

**Victory Christian Schools**  
**PARENT – STUDENT HANDBOOK**  
**2006-2007 School Year**

**Carmichael Elementary Campus**  
**3045 Garfield Avenue**  
**Carmichael, CA 95608**  
**(916) 488-6740**

## Table of Contents

### Introduction to Victory Christian School

|                            |   |
|----------------------------|---|
| Letter to Parents .....    | 1 |
| Our Mission Statement..... | 1 |
| Doctrinal Statement.....   | 2 |
| History of School .....    | 2 |
| Purpose .....              | 3 |
| Philosophy .....           | 3 |
| Admissions Policy.....     | 4 |
| Application Procedure..... | 4 |
| Tuition Rates .....        | 5 |

### Student Conduct

|                                       |    |
|---------------------------------------|----|
| Biblical Principles .....             | 5  |
| General Personal Conduct.....         | 5  |
| Conduct at School .....               | 5  |
| Classroom Behavior .....              | 7  |
| Discipline Policy .....               | 7  |
| Personal Appearance Standard.....     | 11 |
| Dress Code .....                      | 11 |
| Student Sexual Harassment Policy..... | 13 |

### School Life

|                              |    |
|------------------------------|----|
| Arrival Time .....           | 15 |
| Books and Supplies .....     | 15 |
| Chapel.....                  | 16 |
| Field Trips .....            | 16 |
| Fundraising Activities ..... | 16 |
| Lost and Found.....          | 16 |
| Lunch.....                   | 16 |
| Milk .....                   | 16 |
| Parties .....                | 16 |
| Recess.....                  | 17 |
| Sharing .....                | 17 |
| Telephone Calls.....         | 17 |
| Visitors .....               | 17 |

### Academics and Student Progress

|                                 |    |
|---------------------------------|----|
| Curriculum .....                | 18 |
| Homework.....                   | 18 |
| Make-up Work .....              | 18 |
| Grading System .....            | 19 |
| Report Cards.....               | 19 |
| Parent/Teacher Conferences..... | 19 |

**Attendance**

Absences.....20  
Doctor and Dentist Appointments.....20  
Family Vacations.....20  
Tardies .....20  
Picking Up Students .....20  
Withdrawals .....21

**Health and Safety**

Accidents at School.....21  
Communicable Diseases .....21  
Dietary Restrictions.....22  
Emergency School Closure or Dismissal.....22  
Fire Drills .....22  
Immunizations .....22  
Medicine .....22  
Playground Rules .....22

**Transportation**

Bicycles .....23  
Bus.....23  
Car Pools .....23  
Change of Transportation.....23  
Parking Lot Safety.....23

**Parent's Code .....23**

**Mediation/Arbitration Agreement.....24**

Dear Parents:

Welcome to our Victory Christian School family! We are extremely pleased that you have chosen Victory to assist you in educating your children. We count it a privilege to be able to work with you in teaching the skills and forming the values that will constitute the foundation of your children's lives. It is the desire of our entire staff to work very closely with the parents. We feel the Christian school is an extension of the home in its objective to bring up children "in the nurture and admonition of the Lord."

Victory Christian School has long been known for its warm and friendly spirit. Even as the school has grown, it has maintained this unique atmosphere. Our staff is composed of seasoned professionals who stand ready to assist you in any way possible. They are individuals who serve as strong Christian role models and are committed to helping young children become all that they can and should be for our Lord Jesus Christ. Each member of our staff realizes the importance of these early school years and, therefore, is willing to go the extra mile to make them as exciting and rewarding as possible.

Victory is unique in that both attitudes and academics are taught according to the principles set forth in the Word of God. Jesus Christ is the center of our curriculum, and children are given opportunity to receive Him as personal Savior. A great deal of time and effort will be invested in developing Christian character traits in the lives of your children. Our teachers work diligently at teaching reading, writing and verbal skills, basic math concepts, the scientific method and social skills from a Christian world and life perspective. God is seen in and through the total learning experience.

We would challenge you to make it a priority to become involved in the school which your children are attending. There will be many opportunities for you to become an active participant in the instruction of your children. Your involvement will strengthen the education process. We extend an open invitation for you to see our elementary program in action. Please take the time to come and see our teachers and students interact with one another. We need you to be willing to share in the partnership that makes a Victory Christian School education something special.

Included in this handbook are general school policies that will help you in understanding our expectations for school families. The guidelines have been purposely designed to permit certain liberties and set specific limits that will best allow us to work together in harmony. We realize that not everyone will agree with every regulation, but we do believe it is the parent's responsibility to see that his child upholds even those rules with which he may disagree. Please take time to read through this material and call us if you have any questions.

We welcome communication with parents and invite you to touch base with teachers and school administration often. Please feel free to contact us about anything, anytime. If you have a need, do not hesitate to give us a call.

## **OUR MISSION STATEMENT**

The mission of Victory Christian Schools is:

To inspire the formation of godly inner convictions and  
To impart academic knowledge essential for building skills  
So that our students are equipped to impact their world for Jesus Christ.

## **STATEMENT OF FAITH**

(Doctrinal Statement)

The basis of this Association is the Word of God. In the light of this Word, we in our educational program stand committed to the following regulations:

1. WE BELIEVE the Bible is the only inerrant Word of God, verbally inspired in the original writings; and that it is, therefore, the final authority in matters of faith and practice. (II Timothy 3:16, II Peter 1:21)
2. WE BELIEVE that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Luke 3:22, Matthew 23:19, II Corinthians 13:14)
3. WE BELIEVE in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father. (John 1:1-3, Matthew 1:18-23, Hebrews 4:14-16, II Corinthians 5:21, Luke 24:36-43, Acts 1:11)
4. WE BELIEVE that Satan is a definite personality and is the controller of unregenerate man and is the great adversary of God and His people. (Revelation 12:1-10, John 12:31, Revelation 20:10, John 8:44, II Corinthians 4:4)
5. WE BELIEVE that fallen man is sinful by nature and totally depraved and, of himself, utterly unable to remedy his lost condition. (Genesis 1:26-28, Genesis 3:1-24, Romans 5:12, John 3:3-5)
6. WE BELIEVE that salvation is by grace through faith in the Lord Jesus Christ. (Ephesians 2:8-9, Titus 3:5-6, I Peter 1:18-19)
7. WE BELIEVE that the Holy Spirit, the third person of the Trinity, is the supernatural agent in regeneration, baptizing all believers into the Body of Christ, indwelling and sealing them unto the day of redemption. (John 16:8-15, Acts 5:3-4, Romans 8:9, II Corinthians 12:13, Ephesians 3:16)
8. WE BELIEVE in the personal, visible, pre-millennial return of the Lord Jesus Christ for His saints. (I Thessalonians 4:16-17, I Thessalonians 1:10, Revelation 3:10)
9. WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto eternal life in heaven, and they that are lost unto eternal damnation in hell. (John 5:28-29, II Corinthians 5:10, Revelation 20:11-15, John 3:16)
10. WE BELIEVE in Holy Christian living; separated unto God from the way of the world. (Romans 1-2, Galatians 5:22-23)

