



2006 - 2007

**Junior / Senior High
Parent - Student
Handbook**

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WELCOME

Please permit us to extend to you a very warm welcome to the Victory Christian Junior/Senior High School. It is a privilege to have you join with us in making every effort toward having a Christian school that would be pleasing to our Lord and Savior, Jesus Christ. Throughout this school year you will be offered many fine educational and spiritual opportunities. It is up to you to take advantage of these opportunities and to make the time you spend at Victory a worthwhile and fulfilling experience both academically and spiritually. We would ask that you would seek the Lord's wisdom in setting your goals and His help in working toward attaining them. Our Faculty and Administration are dedicated and willing to assist you in any way possible.

We encourage you to take pride in your school and to support and participate in its many activities. You are asked to do your part in making Victory a school that you are proud and thankful to attend.

This handbook lists some of the rules, Victory Board policies, administrative guidelines, as well as general information that will be of help to you throughout this school year. Knowledge of the information found in this handbook will assist you as you strive to be the student our Lord would have you to be.

Once again, we thank you for your willingness to be a part of our student body, and we count it a privilege to be of help to you during this school year. May the Lord give us a GREAT year together!

OUR MISSION STATEMENT

The mission of Victory Christian Schools is:

To instill foundational Biblical truth,

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 3:11; 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)

PHILOSOPHY AND PURPOSE

It is our firm belief that Victory Christian Schools is an extension of the Christian home. God has made the family His basic training institution. God has entrusted children to parents (Psalms 127:3). These children clearly belong to God and He has entrusted them into the care of the parents thus creating very specific stewardship responsibilities. It is the primary duty of the parent to raise these children in the nurture and admonition of the Lord (Deuteronomy 4:6,7,9; Proverbs 6:20-23; Ephesians 6:4). Parents must accept the responsibility for the teaching and training of their children.

Whereas many schools today are forced to remove every aspect of God from their curriculum, the Christian school endeavors to center everything around our God. God does have a perfect plan for each and every one of us and it is our responsibility to live totally for Him. It is the responsibility of the Christian school to provide a Christ centered curriculum. The Christian school, however, can never take on more than a supporting role to the home. It is our primary goal to assist and support parents relative to their responsibility in the nurture and admonition in the Lord. The Christian school is a teaching institution, not a training institution. The home is clearly God's training center and the parent cannot delegate that responsibility. Victory Christian Schools is able to offer technical assistance in the subject areas and to work very hard at reinforcing Christian principles and values in the lives of our students. The parents, however, must do the training. Parents should seek out a school that seeks to reinforce the values they are attempting to teach at home.

We at Victory Christian Schools recognize the Christian school is not the final answer to the humanism which surrounds us. God exhorts the parents to "train up the child in the way he should go" (Proverbs 22:6). It is our privilege to assist the Christian home in this training but never to take the place of the home. We take this responsibility seriously and thank the Lord for the opportunity to support parents in their responsibility before God.

Our purpose is to provide an opportunity for successful living in a Christian atmosphere where the striving for academic and spiritual 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 experience.

The entire emphasis of our school is focused upon the Word of God which is integrated into every area of school life. Victory Christian Schools 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 the Victory Christian Schools is to lead, confirm, and encourage each student in the saving knowledge of Jesus Christ as Savior and Lord. We seek to work with the home in helping students to grow spiritually, academically, and socially.

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 Schools, the student is able to broaden his spiritual experience, grow in discipleship, cultivate intellectual competence, and obtain a wholesome disposition towards others.

The goal of Christian education is to develop within our students 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 compassionate understanding and an active interest within the family unit.
- ❖ To prepare each student to live in the world and not to be of the world.
- ❖ To teach a Biblical perspective of loyalty to 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 the 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 Christian Schools assists the Christian home with the teaching of the child. The teacher stands "in loco parentis". In light of this, parental support of the same values and goals as stated in this philosophy is essential.

Note: The term "parent" as used in this handbook may refer to the legal guardian of the student if that person is not the natural parent.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)

Disciples of Jesus Christ:	VCS students will be effective learners of the Word of God who are equipped to know, grow, and go in Christ. <i>Matthew 28:19, 20</i>
Academically Competent:	VCS students will be academically competent to function independently and collectively in society.
Defend Absolute Truth:	VCS students will know absolute truth and be able to personally defend it. <i>1 Peter 3:15</i>
Effective Communicators:	VCS students will be effective and articulate in written and verbal communication.
Self-Disciplined and Responsible:	VCS students will be self-disciplined and capable of accepting individual and group responsibility.

ADMISSIONS POLICY

VCS 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, athletic and other school administered programs. We regret that it is not possible to meet the emotional and/or academic needs of everyone who applies for admission.

STUDENT LIFE

ACCIDENTS AT SCHOOL

While every precaution is taken for proper supervision and the prevention of accidents at Victory Christian Schools, accidents do happen. Help is readily available in the High School Office and accidents are immediately reported to parents as well as accident forms and records being filed. It is imperative that students report all accidents to the supervising teacher or the office. Victory Christian Schools DOES NOT carry insurance covering accidents incurred under proper supervision and parents would be advised to make sure they carry adequate health insurance protection.

AGE OF MAJORITY

Although students reach the "age of majority" or legal adulthood on their 18th birthday, they are still regarded by law as enrolled students and must obey the rules and regulations established by the Victory Christian Board and the Administration.

ATTENDANCE & TARDY POLICY

It is the school's task to teach promptness and responsibility. Good attendance habits in school will help make students reliable adults. Many employers consider attendance as important as a student's grade point average.

