

STUDENT/PARENT HANDBOOK
2021-2022



VICTORY
CHRISTIAN ACADEMY

**STUDENT/PARENT HANDBOOK
2021-2022**



VICTORY CHRISTIAN ACADEMY

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*Victory Christian Academy
is a ministry of Victory Baptist Church*



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A NOTE TO PARENTS

Victory Baptist Church was established in 1989 with the goal of reaching the Roanoke Valley with the gospel of Jesus Christ. With this mission in mind, we are starting Victory Christian Academy. At Victory Christian Academy, students will have the opportunity to develop their talents and abilities in a safe and nurturing environment that encourages a love of learning, a sense of responsibility, and an appreciation for the Word of God and its Christian values.

We know that you are in the midst of a very important decision. Your school choice will have a profound impact on the life of your family for years to come. Our admissions staff would be delighted to meet with you and answer any questions you might have.

Sincerely,

The Administration of Victory Christian Academy



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PURPOSE AND PHILOSOPHY

STATEMENT OF FAITH

We believe there is one God, eternally existent in the Persons of Father, Son, and Holy Spirit.

We believe the Bible to be the only inspired and infallible Word of God. The King James Version of the Bible shall be the official and only translation used by the school.

We believe in the virgin birth and Deity of the Lord Jesus Christ; His vicarious and atoning death through His shed blood; His bodily resurrection; His ascension to the right hand of the Father; and His personal, pre-millennial return in power and glory.

We believe that, for the salvation of sinful men, regeneration by the Holy Spirit is absolutely essential.

We believe in the resurrection of both the saved and the lost—those who are saved unto the resurrection of the pretribulation coming of Christ, and those who are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in Jesus Christ.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live a godly life.

PHILOSOPHY

The primary objective and purpose of Victory Christian Academy, as a ministry of Victory Baptist Church, is to lead our students to a saving knowledge of Jesus Christ, to educate them with a sound

Biblical worldview, and to prepare them to positively impact their families, churches, communities, and country for God.

Victory Christian Academy meets all requirements of the North Carolina Division of Non-Public Instruction and is a member of the North Carolina Christian School Association.



ADMISSION AND ENROLLMENT

ADMISSIONS POLICY

Victory Christian Academy does not discriminate in its admittance or policies regarding a person's race, ethnicity, or national origin.

VCA welcomes students interested in a Christian education, who are found qualified for admission, and who agree and whose parents agree that the students shall abide by the rules and philosophy of the school. It must always be understood that attendance at VCA is a privilege and not a right.

Victory Christian Academy, as a private institution, reserves the right to maintain its own standards of dress and conduct. As such, students who do not adhere to the rules and philosophy of the school may be refused admittance or discontinued enrollment.

REGISTRATION/ENROLLMENT FOR NEW STUDENTS

1. Complete the application form including required documents. These forms may be completed online or dropped off at the school office.

2. After the application has been processed, a formal interview with the prospective student and parents will be scheduled.
3. Upon acceptance, the registration fee and signed statement of cooperation will be due.

WITHDRAWAL

In the event a parent wishes to withdraw their child from VCA, an official withdrawal letter must be presented to the office. If the balance is not up-to-date at the time of withdrawal, all grades and records will be held until the balance is paid. No refunds will be made for fees such as registration, books, or tuition. Withdrawals are charged tuition for any month in which they attend. Exceptions to these policies must be requested in writing explaining and providing an alternate plan for bringing the account current.

GENERAL INFORMATION

AFTER-SCHOOL SUPERVISION

Parents are asked to pick up students promptly at the time of their dismissal. Any student who remains at school fifteen minutes after scheduled dismissal times will be sent to after-school care (fee-based service).

ATHLETIC PROGRAM

The purposes of Christian athletics include building character in the life of each athlete, exercising the ability to work with others, developing self-discipline, encouraging others to do

their best, developing lasting relationships, and helping each athlete conform to the image of Jesus Christ. Students must meet academic, attendance, and conduct requirements to remain eligible for the athletic program.

- **Academic requirements:** Students must maintain a C average in each class.
- **Attendance requirements:** Students who are not in attendance in school will not be permitted to attend practice or games.
- **Conduct requirements:** Students are to conduct themselves in a respectable Christian manner. Harassment of officials or the opposing team is not acceptable and may result in removal from the event.