## **HISTORY**

The Victory Christian School Association was organized as a non-denominational and independent school ministry by a group of Christian men in 1963. The school has grown through the years from a small beginning of 15 boys and girls on one campus to the current enrollment of 675 plus students on several campus locations. It is financed by tuition fees, fund raising projects, and gifts from interested individuals and churches.

## **PURPOSE**

Our purpose is to provide an opportunity for successful living in a Christian atmosphere where the striving for academic excellence is combined with an expression of love for one another. In such an environment students and teachers alike may be obedient to God and under the control of the Holy Spirit. All of our lives can be deeply enriched as we grow together through our Christian experiences.

The entire emphasis of our school is focused upon the Word of God, which is integrated into every area of school life. Victory Christian School holds that the Bible is the verbally inspired Word of God and that salvation by faith in Jesus Christ is the initial step in the Christian life. Thus, the primary purpose of Victory Christian School is to lead, confirm, and encourage each student in the saving knowledge of Jesus Christ as Savior and Lord.

Each student is challenged to pursue God's calling for his life by applying himself diligently to the academic and spiritual opportunities offered at the school. During his years at Victory Christian School, the student is able to broaden his spiritual experience, grow in discipleship, cultivate intellectual competence, and obtain a wholesome disposition towards others.

## **PHILOSOPHY**

God is a personal and infinite being, the Creator and Sustainer of all things. By His own deliberate choice and for His pleasure and fellowship, God created man, giving him the capacity to know and to respond to God and to live and enjoy a meaningful life. God further provided for success in every area of man's need--spiritually, mentally, socially, emotionally, and physically. Man fell from his original state by willful disobedience into a state of total depravity and is destined for eternal separation from God in hell. However, in God's perfect plan and by His grace, He has provided eternal salvation through the death, burial, and resurrection of His Son, Jesus Christ. When man receives Him by faith as his personal Lord and Savior, he becomes a new creature in Christ and is assured of spending eternity with God in heaven.

God is Truth. God the Father is the source of all truth; God the Son is the manifestation of truth; God the Spirit is the interpreter of truth. God has endowed man with the capacity and responsibility to learn truth through both physical and spiritual means. Truth is revealed to man in a general way through creation and more specifically through the living and written Word of God. The Holy Spirit indwells each believer, teaching and guiding him to discern truth from error. We believe, therefore, that Christian education centers in the Person of Christ and revelation of God in the Bible, which is the integrating factor around which all subject matter is correlated, arranged, and judged.

The goal of a Christian education is to develop the ability to see all areas of life from a Christian world and life view. Our desire at Victory is to assist Christian young people to acquire an internal moral code of behavior based upon the Bible, which is our sole and final authority for faith and practice, and to help prepare them to live a knowledgeable, responsible and creative Christian life in society. All areas of curriculum shall be consistent with the inerrant Word of God and shall be designed to train the whole child in the following areas:

### *Spiritually:*

- To know Christ personally and to yield to His will in every area of his life.

### *Mentally:*

- To relate all truth to His truth and to discover and develop individual aptitudes.
- To cultivate the power of critical thinking.

*Socially:*

- To instill a loyalty to Christ in all areas.
- To develop a sympathetic, understanding, active interest within the family unit.
- To prepare each student to live in the world and not be of the world.
- To teach loyalty to God, home, and country.

*Emotionally:*

- To build a Christ-controlled personality, enabling him to adjust to life's situations in a God honoring way.
- To develop self-discipline.

*Physically:*

- To develop a respect for the body as a temple of the Holy Spirit.
- To teach intelligent care of the body and encourage the yielding of the body as an instrument for God's use.

We believe that God has given to the parent the responsibility for the Godly training of the child. Along with the church, Victory assists the Christian home with the teaching of the child. The teacher stands in "loco parentis". Therefore, parents must be supportive of the same values and goals as stated in this philosophy.

### **ADMISSIONS POLICY**

Admission to Victory Christian School is a privilege. We want students who are interested in attaining a Christ centered education. To ensure an environment where quality education is pursued from a Christian perspective, Victory Christian has established a procedure that helps make it very clear the quality of student we believe will best function at Victory Christian School.

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

We regret that it is not possible to meet the educational and emotional needs of everyone who applies for admission. Our stated policy, however, is to work with parents in making the very best possible decision regarding the total academic, spiritual, and social welfare of their children.

The administration, however, reserves the right to refuse admission to anyone unwilling to comply with the school regulations, academic or behavioral standards.

### **APPLICATION PROCEDURE**

Application forms for admission are available at the school offices. Upon receipt of the completed application and appropriate fees, the student's name will be added to the waiting list.

Parents will be contacted as classroom space is available. Prospective students will be given an achievement test to see how well they work within the academic program of Victory Christian School. If a child has taken an equivalent test within the past few months, these scores may be acceptable. An interview between parents and principal will then be scheduled.

Students who are below grade level may not be accepted at that grade level. Parents may request acceptance at a lower grade level if the student qualifies.

Some students may test below grade level in just one area. These students may be accepted on Academic Probation. Students will stay on Academic Probation until they can demonstrate they are capable of handling the academic standards of Victory Christian School.

## TUITION RATES

Tuition rates and payment information are available from the office.

## STUDENT CONDUCT

### BIBLICAL PRINCIPLES

The policies of student behavior at Victory are governed by principles gleaned from God's Word.