- 1. Signing In and Out:** Students **MUST** sign in when arriving on campus after the start of school and must sign out when leaving campus before the end of school. There are **NO** exceptions to this rule.
- 2. Notifying the Attendance Office:** When a student is absent, the parent is requested to call the High School Office (488-5601) before 9:30 a.m. to excuse the absence. If the parent calls, no written excuse is required. If a phone call is not received, the student will be allowed one day of grace in regard to producing this excuse. Students will receive a reminder from the office the day they return to school. If a note is not brought by the student the next day, the student will receive a detention. If a student is out only one or two days, the homework may be obtained by calling his or her classmates or from the teacher when the student returns. If a student is out more than two days, parents must call the High School Office by 9:00 a.m. to request homework assignments by the end of the school day.
- 3. Doctor and Dental Appointments:** In the cases where students will be leaving school for appointments, the parent should contact the High School Office (by phone or a note) prior to the appointment and permission will be granted for the student to leave school. The student should be absent no longer than necessary.
- 4. Leaving Early: NO STUDENT MAY LEAVE THE SCHOOL CAMPUS DURING THE COURSE OF THE DAY WITHOUT NOTIFYING THE OFFICE.** It is our responsibility to know where students are and it is mandatory that we know when students leave the campus. Students leaving without permission (this includes the noon hour) may face a suspension from school.
- 5. Advance Absence Permits:** We strongly discourage student absences during the course of the year. If such an absence is inevitable, planned absences, such as family trips, should be

requested in advance and in writing by the parent. A Pre-arranged Absence Form will be issued to be signed by all teachers. This form is then to be signed by the parent and returned to the High School Office prior to the absence. At the teacher's request, classwork should be made up in advance of the absence. There will be a \$10 fee assessed for each final exam a student must complete at a time other than the designated time for that final. This fee pertains to pre-arranged absences (leaving school before the end of the year, family vacations, etc.) not illness.

6. **Excessive Absences:** Twenty absences in a class during a semester may result in the loss of credit for that class. Absences due to school-sponsored activities will not be counted in this limitation.
7. **Tardies:** Students who are habitually tardy to class or school will be individually addressed by the teacher and/or the Principal. Should the problem continue, parents will be notified and disciplinary action (i.e. detention, suspension, etc.) will be taken. Students who arrive after 8:00 a.m. must check into the High School Office upon arrival. Failure to do so will result in detention for the first offense and suspension on the second offense.

BICYCLE REGULATIONS

1. Bicycles are to be used only as transportation to and from school and may not be ridden at school for play.
2. All bicycles must be parked in the bike rack and should be locked by chain to the bicycle rack.
3. Bicycle users must obey all safety rules. Skateboards and roller skates may not be brought to school.

BUS & FIELD TRIP REGULATIONS

Students will be expected to conduct themselves in manner that is honoring to both Christ and Victory Christian Schools while riding the bus and at all off campus activities.

1. Throwing of any objects inside or outside the bus is prohibited.
2. Students shall keep hands, arms, and heads inside the bus at all times.
3. Passengers should not move from seat to seat while the bus is in operation.
4. Pupils are to remain seated until the bus comes to a complete stop.
5. Loud or uncomplimentary language is prohibited.
6. Pupils should keep the bus clean and refrain from damaging it.
7. Pupils are to be courteous to the driver, to fellow students, and to passersby.
8. Radios, tape players, walkie-talkies, CD players, etc., are not permitted on the bus.
9. Students who consistently cause discipline problems on the bus may lose their riding privilege for an extended period of time.

Spectator Bus: The rules previously stated apply to spectator bus riders also.

Field Trips: Many times a good educational experience can be achieved by leaving the classroom and going on a field trip. Students are to understand that this is a privilege and with it goes the responsibility of representing Victory Christian Schools in a very positive manner. The same rules and regulations applying to school and classroom behavior apply to students when on a field trip.

CLASSROOM BEHAVIOR

Each student's attitude should show respect and consideration for his or her teachers and classmates. Conduct should be mature and courteous. Each student must be prompt and prepared by having all the materials needed for a given class. Students must remain in the classroom during class hours unless the teacher grants permission to leave for a specific purpose. The student must return promptly to the classroom. Written passes are required to be out of the classroom.

CLASSROOM EXPECTATIONS

In addition to the rules listed in this student handbook, each classroom teacher will notify students as to specific classroom expectations concerning acceptable and unacceptable classroom behavior. Also, students will be given written notification of course requirements, grading procedures, etc. These expectations will have been approved by the Principal and students are expected to adhere to them.

A student who is referred to the Administration three times during the school year due to inappropriate classroom behavior may be excluded from that class for the remainder of the school year resulting in possible failure for that course.

CLOSED CAMPUS

Victory Christian Schools operates under a closed campus policy. The rules governing the closed campus are as follows:

1. Permission to leave campus at any time, except for lunch (see "3"), may be secured from the High School Office if the student has a note or phone call from the parent.
2. If a student becomes ill at school, the secretary will help with the arrangements to leave.
3. Students may leave campus for lunch if signed out by a parent. All other reasons to leave campus must be deemed necessary by the Administration and must have parental permission.

Students who leave campus without permission may face suspension on the first offense and expulsion on the second offense.

CONDUCT OUT OF SCHOOL

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 Christian Schools as well. Students showing lack of discretion in their testimony away from school will face disciplinary action including suspension and possible expulsion.

Students Living Apart from Their Parents

The last paragraph of the Philosophy of Education states, "We believe that God has given to the parent the responsibility for the godly training of the child. Along with the church, Victory Christian Schools assists the Christian home with the teaching of the child. The teacher stands 'in loco parentis'. In light of this, parental support of the same values and goals as stated in this philosophy is essential." Since Victory is an extension of the Christian home, a student leaving home and living apart from his or her parents will not be allowed to continue enrollment at Victory unless special exception is made by the Victory Christian Board.

DRESS CODE

The personal appearance standard presented here is purely for educational and behavioral purposes as they pertain to Victory Christian Schools. It is not intended to be an absolute statement in reference to personal tastes, nor is it intended to dictate parental standards.

Personal appearance reflects on our Lord as well as on the name of Victory Christian Schools; therefore, the school, the Staff, the Administration, and parents must insist upon a personal appearance among the students which reflects our Christian principles. This policy does not merely reflect one person's attitude but the composite standard that the Victory Board wishes for the students and the school.

While attempting to set guidelines for positive personal appearance, we cannot allow the most permissive nor the least permissive parent to set the standard. We have sought to develop a standard of proper dress and general appearance for students which will:

1. Reflect favorably on the whole student body.
2. Reflect favorably on the Christian nature of our school.
3. Be an acceptable standard in the eyes of most of our parents.
4. Enhance the educational process.

