



PARENT/STUDENT HANDBOOK 2018-19

Equipping minds and nurturing hearts to impact the world for Christ

805 N. 1st Street | 962-1632 | Education from 3-years old to Middle School | www.vcaiowa.com

Victory Christian Academy

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STATEMENTS OF PHILOSOPHY AND PURPOSE

MISSION

Equipping minds and nurturing hearts to impact the world for Christ.

VISION

Students will become Christ-centered, servant leaders who think critically, discern spiritually, and act biblically.

CORE VALUES

- Modeling Christ-like behavior (John 13:12-15, I John 2:5))
- Integrating and submitting to Biblical truths in all learning (Deut. 6:4-9)
- Partnering with Christian parents (Proverbs 22:6)
- Striving for excellence (Col. 3:23)
- Serving Others (Gal. 5:13)

GOAL

Our goal is to encourage each student to develop a personal relationship with Christ and learn to make biblically moral choices.

EDUCATIONAL STATEMENT

Students learn the ultimate goal in all endeavors is to love and honor God and to share His love with others. VCA is dedicated to providing a nurturing and caring environment. Such an environment enables each student to discover and develop unique God-given gifts and abilities using them according to His will.

PHILOSOPHY OF EDUCATION

The educational philosophy at VCA is a complete education based on the inspired Word of God. VCA recognizes the God-given mandate for parents to provide ongoing spiritual training for their children. VCA also recognizes the vital role of the local church. The role of the Christian school is an extension of the family bringing children up in the training and instruction of the Lord. At VCA, parents are welcomed and encouraged actively participate in their child's education. (For full statement see Policy 105.)

PHILOSOPHY OF CURRICULUM AND INSTRUCTION

VCA's textbooks are carefully selected to reflect biblical standards. VCA's curriculum is designed to provide opportunities for academic, spiritual, physical, and social growth. In addition to daily Bible classes and weekly chapel programs, emphasis is placed on phonics, literature, speaking, composition, penmanship, mathematics, science, and history. Opportunities for physical education, health, music, and art activities are also included.

NON-PROFIT STATUS

Victory Christian Academy is an independent, non-denominational, non-profit 501c 3, tax-exempt organization and is a member of the Iowa Association of Christian Schools (IACS).

SCHOOL COLORS

VCA's school colors are red and white symbolizing the good news of the gospel message. "Though your sins are as scarlet, they will be as white as snow. Isaiah 1:18

SCHOOL VERSE

Our school verse is I Corinthians 15:57, "But thanks be to God, who gives us the victory through our Lord Jesus Christ."

SCHOOL SONG

V is for victory, sing it out, tis a glorious word.
V is for victory, it is our through Christ our Lord.
Some days may be dark and drear,
In Christ our way's all clear.
For we have Victory, Victory in Christ our Lord.
V-I-C-T-O-R-Y, Victory, Victory
V-I-C-T-O-R-Y, Victory, Victory

STATEMENT OF FAITH

- We believe that all scripture is inspired by God, is without error in the original writings, and is the supreme and final authority for teaching, correcting and training in all matters of faith, truth and practice (2 Timothy 3:16 and 2 Peter 1:20, 21).
- We believe that there is one eternal God, in the existence of three persons: Father, Son, and Holy Spirit, Who in infinite holiness, wisdom, and power has created all things and preserves all things (Matthew 28:19, II Corinthians 13:14, and Hebrews 1:1-4).
- We believe in the deity of Jesus Christ, His virgin birth, sacrificial death on the cross, bodily resurrection, ascension, and future personal return (Isaiah 7:14, John 1:1, 10:30 Isaiah 53).
- We believe in the Holy Spirit as the teacher of God's truth and giver of a new life Who provides unity for all believers in Christ (John 16:8, Galatians 4:6, Romans 8:26, 27).
- We believe that mankind is uniquely created in the image of God, by God, to bring glory to God. Sin entered the world through one man, therefore, all have sinned and fall short of the glory of God (Romans 5:12-21, Genesis 1:27).
- We believe in the sanctity of life, the union of one man and one woman in marriage, and the family as the God ordained means for the rearing and training of children (Jeremiah 1:5, Genesis 2:24, Deuteronomy 6:6-7, Ephesians 6:4).
- We believe that salvation is brought to us by God through faith alone in the atoning death of Christ on the cross (Romans 3:23-24, Ephesians 2:8-9, Titus 3:5).
- We believe in the resurrection of the just and the unjust: the unjust to eternal punishment and the just to eternal life (John 5:28-29, Revelation 20:11-15).

STATEMENT OF COOPERATION

Parents or legal guardians are asked to sign the following Statement of Cooperation when enrolling their children at VCA. Please note that the statements are written in first person recognizing single parent families and the unity of a two-parent home. We pray this statement will assist you in educating your child providing harmony and effective communication between the home and the school.