**A Separated Life.** "Be not conformed to this world, but be ye transformed by the renewing of your mind..." (Romans 12:2)

**Personal Responsibility.** "That every one of you should know how to possess his vessel in sanctification and honor..." (I Thessalonians 4:4)

**Living for Jesus.** "Whether, therefore, ye eat, or drink, or whatever ye do, do all to the glory of God..." (I Corinthians 10:31)

**Respect for Authority.** "Remember them who have rule over you, who have spoken unto you the Word of God, whose faith follow..." (Hebrews 13:7, 8)

**A Good Testimony Before the World.** "That ye may walk honestly toward them that are outside..." (I Thessalonians 4:12)

**God Honoring Conversation.** "Let no corrupt communication proceed out of your mouth, but that which is good, to the use of edifying..." (Ephesians 4:29)

### PERSONAL CONDUCT (General)

As a Christian school, our concern is for the spiritual growth and behavior of each student. Our expectation for each student is to have his/her conduct reflect the teaching of God's Word and conform to the image of Jesus Christ. Both teachers and students should not only be pure, but kind. Each student is responsible to comply with the rules of his classroom with a happy, submissive spirit. The Matthew 18 principle will be taught and its use encouraged as students learn to deal with and settle problems as God's Word teaches.

It is important that students realize that their conduct both in and out of school reflects not only upon their Lord and family, but upon Victory as well. Proper testimony should be evident in all situations. Faithful attendance in both Sunday school and church is essential.

### CONDUCT AT SCHOOL

1. The chewing of gum is not permitted in school at any time.
2. Proper care shall be taken of the school building, equipment, furniture and property. Rooms and desks should be kept clean. All waste materials should be disposed of properly.

3. Toys, playground sports equipment, comic books, knives, guns, matches, lighters, fireworks, cards, radios, walkmans, tape or CD players, skateboards, or other items that would be unnecessarily distracting or unsafe may not be brought to school.
4. Buildings are not play areas. No running, loud talking, or playing games allowed. No objects, balls, papers, etc., are to be thrown at any time in the school buildings.
5. No climbing of trees, buildings, etc. Students are to walk or play only in designated places and must keep out of all planted or fenced areas.

The student shall:

1. Exhibit proper reverence during flag salutes, devotions, chapel services and prayer times.
2. Always speak courteously.
3. Not disrupt or disrespect other students.
4. Show respect for other people's rights, ethnicity and property.
5. Not lie or steal.
6. Return school materials, books, assignments and requested information.
7. Exit and enter the building quickly and quietly, while carefully following teacher's or supervisor's instructions during emergency drills.
8. Walk in an orderly manner according to the teacher's or supervisor's instructions when relocating to or from the classroom.
9. Line up immediately and quietly when the whistle blows or the bell rings.
10. Obey all teachers or supervisors promptly and cheerfully at all times.
11. Consult the teacher or supervisor on duty when having trouble or difficulties on the playground.
12. Consider all games open to anyone who wants to play at the start of the game.
13. Follow a "HANDS-OFF" policy; not hitting or slapping. Games involving wild running, pushing, shoving or other forms of rough play and behavior are not allowed.
14. Use all playground equipment carefully and according to its intended use.
15. Not bring backpacks, school supplies, lunch pails, games, toys or similar items that display objectionable or inappropriate subject matter.
16. Help keep restrooms clean and throw paper towels and other trash in trash containers only.
17. Not loiter, play or visit in the restrooms or hallways.
18. Not willfully deface or damage property belonging to others or Victory Christian School. Parents or guardians shall be liable for all damage caused by pupils.
19. Exhibit self-control and not be involved in fighting, arguing, use of profanity or name-calling.
20. Not throw any objects such as rocks, spit balls, sticks or other objects, including P.E. equipment, in a manner with an intent to injure or hurt anyone.

## **CLASSROOM BEHAVIOR**

Teachers will establish classroom rules concerning general student behavior which contributes to positive learning experiences. Deliberate disobedience, disrespect, cheating, lying, lack of courtesy, incomplete homework, violation of any of the behavioral guidelines, tardiness, etc. will ordinarily be handled by the individual teacher on a reasonable basis. Manners are taught and children are expected to use courtesy at all times. Students will address teachers and other personnel, including volunteers, by their last name preceded by the proper title (Miss, Mrs. or Mr.). A flippant attitude by the student when addressing a teacher or other staff member will result in that student being disciplined.

## **DISCIPLINE POLICY**

The purpose of discipline in a Christian school is to bring the student to a maturity in Christ so that he will exercise self-control at school, at home, at church, and in every other area of his life.

Victory Christian School feels that self-discipline should be encouraged in a child to enable him to participate as a mature member of society. Children transferring to Victory Christian School from other schools may find our discipline to be firmer than they previously experienced. Therefore, they may require a period of adjustment.

When discipline does become necessary, it is our desire that the student fully understand what he has done wrong. Every attempt will be made to separate the sin from the sinner by demonstrating love to the student, but a dislike for the action. Opportunity will be given for the student to correct the problem and make the situation right with God and any other individual involved. Parents will be apprised of continuing discipline problems.

### **Disciplinary Measures**

Our general principle is to use a form of discipline which will enable us to correct undesirable behavior. Our most common disciplinary measures are:

#### **1. Verbal Admonitions**

Whenever a student is admonished by anyone in authority it is expected that the student will heed carefully that admonition. This rule is in effect in connection with any school activity -bus, playground, field trip, etc.

#### **2. Parent/Teacher Conferences**

At times teachers find it necessary to call parents and discuss the academics or behavioral problems of students. The purpose of these conferences is to unite the teacher, the student, and the parents in an effort to eliminate these problems.

### **Disciplinary Action**

Disciplinary action concerning violation of student handbook regulations or regular school rules will be handled in the following manner:

Students will first be counseled by the teacher and/or the administration, and appropriate action will be taken. If the problem persists, parents will be notified, and appropriate action will be taken.

Since the Word of God teaches us to make right choices and we are continually reminded in Scripture (especially the Book of Proverbs) that every choice in life bears a consequence – for good or evil – and realizing that the spiritual injunctions are many (such as I Thessalonians 4:1-7) regarding purity, we believe that our students must be encouraged and taught to make right

choices that would help them maintain high standards of Christian morality, so that their lives would not cause shame and discredit to the testimony of Christ and to Victory Christian Schools.

For most offenses, the teacher or Administration shall meet with the student to discern his or her involvement. If the problem justifies disciplinary action, the Administration shall use discretion as to the type of discipline to be given. If the Administration determines that a suspension or expulsion is in order, the parents shall be notified of this action. The goal of all discipline shall be to restore – not simply punitive. Students who continuously face disciplinary action and do not maintain a positive attitude and testimony for our Lord and for Victory Christian Schools will not be invited to return for the next school year.

