

VICTORY CHRISTIAN ACADEMY

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Victory Christian Academy

Parent/Student Handbook



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Approved by: Governance Board

Date: 07/11/2022

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Parent / Student Handbook

HANDBOOK USE AND PURPOSE

The purpose of the Parent / Student Policies portion of the Policy Handbook is to help each parent and student understand the expectations for academic, spiritual, and behavioral success. VCA is a safe and secure Christian environment that allows our students to reach their potential. Many of the rules and policies in this handbook are written to assist in providing a safe, caring, and positive environment.

NON - DISCRIMINATION NOTICE

It is the policy of Victory Christian Academy that as required by section 118.13, Wisconsin Statutes, no person will be denied admission to any private school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program activity because of the person's sex, race, religion, national origin, ancestry, creed, marital or parental status, or physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability) and the Americans with Disabilities Act of 1990 (disability).

DISHONOR DIVERSITY STATEMENT

Diversity is one of the main character elements in the vision statement and mission statement of Victory Christian Academy. Therefore, the school welcomes, honors, and maintains a diverse climate.

To promote the message of diversity, Victory Christian Academy will not expose its students or administration to any known influence that would discourage or dishonor diversity.

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COMMITMENT STATEMENTS

Parent Commitment

We fully commit to Victory Christian Academy in the following ways:

1. Make the school a safe and orderly environment by supporting the Academy as it enforces the Academy’s code of conduct, as found in the *Parent / Student Handbook*. **I have received an electronic copy of the Parent/Student Handbook.**
2. Ensure that my child arrives at school on time. **Early dismissal is discouraged and only for urgent circumstances.** I have read the attendance policy in the *Parent / Student Handbook* and understand the school’s policy regarding lateness, absences and drop off/pick up.
3. Ensure that my child wears the appropriate school uniform daily, as explained in the Dress Code and Uniform Standards section of the *Parent / Student Handbook*. Consequences will be enforced for students violating the policy.
4. Communicate regularly with my child’s teachers regarding my child’s academic and behavioral performance and attend the August Orientation, a minimum of two parent conferences, and any specifically requested conferences. Additional conferences with my child’s teacher will occur before or after school hours.
5. Ensure my child is completing homework assignments on time and following all procedures established by the classroom teacher.
6. Parents / legal guardians may be required to take full responsibility for any fees, liabilities or penalties charged to Victory Christian Academy.
7. Permission is granted to have my child’s (ren’s) picture taken at school or school events and for it to appear in school booklets, brochures, videos, newspapers, websites, social media, or television.
8. We will allow our child/ren to go to the designated after-school care in the event we are unable to pick them up by dismissal. I understand a fee will be assessed and will follow the payment guidelines and procedures.
9. Parents are encouraged to volunteer 20 hours each academic school year. (For example: bake sale, library, classroom helper, donations, etc)

Failure to comply with these guidelines will result in a corresponding consequence and possibly dismissal from Victory Christian Academy.

Student Commitment

I fully commit to Victory Christian Academy in the following ways:

1. I will always work, think, and behave in the most proactive and best way I know-how. I will do whatever it takes for me and my fellow students to learn. This also means that I will

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complete all my homework every night to the best of my ability, and I will raise my hand and ask questions in class if I do not understand something.

2. I will always make myself available to my parents, all teachers and staff, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.

3. I will always behave to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Victory Christian Academy teammates and give everyone my respect.

4. I will follow the Victory Christian Academy dress code.

5. I will do everything in my power to arrive promptly at Victory Christian Academy.

6. I am responsible for my behavior, and I will follow the teachers' directions. Failure to adhere to these commitments will cause me to lose various privileges and could lead to being sent home from school.

7. I will do my homework on time.

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PHILOSOPHY

Victory Christian Academy believes every child is a one-of-a-kind masterpiece by the design of the Master Creator. He created every child as unique, with his/her gifts and shortcomings – and will live with these gifts throughout their adult life. As Christian educators, it is our job to partner in the development of these God-given gifts to the best of our ability by providing various learning strategies and styles in a Christ-centered environment. Our purpose is to instruct the academic, nurture the spiritual, and comfort the emotional elements within each child in preparation for their becoming productive citizens with a sense of morality.

We believe that all students can learn. All children can progress when someone believes in them. We believe that every child that enters our building can thrive regardless of his/her external factors.

Our students are champions! Students at Victory Christian Academy are trained and shaped to be builders of their community. The majority of our student population is from urban Milwaukee. Some of our students are members of the faith-based community and from the surrounding Milwaukee metropolitan area.

Our students learn best when they know they are made to feel important, special and their intelligence reinforced. They consider Victory Christian Academy a safe place where their opinion, feelings, and well-being are valued. Our students thrive in an environment where discipline and structure are present, but not overpowering.

We support all content areas with effective constructivist instructional strategies when instructing and assessing across the curriculum. We develop thematic units by integrating several content areas, cooperative learning, constructivist instructional and assessment strategies, and reflective practices while incorporating field trips school-wide.

Embedded within this academic framework, is an underlying Spiritual awareness of Christian character formation. At the core of our being, we consistently model and teach Christian character traits in daily devotionals, weekly Chapel service, and any teachable moment that may arise from time to time. It is our consistent awareness of Christian character development in the children that creates a peaceful, safe, and friendly school culture.

ACADEMIC INFORMATION

Private School Choice Program

Victory Christian Academy is a member of the Private School Choice Programs; MPCP, WPCP, and RPCP. To qualify for any one of these programs, an application must be completed in addition to submission of an allowed proof of residency and an income level that falls within state guidelines. If your child is approved, there will be no cost to you for your child to academically attend VCA. The application can be found online at: <https://sms.dpi.wi.gov/ChoiceParent/>

Private Pay

If the student is not eligible for the PSCP, a student can attend Victory Christian Academy by paying the school tuition. The tuition fee can be made by monthly payments. Tuition must be paid by the 1st of every month, beginning in September. (*Amounts subject to change based on WI PSCP allotments.)

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Should payment not be made on time, the following procedures will be implemented. On the 5th of the month, the student will receive a written reminder that the account is past due. The student will not be allowed to attend school on the 6th and thereafter until the situation is remedied. For every occurrence a payment is received 10 or more days past due, a late fee will be applied in the amount of \$35.00. Should this occur a second time, the parent will be scheduled to see the Administration before the student is allowed to return to school.

Students who leave Victory Christian Academy during the year will be required to pay tuition to the end of the month in which they leave. Those who have paid tuition in advance will be reimbursed within 30 days after the final day attended, provided all textbooks and school materials have been returned to the school. Maintenance fees are non-refundable.

INSTRUCTIONAL COURSE SELECTION AND ASSESSMENTS

Course Selection

All students in grades 1-8 receive the necessary content area subjects using a Christian-based curriculum, as well as an integrated thematic-based curriculum. (i.e., Reading/ Language Arts, Math, Social Studies, and Science curriculum). In addition, students also receive special instruction throughout the year.

High School students will be required to take credit classes aligned with the State of Wisconsin mandated courses. Electives will be offered in various subjects to meet the State requirements for graduation.

Assessment

Victory Christian Academy (VCA) creates an environment of learning in a Christ-centered atmosphere so that all students have the greatest opportunity to achieve.

Our teachers and staff work together to create and utilize a variety of instructional strategies and assessments that significantly impact student learning. Students participate in the following types of assessments: independent, small group, large group, short answer, project-based, experiments, presentations, rubrics, portfolios (math/writing), skits, graphic organizers, reflection, and journal writing. The vendor-specific and customized teacher-made tests and quizzes are also given.

Standardized tests such as the Wisconsin Forward Examination are administered to students in grades 3-8 and 10.

Victory Christian Academy also utilizes the computer-based Renaissance STAR assessment. Each VCA student is tested 3 times per school year. VCA utilizes these results to measure academic growth throughout the school year. At the end of each testing session, a student report is sent home to parents.

Assessment is not only a tool used to indicate the progress of a child, but also is an indicator of the effectiveness of instructional practices and curriculum. The data obtained from the STARS and the WI Forward assessments are compiled and analyzed by the Administration and staff. The data results assist in defining educational goals and allow for discussion and re-evaluation of instructional practices and curriculum in the major content areas.

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VCA administers a variety of tests and surveys to obtain data from all students to help the teacher better serve each student. *For a list of all assessments administered, please see Assessment Table attached as Appendix A.*

Parent/Teacher Conferences and Progress Reports

Victory Christian Academy has two Parent/Teacher Conferences every year; one in the fall and one in the spring. **Parent/Teacher Conferences are mandatory for all students.**

Progress Reports will be posted to Class Dojo. We encourage your participation in reviewing these reports with your student.

Report Cards

All report cards will be posted on Family Access at the end of each of the four grading periods. Family Access is a highly secure, internet-based platform through which parents and guardians can view details of their student's school records. Information that may be available via Family Access includes Student Demographics, Student Report Cards, and more. We encourage your participation in reviewing these reports with your student.

POLICIES FOR GRADING AND REPORTING

High class/grade level/school failure rates

Teachers with a quarter failure rate of >15% in any subject area will be required to develop and submit an intervention support plan for struggling students that will be monitored by the Administration/designee.

GRADING POLICY AND THEORY OF ACTION	Grading regulations are developed to clarify and ensure adherence to Board-approved grading policies and to transmit the school's theory of action about teaching and learning into grading practices across all classrooms and schools. Grading is both formative and summative.
GRADING PURPOSES	Grades are to be determined solely upon academic achievement. Participation, effort, and other affective behaviors are to be addressed and assessed apart from academic grades. The purpose of grading is to provide a reliable and accurate representation of each student's mastery and understanding of state-wide standards. It is not to punish a student or to be negative motivation.

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ACCOUNTABILITY FOR ACCURACY, EQUITY, AND QUALITY OF GRADES The accuracy, equity, and quality of grades as a measure of student learning are directly dependent on the quality of instruction provided, the alignment of student learning tasks to the content and pacing of the school's curriculum, and the quality and rigor of the student work that is used to determine grades.

GRADE/DEPARTMENT/SCHOOL GRADING PROCEDURES Teachers shall develop and consistently implement common grade level or department grading procedures in compliance with this regulation and will communicate the common grading procedures to parents and students in writing as directed by the principal. Principals shall approve grading procedures to ensure compliance with Board policies and regulations related to grading.

Principals shall develop procedures to communicate the school grading practices and will report student learning progress to all parents, school instructional staff.