ATTENDANCE REQUIREMENTS

1. For your child to succeed academically, he must be regular in attendance. The school office should be notified of planned absences, such as family vacations, in advance so that work can be assigned and completed prior to or upon returning to class. Failure to give advance notice may result in partial credit.
2. When a student is absent, he must bring a written excuse to school the day he returns and turn it into the school office. The note should include the following information:
 - Date of absence or tardiness
 - Reason for absence or tardiness
 - Signature of parent or guardian
 - Parent or guardian's phone number
3. Attendance will be kept by individual class periods. Yearly attendance will also be kept by half and full days. Students

must be in class the majority of the class period to be counted present.

4. Any elementary student who arrives after 10:00 A.M. or leaves before 12:00 P.M. will be counted as absent for half of a day.
5. As a general rule, make-up work must be completed upon returning within the number of days missed plus two. Make-up work for long periods of absenteeism is given special consideration and is handled on an individual basis.
6. If a student is absent for more than ten days per semester, VCA reserves the right to retain the student at the same grade level or to not issue credit for the course.
7. The school day begins promptly at 8:30 A.M. All students are expected to be in their homerooms at this time. Late arrivals are to report to the school office.
8. Tardiness will result in demerits being issued.

ARRIVAL AND DISMISSAL

Parents may drop off students beginning at 8:00 A.M. Parents who need to drop off before this time should make prior arrangements with the school office. A fee is charged for this service. Dismissal time for K4 and K5 (half day) is at noon. Dismissal time for K5 (full day) through 12th grade is at 2:50 P.M. Parents who need to pick up their child before dismissal must go to the office.

AWARDS

1. **A Honor Roll** - given each nine weeks in chapel to students who have earned all A's during a grading period
2. **A/B Honor Roll** - given each nine weeks in chapel to students who have earned all A's and B's during a grading period

3. **Perfect Attendance** - given to any student who has been present every day and has had five or fewer tardies during the year
4. **Highest Academic Award** - given at the end of the year to one student in each classroom who has the highest overall academic average for the class
5. **Valedictorian and Salutatorian Awards** - given to the two graduating seniors with the highest and second highest GPA's accumulated during four years of high school

BOOK POLICY

Textbooks are to be handled with care. Textbooks are never to be marked in with pencil or ink. Students will be expected to pay for excessive damage to textbooks.

CELL PHONES

1. Cell phones brought to school should be powered off and kept in the student's backpack or locker. Cell phones are not to be used during school hours and may be confiscated if found to be in use.
2. If a parent must contact a student due to an emergency during school hours, he must contact the school office.

CHURCH ATTENDANCE

At Victory Christian Academy, we believe that church is a necessary and beneficial part of life. All students and their families are encouraged to attend weekly church services.

COMMUNICATION

Open communication between parents and teachers is an integral ingredient for a successful school year. Parents are encouraged to communicate with teachers by e-mail, through Gradelink, by writing a note, or by contacting the school office. Since it is not always possible to respond before school is out that day, it would be helpful to leave a phone number and the best time of day to be reached. In consideration of your child's teacher, please do not:

- Address school concerns at church.
- Meet the teacher before school begins and detain the teacher from his or her class.

Grades, announcements, and communications will be sent through Gradelink on a regular basis to inform parents of upcoming events and activities. This system will be used to track all aspects, including school calendar changes, athletic schedules, special awards, financial information, and other pertinent information.

EMERGENCY CLOSING

For initial closings due to inclement weather, VCA makes the decision based upon a number of factors. The final decision whether or not it is safe for students to attend school ultimately lies with the parent. The administration will decide when school is open, parents must decide if it is safe for traveling to school. VCA cannot accept responsibility for determining if individual travel conditions are safe but will work with parents on a case-by-case basis.

Announcements will be sent out if there is a school closing.

GRADING SCALE

The following grading scale will be used by VCA:

Letter	Point Value
A+	98–100
A	93–97
A-	90–92
B+	87–89
B	83–86
B-	80–82
C+	77–79
C	73–76
C-	70–72
D+	67–69
D	63–66
D-	60–62
F	0–59

The elementary also has an SNU grading scale for non-academic classes.

Letter	Grade
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

HAIR AND DRESS CODE

The purpose of the VCA dress code is to set a standard for all school activities. Our dress code is based on the following

Biblical principles: modesty, appropriateness, and not identifying with any aspect of society contrary to God's Word. We believe that students should do their best to glorify God in every area of their lives, including their dress. Items worn should follow the student uniform policy. Parents have the ultimate responsibility to send their child to school with the correct dress and grooming.