### **Behavioral Probation**

Students may be assigned behavioral probation if they fail to meet the standards of VCS in their attitude or conduct. The Administration will review the student during the term of the probation and if insufficient improvement is made in attitude or behavior, the student may be asked to withdraw. Behavioral probation may be established for:

1. Continued violation of school standards as set forth by Victory Christian Schools.
2. Poor attitude demonstrated by a slowness to cooperate with teachers and Staff, lack of participation in class work or negative attitudes toward school policy.

### **Due Process**

A student has the following rights when disciplinary action is taken against him or her by a teacher or an administrator:

1. To be informed of the reason for the disciplinary action.
2. To present the school administration with any facts that will support his or her defense.
3. To have a hearing to contest the facts that led to the disciplinary action or to contest the appropriateness of the action.

### **Re-enrollment Policy**

The principal will recommend to the School Board students who should not return. This recommendation will be based upon:

1. General negative attitude toward students, teacher, administration and/or studies.
2. Lack of cooperation with the staff.
3. Absence of desire for spiritual growth.
4. Continuous lack of positive response to disciplinary measures.
5. Lack of parental support of staff, administration, or school policies.

### **Suspension and Expulsion**

The School Board of Victory Christian Schools shall have the authority to make reasonable rules and regulations as necessary for the proper establishment, maintenance, and management of Victory Christian Schools, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.

### **Definition of Terms**

**Suspension:** Defined as exclusion of a student from school for a specific period of time (normally not to exceed 10 days) terminating at the end of a specified period or upon the fulfillment of a specific set of conditions.

A student on suspension may not attend or participate in any extra-curricular school activity (including athletic games or practices) during the time of suspension.

A student on suspension will receive no better than a D- on assignments given during the suspension. However, quizzes and tests missed during the suspension may be made up without any point penalty.

**Expulsion:** Defined as the maximum penalty for any disciplinary action. A student who is expelled shall be excluded from the school and any school activity for the duration of the expulsion.

### **Suspension Procedures**

1. Student is informed of what rule(s) was violated.
2. Immediate information investigation conducted by the administration for the purpose of obtaining sufficient relevant information to make a fair decision including a statement from the accused student
3. If the student must be suspended immediately, the parent or guardian must be contacted by telephone prior to the student leaving the school premises so that his physical safety will not be jeopardized.
4. More thorough investigation ending in a written statement for file giving rule(s) violated, time, date, witness(es), action taken, and any other pertinent information.

All records shall be accurate and carefully kept in the event a recommendation for expulsion is made to the School Board. A follow-up letter to parent or guardian will be sent setting forth the charge(s) against the student, length of exclusion, and specific set of conditions to be met for return to school and an invitation for a conference between parent(s) and school personnel.

### **Appeals Channels**

1. Parents have the right to submit an appeal for suspension to the Superintendent. The appeal should be made prior to or during the period of exclusion.
2. The Superintendent may delay or revoke the suspension until such time as needed for him to examine the evidence and/or speak to witnesses. After considering the appeal, the Superintendent may revoke the suspension, re-impose the suspension, or change the penalty (including lengthening the suspension and/or recommending expulsion to the School Board).

### **Expulsion Procedures**

1. Written request for such action to the Victory Christian Board initiated by the Superintendent.
2. The student shall be considered expelled pending ratification by the Board. A letter shall be sent immediately to the parents notifying them of the student's status and the appeal process.
3. If the parents request an appeal within five school days of receiving an expulsion notification, a hearing shall be conducted under the following rules and procedures:

- a. Written statement shall be prepared for parent(s) or guardian of student setting forth all charges against student. The parent(s) or guardian shall be notified of their right to be present and represented by an advisor of their choosing.
  - b. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
  - c. There may be present at the hearing, the Principal, the Board's attorney, and such resource persons, as the Chairman of the Board deems essential.
  - d. Though the hearing is court-like, court rules of evidence may not be enforced at such hearing.
4. The Board shall render a written opinion of its determination with two (2) school days from the date of the Board's final decision. All parties concerned shall receive a copy.

### **Return from Expulsion Procedures**

(Expelled or withdrawn after recommendation to expel)

The following criteria will serve to assist with the evaluation of whether or not a student is to be re-admitted to Victory after being expelled or having withdrawn from the school after a recommendation to be expelled:

1. All expulsions will be for a minimum of one full semester away from Victory, in addition to the remainder of the semester in which the student was expelled.
2. Students and their parents must state their desire to return to Victory at least one semester (five months) prior to the proposed time of re-admission.
3. Re-admission interviews will be preceded by written recommendations from the student's pastor and youth pastor (or youth leader if there is no youth pastor) including the completion of a monthly report regarding the student's personal testimony within the activities of the church. The initial interview for re-admission will be conducted by the Elementary Principal whose recommendation will include an evaluation of the student's behavior as solicited from the Principal of the school where the student has been attending during the time of the expulsion. A positive recommendation from the Victory Elementary School Principal will be critical in the Board's consideration for re-admission to VCS.
4. A second interview will be conducted with the Victory Board with both parents and child, parents alone, and the child alone.
5. The student's admission of guilt in the expelling situation complemented by evidence of repentance will be critically important in any consideration of re-admission.
6. All students re-admitted following a period of expulsion will serve a one-year period of probation during which time any severe misbehavior could result in immediate and permanent expulsion from Victory.
7. Each student being considered for expulsion or having been expelled will be given the option of expressing personal repentance before the student body of Victory Christian Schools. This activity would be considered optional and would not guarantee nor restrict re-admission to Victory.
8. Re-admittance is subject to space available.

### **Discipline Extremes**

The following are considered serious enough to warrant probation, suspension, or expulsion:

1. Reoccurring negative and/or antagonistic attitudes, repeated misbehavior, or an on-going rebellious spirit that is a bad influence upon other students and is unchanged after much effort by teachers and principal.
2. Any serious act of misconduct inside or outside school such as: theft, use of illegal drugs or alcohol, smoking, vulgarity in speech or action, forgery, etc.
3. Disrespect toward teachers or staff, insulting remarks to or about others, forming groups for the purpose of rivalry, fighting; etc.
4. Willful destruction/defacement of school property or personal property belonging to another.
5. Failure to correct behavior after repeated admonition, failure of parents to comply with the disciplinary procedures of the school.
6. Insufficient academic progress.