- I agree to abide by all regulations of the school on my child's behalf.
- I understand that attendance at VCA is a privilege and not a right and that the school reserves the authority to dismiss any student or family who does not comply with the regulations and cooperate with the spiritual mission of the institution.
- I agree to support the academic standard of the school by encouraging and assisting my child with academic activities.
- I agree to cooperate with administration in order to compensate the school or individuals for any damage my child may cause either intentionally or accidentally, to school property or others' personal property.
- If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons directly involved rather than to harbor a negative attitude or to freely share criticism with others. If my concern cannot be resolved with the individual directly involved, I will prayerfully and calmly discuss the issue with school administration.
- I absolve VCA from liability for accident, injury, or illness incurred by my child, on or off campus, for which the school and/or its representatives have taken reasonable precaution and care.
- Since VCA cannot care for children who are ill, I agree to arrive promptly when contacted or to make other arrangements to have my child picked up if necessary.
- In order to support the education process and program, and in order to be an encouragement to my children, I will make every effort possible to participate in the educational programs and activities of the school.
- I agree to promptly and appropriately reply to communications received from teachers, the school administrator, other school employees or members of the school board.

NONDISCRIMINATION POLICY

VCA admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at school. VCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its admissions policies, educational policies, or other school administered programs. VCA will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified teachers or non-certified personnel. VCA reserves the right to select students based on academic performance, religious commitment, and personal qualifications including willingness to work together with VCA and accept its policies.

ACADEMICS

ART

Students have art class once a week. Art allows students to nurture an aesthetic sense and discover visual forms of expression. Art is designed to help students use visual arts to give glory to God, the Creator. Students learn to manipulate materials, use simple forms, study basic art principles, and become acquainted with different artistic styles and periods. Art is also displayed inside and outside the classrooms throughout the year.

CHAPEL

Students attend half-hour weekly chapel services on Monday mornings at 8:20 A.M. Chapel includes singing, scripture, and a creative biblical presentation by a member of the faculty, staff, area pastors or others who have been invited to participate by the administrator. Pre-Academy joins the chapel service on the first Monday of the month beginning in October. Parents are always welcome!

CURRICULUM

At VCA the term *curriculum* includes more than a course textbook. It also includes the classroom teacher, outside resources, supplemental materials, and other inputs that make up the course being taught. The VCA curriculum gives evidence that a biblical worldview is integrated and implemented into the instructional program and practices. VCA currently uses a combination of Bob Jones University Press, A Beka, and Answers in Genesis Curricula. Our curriculum and instructional programs are evaluated annually.

GRADING SCALE

The following traditional grading scale is used for all academic subjects in grades 1 through 6, and for all subjects in 7th and 8th grades.

A=92-100 B=83-91 C=74-82 D=66-73 F=65 and below

The following alternative grading scale is for non-academic subjects (penmanship, art, music, PE, study skills, and behavior)

O=Outstanding achievement, exceeds expectations I=Improvement noted, but achievement is not yet satisfactory
S=Satisfactory achievement, on target for grade level N=Needs improvement, considerable assistance is needed

An IN (incomplete) is given when the required work is not completed for a given quarter due to extenuating or unusual circumstances. If the work is not made up within two weeks of the distribution of the grade card, the grade will be changed to an "F". Any exceptions to this policy requires advance approval of the administrator.

HONOR ROLL QUALIFICATIONS

"A" Honor Roll requirements in the final semester grade are:

- Receive an "A" (92% or higher) in all academic subjects
- Receive an "S" or "O" in all non-academic subjects
- "A/B" Honor Roll requirements in the final semester grade are:
 - Receive a "B" or higher (83% or higher) in all academic subjects
 - Receive an "S" or "O" in all non-academic subjects

LIBRARY

Student library day is Friday. Students may check out up to two books or one book and one video each week. Items are due the following week but may be renewed if they are not on reserve by someone else. It is recommended that these books be within the student's reading level. Each borrower is held responsible for all library materials drawn on his/her name.

Students are encouraged to examine their books upon check-out and report any damages to the library staff to avoid charges. Damaged books should be returned to the media center for repair. The student will be charged a damage fee or a replacement fee depending on the extent of the damage.

Students who have lost a book are responsible for replacement cost. All missing/lost book notices are generated by the librarian and then sent home with the student in her/her folder.

MUSIC

All VCA students participate in a planned, general music education program two days per week. Students participate in choral singing, learn and practice vocal technique, and study musical notation, harmony, terminology, and history. Students are required to participate in the scheduled music programs semi-annually (Christmas Program and Spring Program).

ORIENTATION

Each school year begins with Orientation. It is strongly recommended that parents and students attend Orientation. Teachers give important information about classroom procedures, discipline, expectations, homework, etc. If you have children in more than one grade, please have one parent or representative meet with the teacher. Students can bring their supplies to their classroom on this night, as well.

PARENT-TEACHER CONFERENCES

In order for parents to know their child's progress, VCA schedules parent-teacher conferences twice a year, once in the fall and once in the spring of the school year. At both times, parents will have a time scheduled to come and discuss their child's progress with the classroom teacher. Parents are urged to call the school at any time throughout the year to schedule a conference before or after school to discuss their child's work. The teachers welcome these opportunities; however, since the time before and after school is busy for teachers, please do not try to conference with them then unless you have an appointment.

