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This Handbook is not a contract but rather simply the current guidelines we seek to follow. The following guidelines are subject to change without notice at the sole discretion of the school.

## MISSION STATEMENT

“We equip students through academics to become disciples who will impact their world for Christ.”

## VISION STATEMENT

Victory Christian School recognizes that God, through His Word, the Bible, is the absolute authority and basis for all truth. Under this authority, and in cooperation with the local church and evangelical community, we seek to assist Christian families in training their children to become Christlike. We seek to provide an environment which cultivates the development of fully devoted followers of Christ. We seek to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

## SHARED VALUES

- **Love:** Our students will consistently demonstrate and receive opportunities to love the Lord and love others. Love represents the *mindset* of a disciple of Christ.
- **Integrity:** Our students will consistently walk in a manner that is biblically upright. Integrity represents the *conduct* of which a disciple chooses to live their life.
- **Service:** Our students will consistently demonstrate and receive opportunities to serve others in the name of Christ. Service represents the *product* of a disciple's life.
- **Excellence:** Our students will consistently strive to do all things with excellence as approved by the Lord. Excellence represents the *quality* in which a disciple commits to do all things.

Love: our mindset    Integrity: our conduct    Service: our product    Excellence: our quality

## STATEMENT OF FAITH

We believe the Bible to be the inspired and only infallible, authoritative, written word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation.

We believe in the true deity and true humanity of our Lord Jesus Christ, His preexistence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory.

We believe that man was created good and upright; for God said, “Let us make man in our image, after our likeness.” However, man, by voluntarily transgressing, fell and thereby incurred not only physical death but also spiritual death, which is separation from God.

We believe that man's only hope of redemption is through the shed blood of Jesus Christ. The inward evidence of salvation is the direct witness of the Spirit. The outward evidence includes not only a life of righteousness, holiness, and a life of service to others.

The conditions of Salvation are repentance and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God, according to the hope of eternal life.

We believe that a divinely-called and scripturally-ordained ministry has been provided by our Lord for a two-fold purpose: for the evangelization of the world and the edifying of the Body of Christ. We believe in the fulfilling of the Great Commission is an obligation of all believers in our Lord Jesus Christ.

We believe in the resurrection of those who have fallen asleep in Christ and those who are alive and remain unto the coming of the Lord. We believe that the second coming of Christ includes the rapture of the saints, followed by the

visible return of Christ and His saints to reign on the earth for one thousand years.

We believe that there will be a final judgment in which the wicked dead will be raised and judged according to their works. Whoever is not found written in the Book of Life will be consigned to everlasting punishment.

## **RACIAL NONDISCRIMINATORY POLICY**

The governing board of the Victory Christian School, Inc., located at 2053 Pleasant Valley Road, Niles, Ohio 44446, has adopted the following racial nondiscriminatory policy.

The Victory Christian School does not discriminate on the basis of race, color, national origin, gender, disability, or age in its recruitment, admission, treatment, or access to the school and its programs or activities, or with regard to its hiring and employment decisions or election of Directors and Officers. The following person has been designated to handle inquiries regarding non-discrimination policies: Michelle Fontes, Principal/Administrator, 2053 Pleasant Valley Road, Niles, Ohio 44446, 330-539-9827.

## **LIFESTYLE STATEMENT**

Victory Christian School recognizes that God, through His Word, the Bible, is the absolute authority and basis for all truth. Under this authority, and in cooperation with the local church and evangelical community, we seek to assist Christian families in training their children to become Christ-like. Based on this biblical worldview, Victory Christian School has an understanding and belief of what qualities or characteristics exemplify a Christ-like life. Victory Christian School reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school endorses. This includes, but is not necessarily limited to, participation in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity, gender identity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

## **BIBLE TRANSLATION**

Victory Christian School believes the Bible to be the inspired and only infallible, authoritative, written Word of God. All students are to have a personal Bible to use in Chapel and Bible class, as well as for personal scripture reading during the school day. Students in grades 6 - 12 may use the King James Version, the New King James Version, the New International Version, English Standard Version, or New American Standard version for memory work and reading aloud in class. Students in grades 1 – 5 will use the New International Version in class and chapel. Scripture memorization will be taken from the NIV version or the version used by the student's church or family.