GRADES K4-K5 GRADING GUIDELINES

Reporting Learning Standards Mastery

Grading of student work should be based on District-required learning standards and provide clear expectations for mastery that are communicated to students so that they understand the learning expectations. Criteria for grading should be communicated to parents and displayed in the classroom. Grades in core content areas should be derived from group and independent student classwork and both formative and summative assessments. Students will also be assessed on skills using the school-wide skills rating.

Report cards are to be issued every quarter, and grades will be recorded and communicated using school-approved reporting forms and/or software programs.

Report cards for grades K4-K5 shall indicate progress toward mastery of student learning standards by content area using the letter grades of E for Excellent/Consistent Progress, S for Satisfactory Progress, and N for Needs Improvement/Additional Time for Learning. For areas identified as Needs Improvement, narrative comments will be provided to indicate targets for growth and to request a parent conference.

Homework

Homework should be used to reinforce and support mastery of learning, engage parents in the learning process, and when appropriate and possible, should be differentiated for students depending on their mastery of the objectives.

At grades K4-K5, grades from homework assignments are not recorded in the grade book or used in the calculation of grades, but teachers may assign homework that is engaging and reinforces classroom learning. Feedback should be provided regarding any assignment sent home for completion. Homework should be based only on content standards previously taught, assigned, and

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completed during the same instructional week, and at a level of difficulty that can be completed independently by students.

GRADES 1-4 GRADING GUIDELINES

Reporting Learning Standards Mastery

Report cards are issued every quarter, and grades will be recorded and communicated for all foundation and enrichment subjects using school-approved reporting forms and/or software programs. Grading of student work should be based on State-required learning standards and provide clear expectations for mastery that are communicated to and/or co-constructed with students. Criteria for grading should be communicated to parents and displayed in the classroom. A grade of 68 is the lowest grade that will be recorded as a quarter grade.

Numerical grades should be derived from the following:

- Group and independent student classwork as outlined below
- Formative and summative assessments, and/or
- Project-based learning

Art, music, and physical education teachers shall assign grades in their content area for each grading period of the school year and shall not be required to tutor students in foundation subjects during the regularly scheduled enrichment classes.

Determining Classwork Grades

Classwork should be rigorous, standards-based, and document cumulative mastery of content area concepts. Expectations for grading classwork should be communicated to students and posted in the classroom. Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be communicated to students, using tools such as rubrics or criteria charts. Teachers may assign no less than 1 classwork grade per week per subject or a minimum of 4 grades per subject per four weeks. Projects may assess multiple learning standards and therefore, more than one grade may be recorded for a project (based on the scoring rubric).

Homework

Homework can help families become more involved with the educational process, communicate high expectations for students and help students develop self-discipline and organizational skills. Homework should be based only on content standards previously taught, and at a level of difficulty that can be completed independently by students. Homework will not be entered as a grade but feedback should be given.

Homework packets will be given as needed or upon request. Students will complete a reading log each week with a short reading response daily. Skill-building/fact practice for math until they test out or show proficiency. Devices may be sent home upon request for IXL, Zearn, Kids A-Z, Literacy Footprints, etc. For any device sent home, a signed parental commitment form will need to be on file.

Test and/or Project Grades

Teachers should use a variety of assessment methods such as unit tests, project evaluation, six weeks tests, etc. There should be no fewer than 4 and no more than 8 test/major project grades per quarter in each core subject area. School benchmarks are not graded but may be counted as ungraded tests to meet the number of required tests. Rubrics used for grading projects shall reflect mastery of identified content learning standards.

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Retesting

Students shall be permitted to retake any major test that she or he has failed within 5 school days the failing grade was received or no later than 10 days of the date of the test. The higher score earned on either test will be recorded in the grade book and the lower score removed (not averaged).

Makeup for Truancies & Unexcused Absences

Teachers will not give make-up work to truant students. A zero will be entered in the grade book for all assignments, quizzes, and tests that were completed on the day of the truancy.

Make-Up Work for Excused Absences

It is the student's responsibility to gather information enabling him/her to complete make-up work for excused absences. A student should see his/her teacher before or after school or some other mutually agreeable time.

All school work missed as a result of excused absences must be made up in a timely manner. Any work assigned before the absence is due on the day of return. Students must make up any assignments given during the absence within a time frame mutually agreed upon by teacher and student.

If an absence extends for more than three days, arrangements for assignments can be made by contacting the teacher. If the student does not choose to or cannot do assignments while ill, it will be the student's responsibility to obtain all makeup work from teachers immediately upon returning to school.

Make-Up Work for Suspensions

A suspended student shall not be denied the opportunity to take any quarter, semester, or grading period examinations or to complete missed work assigned during a suspension. It is the student's responsibility to make arrangements with his/her teachers for makeup work.

When suspended, the student is entitled to make up days equal to the number of days suspended. (A student who is suspended one school day is allowed one school day to make up work. A student suspended three days is allowed three days, etc.)

Grade Weights

Performance 50%
Assignments 50%

Art, music, Bible and physical education teachers shall assign grades for the subjects they are assigned, and criteria for grading in these subjects will be based primarily on classwork.

High class/grade level/school failure rates

Teachers with a quarter failure rate of >10% in any subject area will be required to develop and submit an intervention support plan for struggling students that will be monitored by the principal/ designee.

GRADES 5-8 GRADING GUIDELINES

Reporting Learning Standards Mastery

Report cards are issued every quarter, and grades will be recorded and communicated using school-approved reporting forms and/or software programs. Grading of student work should be based on State-required learning standards and provide clear expectations for mastery that are communicated

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to and/or co-constructed with students. A grade of 68 is the lowest grade that will be recorded as a quarter grade.

Determining Classwork Grades

Classwork should be rigorous, standards-based, and document cumulative mastery of content area concepts. Expectations for grading classwork should be communicated to students. Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be communicated to students, using tools such as rubrics or criteria charts.

Homework

Homework is based on learning standards that have previously been taught in class that must be completed outside the regular school day and not during the regular class period. Homework can help families become more involved with the educational process, communicate high expectations for students and help students develop self-discipline and organizational skills. All homework assignments must be designed as a meaningful part of the educational process and be reviewed by the teacher. Feedback should be provided within 48 hours of the submission of the assignment, or as soon as reasonably possible given the rigor of the assignment. Feedback is defined as written comments, peer review, conferences, etc.

Homework assignments may or may not be awarded a grade at the teacher's discretion. Homework is available upon request. Students should also complete homework as needed. Homework projects may be assigned for a longer duration (2 weeks). Homework may consist of skill-building for math through IXL and completion of math projects.

Makeup for Truancies & Unexcused Absences

Teachers will not give make-up work to truant students. A zero will be entered in the grade book for all assignments, quizzes, and tests that were completed on the day of the truancy.

Make-Up Work for Excused Absences

It is the student's responsibility to gather information enabling him/her to complete make-up work for excused absences. A student should see his/her teacher before or after school or some other mutually agreeable time.

All school work missed as a result of excused absences must be made up in a timely manner. Any work assigned before the absence is due on the day of return. Students must make up any assignments given during the absence within a time frame mutually agreed upon by teacher and student.

If an absence extends for more than three days, arrangements for assignments can be made by contacting the teacher. If the student does not choose to or cannot do assignments while ill, it will be the student's responsibility to obtain all makeup work from teachers immediately upon returning to school.

Make-Up Work for Suspensions

A suspended student shall not be denied the opportunity to take any quarter, semester, or grading period examinations or to complete missed work assigned during a suspension. It is the student's responsibility to make arrangements with his/her teachers for makeup work.

When suspended, the student is entitled to make up days equal to the number of days suspended. (A student who is suspended one school day is allowed one school day to make up work. A student suspended three days is allowed three days, etc.)

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Retesting

Students shall be permitted to retake any major test that she or he has failed within 5 school days the failing grade was received or no later than 10 days of the date of the test. The higher score earned on either test will be recorded in the grade book, and the lower score removed (not averaged).

Test and/or Project Grades

Teachers should use a variety of assessment methods such as unit tests, project evaluation, etc. There should be no fewer than 4 and no more than 8 test/major project grades per quarter in each subject area. Projects may assess multiple learning standards and therefore, more than one grade may be recorded for a project (based on the scoring rubric). School benchmarks are not graded but may be counted as ungraded tests to meet the number of required tests. Rubrics used for grading projects shall reflect mastery of identified content learning standards.

Number of Grades

Teachers should record no fewer than 2 classwork grades per week per subject. Grades should be documented weekly.

Grade Weights

Performance	50%
Assignments	50%

High class/grade level/school failure rates

Teachers with a quarter failure rate of >15% in any subject area will be required to develop and submit an intervention support plan for struggling students that will be monitored by the principal/designee.

HIGH SCHOOL GRADING GUIDELINES

Reporting Learning Standards Mastery

Report cards are issued every quarter, and grades will be recorded and communicated using school-approved reporting forms and/or software programs. Grading of student work should be based on State-required learning standards and provide clear expectations for mastery that are communicated to and/or co-constructed with students. A grade of 68 is the lowest grade that will be recorded for any attempted assignment or assessment. A zero will be recorded for work not turned in after three days.

Determining Classwork Grades

Classwork should be rigorous, standards-based, and document cumulative mastery of content area concepts. Expectations for grading classwork should be communicated to students. Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be communicated to students, using tools such as rubrics, criteria charts, or syllabi.

At least two assignments should be assigned and entered as a grade per week per subject or a minimum of 8 grades per subject per four weeks. Projects may assess multiple learning standards and therefore, more than one grade may be recorded for a project (based on the scoring rubric). Feedback for assignments and assessments should be given within 72 hours.

Homework

Homework is based on learning standards that have previously been taught in class that must be completed outside the regular school day and not during the regular class period. Homework can help

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families become more involved with the educational process, communicate high expectations for students and help students develop self-discipline and organizational skills. All homework assignments must be designed as a meaningful part of the educational process and be reviewed by the teacher. Feedback should be provided within 72 hours of the submission of the assignment, or as soon as reasonably possible given the rigor of the assignment. Feedback is defined as written comments, peer review, conferences, etc.

Homework assignments may or may not be awarded a grade at the teacher's discretion. Homework is available upon request. Students should also complete homework as needed. Homework projects may be assigned for a longer duration (2 weeks). Homework may consist of skill-building for math through IXL and completion of math projects.

Makeup for Truancies & Unexcused Absences

Teachers will not give make-up work to truant students. A zero will be entered in the grade book for all assignments, quizzes, and tests that were completed on the day of the truancy.