A student's appearance relates directly to his or her 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 church, baseball, gym, hunting, etc., so too, there is appropriate clothing for school.

Styles change, therefore appropriate grooming changes. Extremes are not appropriate in that they are either devised to gain undue attention or to challenge the commonly accepted standard of the school system. It is often necessary, as Christian citizens, to override our individual desire for the common good, especially in areas where moral and spiritual principles are not compromised.

We at Victory Christian feel honored that God has ordained for temporal purposes some specific and separate roles for men and women. It is our conviction that these roles include a clear-cut separation of the sexes in both appearance and behavior, and that we must do our utmost to maintain this by establishing a standard of personal appearance that will include the biblical principles of modesty and distinction. Therefore, we reject the unisex philosophy that emphasizes similar appearances for men and women and the "new morality" concepts that consider modesty to be outdated. Since "man looketh on the outward appearance," we also recognize that care must be given by all Christians not to offend others by their appearance. For these reasons, the following personal appearance standards have been established for the students at Victory Christian Schools.

All students are to be dressed in a modest and neat appearance **at all school activities on campus and off campus including athletic competitions**. Extremes in dress (both in brevity and style) will not be acceptable. All clothing must adhere to the principles of neatness, cleanliness, and modesty.

All Students

1. All articles of clothing shall not have any writing, pictures, or graphics. One postage stamp size logo or embroidery will be allowed. The only exceptions are as follows:
 - A. VCS shirts/sweatshirts authorized and purchased through the school.
 - B. Other sweatshirts may have the names of colleges or sport teams.
2. Plain white T-shirts are not allowed.
3. Shoes or sandals must be worn at all times. Boys must wear socks if wearing sandals. No flip-flops (defined as rubber shower shoes and the like) or military style boots are allowed.
4. 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.)

5. 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.
6. Tattoos and intentional "body-scarring" or other such styles are prohibited. Any infraction will result in expulsion unless removed.
7. 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.
2. Shirts and blouses are to be modest. White T-shirts, tank tops (straps less than 2 inches wide), low necklines, see-through tops, spaghetti straps, and bare midriffs are not acceptable. Combinations of prohibited garments are not acceptable.
3. A physical education uniform will be required of all girls. (Alternate dress will be determined by the P.E. instructor but will not include cut-offs, short shorts, shorts with slits on side or halter-tops.)
4. Girls are to arrive on campus and leave campus in proper classroom attire with the following exceptions:
 - A. Pants may be worn to or from school when bicycle transportation is necessary. Clothes are to be changed as soon as the student arrives.
 - B. For Senior High girls, P.E. clothes or pants may not be worn after a class requiring P.E. clothes, UNLESS participating in after school sports or going home in a private vehicle.
5. Girls should have their hair neat and under control, not down over the face. Extreme styles of hair will not be permitted.
6. Excessive use of makeup is discouraged.
7. The High School Office has the dress code for special events (i.e. Homecoming, banquets, etc.).
8. For activities that allow for the wearing of pants or shorts, belts must be worn for pants and shorts made with belt loops.

Boys

1. General classroom attire will be slacks or jeans which are neat and clean -- not worn, tattered, frayed, or patched. Pants are not to be baggy or sagging below the waist. Belts must be worn with pants made with belt loops. For activities allowing the wearing of shorts, belts must be worn with shorts made with belt loops.

2. Shirts with collars are preferred. All shirts (except sweatshirts) must be tucked in. Shirts are to be buttoned to the top of the chest.
3. A physical education uniform will be required of all boys. (Alternate dress will be determined by the P.E. instructor.)
4. Shorts are not to be worn (except for special days or projects as designated by the Administration).
5. Shirts and shoes are to be worn at all times, including P.E.
6. No wallet chains are to be worn.
7. Hair is to be neat and of moderate length. It is not to extend over the ears, and must be styled to remain above the eyebrows, not touching the standard collar. Sideburns may not extend below the bottom of the ear. Boys must be clean-shaven; beards and moustaches are not permitted. 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. Men's hair infractions: students will have three (3) days after notification of 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; 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.

EXTRACURRICULAR ACTIVITIES

Participation: Students participating in extra-curricular activities must have been in school at least ½ of their school day of the activity in order to participate. Specifically, if you have 7 classes, you must attend at least 4. If you have 5 or 6 classes, you must attend at least 3. Partially attended classes will not be recognized. Exceptions will not be made for ½ days.

Eligibility: Students participating in any extra-curricular activities at school (i.e. sports, drama, student council, or class officer, etc.) must meet the eligibility requirements listed under the Athletic Program section.

Students running for a Student Council position must have attended VCS for the entire school year prior to the election.

Initiations: Victory Christian Schools does NOT authorize any initiation rites for any of its clubs and/or activities unless permission has been granted by the Administration. Any student who is subjected to an initiation should report this immediately to the Administration.

Clubs: Clubs are formed as student interest is indicated. Adult sponsors are required.

FIRE EMERGENCY PROCEDURES (FIRE DRILLS)

1. Students must exit quickly without running, talking, or pushing through designated exits, walking single file from the building to assigned areas.
2. The door to the classroom and the windows are to be closed but not locked.
3. The Principal or designee will give the "all-clear" signal.

GENERAL CONDUCT

Athletic Events: Students should remain in the bleachers or viewing area during the game. Refreshments can usually be obtained during games; however, beverages other than bottled water are not to be brought into the Gym. Students' attire at athletic contests should reflect upon their good testimony.

Building Regulations: Because a clean building provides a better atmosphere for work, students should accept responsibility for keeping the building and surrounding grounds as neat as possible.