PHYSICAL EDUCATION

Students participate in a planned physical education program two days per week. Fourth through eighth grade students must change into a PE uniform. The PE uniform includes dark shorts, plain gray or red T-shirts, and tennis shoes. Additionally, it is required students in grades fourth through eighth grade students keep toiletries such as deodorant, powder, comb, etc. at school for after PE grooming. All Kindergarten through eighth grade students must have appropriate shoes for PE. During inclement weather when PE is at the Y, students must change to clean shoes at the Y.

PROMOTION AND RETENTION POLICY

Students are promoted to the next grade level upon successful completion of the curriculum and testing required of the current grade level. If a student does not progress satisfactorily, VCA has the right to retain a student upon recommendation of the classroom teacher and school administrator. Reasons for retention are documented in the student's file.

REPORT CARDS

Report cards are sent home at the end of each nine-week quarter indicating overall progress and areas needing additional attention. Mid-term progress reports are sent home half way through each quarter.

A copy of the final report card is kept in the student's cumulative folder.

SCIENCE/HISTORY FAIR

Each year, VCA hosts a Science/History Fair. Participation in the Science/History Fair is optional for younger grades. Required participation includes:

- 3rd Grade: History
- 4th Grade: Observational science
- 5th Grade: Experimental science
- 6th Grade: History
- 7th Grade: Observational science
- 8th Grade: Experimental science

SPEECH MEET

Participation in Speech Meet is required for all Academy students. Please check the school calendar for dates. Parents are welcome to attend.

STANDARDIZED TESTING

The Iowa Assessments Test is given in the spring. Parents receive one copy of the tests results. One copy is placed in the student's permanent file.

STAFF: Teachers are instructed to administer the tests as indicated in the manual. Strict policies are followed for scheduling and administration of tests and ensuring security of tests and answer documents.

ADMISSION POLICIES

VCA requests all families to abide by all standards in the Admissions packet, Parent/Student Handbook and the Statement of Faith in the admissions packet.

Investing in a Christian education is an important decision. To help you, we offer a personal, guided tour of our school during which all of your questions and concerns are individually addressed. To schedule a tour please contact our main office at 515-962-1632.

VCA's admission requirements are as follows:

- A student must be 3 years old on or before December 31 and must be potty trained to attend the 2-day Pre-Academy class
- A student must be 4 on or before December 15 to attend the 3-day Pre-Academy class.
- A student must be 4 on or before September 15 and recommended by the current 3-day teacher or pass an assessment by the 5-day teacher to enter the 5-day pre-kindergarten class.
- A student must be 5 years old on or before September 15 to attend Kindergarten.
- Completed application
- Paid registration fee
- Updated immunization record
- Completion of any tests or assessments as required by the administrator or admissions committee.
- A signed statement of faith and a statement of cooperation concerning all school policies.
- Records from previous school (if applicable).

ADMISSION OF HOME-SCHOOLED CHILDREN ENROLLMENT IN INDIVIDUAL CLASSES

Home-schooled students may be enrolled in individual classes at VCA when there is room in the class. Requests will be reviewed by the board and tuition set upon request for this service.

DUAL ENROLLMENT

Parents may dual enroll students for part of the day in a public school to participate in specialized instruction. If you are interested in dual enrollment, please inform VCA at registration. Typically, our sixth-grade students dual enroll to participate in electives at the public middle school. Other dual enrollment options must be proposed to the administrator who will ensure the VCA schedule can accommodate the arrangement. Dual enrollment options must be approved by the board.

Parents are fully responsible for arranging transportation necessary to dual enroll. Schedules should be arranged to minimize time missed from classes and activities at VCA. When numbers and schedules make it feasible, the board will consider providing transportation.

The state requires that students who dual enroll complete the current Competent Private Instruction (CPI) Forms and file them at the public school.

HEALTH REQUIREMENTS

Parents are expected to keep children at home when they are ill. Students should not return to school until their temperature is normal for 24 hours without the aid of medication. Please read the attendance policy for details about excused absences. Should a child become ill parents are expected to arrive promptly or make other arrangement for the child to be picked up within the hour of notification.

Immunization Records: State law requires all students attending school to bring a certificate of immunization. If your child is attending VCA for the first time, please be sure a copy of this form is brought to the office before the first day of school. There is only one form accepted by the state. Please make sure your child's immunization record is on that form. If you have any questions about which form is needed, there is a sample in the school office.

Nurse: VCA does not have a nurse available at school daily. We do have a nurse with whom we consult regularly regarding health concerns, records, screenings, and policies. School personnel can give minor first aid and will act on parent's behalf in case of emergencies but cannot treat or diagnose injuries or illness.

Prescriptions: Prescription medication may be administered at school only when it is in its original container and is accompanied by complete written instructions. Prescription medicine will be kept and administered in the office.

Over-the-Counter (OTC) Medications: OTC medications (i.e. Tylenol, Benadryl, cough drops) cannot be given to a student without parental permission. If your child needs to take such medication occasionally, we must have a written consent on file in the office.

To help reduce the spread of illnesses, if any of the following conditions are present, the parent is expected to keep the child home or pick the child up immediately if they occur after arriving at school:

- Symptoms that keep the child from participating in school activities.
- Fever over 100F
- Uncontrolled coughing, difficult breathing, or wheezing
- Diarrhea
- Blood in stools
- Vomiting
- Communicable childhood diseases and infections such as strep throat, pink eye, measles, mumps, etc.
- Other conditions impeding the child's learning at school or placing other persons at risk of contracting the illness or condition.