Make-Up Work for Excused Absences

It is the student's responsibility to gather information enabling him/her to complete make-up work for excused absences. A student should see his/her teacher before or after school or some other mutually agreeable time.

All school work missed as a result of excused absences must be made up in a timely manner. Any work assigned before the absence is due on the day of return. Students must make up any assignments given during the absence within a time frame mutually agreed upon by teacher and student.

If an absence extends for more than three days, arrangements for assignments can be made by contacting the teacher. If the student does not choose to or cannot do assignments while ill, it will be the student's responsibility to obtain all makeup work from teachers immediately upon returning to school.

Make-Up Work for Suspensions

A suspended student shall not be denied the opportunity to take any quarter, semester, or grading period examinations or to complete missed work assigned during a suspension. It is the student's responsibility to make arrangements with his/her teachers for makeup work.

When suspended, the student is entitled to make up days equal to the number of days suspended. (A student who is suspended one school day is allowed one school day to make up work. A student suspended three days is allowed three days, etc.)

Retesting

Students shall be permitted to retake any major test that she or he has failed within 5 school days the failing grade was received or no later than 10 days of the date of the test. The higher score earned on either test will be recorded in the grade book, and the lower score removed (not averaged).

Test and/or Project Grades

Teachers should use a variety of assessment methods such as unit tests, project evaluation, etc. There should be no fewer than 4 and no more than 8 test/major project grades per quarter in each subject area. Projects may assess multiple learning standards and therefore, more than one grade may be recorded for a project (based on the scoring rubric). District benchmarks are not graded

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but may be counted as ungraded tests to meet the number of required tests. Rubrics used for grading projects shall reflect mastery of identified content learning standards.

Number of Grades

Teachers should record no fewer than 2 classwork grades per week per subject. Grades should be documented weekly.

Grade Weights

Performance	50%
Assignments	50%

High class/grade level/school failure rates

Teachers with a quarter failure rate of >15% in any subject area will be required to develop and submit an intervention support plan for struggling students that will be monitored by the principal/designee.

Credit Recovery

To the extent possible and as determined on a case-by-case basis, a student will have the opportunity to make up missing credits at VCA. If the student is not able to make up missing credits during a normal school day, they may take courses at MATC or public-school system summer school. Any freshman class credits not completed by the end of the sophomore year must be made up through outside sources such as summer school or MATC credit recovery programs. Any sophomore class credits not completed by the end of the junior year must be made up through outside sources such as summer school or the MATC credit recovery program. Any junior class credits not completed by the end of the junior year must be completed before December of senior year to apply for spring graduation. A senior student who doesn't have the minimum required credits for graduation (24.5) will not receive a diploma until the credit requirement has been met.

The decision to accept a fifth-year student will be made on a case-by-case basis. Application to be a fifth-year senior must be made before August of the fifth year. A meeting with the parent, student, and administration must be completed before acceptance. At that time a schedule and plan will be made for the student.

To have an outside grade added to the VCA transcript, the student must provide certification of passing grade from the educational institution granting the grade. Students taking make-up credits must also maintain passing grades in current grade-level classes. Any student lacking credits as noted above will not be granted admission to VCA.

GRADING AND REPORTING PROCESS EVALUATION

Evaluation Procedures

Evaluation of the Grading and Reporting Procedures will be conducted annually at the end of the year in a staff meeting in which other stakeholders will be invited. A special review may take place any time during the year if an issue or request is made and the administrator determines a review and revision is necessary. Things that will be taken into account during the review are:

- survey results from stakeholder groups
- alignment of criterion with state standards
- the consistency of the procedures across classrooms and grade levels
- reflective of the school mission and vision and high academic standards

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- developmentally appropriateness of criterion

The staff after discussion of these points may request a revision to certain procedures, guidelines, and criteria or may reapprove the procedures and policies for the upcoming school year.

Revision Procedures

The revision of policy should go through several channels before it becomes a new policy. The first thing that has to happen is that a rough draft of the revisions must be written. This may be done by the school administrator or designated staff member. Once the administrator approves the policy, then it will be brought before a review committee made up of the administrator, teachers, and other stakeholders.

During the review committee, the administrator explains the policy and its purpose, the committee discusses the policy, makes any recommendations for revision, and decides whether it should be submitted to the board for review. The board then reviews the policy. The school board can vote to reject the policy, accept the policy, or may ask that a part be revised within the policy before they accept it. Once it is approved by the school board, then it becomes official school policy and is added to the appropriate school handbook.

Academic Probation

Any student who fails to maintain a "C" (77% or higher) average will be on academic probation. The student will have until the next quarter report card to raise their average. Probationary status will be in effect until the student regains a "C" average. Any student, who falls below a "C" average for the fourth quarter, will be on probation for the first quarter of the following year or may need to be retained.

Academic Integrity

Academic integrity focuses on the affective behaviors of students that will promote achievement and success. These behaviors center around the student's work ethic and general attitude and behavior. These areas of focus are the student's time management, classroom participation, homework quality and completion, their pride and effort towards their work, and how well they work with others. See *the rubric at the end of this document*.

Academic Achievement

Academic achievement is designed to recognize students who demonstrate proficiency in subject matters. Students who are recognized for academic achievement are those who consistently demonstrate their academic understanding and turn in quality work. For a student to attain academic achievement standing, they must maintain a GPA of at least 3.0.

Camp Victory Extended Learning Afterschool Program

Victory Christian Academy offers afterschool care. Camp Victory Extended Learning (CVEL) is open to families that fill out an application and agree to pay a fee. Prepayment is required. Family discounts are available.

Parents interested in sending their child(ren) to CVEL can fill out an application and submit it to the school office. For more information including hours, activities, fees, late fees, and more, you may obtain an informational sheet from the school office.

Navy Seal

The Navy Seal program is an incentive program—designed to motivate and reinforce positive learning behaviors needed to facilitate success as a lifelong learner.

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Requirements (Per Quarter)

1. Academic Integrity Rubric (See Appendix B - Must receive 18 points out of possible 20)
2. Teacher Recommendation
3. Attendance (only 3 tardies/early leaves and 1 excused absence is permitted)
4. Positive Behavior
 - No SIRs

Rewards

1. Navy Seal Shirt can be worn throughout the week in place of a uniform shirt.
2. Permission to be in the hallway without a hall pass
3. Their picture on the Hall of Fame Wall
4. Greeter (grade 4 -12) for school events (Grandparents day, Career Day, etc)

Students must meet requirements for each quarter to continue their participation in the program. Failure to meet any of the requirements will result in a loss of Navy Seal privileges and rewards.

School Supplies

The classroom teacher of each grade level will determine the necessary school supplies.–Teachers provide a list of necessary supplies to students at the end of the previous school year in June, and again in August at Parent Orientation. The parent and student are responsible for providing necessary supplies throughout the school year. The list is also posted on the VCA website: www.vcaschool.org

Summer School

Victory Christian Academy does not provide summer school services at its location for its students. However, Victory Christian Academy students have the right to attend summer school, if offered, with the Milwaukee Public School District. Please inquire more information at the Central Office Administrative Building at 5225 W. Vliet St. or call 414-475-8238.

For credit recovery options, please see below contacts for summer programs.

- MATC contact: Valencia Brown at 414-297-8661 or brownv@matc.edu
- MPS contact: Summer Academy office at 414-475-8238 or mpsmke.com/summeracademy

Student Integrity

Victory Christian Academy regards academic honesty as a core value of its educational mission. It is expected that all schoolwork submitted to meet course or class requirements represent the original efforts of the individual student. Administration, faculty, students, and their families are all-important contributors to the upholding of this academic integrity in our school community. To this end, all involved must understand their integral role in helping to promote this climate of academic honesty.

Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material to use it as one's own, downloading information from other sources and present it as one's own, unauthorized use of hard copy or software to develop one's software. Faculty and building administrators will have the responsibility for monitoring the above actions. Failure to follow these principles will result in expulsion.

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Grade Appeals Policy

The components of evaluation for each grade level should be transparent to the student and discussed at the start of the student’s experience. Grades are generated by the classroom teacher. Should there be a disagreement about a grade; the student is to follow the guidelines below for grade appeals.

1. The first stage of a grade appeals process will be a meeting between the student and the teacher. The teacher may also request any faculty involved in evaluating the student be present for this meeting. At that time, the student will have an opportunity to voice his / her concern(s) about the grade which he/she received. The teacher will have the chance to review the criteria by which the final grade is determined and will be expected to answer any questions the student has. The teacher may elect to obtain additional information based upon what the student has said and would ultimately decide to maintain the original grade or submit an amended grade to the Registrar.
2. If dissatisfied with the results of the above, the student may appeal to the Administration. The student will be asked to provide information regarding the grounds for the grade appeal and will be allowed to address the Administration if they so desire. The teacher may give the Administration pertinent information supporting their determination of the grade, however, the teacher will not be involved in the decision-making process. Two standards will be employed by the Administration in evaluating the appeal which could lead to a recommended amendment:
 - a) if the grade is not found to reflect valid and consistent academic performance standards or criteria, or the considered academic judgment of the teacher;
 - b) if the grade is found to be based upon impermissible criteria beyond performance, achievement, and effort.

The student may appeal an adverse decision to the Governance Board President by notifying him/her in writing within seven days of the decision. The Governance Board President will meet with the Administration and their review will be limited to the review of procedural integrity and this decision will be final.

RESPONSE TO INTERVENTION POLICY

RTI

Response to Intervention (RTI) is a **multi-tier approach** to the early **identification and support** of students with **learning and behavior needs**. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student responses to instruction. RTI is designed for use when making decisions in both general education and, creating a well-integrated system of instruction and intervention guided by child outcome data. *See Appendix C*

For RTI implementation to work well, the following essential components are implemented with fidelity and in a rigorous manner:

- **High-quality, scientifically based classroom instruction.**
All students receive high-quality, research-based instruction in the general education classroom.

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- **Ongoing student assessment and communication.**
Universal screening and progress monitoring provide information about a student’s learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the RTI process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students’ instructional needs are based on multiple data points taken in context over time. RTI teachers communicate regularly with general education classroom teachers and in collaboration meetings.
- **Tiered instruction.**
A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing intensities of instruction offering specific, research-based interventions matched to student needs.
- **Parent involvement.**
Schools implementing RTI provide parents information about their child’s progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child.