1. The administration reserves the right to ask a student to change clothing or accessories if an item is not in keeping with the school uniform or dress code.
2. Clothing worn on campus or to a school event should not have messages, pictures, or symbols that do not reflect the philosophy of VCA.
3. Boys' hair is to be worn short, off the collar, off the ears, and not excessively full. Their hair should not be bleached, dyed, or highlighted. They are to be clean-shaven with no facial hair. Girls in 7th through 12th grade may color or highlight their hair in a natural color.
4. If an undershirt is worn with a uniform shirt, it must match the school colors, and it must remain tucked. Leggings worn underneath uniform skirts are permitted in black.
5. Hemlines for girls' jumpers and skirts are to be knee-length.
6. Hats are not to be worn in the building.
7. Beach shoes, flip-flops, and slides are not permitted.
8. Tattoos and nontraditional body piercings are not permitted. Girls may wear tasteful (not excessive) jewelry, including earrings. Boys may not wear earrings or necklaces.
9. Uniforms may be purchased from the school office or online at www.frenchtoast.com.
 - Girls are to wear a collared polo shirt with the school logo paired with a skirt, or a collared polo shirt paired with a jumper.

- Boys are to wear a collared polo shirt with the school logo paired with uniform pants. Cargo pants are not permitted.
10. Hoodies or sweatshirts are not to be worn inside the building during school hours.
 11. For special events such as high school banquets, boys are to wear dress shirts, ties, dress slacks, and dress shoes. Girls are to wear modest, non-revealing dresses and dress shoes. Dresses must be approved by the school office at least one week before the event.

ILLNESS/ACCIDENTS/MEDICATIONS

1. First aid will be administered by the teacher or a staff member.
2. The school cannot administer internal medicine. Prescription medication must be accompanied by a "permission to administer medication" form.
3. If a student becomes sick at school, the parents will be notified promptly.
4. If a student is involved in an accident, the teacher will fill out an accident report immediately and notify the parents.
5. Students must be fever free (without the administering of fever reducing medications such as Tylenol or Ibuprofen) for 24 hours before returning to school.
6. For sicknesses such as strep and pink eye, the student must remain at home for 24 hours after the first dose of prescribed medicine before returning to school.
7. If a student contracts head lice, the student must be checked by office personnel and found to be nit free before returning to class.

INSURANCE

VCA provides student accident insurance, which serves as supplemental insurance. Medical expenses related to injuries are the responsibility of the parent. It is recommended that parents file with their primary insurance and the student accident insurance immediately after the incident. It is required for parents to carry family insurance on students participating in any of the sports programs.

LOCKERS

The lockers are a convenience furnished by the school and may be subject to inspection at any time. Any student that defaces or misuses his locker may lose his privilege to use the locker.

- Pictures, posters, or other materials must be in keeping with the rules and philosophy of VCA.
- No student is to open another student's locker.
- It will be the responsibility of the student to keep his locker neat, clean, and orderly at all times.
- No items are to be placed on top of the lockers.

LOST AND FOUND

1. The school will not be responsible for the loss of any personal property. All articles of clothing and any personal possessions should be labeled with the student's name.
2. Anyone finding misplaced articles should turn them in to the office.
3. Unclaimed lost and found articles will be donated to charity.

MONEY

When money is sent to school for fundraisers, book orders, field trips, lunches, etc., please enclose it in a sealed envelope with the following information on the front:

- Teacher's name and grade
- Student's name
- Amount
- Purpose

PARENT CHAPERONES AND VOLUNTEERS

1. Parents are encouraged to volunteer at Victory Christian Academy. There are times throughout the school year when parents will be asked to serve as chaperones at school sponsored activities such as sporting events and field trips. When serving as chaperones, parents should observe the school dress code and abide by school policies.
2. Parent volunteers will be required to submit a volunteer application and submit to a background check.

SCHOOL OFFICE

1. The school office hours are from 8:00 A.M. to 3:30 P.M. Monday through Friday.
2. All visitors to the school must check in at the office and receive a visitor's pass that must be worn while in the school buildings. Items such as lunches, homework, etc. may be left in the school office and will be delivered to the appropriate classroom.

SEARCHES

Lockers and desks are property of the school and may be searched at any time. Victory Christian Academy reserves the right to search students' belongings, including but not limited to backpacks, purses, and bags, provided reasonable suspicion for an investigation exists.

SOLICITATION AND DISTRIBUTION

Students and parents are not to distribute or sell items on campus without the permission of the administration.