Parents are responsible for informing VCA of any infectious conditions including, but not limited to:

- Head lice – Child must be treated properly before returning to school.
- Ringworm – Child must be receiving treatment to return to school
- Bloodborne pathogens – Parents must notify the school of any blood related illness. Child will be allowed to attend as long as the child is exhibiting normal healthy behavior as determined by the school.

REGISTRATION

Early Commitment Forms: Current students and siblings are offered the option of making an early commitment in December. The deadline for this early commitment is the third Friday in January. Enrolment for the following year is open to the public at the close of the Pre-Academy Informational Meeting, which is the fourth Tuesday in January.

Current families, who fill out the early commitment form in December, will have the Registration Fee for the following year divided by three and put on the January, February, and March statement. The Registration Fee must be paid and the current account up to date or the slot will be opened to the public on March 15.

Current families, who fill out the early commitment form in January, will have the Registration Fee for the following year divided by two and put on the February and March statement. The Registration Fee must be paid and the current account up to date or the slot will be opened to the public on March 15.

Full Registration: Students are not fully registered until all required fees are paid and all forms are returned with appropriate signatures.

STUDENT RECORDS AND RELEASE OF INFORMATION

VCA maintains records on each student. These records allow instruction, guidance, and a way to mark educational progress. The records may also include, but are not limited to:

- Identification
- Family background
- Attendance
- Achievement
- Educational/vocational plans
- Honors activities
- Discipline
- Test results
- Work samples
- Teacher observations

The records of each student are located in the administration office and remain confidential. Exceptions follow the 1974 Privacy Act.

ATTENDANCE POLICIES

ATTENDANCE: Regular and punctual attendance at VCA is essential to the success of each student. Notification can be made by calling the office or sending an email stating the reason for the absence. The school should be notified of any absences on the day of the absence if possible.

The following are considered appropriate reason for missing school:

- Illness
- Family emergency
- Medical and dental appointments of the student. (These should be scheduled to minimize missed class time.)
- Family trips but only within the following guidelines:

- The Administrator and/or teacher must be informed in writing at least two school days in advance of the trip.
- The student must have an excellent attendance record and the excused days must not cause them to exceed 12 total days per semester.
- Students must pick up required class work BEFORE leaving for the trip. Unless arrangements are made with the teacher, the work must be completed within one week of return. Students should return prepared to take any tests and participate in the activities of the class.

EARLY DISMISSAL

Parents must call or send a note informing the school a student needs to leave early. A parent or authorized designee must sign the student out in the office before leaving. A parent or designee must sign a student back in if he/she returns.

TARDY

The student must bring a note stating the reason for the tardiness or the parent may come to the office to sign the student in and state the reason at that time. Any student who arrives at school after 8:15 must come to the office, sign in, before going to the classroom.

This policy insures the student will not be counted absent all day and also assures his/her lunch and/or milk order will be taken.

EXCESSIVE ABSENCES OR TARDIES

Punctual, regular attendance at school is a habit showing diligence, respect, and excellence for the teacher and classroom. Therefore, certain consequences exist for excessive absences and/or tardies.

- Once a student acquires more than 5 tardies per semester, a meeting with the administrator will be held to determine the reasons and/or possible consequences and come up with a plan to deal with future attendance issues. If the teacher determines tardiness and/or absences are hindering academic progress, parents must meet with the administrator to determine ways to correct the situation.
- All work missed during an absence/tardy must be completed.

BEHAVIOR

COMMUNICATION CONCERNING ISSUES

Issues or concerns should first be communicated to the student's teacher. In the event more information is needed, the teacher or parent may contact the administrator. Any issue remaining unresolved after the administrator becomes involved may be addressed writing to the School Board.

CONFLICT RESOLUTION

When conflict occurs between students, the principles of Matthew 18 will guide the resolution and the following steps will be taken.

- When a teacher or staff person becomes involved, that staff member will remain with the students(s) until the issue has been resolved unless the teacher or staff member turns the situation over to the administrator.
- A safe environment for the student(s) will be ensured.
- A summary of the process/conflict will be documented and sent to the parents when deemed appropriate by staff/administration
- Close with prayer.

DISCIPLINE POLICIES

Students at VCA must develop age appropriate social behaviors as part of their education. Parents have the most influence on their child's behavior. VCA pledges to work closely with parents, clearly communicating progress or concern relating to behavior and discipline. Similarly, we request parents communicate clearly with us regarding any issue at home which may affect behavior or academic performance. Parents are expected to support the discipline measures the school employs on a student's behalf.

Students are required to conduct themselves in a manner which demonstrates honor for God, other students, faculty, staff, and property. Defiance toward authority is not tolerated. Harm or threatened harm to self, others, or property, and immoral or illegal acts lead to immediate intervention which may include suspension. Any illegal behavior including possession or use of illegal drugs or any weapons, including guns or knives, is reported to parents and local police if necessary.