TIER 3 INTERVENTION STUDENTS K5 -8th GRADE

Regardless of disability type or severity, including those receiving special services via an IEP or Service Plan, all students will participate in either the assessments or the End-of-Course assessments (EOC) developed for specific content areas: STARs, PALS, Running Records, and Forward Exam (3-8, 10)

See Appendix A for the full Assessment Table.

ATTENDANCE

Wisconsin State Attendance Laws

School attendance is crucial for students to have success in school. Parents are encouraged to have their son/daughter attend school every day possible. The compulsory attendance law states that all students must attend the designated school day, which is defined as classes, lunch, and study hall. Parents cannot excuse students to be released during lunch hours unless the parent comes into the school and signs out their son/daughter. Parents are encouraged to schedule student appointments at times other than hours school is in session. Academic success is linked directly to school attendance. Parents should make every effort to have their student in all classes throughout each school day.

MPCP Attendance Regulations

Victory Christian Academy is a participant in the Milwaukee Parental Choice Program (MPCP). In addition to the mandated state attendance laws, Victory Christian Academy students must also comply with meeting a minimum attendance rate of 90% for the entire school year. Therefore, daily attendance of all students is mandatory to continue attending Victory Christian Academy.

A phone call home from the records secretary will ensue for every occurrence of absenteeism to 1) notify the parent / legal guardian that their child is not at school and 2) to determine if the absence is excused or unexcused according to the guidelines of this handbook.

Each student enrolled for the entire school year is allowed a maximum of 20 excused and unexcused absences combined (including suspensions). Additional absences may result in an automatic Administrative Drop (expulsion) from the school. Parents will receive a warning letter if their child reaches 10 absences (1/2 of the available absences for the year). Students enrolled during

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the school year already in progress will have an allotment of absences reflecting a 90% attendance rate of their time at Victory Christian Academy.

Acceptable Reasons for Absences

Pupils may be absent (excused) by parents or guardians under Section 118.15 of Wisconsin Statutes for the following reasons:

- 1) Personal illness
- 2) Severe illness or death in the family
- 3) Religious observance
- 4) Impassable roads or extreme weather conditions
- 5) Required court appearance
- 6) Health appointments
- 7) Lice case (3 days excused) (See Appendix H for the complete head lice policy)
- 8) Special cases of an emergency nature at the discretion of the Administration
- 9) School sanctioned activities
- 10) Pre-arranged absences for:
 - College visits
 - Job interview
 - Vacation

Leaving the Building During School Hours

Except as noted below, a student may not leave the building for any reason during the school day without a parent signing him/her out with the secretary or administrator. Students leaving the building without signing out at the attendance office or without parent/guardian consent will be considered truant and will receive a consequence for failure to sign out. Repeated violations are subject to a parent conference, suspension, and reporting to the police department.

High School Seniors may leave the building if they have prior parental permission as noted by parent signature on the Senior Schedule. High School Seniors with adjusted hours will be accountable to their course instructor, homeroom teacher and Administration while they are in the building.

Excused Absences

Upon parent request, students will be issued an excused absence for being absent from school. Skipping days/hours or leaving campus for lunch is NOT included as excused absences. These absences are considered unexcused and will result in disciplinary consequences.

Procedure for excusing absences:

1. Absences shall be reported to the secretary by telephone on the day of the absence
- or
2. A written excuse by the parent / legal guardian within two days of the absence will be accepted. Written excuses received after the defined date will be unacceptable.

If this method for excusing absences is not followed, the student will be referred to the Administration who will provide a consequence to the student. A student will be considered truant and cannot be excused by a parent or guardian when the student is absent due to non-Board approved reasons.

Truancy

Truancy is defined as any absence for part or all of one or more school days during which the attendance office has not been notified of the official, the board-approved cause of such an absence

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by the parent or guardian. This also includes intermittent absences carried out to defeat the compulsory school attendance law. Examples of truancy include when a student:

1. Leaves the building without permission.
2. Leaves a classroom, study hall, work area, or teacher's supervision without having permission.
3. Do not report to the office or any other designated location after being sent by a staff member.
4. Is in any unsupervised area of the building without a pass when classes are in session.
5. After securing the proper permission to leave a classroom is gone an excessive amount of time.
6. Goes to any location in or out of the building rather than their assigned class for that hour.

Habitual Truancy

Wisconsin Law defines habitual truancy as a student who is truant for part or all of five or more days each semester during which school is normally held. These students will be referred for legal action according to state law (Wisconsin Statutes 118.51 (1)(a) and 947.16)

Tardiness

If a student arrives after the designated start time., he/she is considered tardy and the parent/guardian must escort the student to sign in with the office manager.

Tardiness is a two-way problem. First, tardiness is disturbing to other students and the teacher of the class. Secondly, tardiness results in a loss of education for the tardy student. Tardiness is a form of truancy. After the 5th tardy, a phone call and letter will be sent home notifying them of their attendance situation. **When a student reaches 10 "tardies" the parent/legal guardian and student may be required to meet with the administration.** If the parent/guardian does not attend the meeting, students will not be allowed to return to school until a meeting takes place.

Physical Education - Medical Exemption

All students are required to participate in the physical education program. A parent's excuse is required for a student to miss a gym class due to illness. If a parental medical exemption is requested for more than two consecutive days, a written doctor's excuse is necessary or the student is required to participate in the gym class. Students who temporarily cannot participate actively in the program must present their physical education teacher with a written excuse from a doctor. It is the student's responsibility to return to active participation at the prescribed time on the doctor's note. If a young lady is experiencing excruciating pain during her menstrual cycle, the parent must provide a written excuse that justifies the reason for absence. Students with an excuse may remain with the physical education class and sit on the sidelines while the class is administered.

Student Transfer / Withdrawal

A student transferring to another school or withdrawing from school should report to the school office to receive and fill out the proper withdrawal forms. A school cannot hand a student or Parent / Student records. Your new school must submit a written request for student records and upon receiving the notification, Victory Christian Academy will send the student records to the appropriate location.

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DISCIPLINE

Consequences for Inappropriate Behavior

Each classroom teacher has a classroom management plan within their classroom that includes rules, consequences, and rewards. This system is posted in each of the classrooms. If a student violates the classroom system or commits a major offense, the student will report to the designated administrator's office. Victory Christian Academy uses a progression of disciplinary consequences. Consequences include verbal warnings, Administration's office, parent notification, detention, suspension, hearing with the Administration and/or pastor or church elders, and expulsion. The Administration will ultimately decide the consequence of breaking school rules.

Students are subject to the rules and regulations of this handbook while on school property, as well as while at school-sponsored activities off-campus. Additionally, the school reserves the right to discipline students for off-campus behavior or activities, including internet and electronic device activities used for sexually provocative behavior, bullying/harassment, use of inappropriate language, distribution of nude or partially-nude images, and police intervention which leads to arrest and charge for crimes detrimental to society, which create a material disruption to the learning process at Victory Christian Academy.

1. Disruptive/inappropriate behavior:

Classroom teacher consequences, reflection sheet, phone call home, suspension.

2. Failure to write reflection sheet / written assignment:

- a) All reflection sheets / written assignments must be completed and are due the day after they have been assigned.
- b) Students cannot return to school without the reflection sheet and will be suspended from school and cannot return to school without a meeting with the parent and school administration.
- c) All reflection sheets / written assignments are due to the classroom teacher.

3. Behavior and Field Trips

- a. When students are challenged to follow teacher instructions, this becomes a safety concern on a field trip outside of the school building. We want all children to be safe. If a teacher has a concern for a student's well-being regarding "following instructions" and safety, VCA will ask a parent or guardian to accompany the student on the trip.

4. Fighting

- a) The first incident: out of school suspension and meeting with the school administration.
- b) The second incident: out of school suspension and meeting with school administration and the parent.
- c) The third incident: out of school suspension with possible expulsion at the discretion of the administrator/designee.

5. Truancy

Wisconsin Law defines habitual truancy as a student who is truant for part or all of five or more days each semester during which school is normally held.

- a) A student who has 5 or more unexcused absences or irregular attendance in a semester will be required to meet with parents and school administration to try and mitigate any issues preventing regular school attendance.
- b) Habitual and excessive truancy may result in expulsion from Victory Christian Academy.

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6. Verbal Abuse or Profanity

A student who is heard saying a curse / swear word or profanity by two witnesses or a staff member will receive an automatic suspension.

- a) First offense- Automatic suspension.
- b) Second offense- Automatic suspension; meeting with parent and school administration is required before the student may return to school.
- c) Third offense- Automatic suspension & meeting with the Administration, pastor, and parent

7. Vandalism / Property Damage

Deliberate damage to the building, equipment, etc. (including graffiti) or damage resulting from roughhousing will result in a potential fine and a suspension as determined by the Administration. If repairs are more than \$25.00, then the student or his / her parents may be required to pay the entire cost of the damage to the property owner. A meeting with the school administration is required before the student may return to school.

8. Harassment / Bullying

Every student at Victory Christian Academy has a right to not be harassed and to feel safe at school and all school activities. Harassment is any unwanted or unwelcome behavior that violates an individual's rights. Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the unwelcome or unwanted behavior continues, the incident should be brought to the attention of a teacher, counselor, administrator, or another staff member.

Harassment occurs in many forms including sexual, verbal, racial, and physical intimidation. It can present itself in person, or on social media, via the internet. Sexual harassment includes unwelcome behavior of a sexual nature including but not restricted to inappropriate gestures or touching, sexual remarks, name-calling, spreading rumors, or displaying offensive pictures. Verbal harassment includes unwelcome teasing, humiliating, or causing embarrassment. Racial harassment includes name-calling or any unwanted or negative comments about ethnic groups or one's ethnic background. Physical harassment or intimidation includes verbally threatening or causing physical harm to another (defined legally as assault, battery, or disorderly conduct). Disturbance by pestering, tormenting, or threatening language, conduct, or gestures is not acceptable. Deliberate, unfair, one-sided, and potentially repetitive behavior that involves unequal power, done with the intention of harming others is also unacceptable. A student who is seen or heard doing these actions by two witnesses or a staff member will receive an automatic suspension.

- a) First offense- Automatic suspension.
- b) Second offense- Automatic suspension; a meeting with school administration and parent is required before the student may return to school.
- c) Third offense- Meeting with school administration, Pastor, and Parent subject to possible expulsion

9. Detention

Detention will be held every Tuesday and Thursday for 30 minutes after dismissal. When school is in session, a written notice will be sent home indicating when the detention is to be served. During the detention, the students will work on homework, read, or do a writing reflection in a

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quiet environment. Parents will need to come to the detention or CVEL room to pick up their child at the specified time and sign them out. CVEL fees apply as normal after the end of detention. All detentions are expected to be served in a timely manner.