### **PERSONAL APPEARANCE**

Personal appearance relates directly to one's personal testimony for Jesus Christ; therefore, each student is expected to evidence Christian discrimination in this area (I Timothy 4:12). Even as there is appropriate clothing for different activities in life, so too, there is appropriate clothing for school.

Our students are expected to use good taste and judgment in their choice of dress. The emphasis is on modesty and neatness. Styles and fads come and go. The evaluation of new styles and fads will be made when necessary.

Counsel will be given on an individual basis should there be a question in any area regarding appropriate dress.

### **DRESS CODE**

Special Note: The Dress Code presented here is purely for educational and behavioral purposes as they pertain to Victory Christian School. It is not intended to be an absolute statement in reference to personal tastes, nor is it intended to dictate parental standards.

#### **All Students**

1. Shorts that are worn for school activities that permit the wearing of shorts are to have hems that are mid-thigh in length or longer. (Mid-thigh is defined as the point halfway between the top of the inseam and the top of the knee).
2. Body piercing, including ear piercing, is not allowed (with the exception that girls may have earrings only in the lower portion of the ear lobes). Students may be accepted who have had piercings prior to this rule clarification if they will henceforth support this rule. Students who have had piercings before (other than the above noted exception) shall not wear anything in these piercings at any time whether on or off campus. Also, boys shall not wear clip-on earrings or any other such styles.

Any student who gets a piercing shall be subject to expulsion, and any student who wears anything in a pre-existing piercing shall be subject to suspension or expulsion.

3. Tattoos and intentional “body-scarring” or other such styles are prohibited. Any infraction will result in expulsion unless removed.
4. Hats are not to be worn inside the buildings.

### **Girls**

1. General classroom attire will be skirts or dresses. All hemlines must extend to the top of the knee or lower. Slits must be no more than four inches above the floor when in a kneeling position. Skorts (split skirts) are permitted if they meet the hemline rule for skirts and if they have the appearance of a skirt as you walk toward or away from another. Dresses, skirts, tops, shorts and pants are not to be tightly formfitting. Skirts and dresses are not to have the appearance of lingerie. To play on the playground equipment, girls must wear shorts under their dresses.
2. Shirts and blouses are to be modest. White t-shirts, tank tops (straps less than two inches wide), low necklines, see-through tops, spaghetti straps, and bare midriffs are not acceptable. Combinations of prohibited garments are not acceptable. Girls will be allowed to have embroidery designs, flowers, appliqués, and decorations on their shirts and tops that would be considered feminine in nature and not offensive. No writing on shirts or tops unless it is printed into the material as part of the fabric. The only exceptions are VCS shirts/sweatshirts authorized and purchased through the school. Other sweatshirts may be plain or have the name of colleges or sports teams.
3. Girls are to arrive and leave in proper classroom attire with the following exception: Pants may be worn to or from school when bicycle transportation is necessary. Clothes are to be changed as soon as the student arrives on campus.
4. Shoes or sandals must be worn at all times. We encourage students to choose sandals, boots, or shoes without wedges and with low heels. The shoes must have backs or straps. No flip-flops (defined as rubber shower shoes and the like) or military style boots are allowed. No shoes with heels or wedges over two inches in height will be allowed. Shoes with high heels and wedges are extremely dangerous as well as limiting activities on the playground.
5. Girls should have their hair neat and under control, not down over the face. Extreme styles of hair will not be permitted.
6. Nylons are not considered appropriate for elementary girls.
7. The use of makeup is not acceptable for elementary girls.

### **Boys**

1. For general classroom attire, jeans are acceptable if they are neat and clean – not worn, tattered, frayed or patched. Pants are not to be baggy or sagging below the waist. If the student continues to wear sagging or baggy pants, he will be asked to wear a belt.
2. All short and long sleeve shirts and tops shall not have any writing, pictures or graphics. One small size logo or embroidery will be allowed. The only exceptions are as follows: VCS shirts/sweatshirts authorized and purchased through the school. Other sweatshirts may be plain or have the name of colleges or sports teams. Please stay within the size or one size range of your student. The oversized shirts look sloppy and hang down too low. The sleeves need to be at the wrist if they are long sleeved and not hanging over the hands. Long jerseys or overshirts are not acceptable. Plain white t-shirts (undershirts) are not allowed. No sports jerseys may be worn.

3. All fourth – sixth grade boys are required to tuck in their shirts.
4. Shirts and shoes are to be worn at all times, including P.E.
5. Shorts, sweat pants, sweat suits, warm up suits or jogging suits (nylon or sweat material) are not proper school attire.
6. Shoes or sandals must have backs or straps. No flip-flops (defined as rubber shower shoes and the like) or military style boots are allowed.
7. Hair is to be neat and of moderate length, not to extend over the ears, lower than the eyebrows, nor touching the standard collar. No part of the scalp may be shaved. No extreme styles of hair will be permitted. No bleaching or coloring of hair is allowed. Hair may not have a two-tone appearance or have a “spiked” appearance.
8. Boys will have three (3) days after notification of hair infraction to meet school policy. After the third day, students will be sent home until their haircut meets school standards.

### **General**

1. Special programs during the year, such as the Christmas program, may call for more formal dress.
2. Anything imprinted or patched with pictures, symbols and slogans not consistent with Christian principles shall not be allowed.
3. The administration is responsible in determining what is appropriate, moderate, neat and /or extreme on an individual basis.
4. We encourage parents to follow the same guidelines as their children whenever attending school programs and functions.
5. Students are to remain in regular dress code until 30 minutes after the end of the school day.
6. Hemline and other infractions: An infraction may be judged as serious enough to warrant immediate action. The student may be sent home to remedy the problem or his or her parents may be called to bring a change of clothing. He or she may be separated from the other students until the infraction is corrected.
7. Students may be suspended upon receiving a fourth dress/hair code violation within one semester.

### **STUDENT SEXUAL HARRASSMENT POLICY**

In response to regulations from state and federal governments, VCS is required to produce, disseminate, display, and enforce a sexual harassment policy. However, VCS has always been subject to a higher standard, the Word of God. Our policies have always prohibited sexual impurity in thought, word and deed (II Timothy 2:22, I Thessalonians 4:3-7, I Corinthians 6:18-20) which is a higher standard than simply prohibiting “sexual harassment.”

Victory Christian Schools is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

### **Definition of Sexual Harassment**

“Sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

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

### **Examples of Harassment**

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual harassing nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
7. Physical conduct such as touching, assaulting, impeding or blocking movements

### **Employee-Student Sexual Harassment**

Employee-student sexual harassment is prohibited.