In accordance with Iowa state law, VCA does not employ any type of corporal punishment.

VCA views discipline as a teaching and learning process. The goal of our program is students learn and exercise new, appropriate behaviors. The foundation for all discipline measures is seeking and granting forgiveness with the goal being a change of the heart.

VCA does not employ a counselor. However, some situations may warrant additional intervention. The administrator may recommend family counseling. The school board may require written documentation from a counselor noting progress and/or recommending a student's return to school.

VCA reserves the right to discontinue working with students or families who choose not to cooperate with our policies.

DEFINITIONS OF DISCIPLINARY MEASURES

Detention: a thirty-minute period to be served after school as a consequence for misbehavior or excessive tardiness. Work duties may be assigned during detention.

In-School Suspension (ISS): one to five days of supervised separation from other students and exclusion from class activities. Credit may be earned for work completed during ISS.

Out-of-School Suspension (OSS): a period of time in which a student is not allowed on campus or be involved in VCA activities. The duration of this suspension is determined by the administrator. All missed work must be satisfactorily completed in order to return to school. However, no credit will be given for work missed. Missed days are unexcused absences. A reentry conference and behavior contract is required upon the student's return to school.

Expulsion: the administrator's recommendation and school board's decision that a student is removed from enrollment at VCA. A hearing is given (with parents present) before a final decision is made. Re-admittance after 90 school days may be considered pending the administrator's and school board's approval. Reapplication is required along with a letter from the student and parents requesting reconsideration for enrollment.

WEAPONS POLICY

If a student knowingly and willfully brings a weapon (knife or gun or any other device that could be considered a weapon) to school, that student will receive an automatic one-day suspension. The parents will be called to come and take the student home. Any work missed that day must be made up. Reinstatement to school will occur only after the parents and student have a conference with the administrator. Any second occurrence will be taken to the school board with possible dismissal from school as a consequence. Police may also be notified.

FINANCIAL INFORMATION

VCA is a faith ministry relying greatly upon the generosity of the Christian community. Tuition does not cover the full cost of educating a student. VCA appreciates and counts on families who participate in our fundraising efforts. Parents are encouraged to stay active and involved with VCA by attending School Board, Parent Teacher Fellowship (PTF), and School Association meetings.

PAYMENT OPTIONS AND DUE DATES

Tuition may be paid annually (by August 5), semi-annually (by August 5 and January 5), or monthly (August 5 through May 5). Tuition payments are due on the 5th of each month beginning in August, with the last payment due on May 5th. A grace period is given until the 10th of the month. A written notice is issued for delinquent accounts.

Families who fail to make tuition payments will be subject to consequences including withholding of grade and/or test reports, removal of students from activities, and dismissal from VCA as determined by the School Board. A letter will be sent via email or phone call made to families 30 days past due. A meeting will be set up with the parents and administration at 60 days past due.

Checks returned for insufficient funds are assessed a \$30.00 fee. If more than two checks are returned, all future payments must be made in cash, cashier's checks, or money orders.

Payment may be made by:

- Check
- Cashier's check
- Money order
- Cash
- AHC/EBT

Please do not send tuition payment with your child. Payments may be mailed to the school at 805 N 1st Street, Indianola, IA 50125, or dropped in the fee drop box outside of the office or delivered to office staff.

TUITION AND FEES for 2018-19

Grades	Registration Fee*	Book Fee**	Tuition
2- Day Pre-Academy	\$125	\$150	\$900 (with afternoon \$1,445)
3- Day Pre-Kindergarten	\$125	\$150	\$1,200 (with afternoon \$1,945)
5- Day Pre-Kindergarten	\$125	\$150	\$1,800 (with afternoon \$3,310)
Kindergarten – All Day	\$200	\$250	\$3,700
1st - 8th Grade	\$200	\$300 (7th \$150)	Full Time \$4,300 Dual Enroll: 6th - \$3,030 7th - \$2,500

* Registration Fees are discounted by \$25 before March 15.

**Book Fees are discounted by \$25 before July 1.

Statements: Monthly financial statements are sent electronically.

WITHDRAWAL FROM SCHOOL

Once a student has completed the application or reenrollment process and paid the Registration Fee, the student is considered enrolled at Victory Christian Academy. VCA counts on a full-year commitment in meeting staffing needs. Removing your child part way through the year for any reason except moving out of the area is strongly discouraged. Please prayerfully consider your commitment when sending your child to VCA.

SCHEDULES

BEFORE/AFTER CARE

Children needing care between 6:45 and 7:45 a.m. may use Before Care. After Care is available until 5:30 p.m. Information on rates is available in the office or on the school website. Early Out Care is available on the first Wednesday of the month from 11:30 to 3:30, when After Care starts. No hot lunch is available on Early Out days. Parents must provide lunch for students who stay for Early Out Care.

Please note: Parents interested in Before or After Care must fill out the information card before the first day of school.

Drop-in care is available with prior notice and approval.

SCHOOL HOURS

The school day begins at 8:10. Students may arrive any time after 7:50 am. Students who arrive after 8:10 will be counted tardy. Students arriving before 7:00 must go to Before Care and will be charged accordingly.