STUDENT AUTOMOBILES

1. All cars must be registered in the school office. Students are not permitted to leave the school grounds until school is dismissed for the day except with administrative and parental permission.
2. Driving privileges may be revoked for the following reasons:
 - Allowing an unauthorized student to drive your car without parental permission
 - Driving recklessly
 - Transporting unauthorized students
 - Excessive tardies
 - Leaving campus without permission
3. Students may not ride in private cars of other high school students going to or from school unless both sets of parents give permission. Students in the same family are exempt from this policy.

4. Upon arriving at school, all students must report immediately to their designated areas rather than staying in their cars.
5. Student drivers are to park in a designated parking area. Vehicles are not to occupy more than one parking space.
6. Students under age 18 wishing to obtain a North Carolina driver's license or permit must first obtain a Driver's Eligibility Certificate from the school within 30 days of the date the student applies for his/her license or permit. In order for a student to receive a Driver's Eligibility Certificate, he or she must be making satisfactory progress toward graduation.

WEAPONS

Weapons are not allowed on campus with the exception of authorized school officials or law enforcement officers.

CONDUCT AND DISCIPLINE

RULES OF CONDUCT AND DISCIPLINE

1. GENERAL

- A. The school expects the cooperation of students and parents in compliance and enforcement of the rules and regulations. The rules at Victory Christian Academy exist to promote the effective operation of the school and to ensure the safety of our students and teachers.
- B. Involvement in criminal activity, immorality, pornography, homosexuality, illegal drug abuse, alcohol consumption,

smoking, and other behaviors not in keeping with biblical values and the philosophy of VCA are strictly prohibited. Violation of these rules on or off campus may result in suspension or expulsion.

- C. Guns, knives, explosives, or weapons of any kind are strictly prohibited.
- D. Fighting, bullying, lying, stealing, cheating, cursing, and vulgarity are considered serious offenses and will be strictly disciplined.
- E. Official permission must be obtained to make or post video or audio recordings of school personnel.
- F. Any reference to the school must be made in a respectful manner.
- G. The school name, seal, emblem, or logo may not be reproduced on personal materials without official approval from the administration.
- H. The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.
- I. For all school sponsored functions, rules and regulations apply to both students and their guests.
- J. Any student who defaces or destroys property, even through negligence, must pay for the replacement or repair of the property and face appropriate disciplinary action.
- K. Students are expected to be respectful. Teachers, administrators, and staff members should not be addressed by their first name or last name alone.
- L. Proper Christian conduct with the opposite gender is emphasized in the school. The holding of hands, embracing, or other inappropriate physical conduct

between those of the opposite gender or same gender will not be tolerated on campus, on the buses, or at any school activity. This conduct also apply to field trips, sporting events—at home or away—school programs, or any activity associated with VCA.

2. CHAPEL

- A. All students are required to attend chapels.
- B. Students should always bring their Bibles and participate in the service.

3. CLASSROOM

- A. Students are to be in their seats before class begins.
- B. Students are not to leave their desks without the teacher's permission.
- C. Students are expected to come to class with the necessary supplies.
- D. Students are not to throw things in the classroom.
- E. Students should not sit at or touch items on the teacher's desk.

4. HALLS

- A. Students are to walk quietly in the halls—absolutely no running or rough play is permitted.
- B. Students are to keep their hands and feet off of the walls.
- C. Students in the hall or outside of class during class time must have permission.

5. RESTROOMS

- A. Students are not to loiter, talk loudly, or play in the restroom.
- B. Students must obtain permission from a teacher to use the restroom during class time.

DISCIPLINE

Victory Christian Academy has a commitment to and love for the students and families we serve. Students who follow a pattern of acceptable behavior enable us to accomplish academic excellence in a more effective manner. Our discipline system is designed for students who have habitual misbehavior. VCA reserves the right to reasonably discipline students that fail to comply with any of the rules and regulations of the school, or that engage in any other behavior that is not in keeping with the philosophy of the school. Various forms of discipline will be administered depending upon the nature of the offense, the frequency of the commission, and the attitude of the student. Decisions regarding consequences such as probation, suspension, and expulsion are the exclusive authority of the administration. When problems arise, any of the following means of discipline may be used, though not necessarily in the order listed.

ELEMENTARY

- The teacher will explain why the behavior is not acceptable, and privileges may be restricted (i.e., suspension from a class activity, shortened recess, or isolation in the classroom).
- A phone call or letter may be made to the parents.
- Extra work may be assigned.

- A student may be sent for a conference with the administrator.
- A student may receive an after-school detention (4th grade and above).