## **CHURCH ATTENDANCE**

Victory Christian School has an expectation that all students and their families will be in regular church attendance at a Bible-believing church. This is stated as a condition for admittance and for continued attendance at VCS. We believe that we cannot be in harmony unless the spiritual expectations of the school are in agreement with those of the home. A Statement of Church Attendance form will be required at the beginning of each school year.

## **VISITORS**

Students may bring a visitor who is a prospective student of Victory Christian School. Please obtain a "Visiting Student Form" from the office at least two (2) days in advance of the visit. The sponsoring student is responsible to inform the visiting students of our dress code and standard of conduct. A student who is on suspension or probation from another school is NOT permitted to visit. All visitors to the school **must**:

- sign in at the school office
- state purpose and intended length of visit
- show proper identification
- display "visitor" tag while on campus
- sign out upon leaving

## MEDICAL GUIDELINES

### Emergency Medical Authorization

Parents must complete a new Emergency Medical Authorization Form at the beginning of each school year. Please inform the office immediately if there are any changes in residence, phone numbers, employment, etc. during the school year.

If you will be out of town at any time and your child is under someone else's care, notify the office immediately of the new information.

### **Illnesses**

#### Fevers

If your child has or has had a fever of 100.4 within a 24 hour period, they must not return to school until the fever has been gone for 24 hours without fever reducing medicine.

#### Vomiting and Diarrhea

If your child is vomiting or has diarrhea, with or without a fever, they must not return to school until they have not had symptoms for 24 hours.

#### Screenings

Screenings for hearing and vision will be done yearly for the grades listed below and all students new to Victory Christian School. Scoliosis screenings will be completed once during sixth through eighth grade.

Hearing - Grades K, 1, 3, 5, 9

Vision - Grades K, 1, 3, 5, 7, 9

Scoliosis - Grades 6, 7, 8 for girls and boys

#### Communicable Diseases

The Ohio Department of Health requires that students with the following conditions be excluded from school:

Strep Throat - may return to school 24 hours after medication is begun if no fever is present.

Chicken Pox - excluded from school until all lesions are crusted over

Impetigo - may return after treatment is begun and no drainage present

Hepatitis A - excluded from school at least 4 days after rash appears

Influenza - excluded from school until symptoms are gone

Head Lice - excluded from school until treated and head inspection by a nurse or school personnel reveals no live nits.

Mumps - excluded from school 9 days after swelling occurs

Ringworm - excluded until treatment is begun

Scabies - excluded until student and household contacts have been released by a physician.

Conjunctivitis (pink eye) - excluded during acute stage until discharge has ceased

Common Cold - excluded from school until acute symptoms are gone

HIV/Hepatitis B - approval of administration required

#### Coronavirus – COVID 19 – CDC Definition

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Please call your medical provider for any other symptoms that are severe or concerning to you.

Victory Christian School will monitor students, faculty, and staff for symptoms of COVID 19. If a student, faculty, or staff member begins having suspected COVID 19 symptoms or feels ill during the day:

- they will be immediately separated from others
- students, faculty or staff that have symptoms of COVID 19 parent will be called for students, faculty and staff will be sent home and the Trumbull County Health Department will be contacted
- all areas will closed that the ill person was using
- VCS will follow CDC guidance for cleaning and disinfecting the room/building

If a student, faculty or staff member has been exposed to someone who has COVID 19 or tests positive for COVID-19 Victory Christian School will contact the Trumbull County Health Department and follow the procedures for COVID-19.

Parents must assist in the health program by:

1. Meeting the immunization requirements on time.
2. Carefully observing children for signs of disease and sickness, and keeping them home when ill.
3. Promptly sending in statements concerning a child's sickness.
4. Providing a sound health program for your children at home includes adequate rest, outdoor recreation, a balanced diet, good study hours, and regular medical examinations.

By law of the Ohio General Assembly, all students K-12 must have on file at VCS, prior to the 15<sup>th</sup> day of school, documented evidence of the minimum number of doses listed of the following immunizations according to the grade the student is entering.