### **Student-Student Sexual Harassment**

Student-student sexual harassment is prohibited.

### **What to do if You Experience or Observe Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### **Where to Report Harassment**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

School Chaplain  
Guidance Counselor  
Principal  
VCS School Board Chairman

### **Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Protection against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning harassment.

### **Procedure for Investigation of the Complaint and for Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she will immediately inform the VCS superintendent or the VCS school board chairman. The superintendent or school board chairman will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **SCHOOL LIFE**

### **ARRIVAL TIME**

Children are not to arrive at school prior to 15 minutes before the starting time and should leave immediately after school. Exceptions will be made only occasionally and that would be when it is deemed an extreme situation.

### **BOOKS AND SUPPLIES**

The school provides necessary texts, workbooks, art materials, and classroom equipment.

Children in Kindergarten will have most necessary materials provided. Grades 1 - 3 will be provided with primary writing paper.

A list of all other supplies to be provided by parents for grades 1 - 6 is mailed each year before school begins.

Students are expected to come to school each day prepared with required supplies. They are responsible for the condition of their textbooks and are required to keep a book cover on all texts issued to them. Should a student lose or damage a book, a fine will be assessed for the replacement value.

### **CHAPEL**

Chapel will be held on a weekly basis. Worship times are led by teachers and special guest groups and speakers. Christian growth and character building will be stressed. Students are

encouraged to participate in chapel music and are given opportunity to share praises and prayer needs. Prayer is also a part of each classroom on a regular basis.

### **FIELD TRIPS**

Curriculum will be enriched with several field trips during the school year. The child's emergency card must be current and on file. A completed permission slip is necessary for each individual field trip. On the day of the trip calling for permission will not be allowed. Without written permission a student will remain at school with another classroom and teacher. In rare circumstances the teacher or administration may choose to have a student not attend a field trip and the parent may be asked to be responsible for the student during this time. If parents determine that they do not want their student to attend a field trip, they will be responsible for the care of the student for the day or time of the trip.

For transportation, we usually depend upon parent volunteers. Often there is a modest cost involved to cover admissions, parking, etc. It is expected that students will be courteous, well behaved, and respectful of the authority of the parent driver/chaperone on all such trips. Parents must submit a completed Volunteer Driver Form, proof of insurance, and a valid California Drivers License in order to drive on a field trip. All children must be in a seat belt.

### **FUNDRAISING ACTIVITIES**

Along with tuition, fundraising activities provide a substantial portion of our school budget. Details and a description of such events will be given to parents in advance of the activity. Christian schools commonly face a dilemma in the area of finances. We need your support in this area.

### **LOST AND FOUND**

All items found should be turned into the office. Students and/or parents should check the lost and found box for missing articles. It would be a real help if coats, sweaters, lunch boxes, etc. were labeled.

### **LUNCH**

Students bring their own lunches and eat in their individual classrooms under the supervision of their teacher. The lunch time is relaxed; students may visit quietly. Students are discouraged from exchanging food and are expected to eat the lunch that has been prepared for them. Good etiquette will be observed, and each student is responsible for cleanup. Should a student forget to bring a lunch, the teacher is to be told and something to eat will be provided.

### **MILK**

Students may order milk as desired. Milk money can be brought daily or milk tickets good for twenty milks can be purchased. The cost varies according to current milk prices. Expired milk tickets will be returned to the student as a reminder it is time for a new one.

### **PARTIES**

Room mothers are in charge of Thanksgiving, Christmas, Valentine, and year-end parties. Other parties should be scheduled through the office. For birthday treats, the classroom teacher should be notified in advance (no gum please). Invitations for home birthday or other parties should not be given out at school unless everyone in the class or all boys or all girls are invited.

### **RECESS**

Recess, a part of our daily school schedule, is designed to give our students fresh air and an outlet for physical energy. It benefits the health and work habits of our students. If there has been a prolonged illness or a chronic respiratory condition (i.e. asthma) in which a child's health will be endangered, a child will be permitted to stay inside for recess if the parent sends a note.

Conduct at recess should reflect attitudes and principles of Christian living and behavior. Unnecessary rough play and unkind actions toward others will not be permitted.

### **SHARING**

There will be special sharing days, and these will be announced by the individual teacher. They should be meaningful items and have an educational emphasis, especially in grades above Kindergarten.

Children are encouraged not to bring valuable or fragile items with them to school. Victory Christian School cannot assume responsibility for the breakage or loss of such articles. Animals are not to be brought to school without special permission from the individual teacher. In such cases, it is to be brought in the first 15 or last 15 minutes of the day. The parent will remain and take the animal back home with him. Children are not to use a glass container to bring anything to school. This proves highly dangerous. Please no live spiders, snakes, etc. that could prove harmful without the proper container.

### **TELEPHONE CALLS**

Except in an emergency situation, neither students nor teachers will be called out of their class to receive telephone calls. The secretary will relay messages to students. Teachers will return calls at their free time or immediately after school. Routine calls to teachers' homes are discouraged.

Please communicate with your child while at home regarding such things as changes in rides, where to go after school, special appointments, etc.

Use of the telephone by students is strongly discouraged. Discretion will be used by the office staff to determine when it is appropriate for a student to use the phone.

### **VISITORS**

Parents and adult visitors may call Victory Christian School for an appointment to visit the school. Younger brothers and sisters are not allowed to accompany parents during the visit.

Friends of the student are discouraged from visiting the classes. This usually proves disruptive. Exceptions will be made with the approval of the principal. If such an exception is made for a child, he must attend a grade or class of his own age level and/or be a prospective student.

Before going to the classroom, all visitors must report first to the office, sign in and get a visitor's pass. Visitors must sign out when leaving.

## **ACADEMICS AND STUDENT PROGRESS**

### **CURRICULUM**

The following subjects are taught on all elementary grade levels:

Bible

Language Arts (reading, writing, spelling, grammar)  
Social Studies  
Mathematics  
Science (includes Health and Safety)  
Art  
Music  
Physical Education

## **HOMEWORK**

Every student will be responsible weekly for spelling words and Bible verses. These are sometimes due on different dates according to the desire of the individual teacher. Book reports are usually due monthly. Since outside work is required for these items, it might be beneficial to periodically check on your child's progress.