1. There is to be no chewing of gum or eating of sunflower seeds in the school building. Students guilty of either will be assigned detention.
2. The restrooms shall be used only for the purpose for which they were intended and each student is responsible for keeping them clean.
3. Students are expected to walk to and from classrooms and not run in the building.
4. Athletic equipment must be carried in such a manner that it will not endanger students or the building. Balls should not be bounced, thrown, etc.
5. Proper care must be taken of all school equipment, furniture, and property. Students and their parents are responsible for damage incurred to school property whether willful or accidental (including breakage of windows, damage to lockers, graffiti, abuse, or loss of books, etc.).
6. Students are not to climb trees or up onto the building and are to walk or play in designated areas, keeping out of all planted or fenced areas.

Projectiles: Objects are not to be thrown by students at any time.

Rock Music: Believing rock music to violate the scriptures (e.g., Philippians 4:8), Victory Christian Schools does not approve of rock music and its symbols. Students are not to have belt buckles, pins, stickers, etc., promoting rock groups or rock radio stations at Victory.

Other Regulations

1. There should be no loud talking in the restrooms, halls, or classroom areas.
2. Radios, tape players, CD players, and walkie-talkies may not be brought to school unless needed for a specific assignment with permission having been granted. Violators will have their equipment confiscated.
3. Victory Christian Schools is an independent Christian school which enrolls students from many evangelical church backgrounds. Dancing has long been an issue of controversy in the churches and with many individuals. Our position has not been one of passing judgment and condemnation. We realize that each Christian and church has its own view on the matter of dancing, many of which are very strong. Our concern has been to ensure we do not cause a stumbling block to our ministry, the churches we uphold and represent, and the parents and students from various church backgrounds. For these reasons, VCS does not sponsor dances and asks parents and VCS employees not to sponsor them for VCS students. In the event an activity involving dancing is sponsored by parents, VCS employees are not permitted to attend. We welcome suggestions for wholesome activities in which all students can participate.
4. Weapons (knives, razor blades, chains, explosives, guns, BB, or air guns, etc.) are not to be brought to school.
5. Comic books, magazines, playing cards, videos, electronic games, laser pointers, and recorded music are not to be brought to school unless for approved school use.
6. Students are not to enter a classroom unless a teacher is present.
7. Students on campus fall under campus regulations whether school is in session or not.

HARASSMENT – SEXUAL HARASSMENT

In response to regulations from state and federal governments, Victory Christian Schools is required to produce, disseminate, display, and enforce a sexual harassment policy. However, Victory Christian Schools 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 6:18-29) 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, and which is 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 or expulsion.

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 Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual 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, or 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 Sexual 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 as follows.

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

Where to Report Sexual Harassment

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

School Chaplain
Guidance Counselor
Principal
Superintendent
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 sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual 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 shall 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.

HONOR SOCIETY

Purpose: The Victory Christian School Honor Society has been organized in recognition of those students who have distinguished themselves in the areas of scholarship, Christian service, and Christian character. We seek to encourage these and others to put forth their best efforts in developing those abilities which the Lord has given them.

Basis of Selection

Scholarship: Each inductee is required to maintain at least a 3.2 grade point average.

Christian Service: Inductees are evaluated according to their Christian service in both their respective churches and at Victory Christian Schools.

Christian Character: This most important quality is evaluated upon the testimony which the student has established in the Christian community and as part of Victory Christian Schools (II Corinthians 3:2).

LIBRARY

The school library is available at designated times for students to do research or have a quiet place to study. Students should consult the librarian concerning rules regarding library use and book checkout procedures. A fine will be charged for overdue books. Full payment must be made for lost or destroyed books.

LOCKERS

Lockers are the property of the school and are loaned to each Junior and Senior High student. Students are expected to keep their lockers neat and in order and are advised to keep their lockers locked at all times. Consequently, it is important to keep your combination to yourself. VCS is not responsible for the loss of items from lockers. While it is understood that backpacks and bags do not fit into lockers, any loose books will be picked up throughout the day and placed in the lost and found. Students are not permitted to open any locker that has not been assigned to them. Students are not to tape pictures, posters, logos, etc., on the inside or outside of their lockers and are responsible to keep them clean.

To avoid congestion in the halls, students who have top lockers may go to their lockers only after periods 1, 3, 4, 5, and 7. Students who have bottom lockers may go to their lockers only after periods 2, 4, 6, and 7. All students may use their lockers before school, before and after Chapel and P.E., and after their last class.

LOST AND FOUND

Items left lying around or turned in to the High School Office will be placed into the lost and found bin (except for jewelry, glasses, etc., which are kept in the High School Office). Items left unclaimed in lost and found will occasionally be thrown out or given to charity. Students will be notified in advance in the Daily Announcements before items are discarded.

LUNCH

Lunches are to be eaten in assigned areas only. Weather permitting, students should eat outside. Please be careful to put trash in proper receptacles, as cleanliness is important to our testimony in the neighborhood. Students are not to talk with or otherwise disturb motorists. Should adverse weather lead to eating inside, students are to help clean and/or rearrange classrooms and hallways.

PARKING LOT

The parking lot is off limits during the school day. Students are not to be around cars without specific permission from the High School Office. This DEFINITELY includes before school and the lunch period. Students are expected to remain on school property as soon as they arrive at school.

SERIOUS OFFENSES

1. Students determined by the Administration to be guilty of behavior contrary to Christian standards (stealing, cheating, lying, plagiarism, smoking, fighting, lack of submission to authority, pornography, vandalism, profanity, etc.) will be subject to disciplinary action which will include suspension from school or expulsion.
2. Students discovered in possession of weapons at school or school activities will be suspended or possibly expelled from Victory Christian Schools.
3. Public display of affection will not be permitted.
4. Students determined by the Principal to be guilty of use and/or possession of drugs, alcohol, or guilty of immoral sexual conduct or relationships (e.g. fornication and homosexuality) will be expelled from Victory Christian Schools.
5. Cheating of any type (including plagiarism) is a matter of dishonesty and deception. Students who cheat (or help another student cheat) may face a suspension and a zero on the assignment on the first offense.
6. Students found guilty of vandalizing and/or maliciously destroying property could face expulsion from Victory Christian Schools.