Students will be dismissed at 11:30 on the first Wednesday of the month for teacher professional development except the first Wednesday of the months during which parent-teacher conference are held. Professional development is the morning of conferences during those months. See the school calendar for those dates.

Pre-Academy and Pre-Kindergarten students may go directly to their classrooms upon arrival. Academy students are dismissed to their classrooms at 8:00. No student is allowed in the classroom or in the hall ways before 8:00 unless permission is given by a teacher.

Dismissal is at 3:15 p.m. for all students. Children should be picked up no later than 3:30. Parents should notify the school by phone, text, or email if they are going to be late picking up their child. Children not picked up by 3:30 go to After Care and are charged accordingly.

Please indicate on the registration form who is allowed to pick up the child. If there are any changes, please notify the office. Identification (driver's license) of the person picking up the child may be checked.

If there is a restriction on child(ren) contact due to divorce or separation, VCA must have on file a certified copy of the court order of Final Judgment designating who is allowed to see or pick up the child(ren).

SCHOOL PROCEDURES

ADDRESS CHANGES

Please report any changes in contact information to the Main Office.

ANIMALS

Animals may be brought to school for events such as show-and-tell and must be taken home immediately afterward. Permission to bring animals into the building must be obtained from the teacher and/or administrator. Teachers must insure the animal does not pose an allergy or asthma problem to any of the students. They must be properly restrained. Due to insurance reasons, pets may not accompany off-campus, school-sponsored events such as field trips.

CELL PHONES

Students are not to use cell phones at school. If a student has a cell phone, it must be turned off during school hours and whenever inside the school building. The student who possesses a cell phone shall assume responsibility for its care. At no time shall VCA be responsible for theft, loss, or damage to cell phones or other electronic devices brought onto its property.

CHILD ABUSE POLICY

State law and school policy designate school staff as mandatory reporters. School staff will make such reports in the best interest of the affected child and do not have any legal alternative except to make the report to the proper authorities for their investigation and review.

COMMUNICATION

If you need to get a message to your child regarding transportation changes, changed appointments, etc., these messages will be delivered by 2:00 p.m. Please call or email before this time to have a message delivered.

Communication from the Board to Families: The VCA Board and staff take advantage of multiple options for communication. If you are not receiving emails and reminders, please contact the office to be sure we have the correct email address.

- **Board Agenda-Monthly:** The agenda goes on the website before the meeting and an email goes to parents to tell that it has been posted. We try to get it on there by Friday the week before the meeting on Monday.
- **Board Update-Monthly:** We create this update right at the end of the board meeting and send it out that night. It contains the main decisions and information from the meeting.
- **Board Minutes-Monthly:** The minutes go on the website as soon as they are available-usually one or two days after the meeting.
- **Board Emails-As Needed:** Other info is sent out by email as it comes up.

Communication from parents to board: If you have something you would like to communicate to the board or something you would like to see on the agenda, there are several options:

- Contact the Administrator at 962-1632.
- Contact the Board President. See the school website for up-to-date contact information.
- Attend the semi-annual meetings in October and April.
- Participate in the open section of the board meeting, which is the first 15 minutes of each meeting, right after the devotion and prayer.
- Take advantage of surveys as they are sent out. We try to keep them very short so you can answer them quickly.

Other School Communication:

- **Fliers and Letters-**the office, the administrator, or the teachers can send fliers or letters. Examples would be the announcement of special events or explaining what was needed for the academy program.
- **Emails-**the office or the administrator can send mass emails. Examples include links to the calendar for next year, info about the upcoming programs, and upcoming dates This method is also how we send the Board Update each month.
- **Facebook-**announcements and pictures are posted on Facebook.
- **School Website-**the website holds most information about the school. You can find things like the school calendar, the current month lunch menu, a link to the Board meeting agendas or minutes, and other publications there.
- **Newsletter-Monthly:** The newsletter goes out the end of the month with a summary of the past month and the information needed for the following month such as upcoming dates and the lunch menu. This information will be available in a different way beginning October 1, 2018. The final official newsletter will be right before school starts for the August and September information. (See below: Sycamore Education.)
- **Sycamore Education:** A new method of communication will be introduced when school starts in 2018. We will use Sycamore Education as a Student Information System (SIS). This may replace some of the things above. For example,

most of what is in the newsletter will be on the front page of that site including pictures, and we will use that to do the emails and cancel our subscription to Constant Contact. The newsletter will be obsolete then as well since you will be able go there anytime and get all the most up-to-date information with one click.

Once we add all the features of Sycamore, teachers can use it to communicate with the class and you will have access to assignments and grades more often than you do now. If you have students in the public school, this site is similar Power School that they use.

As we continue to hear that people think communication is lacking, we wonder if perhaps there are some who are not getting the emails of just don't know about all these options for connecting. Email is the way you will receive the Board Update and notifications that the agenda and the minutes have been added to the website as well as most other information. If you are not receiving emails from the school such as the ones listed above, please contact the office to update your email address (office@vcaiowa.com or 515-962-1632).