10. Suspension

Suspensions may be administered in instances such as assault or violent behavior, repeated truancy, repeated school disruptions, harassment, profanity directed at school staff, profanity, vulgar gestures, racial comments, theft or vandalism, direct disobedience/defiance, academic cheating, stealing, inciting violence and rioting among other students, continual/defiant violation of uniform and homework policies, and major horseplay. Suspensions can vary from one to five days in length. Students who are suspended from Victory Christian Academy will not be allowed to participate in any school function while on suspension. School functions would include field trips, sporting events, after-school activities, etc.

11. Expulsion

Expulsion may be recommended in instances such as willful disobedience, major vandalism, disruptive conduct, use/sale/possession of drugs and alcohol, arson, fireworks, possessing or using a deadly weapon, intimidation or threatening behavior, theft, acts, or threats of terrorism or internet exploration of known or perceived terrorist organizations, and extortion. Expulsions can only be decided by the Principal and School Board after seeking counsel and recommendations by Board President and/or Board members. Specific grounds for expulsion from Victory Christian Academy may include, but are not limited to:

- a) Immoral or illegal behaviors
- b) Violence towards staff member or putting a life in danger
- c) Refusal or neglect by the student to obey school rules and policies;
- d) Exceeding the 20 maximum excused and unexcused absences combined for the entire school year (*including suspensions*).
- e) Conveyed or caused to convey any threat or false information concerning an attempt or alleged attempt being made to destroy any school property using explosives;
- f) Engaging in conduct while under the supervision of a school authority which endangers the property, health, or safety of others;
- g) While not at school or while not under the supervision of a school authority engaging in conduct which endangers the property, health, or safety of others;
- h) Endangering the property, health, or safety of any employee or school/church Board member of the school district in which the student is enrolled;
- i) Possessing a firearm while at school or while under the supervision of a school authority;
- j) Sexual misconduct, to include oral sex, intercourse, and any physical contact;
- k) Vandalism to school property;
- l) Use of social media and electronic devices while at school and not at school, or while not under the supervision of a school authority in such a way that endangers the emotional or physical health of others at school, to include acts of sexual misconduct using social media, the distribution and transferring pictures to incite sexual arousal between two people involving nude or partially nude pictures, vulgar language, or threats to harm or kill others, regardless of intent.

Discipline Progression

Parents – we need your help! Victory Christian Academy will communicate expectations to students and parents. Repeated refusal to follow school rules will not be tolerated. The school administration will

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be actively involved in meeting with parents and students to solve behavior issues. Students with repeated referrals will be required to meet with their parents and appropriate school officials.

Minimum of two Student Incident Reports (SIR): A meeting will be held with the administration, the pastoral staff, and the parent present. If a student continues to break the rules and policies set forth by the school, the Administration and church elders will determine the appropriate consequences for the student including possible expulsion.

Students involved in serious infractions, which may include: weapons, alcohol or drug incidents, physical altercations, serious vandalism, repeatedly disobeying uniform, and homework policy will meet with the administration and/or pastoral staff, regardless of the accumulation of referrals.

Probation

Based on the severity of a situation (behavioral, sexual, academic, etc.) the organization has the right to determine the criteria for probationary status.

Discipline Appeals Policy

The student who is under discipline and does not believe the discipline is appropriate has the right to request the Administration, in writing, for the disciplinary action to be reviewed by the Victory Christian Academy administration. A student who is suspended/expelled always has a right to appeal.

1. If a student wishes to request reinstatement or to appeal a disciplinary decision, he/she may request a hearing before the Victory Christian Academy administration. The request shall be made in writing to the Administration within five school days of the date the decision is communicated to the student. The request shall state the reason why the student is appealing, the decision, and the facts that support the appeal.
2. The use of legal counsel at the hearing shall not be permitted of either the student or Victory Christian Academy.
3. Within five days of the date that the decision of the Victory Christian Academy administration is communicated to the student, the student may present a written request to the Administration to review the situation given the goals and philosophy of Victory Christian Academy, the best interests of the school, and the best interests of the student.
4. It is the prerogative of the Administration to request the administration which heard the appeal to reconsider the student's request for reinstatement or to appoint an ad hoc appeals committee to review the matter. The Administration may participate in this reconsideration by the committee. The decision of the Administration is final in all disciplinary matters.
5. A student who questions whether the process provided by the school has followed the policy of the school regarding his / her grievance may request the Governance Board President to conduct a review of the process used by the school in responding to his / her disciplinary grievance.
6. A student who has been suspended or dismissed may not return to Victory Christian Academy during the time the case is being considered without the express permission of the Administration. The student may be permitted to return to talk to members of the faculty or administration during the time the appeal is being processed.

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Loitering

Students found in areas of the building on campus without authorization during a scheduled class or other school-related purposes will be considered to be loitering. Failure to report to the assigned area may result in a suspension. Students loitering after a warning will be referred to the police.

Closed Campus

Victory Christian Academy has a closed campus policy. Students are to remain in the school building at all times during the school day unless:

- The student is with a staff member who has notified the office
- The student is at recess in the school parking lot supervised by a school official
- The student signed out at the office, with parental consent to leave campus

Students may not leave the school grounds once they have arrived on school property until dismissal. Students may not leave the building between classes.

Student Parking

Students who have a valid driving license and vehicle insurance may park their vehicle in a designated spot during school hours. Once the vehicle is parked, students may not be in the vehicle until their departure. Vehicle must have a valid VCA parking permit displayed. Parking permits are to be obtained and filed with the school office. VCA is not liable for any damaged or stolen vehicles that are parked on school property.

Smoking and Possession of Smoking Materials

Under the state statutes, the use of any tobacco products by students is prohibited in school buildings or on school grounds. The law also means tobacco will be forbidden at athletic events held in any city park, as the event is "under the control" of the school board. Any student using tobacco products will receive school consequences and be referred to the police.

Per State Statute 48.983, possession of tobacco products by a minor is prohibited. Students found in violation of state law will be subject to confiscation of materials and referral to the police.

Alcohol Use

Students suspected to be under the influence of alcohol would be subject to a breath test given by a police officer. Refusal to comply with the test will be treated as an admission of guilt. Students found to be under the influence of alcohol will receive school consequences, suspension, probation, up to and including expulsion, and be referred to the police.

Drugs and Illegal Substances

Use or possession of drugs and illegal controlled substances are prohibited on school property and at school events. Look-alike drugs are prohibited as well. Victory Christian Academy has a zero-tolerance policy in place. Any student using or possessing such substances will receive school consequences, suspension, probation, up to and including expulsion, and be referred to the police.

Public Display of Affection

School is not the appropriate site for amorous behavior between students. Students are not to display behaviors such as kissing, holding hands, rubbing, caressing and/or petting, sitting on laps, etc. on

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school grounds. Failure to comply may result in school disciplinary consequences, such as suspension, probation, and possible expulsion.

Electronic and Communication Devices

Students are prohibited at all times from using or possessing personal electronic, paging, or two-way communication devices or systems (e.g. cell phones, iPods, games systems, iPads, personal laptops or computers, etc.) while on Victory Christian Academy premises. School property includes, but is not limited to: school buildings, school sites, vehicles rented or leased by or under the control of Victory Christian Academy, or while off school premises while participating in any curricular or extra-curricular program sponsored by the school.

An exemption to this policy may be allowed for the use or possession of such a device if the Administration determines that the device is to be used for or is possessed for medical, educational, vocational, or other legitimate use. The Administration approves the use of the device if it is needed during and after school hours. Violation of this rule may result in disciplinary action.

School-provided devices are to be used solely for academic purposes such as research, practical application, or writing. Students are to use the only school-provided devices for academic purposes at the teacher's discretion. School-provided devices are to be kept inside of a desk and turned off unless being used specifically for academic purposes. Classroom seating and teacher engagement should accommodate easy visual access to any open screen.

Use of school-provided devices is to be limited as follows:

1. Grades 8 and below – remain in the building at all times
2. High School –allowed for home use on a limited basis
3. Not used as a reward (i.e., no free play time or study hall)
4. Not used for independent free time (i.e., breakfast, lunch, recess).

These expectations apply to all classroom teaching, study hall, and free time. Headphones to be used as a tool during centers or small group work as deemed appropriate. No Air pods or individual listening devices. Any violation is subject to written disciplinary action by the teacher or administration.

Electronic and Communication Device Consequences

The cell phone or other communication devices will be confiscated and kept in a safe place and returned at the end of the school day.

First Offense: The student will receive a warning and the parent can retrieve the device at the end of the day.

Second Offense: The student will receive a consequence and the parent must retrieve the device from the school.

Repeated Offenses: A conference will be scheduled with the parent and the student, and the student will receive a suspension. Further disciplinary action may be issued.

Public Property Policies

Students are required at all times to conduct themselves in a civil, Christian manner when using the school facilities. Vandalizing, defacing, urinating, or using graffiti is prohibited at all times on the school property. Violations are subject to suspension or expulsion at the Administration's, Board President's, and Board's discretion. ***(Note to Parent: a child can be listed as a sexual predator for public urination).***

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GENERAL STUDENT INFORMATION

Dress Code and Uniform Standards

Victory Christian Academy has a uniform policy for three reasons:

1. Reduces clothing competition
2. Keeps clothing costs reasonable
3. Teaches students the necessary differences between clothing that is appropriate for school/work and recreation / social activities

Victory Christian Academy uniform clothing can be purchased at **Goldfish Uniforms** which is located at 5300 W Lincoln Ave, (414) 476-4343.