STUDENT DRIVING REGULATIONS

Students who drive automobiles to school are to realize that this is a privilege and with privileges go responsibilities. Students who do not prove themselves to be responsible in the following areas could have their driving privileges revoked:

1. Students desiring to park in the student parking area must obtain a parking permit from the Principal and display it while parked.
2. Students are to park in the designated student parking areas only.

3. Students are not to be in or near automobiles from the time they arrive at school until they leave.
4. Students must exercise caution in regard to driving and should be neither reckless nor careless in exercising their driving privileges.

STUDENT OFFICEHOLDERS

Students are encouraged to exercise servant leadership by running for various class and school student leadership positions. Serving in a position of trust is an honor and should be treated as such by those who serve. Students who serve in an elected student office must maintain the same academic eligibility requirements as athletes (see "Athletic Eligibility Requirements").

STUDENT PUBLICATIONS AND NEWSPAPERS

1. Students are entitled to write and publish their own personal opinions. However, such written expressions must be signed by the author or authors and approved by the Administration.
2. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school are responsible for the content of such publications. Distribution will be at a time and place determined by the Administration.
3. Libel, profanity, and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time.
5. The distribution by students in school buildings or on school grounds of political material whose content reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

TEXTBOOKS

Textbooks are provided by the school and distributed to the students by each teacher. Every student is required to put book covers on all textbooks to prevent damage. All students are expected to handle their textbooks with care. Fines will be levied at the close of each year for lost, damaged, or carelessly handled books. Students will not be permitted to take final exams until all textbooks are either accounted for or full payment has been made.

USE OF PAY TELEPHONE

Students are to make use of the pay phone as the use of any office telephone is limited to emergency situations. In case of illness, the secretary will contact the parent. The pay phone is to be used before and after school and during lunch, not during class or between classes.

VISITORS

Students desiring to bring a visitor to school must present a written request from their parents to the High School Office for approval **prior** to the date of the visit. Visitors should be limited to prospective enrollees. Also, visitors must adhere to the classroom policies and procedures of Victory Christian Schools while in attendance. This includes the dress code.

WORK PERMITS

Students under the age of eighteen (18) are required by law to have a permit to work. Applications for a work permit are available in the High School Office.

DISCIPLINARY ACTION POLICIES

BIBLICAL PRINCIPLES

All students at Victory Christian Schools have given testimony that they desire to be in attendance at Victory and to adhere to the school's guidelines. Therefore, each student is expected to conduct himself or herself in accordance with Christian standards.

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 the 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)

DISCIPLINARY ACTION

Disciplinary action concerning violation of student handbook regulations 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 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. Students placed on behavioral probation are ineligible to participate in school athletics or serve as club or class officers while on probation. 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 towards school policy.

DETENTIONS

Detention may be assigned by teachers for tardiness (after two warnings), gum chewing, and note passing. In addition, the Administration may assign detention as a means of discipline for other offenses. Detention means the student has been assigned to stay after school for a period of time up to 60 minutes. Detentions are usually on Wednesdays and Thursdays. Students will be notified at least one day in advance of the detention so as to enable parents to arrange necessary transportation. A student accumulating more than ten detentions within one semester may be placed on behavioral probation.

The following rules govern detention:

1. Detention is served in a specified classroom. Students arriving unexcused later than 3:15 p.m. will not be admitted and will receive an additional detention.
2. Detention must be served on the date assigned. You must make prior arrangement to be excused from serving on the date assigned. Students absent from school the day of detention are expected to serve detention on the next available detention date.
3. Requests for changes in detention dates must be made in advance to the Administration. The Administration reserves the right to deny date change requests.
4. Failure to serve a detention will result in an additional detention.

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.

REFERRALS

A report written by a teacher for a student's misbehavior which results in immediate removal from class and counseling with the Administration constitutes a referral. This is followed by a phone call from the teacher to

the parent(s) at the teacher's convenience. A second referral may result in a conference including the student, parent(s), teacher, and Administration. A third referral from the same class may result in that student's exclusion from that class for the remainder of the school year with zero credit for work missed.

SATURDAY SESSION

A student may be assigned by the Administration to a three-hour Saturday morning session as alternative to a day of suspension or in cases in which the student's behavior has not improved after receiving warnings and/or detentions. In addition, if a student receives a "4" in either the Work Habit or Social Habit conduct grade, a Saturday session will be assigned. If a student receives two or more "4's" or at least one "5", two Saturday sessions will be assigned. Students tardy to Saturday session will not be allowed in and will be assigned another Saturday to serve or will face suspension. Students are expected to bring study books and materials with them. Students must be in regular dress code for Saturday sessions.

There is a \$10 fee for every Saturday session assigned.

Students must be picked up no later than 12:15 p.m. or there will be a \$2.50 supervision charge per 15-minute increments.

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 informed of what rule(s) was violated.
2. Immediate informal 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.

Appeal Channels

1. Parents have the right to submit an appeal of 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. Those present at the hearing may include the Principal, the Board's attorney, and such resource people that 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 within 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 High School 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 High 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.

ACADEMIC POLICIES

GUIDANCE COUNSELING SERVICES

The primary purposes of the counseling program are:

1. To encourage constructive utilization of students' abilities, time, and energy in pursuing their scholastic work.
2. To provide students with information to meet their needs in solving personal and spiritual problems, thereby aiding them in the development of a more wholesome personality.

The entire school Staff is dedicated to the Christian development of every student. The Administration and Faculty are always ready and willing to provide any guidance a student needs academically or spiritually. Do not hesitate to seek them out for help. However, in some instances a minister, family physician, or personal friend may be the best resource to use with a particular need. The Principal and Guidance Counselor are the key people to approach with questions regarding the academic program.

ACADEMIC PROBATION

Academic probation is a one-semester period of time assigned to students whose grade point average (GPA) for the prior semester report card falls below 1.5 GPA in all classes excluding physical education. During the next semester (probationary period), students are expected to make sufficient academic progress and achieve a minimum 1.5 GPA for that semester. Failure to reach this academic standard may result in the student being dismissed from VCS. Parents may appeal in writing to the Victory Christian Board if there are compelling circumstances that warrant additional time to demonstrate academic achievement.