Homework will vary from class to class. It is not our purpose to overburden the students with homework or to interfere with the family life. If you feel that your child is overburdened, please contact the teacher to determine the reason. It may be that he is not using class time wisely or requires extra time to complete his work.

If the student has any work that he has not finished during the day, not collected by the teacher, it automatically becomes homework. Students are expected to develop responsibility and maturity in returning their work and materials. Assignments not turned in or lost may be recorded as zeros. Often they will be required to do them, or if lost re-do them, for less or no credit.

The teacher reserves the right to refuse or mark down assignments handed in late.

The best reinforcement is for you as a parent to go over your child's papers. Corrections made at home are helpful. It is impossible for the child to correct all errors at school.

It is common policy for teachers to send home assignments that have a grade of D or less for a parent signature. This helps you to be aware of problem areas.

If your child is regularly spending more than 1/2 hour to 3/4 hour on homework, it would be well to check with the teacher. This should be the exception rather than the rule, especially in the lower grades.

## **MAKE-UP WORK**

Students who are absent from school due to illness are required to make up work missed and will receive a grade if this work is completed within the time limits indicated.

Work missed because of an illness of one to four days must be made up within one week after returning to school. Work missed because of illness from five to ten days must be made up within two weeks. A zero grade will be recorded for assignments NOT made up within the time limits indicated.

Each teacher shall decide upon the make-up assignments. It is the responsibility of each pupil to make arrangements to complete the work in the assigned times.

## **GRADING SYSTEM**

The grading scale for kindergartners and the first semester of first grade is as follows:

E = Excellent

S = Satisfactory for his/her age

N = Needs more time to develop and improve  
I = Showing improvement

The grading scale for grades two through six and the second semester of first grade is as follows:

A = 90 - 100%    E = Excellent  
B = 80 - 89%    S = Satisfactory  
C = 70 - 79%    U = Unsatisfactory  
D = 60 - 69%    I = Improvement needed

All assigned work shall be handed in on the assigned due date. Assignments not turned in or lost may be recorded as zeros. Often they will be required to do them, or if lost re-do them, for less or no credit

## **REPORT CARDS**

All students will be on a nine week grading period with report cards sent home four times during the school year.

Grades are given for three basic reasons:

1. **Motivation:** To encourage the student to do his best work.
2. **Parental Information:** So you will know how your child is doing in order to encourage him properly.
3. **Academic Measurement:** A standard scale by which each student's achievements can be measured.

Progress reports are sent out the 6th week of each grading quarter for those maintaining less than a C average. If there are any areas of concern, parents are urged to arrange for periodic conferences with the teacher.

## **PARENT/TEACHER CONFERENCES**

Formal parent/teacher conferences are held in the fall at the end of the first grading period. Report cards for the first quarter will be given to parents at that time. These conferences are mandatory for all families and will be scheduled by the office staff.

Other conferences may be held at any time there is a need for one. Our teachers are always happy to meet with you when you desire a conference. It is usually most convenient for the teacher to have these conferences after school. We ask that you not interrupt the teacher in the morning before school, as they are busy preparing for the day or in prayer meeting. Under no circumstances should you try to talk to a teacher while class is in session. We would encourage parents to call the school for an appointment with their child's teacher if they sense any type of unusual or persistent problem.

## **ATTENDANCE**

It is the desire of Victory Christian School to assist parents in teaching children responsibility and promptness. Good attendance and punctuality are essential in the training of children to become mature, responsible adults. Regular school attendance is required by law and is necessary for good scholarship. Habits are formed in early years that have lasting results. If the habit of being on time is formed early, the pattern will be carried through many more years.

## **ABSENCES**

Each student who has been absent must bring a written excuse signed by a parent or guardian stating the dates and reason for the absence. If the absence is foreseeable, notify your child's teacher in advance in writing.

Homework may be requested during absences by phoning the office before 9:30 a.m. It may then be picked up after school or sent home with another student. The responsibility to make up work rests with the student and parent.

Please notify the school office immediately if your child contacts a confirmed contagious disease. Certain contagious diseases may require a doctor's release to return to school.

### **DOCTOR AND DENTIST APPOINTMENTS**

Parents are encouraged to schedule appointments after school hours or on days that school is not in session. When this is not possible, the parent should send a note to the teacher stating the time the child will need to leave. Parents may then pick up and sign out their child from the office at the designated time.

### **FAMILY VACATIONS**

Parents are strongly urged to plan trips and vacations during times that school is not in session. When this is not possible, parents should send a notice to the office (before a trip is to take place) for the absence to be considered excused. In an emergency situation, a phone call will be acceptable. Make-up work for planned absences will be left up to the discretion of the classroom teacher as to whether the work will be made up in advance, during the absence, or at a later time. Teachers will try to collect work ahead but this is very difficult due to the difficulty of trying to estimate where the class will be in a particular subject. This will be done only if the teacher is able to find the time prior to the absence.

### **TARDIES**

Students arriving late should report their arrival to the office. A proper amount of sleep is beneficial to the health of the student and will eliminate the need for sleeping in on school mornings. Students who are chronically tardy are setting a pattern that is and will be detrimental to their Christian testimony. A child is considered tardy if he/she is not in the proper place when the tardy bell rings. If a student arrives at school after 9:30 a.m., he/she will be counted absent for one half-day. We understand that unforeseen circumstances occur. However, tardiness to a class on a regular basis will not be tolerated.

### **PICKING UP STUDENTS**

When parents/guardians arrive at school to pick up their student, they are to meet students at the designated pickup area or classroom if it is a rainy day. Parents are to wait at the door of the classroom and not enter and wait in the back of the classroom for their students.

Students may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students. Victory Christian School will:

- Not accept the responsibility of deciding which parent has legal custody where there is no court document.
- Accept the information given by the enrolling parent unless presented with a court document from the custodial parent that shows otherwise.
- Not subvert the law.

The following criteria are to be followed:

- Only the parents or guardians or regular approved person can pick up a student from school early (before school dismissal) unless a note or phone call giving verbal authorization is received from the parent/guardian authorizing the early pickup.

Verbal Authorization Guidelines:

- 1) Only authorized school employees can verify verbal authorization
  - 2) Unless the staff can identify the caller without question, they must verify the phone call by asking the caller to give their social security number.
- If a student becomes ill at school, parents/guardians will be contacted. If the parent/guardian cannot be reached, the student can be released to other authorized adults listed on the emergency card.