Mandatory Uniform

In the interest of the highest possible dress code standard, uniforms are required! Students will not be allowed into the classroom without the proper uniform. The Bible admonishes us to dress modestly. Students, therefore, should expect to abide by the school's standard of conduct throughout their enrollment at Victory Christian Academy. Students out of harmony with the school's ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

Male Uniform

K4 – 4th

- Khaki pants (no shorts)
- Red, navy or white polo OR white button-up with a navy vest
- Navy or red sweater optional
- Socks - white, black, red, navy, grey, cream (solids only)
- Closed-toe shoes (no flip-flops, sandals, or heels)

5th – 8th

- Khaki pants (no shorts)
- Red, navy or white polo (no tie) OR white button-up shirt with a navy tie and navy blazer
- Socks - white, black, red, navy, grey, cream (solids only)
- Closed-toe shoes (no flip-flops, sandals, or heels)
- Black or brown belt

High School

- Khaki pants (no shorts)
- Red, navy or white polo (no tie) OR white button-up shirt with a navy tie and navy blazer
- Socks- white, black, red, navy, grey, cream (solids only)
- Closed-toe shoes (no flip-flops, sandals, or heels)
- Black or brown belt

Male Hair

Young men should be clean-shaven, sideburns can come to the top of the earlobe or shorter. High School young men may wear facial hair as long as it is neatly trimmed. Hair must be clean and neat and kept off the shoulders. Extravagant hairstyles will not be allowed. Afros should not be exaggerated in length and un-kept. No engravings or decorations in the hair. Braids must be well maintained and above the collar in length at the Administration's discretion. Hair must be a natural hair color at the Administration's discretion, no unnatural hair colors allowed. No makeup is to be worn.

Female Uniform

K4 – 4th

- Hamilton plaid jumper
- Red, navy or white polo

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- Navy or red sweater optional
- Socks/leggings - white, black, red, navy, grey, cream (solids only)
- Closed-toe shoes (no flip-flops, sandals, or heels)

5th – 8th Grade

- Hamilton plaid skirt
- Red, navy or white polo or white button-up blouse
- Red or navy cardigan or vest optional
- Socks/leggings - white, black, red, navy, grey, cream (solids only)
- Closed-toe shoes (no flip-flops, sandals, or heels)

High School

- Hamilton plaid skirt
- Red, navy or white polo or white button-up blouse
- Navy blazer or red or navy cardigan or vest
- Socks/leggings - white, black, red, navy, grey, cream (solids only)
- Closed-toe shoes (no flip-flops, sandals or heels)

Female Hair

Students with unacceptable hairstyles will not be allowed to return to school until their hairstyle is acceptable. Acceptable hairstyles are: well kept, i.e., styled neatly and conservatively. Must be a natural hair color and is at the Administration's discretion, no unnatural hair colors allowed.

Nails

All nails must be natural-looking. Clear nail polish or white French tip only. No colored or tinted nail polish is allowed.

Make-Up

No make-up (lipstick, colored/shiny lip gloss, blush, mascara, eye shadow, eyeliner, eyebrow pencil eyelash extensions). The only type of make-up permissible is a foundation that is similar to the student's skin tone. Body art of any kind will not be permitted.

Jewelry (Male / Female)

Students cannot wear any jewelry (metal or plastic) of any kind including earrings, rings, bracelets, necklaces, nose rings, or body piercings. If this rule is broken, the jewelry will be immediately confiscated, regardless of monetary or sentimental value. Second violations of this policy may result in a suspension or conference with school personnel. The third violation will result in suspension and conference with the parent and the school administration.

- **First offense** – Parents / legal guardians may retrieve the jewelry from the school in person
- **Second offense** – **The jewelry will not be returned** until the end of the school year. Victory Christian Academy is not liable to reimburse or replace any missing or broken jewelry that has been confiscated.

The only exception to the jewelry policy is an abstinence promise ring.

Off-Campus Events

Students are required to abide by the school's dress code standards when attending school-sponsored events away from the school campus, such as the yearly Graduation/Banquet, etc. Uniform dress is not required, but pants are not permissible for girls, and skirt/dress length is to be below the knee. Regulations regarding hair, nails, makeup, and jewelry apply to all off-campus school events for all males and females.

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Uniform Rental

Parents may rent a skirt, jumper, or blazer from our school office for a designated amount each per year. Any rental uniforms must be returned to the school office before the end of the school year. Please contact the school office if you wish to rent a uniform item.

Unacceptable Dress

Odd styles, fads, badges, pins, emblems, hairstyles, unnatural hair colors, etc., that call attention to the wearer, will not be permitted. Tight clothing and oversized clothing will not be allowed. Sagging pants are not allowed. Hoodies, jackets, sweatshirts, and caps/hats are not permitted throughout the school with the exception of VCA gear.

Physical Education Dress

Students grades K4 to 4th grade: Changing from the school uniform to appropriate gym gear is not allowed due to both lack of space and supervision for both sexes. Therefore, all students will stay in their school uniform and change their shoes only if they choose to do so. Girls may wear loose-fitting shorts beneath their uniform skirt/jumper during P.E.

Students in grades 5 to 12 may change their top to a loose fitting, solid colored t-shirt, but must return to full uniform after P.E. class.

Uniform Policy Consequences

Uniforms will be checked every day. If a student is out of uniform, they will be asked to rectify the situation by (1) removing or replacing the non-uniform item; and/or (2) calling home to request parent to bring the correct item. Habitual offenders will be required to meet with parents and Administration. Refusal to comply may result in a consequence at the discretion of the Administration.

Food & Beverages

Water is provided on each floor. Students are encouraged to bring water bottles and may drink WATER in the classroom by the rules set forth by the classroom teacher. NO FOOD or BEVERAGES are permitted near computer carts, laptops, libraries, or chapel at any time. No chewing gum is allowed.

All opened food, containers, milk cartons, and utensils leftover from breakfast or lunch MUST be tossed and cannot be saved. If a student wishes to save unopened and nonperishable food items for home, they must store them in their backpack and may not eat the food until they get home unless the teacher allows a designated snack time. No food can be stored on desks. No eating or drinking is allowed on the playground.

Students may not bring chips, soda, etc to eat in addition to their school lunch. If students wish to bring a cold lunch, they are encouraged to bring a healthy lunch. Students should not bring bags of chips, cookies, junk food, etc. to share with others/friends. All leftover food need to be tossed, stored and brought home that same day.

Students may bring in a treat for birthday celebrations and are encouraged to bring in healthy snacks and avoid junk food where the 1st ingredient is sugar.

See attached Appendix D for the full Food Policy

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Breakfast / Lunch Program

Victory Christian Academy participates in the Community Eligibility Provision Option (CEP). Lunch and breakfast are served free to all students. However, each parent/guardian may be asked to complete the alternate household income form. **All paperwork is due by Parent Orientation or student's first day in attendance.** Failure to submit the Alternate Household income Form may result in your child not receiving a hot meal.

Student Use of Technology (Computers, Electronic Device, Internet)

Students have been given independent access to the Academy's computers. Students will be accessing the Internet independently and are expected to display appropriate behavior on school computer networks. Students are not allowed to access any social media sites while on the VCA premises. General school rules for behavior and communications apply which is outlined in the Internet Safety Policy for Victory Christian Academy in Appendix E attached and the Victory Christian Academy Student Technology and Device Loan Agreement in Appendix F attached. Networks are provided for students to conduct research and communicate with others. A signed agreement must be on file for students to access the computer and Internet etc. Access to network services is given to students who agree to act in a considerate and responsible manner; parent permission is required for independent use. The use of computers and the Internet is a privilege and Victory Christian Academy reserves the right to revoke a person's use for derogatory conduct, sexually explicit or violent sites, and/or being on inappropriate sites. Access entails responsibility.

Issues that arise between students when off-campus via any sort of social network site i.e., Facebook, Twitter, Instagram, etc. and carry over to school grounds or have cause for concern will be dealt with accordingly by the school administration. Victory Christian Academy has actively taken steps to monitor students' use of the Internet. (please see the section on student suspensions and expulsions, page 23).

Computers are not to be used after school hours. Student computer usage is acceptable during Camp Victory/tutoring after school under the supervision of those staff members. Filters have been installed to control access to certain files and chat lines that have no educational value. To that end, Victory Christian Academy supports and respects each family's right to decide whether or not to allow independent access. *See Appendix E*

Violation of Technology Policy (Computer, Electronic Device, Internet)

Any improper use of the school's internet (sites that are sexually provocative, violent, or using vulgar language or having unwholesome secular music) will result in possible detentions, suspensions, or expulsions. *See Appendix E*

Parent / Visitors / Volunteer Sign-In

To maintain an orderly environment and to ensure the safety of our students, it is necessary to prohibit student visitors to our school when school is in session at their respective school. However, if students would like to volunteer, they should contact the volunteer coordinator. Parents and other adult visitors who have legitimate business at Victory Christian Academy must identify themselves at reception and then receive a visitor's badge that is to be worn while in the school building. Unauthorized persons will be considered to be trespassing and will be referred to school officials and police for appropriate action. Parents are not allowed in the classrooms without prior approval from both teachers and administration.

Distribution of Materials

Any distribution of non-school materials (i.e. fundraising or promotional items from the students or parents) must have the prior approval of administration. Students who distribute any non-school materials without prior approval may be subject to disciplinary consequences.

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Textbooks & Educational Resources

Each student may check out one book from the school library. If the book is not returned promptly, the student will be unable to check out another book until the current checked-out book is returned. Textbooks and other instructional materials may be loaned to students. Students or parents will be charged the full cost of the materials if lost or defaced.

Searches – Person / Property / Vehicles

Desks, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the students and shall be used only for authorized school purposes. Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their desk or on their person that is illegal or a school rule violation shall be subject to seizure, school discipline, and referral to law enforcement officials.

All students are subject to immediate expulsion if guns or weapons of any kind are found on their person, vehicles, or locker. This includes explosives, bombs, or sexually explicit materials such as nude or partially nude photos, vulgar writings, or materials with the intent to harm or threaten others.

Other pertinent information relating to searches:

1. The Administration, or their designee, shall be authorized to search a student’s person, locker, desk, or personal property. The school also retains the right to search vehicles parked on school property.
2. Desks assigned to students may be opened and inspected by school personnel at any time following this policy. Any unauthorized item found in a school locker or closet may be removed and given to the parent or guardian of the student, returned to its’ rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.
3. Searches of a student’s person or personal property, such as handbags, or other items in the student’s possession, may be conducted when, under the circumstances, school personnel has a reasonable belief that a student has dangerous or illegal items in his or her possession.
4. School officials, in cooperation with law enforcement personnel, may use dogs to conduct specific or random searches of the buildings and grounds for illegal drugs.

Field Trips

Victory Christian Academy recognizes that first-hand experiences provided by field trips and school-sponsored trips are a most effective and worthwhile means of learning. Therefore, Victory Christian Academy encourages field trips and school-sponsored trips of significant educational value, which are related to the school program and curriculum.

Participating in field trips is considered a regular school day with students attending. If a student decides not to participate in a field trip, the classroom teacher will design an appropriate alternate activity and the student will be asked to remain home on the day of the field trip. **This absence is considered unexcused.** All Victory Christian Academy behavioral guidelines and expectations are in effect for the entire field trip time. One adult per 10 children is generally recommended when taking a field trip. Teachers will determine if and how many parent/volunteer chaperones are necessary. Chaperones are responsible for paying the suggested fee and if there is limited space on the bus are responsible for their transportation.