AWARDS

An awards assembly will be held each year to honor students for academic excellence and participation in school-sponsored organizations. Some of the awards given will include: valedictorian, salutatorian, departmental awards, Bible award, recognition for membership in the Honor Society, and perfect attendance.

BIBLE TRANSLATION POLICY

The New American Standard Bible and the King James Version of the Bible are the accepted versions for teaching. Teachers have the option of using either or both translations in the classroom. Students are to have one of these Bibles for school use. A limited number of Bibles are available in the High School Office for purchase.

COLLEGE INFORMATION

College Admissions: VCS credits have been accepted by all colleges and universities (including the University of California system) to which VCS graduates have applied.

Financial Aid for College: Students interested in financial aid should maintain close contact with the Guidance Counselor.

Financial assistance for college may be obtained by needy students from a variety of sources. The major source of aid is to be found in grants, scholarships, loans, and work programs provided by colleges and universities. Students should contact the Financial Aid Officer of the college of their choice for further assistance. The California Student Aid Commission may provide funds for tuition and fees in private and public colleges within the state. The federal government has made it possible for students to borrow for college expenses through various programs. Local units of social, civic, religious, and fraternal organizations, and labor unions often maintain scholarship and loan programs for worthy students.

The major factor taken into consideration in awarding financial assistance to college students is need. Naturally, the student who also has a good academic record is usually given highest priority.

Concurrent Enrollment

Upon recommendation of Faculty and Administration, students who exhibit scholastic ability and proper Christian attitudes may be permitted to take college credits during their senior year (see the "Graduation and Credit Guidelines").

GRADING SYSTEM

A	=	Superior work	=	4.00 Grade Point Average
B	=	Above average	=	3.00 Grade Point Average
C	=	Average work	=	2.00 Grade Point Average
D	=	Below average	=	1.00 Grade Point Average
F	=	Failure	=	0.00 Grade Point Average

Grade point averages will be figured on all credit subjects (except TA). AP classes and Honors classes passed will be calculated one GPA point higher.

GRADUATION POLICY

It is the policy of the Victory Christian Schools that the following criteria be met prior to students participating in graduation exercises:

1. All tuition must be paid in full prior to graduation.
2. Students must have completed all the academic requirements necessary for graduation. Graduation depicts finality or completion and to permit a student to participate with a stipulation that he or she complete a summer course or any additional study would belie the meaning of graduation.

3. Graduating students must meet the following standards for attire:
 - A. Meet requirements listed in the student handbook for hair code.
 - B. Boys will wear a dress shirt with a long tie, dark dress slacks, and dark dress shoes.
 - C. Girls must wear attire that adheres to current dress code and dress shoes (no tennis shoes, casual sandals, etc.).
4. Students must have taken care of any obligations such as textbooks turned in and/or paid for fees owed the school (overdue library books, etc.) and other financial obligations.

GRADUATION REQUIREMENTS

All candidates for a Victory Christian High School diploma must have earned 260 units in Grades 9-12. Ten units are equal to one year's work for a class meeting five sessions per week.

Specific Course Requirements

Bible	40*	units	
English	40	units	
Social Science	30	units	
Science	20	units	(10 additional units are recommended for college bound students)
Math	20	units	(10 additional units are recommended for college bound students)
Physical Ed.	20**	units	
<u>Electives</u>	<u>90</u>	<u>units</u>	
TOTAL UNITS	260	units	

* Students transferring to Victory Christian High School may have Bible requirements waived for semesters they were enrolled in a high school that did not require Bible classes. Bible class waivers may reduce the total number of units required for graduation.

** Students may waive up to one year of high school P.E. by participating in high school interschool athletics. Each athletic season successfully completed will waive the equivalent of 2.5 units. P.E. waivers do not reduce the total number of units required for graduation.

1. There will be no provision for early graduation from Victory Christian Schools. Seniors must take a minimum of five (5) classes. (Full tuition will be charged because additional classes are available). As a general rule, in order to qualify for a diploma, a senior must have completed both semesters of his or her senior year at Victory.
2. Students may not elect to take a course that is offered through summer school, extension, other institutions, etc., that is offered in the curriculum at Victory (unless there are extenuating circumstances, such as for repeat credit). Coursework done through correspondence will not be accepted during the time of enrollment at Victory.
3. If students elect to take college coursework, the student is responsible for the tuition payment. Credit will be given through the college or through Victory, NOT BOTH.
4. Any student taking outside courses must have approval by the Principal PRIOR TO enrollment.
5. Students will not receive credit for courses taken for personal enrichment (i.e. adult education, community education, etc.). However, these courses could be listed on a student's permanent record card.

6. Students passing Algebra I in 8th grade will receive high school credit for that course. The Administration reserves the right to determine whether high school credit will be given for courses taken in 8th grade at any other school even if such credit is given on their submitted transcript.

HONOR ROLL

Students with a 3.00 GPA and no "F's" will be placed on the academic honor roll.

INCOMPLETES

All semester incompletes must be made up within the two (2) weeks following the end of the semester. Students not finishing the make-up work will receive a failure on their permanent record card with no recourse.

INDEPENDENT STUDY

Students may elect to study a topic that is not available in the school program on an independent basis. The students must outline their objectives, how they plan to achieve these objectives and the means of evaluation. The student must find a Faculty Advisor and present the proposal to the Principal for approval. There will be a fee assessed on all independent studies.

JUNIOR HIGH PROMOTION

A student in 7th or 8th grades will not automatically be promoted to the next grade if:

1. He or she receives an "F" grade for both semesters of a core class (English, math, science, or social studies).
2. He or she fails the last semester of two or more core classes. Deficiencies may be made up in an approved summer school program.

PROGRESS REPORTS

Progress reports for Junior and Senior High School students will be sent home mid-way in each quarter if a student's work is unsatisfactory in any given subject.

REPORT CARDS

Report cards are issued at the end of each quarter.

Semester exams (in classes that have a semester exam) count 10% towards the semester grade for Grades 7 and 8 (each quarter grade counts 45%). Semester exams (in classes that have a semester exam) count 20% towards the semester grade for Grades 9 – 12 (each quarter grade counts 40%).