COMPUTER NETWORK AND INTERNET ACCESS POLICY (TECHNOLOGY POLICY)

The primary purpose of the VCA's computer network is educational. The network serves as a resource for enriching the teaching and learning objectives at VCA. Users are responsible for ensuring their activities conform to VCA's standards as an institution of Christian education, in obedience to Biblical command and values. The student use of the network is not for any private or commercial use. Students and parents must sign the Technology Policy before the student will be able to use computers at VCA.

VCA expects the highest standards in Internet use. Purposely visiting inappropriate sites is reason for dismissal of students or staff members. Anyone who accidentally reaches an inappropriate site must notify the administrator immediately or by the next morning if at night.

COUNSELING AND GUIDANCE

The VCA guidance and counseling program consists of working with and supporting students in spiritual, personal, social, and educational areas. All counseling and guidance is provided by the teacher, unless the teacher requests assistance from the administrator. When further assistance is needed and parents will be included in a conversation about involving the Area Education Agency (AEA) or other professionals.

EQUAL EDUCATION OPPORTUNITY

VCA is committed to complying with the American with Disabilities Act (ADA) and applicable state and local codes.

FIELD TRIPS

VCA encourages field trips as part of our educational program. Periodically, classes take trips to places with educational value. The following guidelines are used for field trips:

- Parents sign a permission slip for field trips at registration.
- Parents are notified as soon as possible but at least two weeks prior to the trip.
- Students travel via vehicles driven by parents, school employees and/or the school bus.
- Small fees may be charged to cover expenses.
- Parents are always welcome to chaperone. Children not enrolled as students in the class, including younger siblings, are not allowed to participate in field trips.

HOT LUNCH PROGRAM

VCA partners with Hy-Vee of Indianola to provide a hot lunch program to our students. VCA receives no state or federal subsidies for its hot lunch program. Milk is not included with the hot lunch meal. Parents can purchase lunch tickets and milk ticket in the office. Monthly menus are available on the school website and can be picked up in the office. Parents and grandparents may join their student for lunch at any time. If you would like to order hot lunch, please call the school before 8:15 a.m. or send a written note with your student.

VCA behavior guidelines apply for the lunch period. Students should always be polite and use good manners. Microwave ovens are available for student use.

INCLEMENT WEATHER/BUILDING EMERGENCY

In case of emergency, such as a natural disaster or fire affecting our building, students may be taken to a safe location. Parents and/or emergency contact persons will be notified about our emergency early dismissal. In case of such emergency, please do not call the school. Phone lines may need to remain open. VCA appreciates your patience, prayers, and cooperation in advance.

Weather delays or cancellations: School may occasionally be cancelled, start late, or dismiss early due to inclement weather. Before Care is not available when there is a late start, and After Care is not available when school is out early. If Indianola Public Schools has a late start, cancel, or dismisses early due to inclement weather, VCA will also cancel. Inclement weather may include but is not limited to:

- actual or wind-chill temperatures in the danger zone,
- snow or ice obstructing roadways,
- limited visibility,
- winter travel advisories, and/or
- floods.

The decision to delay or cancel will be made no later than 7:00 a.m. Cancellations, late starts, and early dismissals will be announced on both television Channel 8 and Channel 13 and will be emailed to all emails on file for parent communication. Early dismissals will be called as soon as possible and will be notified in the same manner. Staff will also attempt to contact all parents by phone. However, since calling takes a long time, please check email during inclement weather.

LOCKERS

Lockers are the property of VCA. Use of the lockers should be considered a privilege, which can be taken away. Lockers contain an individual student's personal property. The student assigned to the locker is responsible for his/her books and personal possessions at all times. All student-owned items must be stored in the student's assigned locker. Students are not permitted to enter another student's locker without permission from the student assigned the locker and/or supervision of a teacher or administrator. Lockers should be kept in an orderly condition. Students that are not neat and organized will be asked to clean them.

Students should use magnets to attach items to the locker doors or walls whenever possible (no use of glue, tape, etc.).

PERSONAL PROPERTY

Students are responsible for their own possessions. Any theft should be reported immediately to a classroom teacher or the administrator. Mark personal property clearly for easy identification. Valuable items should be left at home. This includes trading cards, electronic games, toys from home or cash. A "Lost and Found" box is in the main hall outside the office. The box is emptied at the end of each quarter. Any item not claimed is given to charity or is sold at the school garage sale.

PHOTOS

Victory Christian Academy collects photographs of students, faculty and staff for its business/academic functions (e.g. brochures, Hearts of Fire, website, yearbook). VCA seeks written permission to use images of students. All faculty and staff will be notified prior to the Academic year if a student in his/her class has not signed this written permission.

VCA encourages staff, faculty and parents to submit all photographs taken of students and faculty at VCA sponsored events or in the classroom to the Main Office. The Main Office will then organize and submit them to the appropriate representative.

TOBACCO FREE

VCA is a tobacco-free facility

- Tobacco use is prohibited by students, faculty (certified and non-certified), and visitors on school property, in school vehicles, and at all school sponsored and non-sponsored functions on or away from school property.
- "Premises" includes all buildings, grounds, and vehicles of the school.
- Student possession, use, distribution, or sale of tobacco, including any smoking device, is strictly prohibited.
- Persons violating this policy shall be asked to refrain from smoking, including smokeless tobacco products, and/or e-cigarettes. Failing to abide by this request shall be reason to be asked to leave the school premises and grounds immediately.