MIDDLE/HIGH SCHOOL

Our discipline system follows three levels of behavior monitoring.

- **Level 1** categories include the following: tardiness, talking without permission, lack of classroom materials/participation, dress code, and littering.
- **Level 2** categories include the following: inappropriate language, bullying, class disruptions, eating candy/gum/food without permission, failure to follow instructions, chapel misconduct, phone usage during school hours, etc.
- **Level 3** categories include harassment, lying, disrespect, stealing, profanity, skipping class, cheating, lying, etc.

The ultimate consequence is expulsion, which is determined by the administration. VCA has a responsibility to notify law enforcement in cases of illegal activity or actions.

DEMERIT SYSTEM

Offense	Penalty
Level 1 categories	1 demerit
Level 2 categories	5 demerits
Level 3 categories	10 demerits

Demerit Limit	Penalty
10 demerits	1st after-school detention
20 demerits	2nd after-school detention
30 demerits	3rd after-school detention
40 demerits	out-of-school suspension
50 demerits*	expulsion

*At 50 demerits, students may submit a written request to the administration for an additional extension of 5 demerits.

DISCIPLINARY STEPS

PARENT/STUDENT CONFERENCE

The student and his parents may be required to meet with administration concerning the student's conduct according to the discipline system. A behavior contract will be planned with defined measurable goals for improved conduct.

AFTER-SCHOOL DETENTION

Students serve detention after school on designated days for 35 minutes in length. Parents will be notified prior to the detention. During detention, students may not talk. Students may be assigned work/clean up duties on campus. Failure to serve assigned detention when scheduled will result in an additional detention.

1. Detentions will be assigned for inappropriate behavior as deemed necessary.
2. Detention is served after school from 2:55 P.M. to 3:30 P.M. Students who are late or leave early will forfeit that detention and must participate at a later date.

3. Students failing to serve detention may result in the student's suspension.
4. Detentions are rescheduled only under special circumstances approved by the administrator.

OUT-OF-SCHOOL SUSPENSION

Serious discipline problems may result in students being assigned an out-of-school suspension. Students are not allowed to be on campus for any reason without permission from the administration and may not attend any student function during the suspension period. Work missed during an out-of-school suspension will not be eligible for full credit.



HIGH SCHOOL COURSES

GRADUATION REQUIREMENTS

Upon the completion of the minimum prescribed course of study, the student is awarded a high school diploma. Since the graduation ceremony is a privilege and not a right, which follows the completion of academic requirements, participation is granted to each student who is in good standing. Any action, activity, and/or event which follows the completion of academic studies and precedes the event of graduation can cause the privilege of the ceremony to be revoked. All credits necessary for graduation must be completed before a student will be permitted to march in the graduation exercises. VCA cannot be responsible for the inconvenience caused by a senior who fails courses during the

last days of school. All financial accounts must be paid in full for seniors to participate in graduation.

1. A minimum of 22 credits including required classes is needed for graduation. Subjects taken and passed in other schools will be counted toward graduation at VCA.
2. The following number of credits must be completed at each level in order to be promoted:

Grade	Units
9th Grade	5.5
10th Grade	11.0
11th Grade	16.5
12th Grade	22.0

Requirements	General Course of Study	College Preparatory*
Bible**	4 credits (9–12)	4 credits (9–12)
English	4 credits (9–12)	4 credits (9–12)
Mathematics	3 credits <i>Algebra I</i> <i>2 additional math courses</i>	4 credits <i>Algebra I</i> <i>Geometry</i> <i>Algebra II</i> <i>Advanced Functions/Calculus</i>
Science	3 credits <i>Physical Science</i> <i>Biology</i> <i>1 additional science course</i>	3 credits <i>Physical Science</i> <i>Biology</i> <i>Chemistry or Physics</i>

Social Studies	4 credits <i>Government/ Economics</i> <i>World History</i> <i>US History I</i> <i>US History II</i>	4 credits <i>Government/ Economics</i> <i>World History</i> <i>US History I</i> <i>US History II</i>
Foreign Language		2 credits
Health and Physical Education	1 credit	1 credit
Electives	3 credits	

*College Preparatory Course of Study meets UNC System minimum requirements.

**Bible may be considered an elective for transfer students to meet graduation requirements.

Students who plan to attend college/university should contact the institution of their choice to determine special requirements for admission. Since each college has its own individual requirements, parents need to ensure fulfillment of particular college entrance requirements. The administration will assist the student in any way possible.



VICTORY CHRISTIAN ACADEMY



Roanoke Rapids, NC