Report cards also indicate a Work Habit grade and a Social Habit grade. The Work Habit grade reflects the student's level of responsibility in areas such as turning in homework on time, staying on task in class, and coming to class prepared with materials. The Social Habit grade reflects the student's cooperation in class.

SCHEDULE CHANGES

A great deal of planning, time, and effort goes into scheduling students. Schedule changes will be very limited and granted only for valid reasons. A \$10 fee will be required for schedule changes requested and approved after the established deadline. Students may not add semester courses after two weeks of the beginning of a new term. The deadline for dropping courses is two weeks after the semester begins. Students that drop a course after the deadline may receive an "F" for the course.

STUDENT RECORDS

Information on permanent student records will be given out to the following under the conditions specified:

Parents and Students:

1. Permanent student records may be viewed by parents and the adult student (18 years) ONLY in the presence of authorized school personnel.
2. Psychological reports will not be a part of the student record, but the person who wrote the report or one similarly qualified to interpret it must review it with the parent or student upon request.

Prospective Employers:

1. The student must authorize the school to send attendance and academic records to the employer.
2. The student may use either the company's authorization form or a form that is available at school.

Colleges and Universities (also Military Services):

A student's complete permanent record card will be sent directly to colleges and universities at the student's request.

Police:

1. Student permission, if the student is 18 year of age, or parental permission for minors will be required before the student's records will be given to the police.
2. A warrant requesting information will be honored and the parent or student notified.

TEACHER ASSISTANTS (T.A.)

Teacher Assistant positions are open to juniors and seniors only on a Pass/No Pass basis. Students not selected to serve as a T.A. will automatically be given their next available elective choice.

TESTING AND SCHOLARSHIPS

Victory Christian Schools uses the **Stanford Achievement Test** to evaluate student growth. This test is given every April to **all** students, 7th – 10th grades. The test results are made available to all parents.

The following tests are given to Victory students the last three (3) years of high school:

A.S.V.A.B. Test (Armed Services Vocational Aptitude Battery)

This is an aptitude test that helps students identify their areas of strengths and weaknesses in order to make better plans regarding future goals and vocations. This test is given every year to all juniors.

PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)

This test is offered to sophomores and juniors. There is a testing fee required for this test. This test is given only in October. It is a two-hour version of the SAT (see following description) and is helpful in predicting SAT scores and college success. It is also very useful in course selection for the senior year. The PSAT assesses skills in reading, vocabulary, and the application of fundamental math knowledge to new situations. The NMSQT scores are used to identify National Merit Scholars and commend students.

Voluntary Tests

Students may want to take other tests during their junior and/or senior year primarily for college entrance and course planning. Listed below are some of the tests available through the ATP (Admissions Testing Program) of the College Entrance Examination Board:

SAT (Scholastic Assessment Test)*

This three-hour examination is used for college entrance and some scholarships. It is usually given during the months of October, November, December, January, March, May, and June. Applications must be submitted approximately five weeks prior to the test date. This test should be taken by January of the senior year to meet most application deadlines. Juniors should take the test during the spring.

ACT (American College Test)*

This three-hour examination is used for college entrance and scholarships. It is usually given during the months of October, December, February, April, and June. Applications must be submitted approximately five weeks prior to the test date. This test covers English, math, social sciences, and natural sciences.

*Consult the College Catalog or College Entrance Reference Books to determine which tests the school requires. Universities prefer tests to be taken by December of the senior year.

Advanced Placement Tests

Students have the opportunity to take Advanced Placement exams given in May of each year by the College Boards. Several courses are offered to prepare students for these examinations. Students who pass Advanced Placement exams will, in essence, earn college credit for their high school work.

WITHDRAWAL PROCEDURES

Parents who withdraw their children from VCS before the end of the school year must notify the High School Office in advance in order not to incur additional tuition charges. A fee equal to 30% of one month's tuition will be charged when withdrawal occurs after the first day of school. The Business Office will adjust the tuition balance through the date of withdrawal. All textbooks and school-owned property (such as locks) must be returned (or reimbursed) and fees paid before withdrawal is considered complete. Grades will be averaged and weighted in correlation to time left in the quarter.

ATHLETIC PROGRAM

ATHLETE'S CODE

1. The athletes shall recognize that athletics is only a part of the total educational and spiritual program offered at Victory Christian Schools and must be committed to be in attendance and on time to classes the mornings following athletic activities.
2. The athletes shall be expected to conduct themselves in such a manner as to always be a credit to the Lord and to the school, on the athletic field, and in the community.
3. The athletes shall recognize and abide by the authority of their coach at all times.
4. The athletes shall be expected to familiarize themselves with all Athletic Department policies.
5. The athletes shall be expected to fulfill all the requirements that have been established before participating in any team practice (see next section).

6. The athletes shall familiarize themselves with the Athletic Department's award policy. They shall understand that all squad members may not receive an award. They shall be encouraged to display their award with pride because it indicates singular achievement in a field which is highly competitive.
7. The athletes shall familiarize themselves with the rules outlined by their coach and comply with the spirit and letter of them.
8. The athletes shall care for the equipment issued to them. They shall comply with the instructions of the coach as to how equipment and clothing shall be stored and cleaned. All athletic equipment and clothing which is issued shall be worn only on the athletic field and not in the school or in the community unless special permission is granted. Any equipment or clothing which is lost or stolen shall be reported to the coach and restitution must be made.

ATHLETIC PARTICIPATION REQUIREMENTS

1. Athletes are required to have an Interscholastic Athletic Physical Participation Consent form on file before they may try out for any athletic team. It is highly recommended that all athletes have a physical prior to the beginning of the school year.
2. Athletes are required to have their parents complete a Medical Information and Emergency Release Form. This is also to be turned in to the coach within three days after the team roster is finalized.
3. All athletes are required to have insurance coverage before they participate in any sport. If the athletes are already covered through their parents' insurance, then they are to have their parents indicate this on the Medical Information and Emergency Release Form. The school does not offer an insurance plan for students. Parents should take full responsibility for investigating their coverages fully.
4. The coach of each individual sport will give the candidate rules and procedures concerning their particular sport. Athletes may be required to take these home and have their parents sign them. They will also be asked to add their signature. These are to be returned with the athletic code forms and Medical Information and Emergency Release Forms.