DTaP/DT Tdap/Td	K - four or more doses; if all four were given before the 4 <sup>th</sup> birthday, a fifth dose is required 1-12 – four or more of DTaP or DT, or any combination; three doses of Td or combination of Td and Tdap is minimum for children age 7 and up 7 - 12 – one dose of Tdap vaccine must be administered prior to entry
Polio	K - 7 – three or more doses of IPV; final dose must be administered on or after 4 <sup>th</sup> birthday 8 - 12 – three or more doses of IPV or OPV; if third dose of either series was received prior to the 4 <sup>th</sup> birthday, a fourth dose is required
MMR	K - 12 – two doses of MMR; first dose administered on or after first birthday; second dose must be administered at least 28 days after dose one
HEP B	K - 12 – three doses of Hepatitis B; second dose must be administered at least 28 days after the first; third dose at least 16 weeks after the first dose and 8 weeks after the second; last dose in the series must not be administered before age 24 weeks
Varicella Chickenpox	K – 7 – two doses of varicella must be administered prior to entry; dose 1 on or after first birthday; second dose at least three months after dose one 8 - 11 – one dose of varicella vaccine must be administered on or after first birthday
MCV4 Meningococcal	7 - 8 – one dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry 12 – two doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry

1. A written statement from the physician stating that immunizations were withheld for medical reasons.
2. A written statement from the parent/guardian stating that immunizations were withheld due to religious or philosophical beliefs.

Failure to meet one of the above requirements will result in the student being excluded from school until the requirement is met.

### Wellness Policy

Victory Christian School is committed to providing a school environment that promotes and protects the student's health, well-being, and the ability to learn by supporting healthy eating and physical activity. The VCS Wellness Policy can be found on the school website.

Victory Christian School will:

- Engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school wide nutrition and physical activity policies.
- All students in Kindergarten through grade twelve will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served during the school day will meet the nutrition recommendations set forth by the Ohio Department of Education/U.S. Dietary Guidelines for Americans.
- Meals will provide students with a variety of affordable, nutritious, and appealing foods that meet the nutrition needs of students and a clean, safe, and adequate time for students to eat.
- Victory Christian will provide nutrition and physical education to foster lifelong habits of healthy eating and physical activity, and will establish connections between health education and school meal programs.

## **MEDICATION ADMINISTRATION SCHOOL POLICY - Grades K – 12**

Victory Christian School's policy is that we will not administer medication. However, we do realize that there are students with chronic medical conditions that require medication to be administered at school. The use of medication in school is to allow each student to participate at their fullest potential while at the same time to ensure a safe, secure and orderly environment for fellow students, teachers, and staff.

In order to achieve this goal, Victory Christian School has established the following guidelines and recommendations. Parents/guardians are to administer doses of medication to the students at home. When this procedure cannot be followed due to special circumstances, then proceed to the following:

1. For physician-prescribed medications to be given during school hours in our facility there MUST be:
  - The Victory Christian School Prescription Medication Form signed by the parent/guardian and the physician.
  - Parents must bring ALL medications to school in the original container labeled by the pharmacy or physician.
  - ID which provides the student's name, drug name, dosage, the times of administration, the duration of the prescription and the reason for the medication. Also, the physician should alert the school to any reactions the student may develop while taking the medication.
  - These medications will be kept in a secured storage area on the school grounds designated by the school administrator.
  - The dates and times that these medications are given will be documented on each student's individual medication record in RenWeb.
  - The student will be expected to report to the school office at the appropriate time for the medication administration.
  - Medication/equipment which needs to be with the student, (i.e. Epi-Pen, inhalers, glucometers) require a physician's statement for the student to have direct access to them.
2. For parent-prescribed medication, the following guidelines apply:
  - The Victory Christian School Non-Prescription Medication Form signed by the parent/guardian.

- A written and signed statement from the parent/guardian stating: the need for medication, name, dosage, and frequency of the drug.
- All medications must be brought to the school in the original container.
- These medications will be kept in a secured storage area as designated by the school administrator.
- The dates and times that these medications are given will be documented on each student's individual medication log.
- The school and administration have the right to limit the duration of a parent-prescribed medication and/or require a physician's order for continued use of medication.
- The school and administration reserve the right to specify medications which may not be administered at Victory Christian School that can be administered at home such as daily vitamins or supplements.

## **SAFETY ISSUES**

### Emergency Operation Plan

The Emergency Operation Plan of Victory Christian School has met the requirements set forth by the Ohio Department of Education and Ohio Homeland Security.