## **WITHDRAWALS**

If you are changing schools during the academic year, notify the business office as far in advance as possible. This will allow for adjustment of school tuition and other charges. There will be a withdrawal fee. It is strongly advised that students complete the current grading period if at all possible. Procedure:

1. Report to the principal and to the office five (5) days before your last day of school attendance. Students will be given a clearance procedure which must be completed before they will be cleared from school.
2. Report to the office (on last day of attendance) for student records which you will need to take to your next school.

NOTE: In the event you owe for books or other items, payment must be made at the school office before clearance can be given. No grades will be issued until all obligations have been met.

## **HEALTH AND SAFETY**

### **ACCIDENTS AT SCHOOL**

While precaution is taken for proper supervision and the prevention of accidents at Victory, they do sometimes occur. Students and teachers should report all accidents to the office. Minor cuts, abrasions, etc., are treated in the school office. In the event of a more serious accident, parents are notified immediately so that proper medical attention can be obtained. Victory does not carry insurance to cover accidents that occur under proper supervision and parents would be advised to make sure they carry adequate health insurance protection.

### **COMMUNICABLE DISEASES**

Should any of the following conditions be discovered during school hours, you will be requested to immediately remove your child from school: chicken pox, pink eye, fever, head lice. Students may return to school after they have received proper treatment and/or are no longer contagious.

### **DIETARY RESTRICTIONS**

If your child has need for a special diet, please inform the teacher in writing, listing all limitations. Instruct your child to turn down food or treats that are restricted. We ask that you provide alternative treats to be kept at school to ensure that your child will not feel left out.

## **EMERGENCY SCHOOL CLOSURE OR DISMISAL**

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of the telephone and/or the Emergency Broadcast System (E.B.S.).

A NEWS BULLETIN will be broadcast on the following media stations:

### **TELEVISION**

KCRA 3

KXTV 10

KOVR 13

### **RADIO**

KFBK 1530 AM

KFIA 710 AM

Students will only be released to parents and/or adults listed on emergency cards.

## **FIRE DRILLS**

Students will exit orderly and quietly through the assigned door closest to their classroom. They will walk single file and without talking. Lights shall be turned off and windows and doors shall be closed. Each classroom teacher has an exit plan for her particular class to follow.

## **IMMUNIZATIONS**

The school is responsible to see that your child's health records are current and updated. When such forms are sent home, please see that they are returned immediately to the school office. Delay in such matters could result in your child temporarily not being admitted to class. This is state law and must be adhered to. It is for the safety of your child as well as others in the class. Students with medical or religious exemptions will be excluded from school in case of an outbreak.

## **MEDICINE**

All medicine, including Tylenol and those sold over the counter, is to be administered by the office staff. Prescription medications and all medications other than Tylenol may be dispensed to students provided they are brought to the office in their original container with written instructions, and the parent has signed an authorization form for the school office file. It is the child's responsibility to come to the office at proper dosage times. No medication may be kept by the student, and parents should not put medication in their children's lunches.

## **PLAYGROUND RULES**

1. Courtesy should be used with all playground equipment. Students should wait for their turn and not push ahead. Time will be limited on the equipment.
2. Students should not slide down on the edge of the slide, jump off the slide, or walk up the slide.
3. Wood chips, grass clippings, berries, stones, etc., should not be thrown at any time.
4. No food is to be eaten while walking around outside. Gum is not allowed at school at any time.
5. Playground boundaries will be established for each classroom and communicated to the students at the beginning of the school year.
6. Students should play away from the doors and parked cars.

7. Playground equipment will be available to take out for recess. Those who take out equipment are responsible to return it. Students are asked to play away from the building so that equipment does not go on the roof.
8. All equipment is to be used for the purpose it was designed.
9. Students should use the rest room before they go out for recess.
10. Re-entry into the school building will be allowed when the bell rings, unless there is an emergency. Enter through the assigned doors.
11. Problems should be directed to the teacher on playground duty.
12. Students should move to the appropriate door immediately when the bell rings and line up with their class.
13. There should be silence after the second bell and students will enter the building orderly.

## **TRANSPORTATION**

### **BICYCLES**

Students may ride bikes to school. They must be parked in the designated areas and locked. They may not be ridden around the school campus for play. The school is not responsible for damage to or theft of the bicycle.

NOTE: Skateboards and roller skates may not be brought to school.

### **BUS**

School bus service is cost-prohibitive. City busses could be a consideration for some parents.

### **CAR POOLS**

The school will help by giving parents a listing of students located in their zip code area. Formation of car pools is up to individual parents.

### **CHANGE OF TRANSPORTATION**

For your child's protection, the teacher is to be informed, in writing, if a child is to change his mode of transportation after school. When a situation develops and a note is not possible, parents should call the office and the secretary will write a note to the teacher and/or students informing them of the change. Unless a note or phone call is received, children will be sent home their usual way. The word of the student is not sufficient to change the mode of transportation.

### **PARKING LOT SAFETY**

At the beginning of the school year, a memo will be sent from each campus if there are any special instructions on entrances, parking areas, and loading zones.

1. Use extreme caution when loading and unloading your children at school.
2. Never drive above five miles per hour while on school property.
3. Absolutely no backing up will be permitted while children are loading. It would be extremely helpful if all vehicles were in place at least five minutes before dismissal.

4. If you are parked across the parking lot, you must get out of your car and escort your child back to where you are parked.
5. Be patient -- it could save a life, and the life might be that of your own child.

## **VICTORY CHRISTIAN SCHOOL PARENT'S CODE**

1. I will pray earnestly for Victory Christian School.
2. I will cooperate fully in the educational functions of Victory doing my best to make Christian education effective in the life of my child(ren) that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will pay all of my financial obligations to V.C.S. on or before the date due. If I am ever unable to pay on time, I will notify the bookkeeper in advance, (a) giving a reasonable explanation for the delay, and (b) stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables. (As God has prospered us, may we be faithful to Him.)
5. I will undertake volunteer duties and responsibilities for V.C.S. as opportunities arise and as God provides time and strength.
6. I will recommend V.C.S. to other Christian families as opportunities arise.
7. I will attend meetings and parent functions of V.C.S. regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart.
9. I will seek the advancement of V.C.S. in all areas: spiritually, academically, and physically.

## **MEDIATION/ARBITRATION AGREEMENT**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6: 1-8,

Matthew 5:23-24 and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana, (406) 256-1583, shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, guidelines for Christian Conciliation.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.