DISCIPLINARY PHILOSOPHY AND PROCEDURES

1. Athletes are our representatives. The Victory Christian Schools Administration and Athletic Staff are very concerned with the attitudes displayed by our athletes on and off the playing field. We believe that our athletes are representatives of our school to the outlying communities. Many times the only contact that people make with our school is through their observations of our athletic teams. We believe that a student's behavior in the classroom is a clear indication of what their behavior will be on the field or court. If the student athletes cannot act in a Christ-like manner before their peers and teachers, then we cannot expect that they will be good representatives of our school (see "Eligibility Requirements").

When a situation occurs in which our reputation is jeopardized by an athlete's conduct, it will be dealt with immediately. After consultation with the Athletic Director, the player's coach will meet with him or her and explain the discipline which has been decided upon. Parents will be contacted with either a letter or a phone call informing them of the circumstances and resulting discipline which was assessed. Each case will be judged individually.

2. Commitment of our athletes: All athletes participating in a sport are expected to fulfill the commitment that they have made to the best of their abilities. Every athlete is responsible to

attend all practices and games. All absences must be of an emergency nature. These do occur and will be excused. Unexcused absences may result in the athlete's dismissal from the team. We encourage parents to check with the coach or Athletic Director prior to the particular season concerning vacation plans or weekend trips. We discourage these trips during the season in which your child is participating. If these trips occur during non-vacation times, it may be regarded as an unexcused absence. (Refer to team's practice policy.) A winning team is built upon commitment of all of us involved, and it is essential to have all participants at all practices and games.

3. Eligibility of our athletes: If an athlete becomes academically ineligible, the athlete will be suspended from any interscholastic competition (see "Eligibility Requirements"). Ineligible athletes may only practice with the team for sports commencing during their ineligibility.
4. Commitment of our Parents: Because of the tremendous cost incurred in providing interscholastic sports, various means of fundraising are employed. Parents of student athletes are expected to commit to helping in these endeavors.

ELIGIBILITY REQUIREMENTS

1. A student athlete must meet all of the standards established by the California Interscholastic Federation.
2. A student athlete must maintain an overall 2.0 (C) average. Per C.I.F. regulations, when semester grades appear on the report card, the semester grades will be used to determine academic eligibility.
3. A student athlete must not receive an "F" in any of his or her classes. Exception: A student athlete may receive an "F" in one class at the end of the quarter; however, the student must have a passing grade in that class by the issuance of the next progress report. This exception may be used only once during a school year.
4. A student athlete must not receive more than two "4's" or more than one "5" in his or her Work Habits. (A "4" and a "5" are considered more than two "4's".)
5. A student athlete must not receive more than two "4's" or more than one "5" in the area of Social Habits. (A "4" and a "5" are considered more than two "4's".)

If a student athlete fails to meet all of the above criteria, he or she will be declared ineligible. This suspension from any interscholastic competition will begin the first Monday following the eligibility check. Upon the close of the suspension, the student athlete's progress will be reviewed and his or her eligibility determined.

A student athlete placed on behavioral probation will automatically be considered ineligible until such probation is removed.

Eligibility is reviewed at the end of each quarter.

HOW TO TRY OUT FOR A SPORT

1. You are to make sure that you have an Interscholastic Athletic Physical Participation Consent form on file at least one week prior to the sport's first practice.
2. You are to report to the coach of the sport for which you are trying out. The coach will give you instructions and sign you up as a candidate for his team.

3. You are to obtain a Medical Information and Emergency Release Form and team rules and procedures contract from your coach. These are to be returned to your coach within three days of the posting of the final team roster.
4. The sports fee must be paid before receiving a uniform.
5. You are to acquire any equipment that you may need to compete in this sport.
6. All athletes trying out for a sport are expected to report to the organizational meeting of that sport. If you have not tried out within three days of the first practice, a coach has the option of denying your request for a try-out.

SPORTS OFFERED AT VICTORY

Girls' Sports

Fall
Volleyball

Winter
Basketball
Cheerleading

Spring
Golf (H.S.)
Soccer (H.S.)
Softball (H.S.)

Boys' Sports

Fall
Soccer

Winter
Basketball

Spring
Baseball (H.S.)
Golf (H.S.)

ACCOUNTS RECEIVABLE TUITION INCOME

1. The first payment is due in August. Subsequent payments are made September through May. There is no payment in June or July.
2. A 2% discount may be taken if the entire tuition is paid by July 15th or within one week of acceptance.
3. Tuition payments are due the 15th of each month. All remittances must be received by the 25th of the current month to avoid a late fee. There will be a \$25 charge for every month that a payment is overdue and a \$20 returned check fee for insufficient funds.
4. Accounts which are 60 days overdue are subject to dismissal. Exception could be made by the Board, providing a written request is submitted with a payment plan included.
5. No student will be permitted to participate in graduation ceremonies until all tuition is paid.
6. Students enrolling for the first time must submit an application with a \$30 non-refundable testing and application fee. Upon acceptance, a \$125 registration fee (per child) is due. This registration fee is non-refundable should the parents later choose not to enroll the student.
7. A sliding scale is available for families who have more than one child enrolled.
8. Tuition will be calculated according to the percentage of the school year enrolled for students who withdraw.
9. The tuition scale is based on estimated budget figures which are calculated on projected enrollment and operating costs. Any significant changes in those projections may necessitate an appropriate increase in the tuition scale.

VICTORY CHRISTIAN SCHOOLS PARENT'S CODE

1. I will pray earnestly for Victory Christian Schools.
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 VCS on or before the date due. If I am ever unable to pay on time, I will notify the Business Manager 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 VCS as opportunities arise and as God provides time and strength.
6. I will recommend VCS to other Christian families as opportunities arise.
7. I will attend meetings and parent functions of VCS 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 VCS in all areas, spiritually, academically, and physically.