UNIFORMS

School uniform guidelines at VCA strive to develop the biblical character qualities of discernment and self-discipline as a part of the disciple-making process.

Pre-Academy: Short-sleeve Pre-Academy t-shirts are included in the Registration Fee. Two- and three-day students receive 2 shirts and five-day students receive 3 shirts. T-shirts may be picked up at Orientation. Additional short- and long-sleeved t-shirts can be purchased from the office. Students are to wear one of these shirts for class and all field trips.

Academy:

- **Boys:** Tan/khaki or black pants or long, non-athletic shorts. Solid white, black, gray, or red collared short- or long-sleeved shirts such as polo style or turtleneck, including mock style, shirts in any fabric.
- **Girls:** Tan/khaki or black pants, capris, jumpers, skorts, skirts, or knee-length, non-athletic shorts. Solid white, black, gray, or red collared short- or long-sleeved shirts such as polo style or turtleneck, including mock style, shirts in any fabric. Leggings worn under black or khaki skirts may be colored. However, leggings worn as pants must be black or khaki.

Sweatshirts and Sweaters: Students may also wear solid color (no logos) white, black, gray, or red sweatshirts, fleeces, and sweaters for warmth over the uniform.

Physical Education: Kindergarten through Grade 3 students wear their uniforms for physical education. Grades 4 through 8 wear black athletic pants or knee-length shorts and a plain-colored red or gray short-sleeve t-shirt. All students wear tennis shoes. When physical education is at the Y, students must have clean tennis shoes to change into at the Y.

Footwear: Should be appropriate to the season and weather conditions.

Other Considerations

- Boys hair is short and neatly trimmed (off the neck and out of the eyes)
- Hair is not to be dyed in unnatural colors.
- Extreme hair styles should be avoided.
- Extreme chains and jewelry, unnatural make-up, and body piercings are unacceptable.

Violations of dress code are handled with verbal reminders and/or written notes to parents. However, continued violation will result in more severe consequences up to and including dismissal from VCA.

VISITING VICTORY CHRISTIAN ACADEMY

VCA facilities are locked during school hours. Visitors must check in at the office upon arrival. VCA welcomes parents, grandparents, other family members, and friends to visit our school any time. Appointments are preferred but are not required.

WEBSITE

We invite parents to check out the school's website at www.vcaiowa.com. Parents will find many informational items about VCA, including schedules, handbooks, newsletters, hot lunch menus, etc.

WITHHOLDING OF STUDENT RECORDS

At the end of the school year, if money is still owed for tuition, fees, lunch, or milk charges, etc., report cards will not be sent home. Student records will not be released to any other school until payment is made in full. A student may not re-enroll at VCA until all tuition, fees, and other charges are current or arrangements have been made with the administration/school board.

SCHOOL STRUCTURE

ADMINISTRATION AND FACULTY

Our administration and faculty members are born-again Christians who are qualified teachers, active members of a local church, and are dedicated to our school's philosophy. The administrator is charged with the responsibility of carrying out the policies set by the school board in the day-to-day operation of the school.

PARENT/TEACHER FELLOWSHIP (PTF)

The VCA PTF, a partnership between parents and teachers, is dedicated to improving and enriching the VCA experience for every current and future student and establishing close relationships between home and school.

The PTF helps with activities such as fundraising, coordinating "room parents" for class parties and planning student events. Parents are voting members of the PTF. All VCA parents, teachers, and staff are encouraged to participate. There are a wide variety of volunteer opportunities and projects available.

PTF's desire is to aid families in their understanding of Christian education, to make them ultimately more effective in the rearing of their children and to encourage growth in God's word.

PARENT VOLUNTEERS

Parents or others who are interested in regularly volunteering in a classroom can contact the school administrator. Parents who would like to volunteer specifically to help with class parties, field trips or student events may volunteer through the PTF or classroom teacher. Background checks may be administered at any time on any volunteer who enter VCA.

SCHOOL ASSOCIATION

Parents or legal guardians are voting members of the VCA association. Members of the association have the right to elect new school board members and attend board meetings during open session. Details may be found in VCA's bylaws.

SCHOOL BOARD

VCA's School Board is the policy-making body. The School Board is comprised of born-again Christians with an interest in the success of VCA. New members are elected by an annual vote of the VCA Association. The School Board has the authority to hire, evaluate, and retain or dismiss the head administrator, who evaluates and makes recommendation to the Board for the hiring, retention, and dismissal of the faculty and staff. Board meetings are held monthly. Specific dates and times are found on the school calendar.

If you would like to place an item on the agenda, please contact the Administrator or school Board president. Requests must be submitted in writing at least 7 days prior to the meeting.

Other information concerning the Board and its responsibilities is contained in the Bylaws of Victory Christian Academy.

CLOSING STATEMENT

The contents of this handbook are to be used as a guide. This document is in no way an all-inclusive statement of VCA's rules, regulations, and philosophy. The administration reserves the right to determine acceptable actions, behavior, and conduct. The school board also reserves the right to add or delete elements of this handbook at any time as deemed necessary.