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All curriculum-related and educational field trips will be free to MPCP students.

Fees for non-curriculum-related field trips must be paid to the field trip. Failure to pay will result in the student being asked to remain at home for the day. If a student is absent on the day of the trip, refunds will not be awarded.

Students who are unable to follow field trip policy or procedures or students who have incidents of rule violations while on a field trip may lose the privilege of future field trips. If a student loses the privilege of attending a field trip, Victory Christian Academy will allow that student to attend the field trip only if a parent accompanies the student.

Students and their parents will be held responsible for any damage done to property by students. Parents / Guardians must agree to pay for any damages done by their son or daughter.

Wheeled Devices

Skateboards, roller blades, and other wheeled devices are not to be used on school property, except for a wheelchair/walker as needed for medical and health matters.

Change of Address / Phone Number / E-mail

Any change of address, phone number, or email address during the school year must be provided to the school office to update our records. If a student moves out of the school district at any time during the school year or during the summer, the student must notify the school immediately. Failure to provide up-to-date information may result in the non-delivery of important information i.e., report cards, progress reports, school events, reminders, etc.

Playground

Students can use nerf or soft types of balls when on the playground. Students cannot make snowballs or throw snow or ice at another student or school property; doing so will result in an automatic suspension. All disciplinary actions will be handled by the staff member on duty and any serious matters will be handled by the Administration. Roughhousing or playing with students in a manner that is sexual will not be tolerated, and subject to suspension.

Lost & Found

The "Lost & Found" is located in the school office. Items are kept for 25 days and are then donated to charity or thrown away.

Classroom Telephones

The school phone is reserved for official school business and emergencies only. Students needing to place emergency calls will give the name and number to school personnel, who will in turn place the call. Students must receive permission from their classroom teacher / EA to place a phone call and must do so in the classroom and NOT in the school office.

Emergency Procedures

Victory Christian Academy has regularly scheduled fire, tornado, and crisis drills. Fire exits and emergency procedures for emergency conditions are posted in each classroom. Students are required to follow all mandated safety procedures.

In case of an emergency, such as an illness or accident, the school will try to contact the student's home at once. If there is no one at home, either the father or the mother will be contacted at their place

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of employment. If the emergency is extreme and it is impossible to reach the parent in a reasonable length of time, the school will proceed to call 911.

Pastoral Guidance Services

Conversations with Board President, Pastor D.L. Rogers, are protected by laws of confidentiality except when:

1. There is suspected abuse: definitions of abuse include, physical injury inflicted on a minor by other than accidental means, sexual intercourse or sexual contact involving minor, sexual exploitation of a minor, permitting, allowing, or encouraging a minor to violate statutes against sexual morality, emotional damage.
2. There is suspected neglect; definitions of neglect include failure to, refusal, or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter to seriously endanger the physical health of the child.
3. There are threats or harm done to oneself or others (including suicidal thoughts).

Illness or Injuries at School

Please do not send students who are not feeling well or sick to school. Victory Christian Academy is not equipped to have children lie down or rest. Teachers and parents cannot administer any prescribed medication to a student without a written doctor's consent. Over-the-counter medicine or aspirin will be administered if there is written consent from the parent and the medicine is provided. Students that feel ill or are injured are to report it to the teacher/EA. Minor first aid supplies are located in each classroom. The teacher/EA will call a parent or guardian if the student is unable to continue for the day. Students leaving the building without signing out at the attendance office will be considered truant and will receive a consequence for failure to sign out.

Student Insurance

Victory Christian Academy does not provide insurance of any kind.

Student Immunizations

The parent must provide a current student immunization record and submit it to the school office on or before the first day of school. Students with improper documentation can be asked not to return to school until the proper immunizations are administered. Victory Christian Academy reserves the right to require a complete physical (including drug use testing) for any student. Examination expenses will be the responsibility of the parent.

Student Hygiene

Students at all grade levels must bathe regularly, brush their teeth daily, use mouthwash, use deodorant as necessary, wear clean clothing, and observe normal hygiene procedures. It is the parent's responsibility to enforce these procedures daily.

Dental, Vision, and Hearing Program

VCA participates in a Dental Sealant program and a Vision and Hearing Screening service when available.

Dental: Twice a year your student may be seen by a dental hygienist to receive a free cleaning, screening, and sealant. Any parent that wishes for their child to receive this service must fill out a consent form and return it to the school office. No exceptions are made.

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Vision and Hearing: Free screenings may be provided to students once a year. If you are concerned about your child’s vision or hearing and would like them to be screened, please call the school office.

Transportation

Victory Christian Academy does not provide transportation to students. However, private arrangements can be made between parents for a parent carpool. Victory Christian Academy will provide bus passes for any student that lives over 2 miles away from the school and needs to ride the city bus to and from school.

Extracurricular Activities

Students must remain in good standing academically to participate in Extracurricular Activities such as Choir, Sports, Bible Club or other activities promoted by VCA. Students must adhere to all VCA policies and procedures including uniform and behavioral expectations while attending after school activities. Students who do not follow the expectations of the activity director will receive a consequence which may result in being dropped from the program, phone call home, detention or suspension as determined by the Administration. Students who are not picked up on time from the After School Activity will be charged a fee for Late Pick-Up as noted below.

Late Pick-Up

Parents have a 10-minute leeway after dismissal to pick up children. Please be respectful and attempt to pick up your child on time. After 10 minutes, any students remaining will be placed in afterschool care and a fee will be incurred. Fees must be paid within a timely manner as outlined by the afterschool care’s policies and procedures. If fees are not paid, a meeting with school administration may be required.

The policies of this handbook are based on Victory Christian Academy’s “Articles of Faith” and “Bylaws”. These documents are available at your request.

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APPENDIX A

Assessment Table				
Data Source	Student Learning	Instruction	Program Effectiveness	Conditions that support learning
Writing Sample Pre/Mid/Post (September, Jan, May)	X	X	X	
STAR Reading, Math Grades 1- High School (Fall, Winter, Spring)	X	X	X	
STAR Math only K4 – K5 (Fall, Winter, Spring)	X	X	X	
ESGI K4 – 2 (Fall, Spring)	X	X	X	
Kindergarten Assessment (Fall, Winter, Spring)	X	X	X	
Dolch List Recognition Grades K5 – 4 (Fall, Winter, Spring)	X	X	X	
Running Record (every 6 weeks)	X	X	X	
Data Accountability Plan (DAP)		X		
WI Forward Exam Grades 3 – 8, 10 (spring)	X	X	X	
Pre-ACT Secure (Grades 9 & 10)	X	X	X	
ACT with Writing (Grade 11)	X	X	X	
Progress Report and Report Cards	X			
Discipline	X		X	X
Attendance	X		X	X
Student Surveys	X	X	X	X
Parent Surveys			X	X
Child Find (if necessary)	X			
Classroom Observations	X	X	X	X

APPENDIX B

Victory Christian Academy

Name: _____

Academic Integrity Rubric

Grade: _____ Quarter: _____

Academic Integrity Standard	4	3	2	1
<i>Performance Indicator 1:</i> Participation	Routinely provides useful ideas when participating in the group and classroom discussion. Contributes a great amount and effort.	Usually provides useful ideas when participating in the group and classroom discussion. A strong group member who tries hard.	Sometimes provides useful ideas when participating in the group and classroom discussion. A satisfactory group member who does what is required.	Rarely provides useful ideas when participating in the group and classroom discussion. May refuse to participate.
<i>Performance Indicator 2:</i> Homework	Thoroughly completes all assigned homework on time.	Thoroughly completes at least 90% of assigned homework on time. Or, the student superficially completes some of the homework.	Thoroughly completes at least 70% of all assigned homework on time. Or, student superficially completes a large portion of the homework.	Student completes less than 70% of assigned work on time. Or student superficially completes the majority of their homework.
<i>Performance Indicator 3:</i> Focus and Time-management	Routinely uses time well throughout the project to ensure things get done on time. Consistently stays focused on the task and what needs to be done. Very self-directed.	Usually uses time well throughout the project, but may have procrastinated on one thing. Focuses on the task and what needs to be done most of the time.	Tends to procrastinate, but usually gets things done by the deadlines. Focuses on the task and what needs to be done some of the time.	Rarely gets things done by the deadlines. Rarely focuses on the task and what needs to be done.
<i>Performance Indicator 4:</i> Pride/Effort	Work reflects this student's best efforts. Always has a positive attitude about the task(s).	Work reflects a strong effort from this student. Often has a positive attitude about the task(s).	Work reflects some effort from this student. Usually has a positive attitude about the task(s).	Work reflects very little effort on the part of this student. Often has a negative attitude about the task(s).
<i>Performance Indicator 5:</i> Working with Others	Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together.	Usually listens to, shares, with, and supports the efforts of others. Do not cause "waves" in the group.	Often listens to, shares with, and supports the efforts of others, but sometimes is not a good team member.	Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player.

Completed by: _____

Date: _____

3 Tiers of Intervention

Level 3

VCA's third tier of intervention has been defined as the "Intensive Level." Students who do not respond to interventions at Tiers 1 or 2 will be given more intensive interventions and progress monitoring, Individualized instruction with a specialist, access to resources that target student needs. There will be 6 intervention groups within Tier 3. We will determine who participates in tier 3 intervention by analyzing student needs of individuals who didn't respond to Level 2 interventions and received a MAP score in reading or math that is Minimal. Students placed in tier 3 will receive intervention 4 times a week totaling 180 intervention minutes weekly for an intervention period that will last for 4-6 weeks.



Level 2

VCA's second tier of intervention has been defined as the "Strategic Level." Students who do not respond adequately to the core curriculum & are considered "at-risk" for academic failure will be given supplemental instruction, access to resources that target student needs. We will determine who participates in tier 2 intervention by analyzing student needs of individuals who didn't respond to Level 1 interventions are receives a MAP score in reading or math that is Basic. Students placed in tier 3 will receive intervention 4 times a week totaling 120 intervention minutes weekly for an intervention period that will last for 4-6 weeks.



Level 1

VCA's first tier of intervention has been defined as the "Benchmark Level." All students, including those who struggle, receive differentiated instruction in an effective, scientifically-based core curriculum. Small-group instruction is used appropriately to intervene within the classroom setting. Data on student progress is collected at 3 "benchmarks" periods (Fall, Winter, Spring). We will determine who participates in tier 1 intervention by analyzing student need of individuals who receives a MAP score in reading or math that is Proficient or Advanced.

