher. School desks, chairs, equipment, and material must be used properly. Students who cause damage or unnecessary maintenance in these areas and additionally to outside property and landscaping will be assigned work and/or fines and will be charged the cost of repair or replacement.

H. Use and Abuse of Books and Equipment

Excessive damage, wear and tear or loss of learning materials and equipment belonging to the school will result in fines or replacement fees as determined by the teacher, coach or administrator. Covers are required for all books and tablets belonging to the school.

I. Transcript Requests

Transcript requests may be made in the school office. Allow up to 24 hours to process request.

J. Dropping or Changing a Class (see pg. 13)

K. Lost, Stolen, and Found Items

The school is not responsible for lost or stolen personal items. Any personal items that are brought to campus will not be replaced by "VICTORY"SD if lost or stolen. All items belonging to students that are left in classrooms, restrooms, lunch area, etc. will be collected and sent to lost and found. Students may claim lost articles in the school office. All unclaimed items will be donated to a local charity at the end of each semester.

L. Public Display of Affection

*We are Christ's people. Our relationships with each other are to reflect behavior that is Christ-pleasing—showing reverence to the Creator, respect to our bodies and other people and responsibility in the area of handling our God-given sexuality. We can give offense to others and misrepresent our school by the manner in which we publicly display our affections. We expect that all relationships will be conducted in a Christ-pleasing manner and in accord with the principles of a Christian school.*

The community has determined that the acceptable couple behavior at school or any school-sponsored event, is limited to: holding hands. The Principal is the final arbiter of what is considered acceptable within these limits. Behaviors beyond these limits will result first in a

warning and a meeting with the Principal and any peers, parents, or teachers the Principal invites to participate.

Any further occurrence of unacceptable behavior will result in immediate detention (scheduled separately) and a meeting with the Principal and his/her designated participants. If this meeting does not result in a satisfactory solution, a consultation will be scheduled between the students involved, their parents, and the Principal. Repeated behavior that is unacceptable regarding public display of affection could result in dismissal from school.

M. Social Activities

School-sponsored student activities are governed by school policies. Therefore, the discipline policy and school operating procedures (e.g. dress code, etc.) must be adhered to by students and their guests. Students who wish to bring a guest to a dance or school function must complete a "Request to Bring a Guest to a School Function" form prior to signing up the guest for the event. Once the form has been completed it needs to be approved by the Principal. Alumni are welcome at school-sponsored student activities, but approval is needed in advance to attend.

N. Fund-raising Activities

For the purpose of coordination and suitability all school events and student sales or fund-raising activities must be cleared through the Principal. Request Forms in Office.

O. Participation in Baccalaureate and Graduation Ceremonies

Students who are candidates eligible for graduation from Victory Christian Academy - High School must participate in the annual baccalaureate and graduation exercises at the end of the second semester in order to receive a diploma. Those who have not met the graduation requirements may not participate; neither are they required to participate if requirements are met subsequently.

**VIII. Appeal Process**

*At Victory Christian Academy - High School it is desired that everyone receives satisfaction regarding their concerns and questions. To capitalize on the expertise of the various school personnel, for maximum efficiency and to follow the directives of our Lord Himself in Matthew 18, a structure is in place for responding to questions and concerns. The first level of contact should be with the individual most directly involved in the matter under question. If discussion and repeated contact with that individual does not bring about satisfactory understanding, then the head of the department should be contacted. If discussing with the department head does not give satisfaction, then the Principal should be consulted. If conferring with the Principal does not bring satisfactory results, then the matter may be referred to the Board of Regents for resolution.*

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