APPENDIX D

FOOD POLICIES & PROCEDURES

School Wide Policy

No gum chewing (staff included, except on personal lunch)

Sanctuary / Library

- No food allowed for staff or students.
- Covered water for students. Covered coffee or water for staff.

Students may not drink juice, soda, coffee or other caffeinated beverages during school. Water only.

Covered beverage at employee desk/classroom is permitted. Any damage caused by food or beverage to any technology pieces will be charged to the employee.

Staff members are expected to eat at home or in the teacher's lounge. Staff should not eat/snack at their desk/classroom when students are present.

To limit the frequency of unknown visitors in the building, food deliveries are allowed for staff only when necessary between the hours of 10:45 am and 1:30 pm. When a staff member has placed an order for delivery, they are to notify the school office. School office must view delivery personnel ID before allowing entrance to the building.

Students are not allowed to order outside food or beverage deliveries.

Breakfast

Primary

1. All opened food, containers, milk cartons, and utensils **MUST** be tossed and cannot be saved.
2. If a student wishes to save an unopened breakfast item for home, they must store in their backpack and may not eat the food until they get home

Intermediate

1. All **opened** food, containers, milk cartons, juice and utensils **MUST** be tossed and cannot be saved
2. Any **unopened packaged/nonperishable** food items that they wish to save must be put in their backpacks
3. If teacher allows snack time, student should retrieve snack from their backpack at designated time
4. Intermediate students will clean their desks of any food items at the end of each day before dismissal

Lunch

Hot Lunch

1. All lunch food must be discarded of before leaving lunch room. (Students may not hold onto anything “for later” including milk or packaged foods)
2. Cannot bring chips/soda, etc. to eat in addition to their school lunch
3. No eating on playground is allowed

Cold Lunch

1. Students are encouraged to bring a “healthy lunch”
2. Food remaining from cold lunch may be not eat once lunch time in cafeteria is over
3. Should not be bringing bags of chips, cookies, junk food, etc. and shared with others/friends
4. They should store any leftovers that they do not wish to toss, in their lunch bag, and take home
5. No eating on playground is allowed

Snacks & Birthday Celebrations

1. Students are encouraged to bring in healthy snacks and avoid junk food/where 1st ingredient is sugar
2. Teachers are to select a designated time during the day to celebrate and should not exceed 15 minutes of class time. Intermediate and High School students should celebrate during homeroom.

CVEL Snack Procedures

1. Snack must be eaten in CVEL room at designated time.
2. Opened and uneaten food must be discarded of when snack time is through.
3. If a student wants to save snack he/she may put in backpack for later.

They cannot pull snack out until they get home. There is no more eating outside of designated snack time. No eating on the playground is allowed

APPENDIX E

Internet Safety Policy for Victory Christian Academy

Introduction

It is the policy of Victory Christian Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Victory Christian Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the Victory Christian Academy staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Administration or designated representatives

The Administration or designated representatives will provide age-appropriate training for students who use the Victory Christian Academy's Internet facilities. The training provided will be designed to promote the Victory Christian Academy's commitment to:

- A. The standards and acceptable use of Internet services as outlined in the Victory Christian Academy's Internet Safety Policy;
- B. Student safety with regard to:
 - a. safety on the Internet
 - b. appropriate behavior while online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Victory Christian Academy at a public meeting, following normal public notice, on August 4, 2016

CIPA definitions of terms: **MINOR. The term "minor" means any individual who has not attained the age of 17 years.*

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
- CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
- HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - Taken as a whole and concerning minors, appeals to a prurient interest in nudity, sex, or excretion;
 - Depicts, describes, or represents, in a patently offensive way concerning what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

- SEXUAL ACT; SEXUAL CONTACT. The terms ``sexual act" and ``sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

APPENDIX F



Victory Christian Academy Student Technology & Device Loan Agreement

Name of Student (please print): _____ Grade: _____

Home address: _____

Parent Phone #: _____ Device Type: _____

Device number(IMEI): _____

Dear Parents /Guardians:

Students are responsible for good behavior on school computer networks and devices just as they are in a classroom or school hallway. General school rules for behavior and communications apply. The networks and devices are provided for students to complete schoolwork and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required for independent use. Access is a privilege - not a right. Access entails responsibility.

We must have the enclosed **Permission Form and Responsibility Agreement** on file for your child to utilize Victory Christian Academy's computer network and technological resources. Please read and discuss the **Internet and Computer Use Guidelines** with your child, retain them for future reference, and return the permission form to your child's/children's teacher.

Additionally, in accordance with student rights and responsibilities, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking (flaming) others
- Damaging computers, computer systems, or computer network
- Violating copyright laws, including software piracy and plagiarism
- Using another's password/accounts
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes or financial gain
- Intentionally gaining unauthorized access to a network, computer, or system directories, resources, or entities
- Knowingly accessing inappropriate material/sites content, or delving deeper into inappropriate information accessed accidentally

Violations will result in a loss of access and may result in other disciplinary or legal action.

You must return the signed Permission Form and Responsibility Agreement, for your child to access the computer network independently.

Sincerely,

Christina E. Dyson

GUIDELINES SET FOR STUDENT USE OF COMPUTERS AND THE INTERNET

Victory Christian Academy is now providing more access to the Internet than ever before. We are very excited about some of the powerful advancements we have been able to make in technology.

However, as with any new experience, we are carefully monitoring the program to ensure the appropriate use of this state-of-the-art tool. Students have been given independent access to the Academy's computers. While many students have used the Internet on their own, many more students will begin using the Internet with their teachers as part of the curriculum.

Electronic information research skills are now fundamental to the education of knowledgeable citizens and future employees in the Age of Information.

Victory Christian Academy expects that our educators will continue to blend thoughtful use of such information throughout all curriculum areas. Staff will provide guidance and instruction to students in the appropriate use of such resources.

In the past, instructional and library media materials were easily screened to determine whether such materials were appropriate for use in a school

environment.

Telecommunications, because they may lead to any publicly available file server in the world, will open classrooms to information resources that have not been screened by educators.

The Internet contains many features and services, including bulletin boards, E-mail capabilities, various databases, opportunities to download and/or print files and graphics, and centers that facilitate communication with other users. All of these sources expand and enrich the educational opportunities that are offered to our students.

Victory Christian Academy has been actively taken steps to monitor students' use of the Internet. Filters have been installed to control access to certain files and chat lines that have no educational value.

All participants are expected to treat each other with respect and dignity. We caution students against using foul or defamatory language and from giving out personal information. General school rules for behavior and communications apply.

The use of computers and the Internet is a privilege and Victory Christian Academy reserves the right

to revoke a person's use for derogatory conduct, such as placing abusive or objectionable material on the net or down-loading or otherwise entering files or viruses that affect the operation of Victory Christian Academy computers.

Middle School and younger students are not permitted to participate in chat lines unless under teacher direction as part of a subject area curriculum.

Victory Christian Academy believes that the benefits to students from access, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying those standards that their children should follow when independently using media and information sources.

To that end, Victory Christian Academy supports and respects each family's right to decide whether or not to allow independent access.

Permission Form and Responsibility Agreement Computer Networks, Internet, and Electronic Mail & Device Usage

STUDENT

As a user of the Victory Christian Academy technological resources, I hereby agree to comply with the Guidelines for Computer and Internet Use - communicating over the network and reliably working on the devices while honoring all relevant laws and restrictions.

Student's Name: (please print) _____

Student's Signature _____ Date _____

PARENT/GUARDIAN

As the parent or legal guardian of the minor students signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail, data processing, and the Internet. I understand that individuals and families may be held liable for violations of federal or state regulations and applicable laws as well as for anything purchased by my child. I understand that some materials on the Internet may be objectionable; but I accept responsibility for the guidance of Internet use - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.

I understand and agree that this device is a loan by Victory Christian Academy and will be used by my child at their designated address for the stated period and only for the purpose for which the equipment was manufactured and intended. The term of this Lease shall commence for the current school year. If a device is lost, broken, or stolen, I understand that I will be held responsible and will need to pay for the device to be replaced. Victory Christian Academy asserts that all software installed is legally owned and licensed. VCA is not responsible for any data contained on the rental equipment or any other media.

Violations will result in a loss of access and may result in other disciplinary or legal action.

If you have any problems with the hotspot, contact IT Services by completing a Technology Help Request on vcahelp.org.

Parent/Guardian's Name: (Please print) _____

Parent/Guardian's Signature _____ Date _____

APPENDIX G

Lice Policy & Procedure

A student found to have live lice will need to go home with their parent/guardian to initiate treatment. The classroom EA or teacher will call the parent. The school office will provide the family with general information on head lice removal and lice shampoo, if available.

If parent is unable to be reached or pick up the student, the student will remain in the classroom with hair tied up as best as possible and away from other students, as discreetly as possible, until parent comes to pick him/her up.

If nits are found and they are in a small enough number, removal can be performed by a designated staff member, if time allows, and the parent contacted. If nits only are discovered, the student is NOT to be excluded and/or sent home, but the parents are to be contacted and instructed that treatment must be completed before the student can return to school the following day.

Prior to re-admission to school, a designated employee will examine the student. If there are no live lice, but the student has nits that can be removed as part of the checking process, he/she may be readmitted back to class.

Student Found with Live Lice

1. Classroom EA (or teacher) will verify live lice has been found. Please refrain from getting assistance from another staff member from a different classroom
2. Special lice lighting tool is available for checking and can be obtained upon request from main office.
3. If sibling/s is enrolled at VCA, the EA will notify the sibling's EA/teacher to check the sibling/s (refrain from whole class checks IF one student has been identified)
4. EA/teacher will call home to notify parent/guardian live lice has been found and parent/guardian will need to pick up student. If parent/guardian unable to pick up, student remains in classroom.
5. EA notifies main office that live lice have been found
6. EA provides a written copy of Lice handout to student/backpack
7. Main office determines if shampoo will also be distributed and make sure family receives
8. Main office notifies morning carpool staff/administration/teacher via email that a student has been identified with lice and will need to be readmitted before returning to school

Readmission

1. At morning drop off on lot, carpool staff member will notify family to drive around to park go to main office.
2. Designated employee will ask parent if student was treated. Designated employee will check student head and determine if student is able to return.
3. If no live lice found, child will be readmitted to class.