### Fire Drill

Fire drills will be conducted monthly. At the alarm signal, students will vacate the building in a quiet and orderly manner following the escape routes posted in each room. The teacher will be the last person to exit the room. Class groups will stand silently in a single file in their assigned area while the teacher takes roll. Students will re-enter the building at the all-clear signal and return to their classrooms.

### Tornado Drill

The National Weather Service issues a "Tornado Watch" when the possibility of a tornado exists and a "Tornado Warning" when one has been spotted or indicated on radar. When the tornado signal sounds, students will quickly and quietly proceed to their assigned areas in the basement or alternate locations and kneel down with their hands over their heads. No talking is permitted to allow instructions to be given. In the event that a tornado comes without warning, seek out spaces protected by interior walls, avoiding windows or glass. If necessary, get under a desk or table and cover your head with a coat or jacket.

### Building Evacuation Procedure

In the event that the building must be evacuated, students will exit according to the escape routes posted in each room and proceed quickly to the designated area.

### Emergency School Closing

When it is deemed necessary to close school due to inclement weather or any other emergency situation, Victory Christian School procedure is as follows:

- A text message will be sent to the families from the school.
- The following television stations of the Youngstown area will be contacted: Channels 21, 27, and 33.
- If VCS is in session, and the district of residence is closed, parents are advised to make a decision for attendance based on the conditions. The student will be excused, although still counted absent. The counted absence will be included in the maximum number of absences allowed by the state (20).

## **ATTENDANCE**

The philosophy of the Victory Christian School attendance policy is to teach the value of punctuality and good attendance in the workplace. For students, the school is their workplace. Parents, please help us by reinforcing this value. In order to be in compliance with the law of the State of Ohio relative to attendance, the following guidelines have been established.



## Absences

Anytime a student is going to miss school, the parents should contact the office by 8:30 a.m. If a student is absent, parents may call the office for missed assignments. Upon returning to school, the student must present a written excuse, within three (3) days, signed by a parent, stating the reason for, and the date(s) of, the absence. Please note: absences are unexcused and no credit is given for assigned work if a note is not turned into the office within three (3) days.

The student is responsible for all missed assignments, tests, and projects. A student will have time equal to the number of days missed (up to one week) to complete assignments. It is the responsibility of the student to make arrangements with the teachers to make up any missed tests. Students who miss the day before a scheduled test should be prepared to take the test as scheduled. If the work, including tests, is not completed within the allotted time, zeros will be given for all incomplete work.

Any student arriving after 10:30 a.m. will be counted absent for half a day. All late arrivals must report to the office and obtain an "admission to class" slip.

### Excused Absences include:

- Illness that precludes the student's attendance
- Death in the immediate family – three (3) days
- Emergency (at administrative discretion)
- Medical or dental appointments. It is requested that these be scheduled after school .
- Hunting – One day is allowed if students present written parental permission two days prior to the day of absence. Class work should be completed and turned in before the day of absence per teacher's discretion.

Excused absences follow the VCS attendance and absence policy with the addition of the following. For every class that a student misses, said student must make up both class work and homework for each missed class. Make up work must be completed in the same amount of time as the absences occurred.

### Planned Absences

The home is the center of the student's educational program and the school supports family activities which involve the student in meaningful learning experiences. Students may be excused from school with the prior written request of parents for church-sponsored events. **Family vacations are unexcused absences.** Arrangements must be made seven (7) days prior to the date of the absences. A "Request for Student Absence" form will be sent to you by contacting the school office. It is to be understood that the days of absence charged against the maximum ten (10) days for the semester. Although family vacations are considered to be unexcused, students will have the opportunity to complete classroom work and assignments via Google Classroom for the days they are not in school.

### Unexcused Absences from School

- When a student has missed more than three (3) days without excuse (unexcused absence), a letter of notification is sent to the parents.
- If a student reaches 5 unexcused absences a meeting will be held with the principal to develop a plan to ensure students are in school.
- If a student reaches 7 unexcused absences he/she will be placed on Attendance Probation

A student will not ordinarily receive credit for a course if he or she is absent, **without excuse**, for more than ten (10) days per semester or twenty (20) days per school year. Any student who exceeds the tenth **unexcused** absence may be subject to one or more of the following:

- unable to make up work,
- denied promotion to the next grade level,
- subject to loss of academic credit, and/or
- required to withdraw from school, or
- any combination of (1) through (5)
- referral to appropriate court officials for truancy

## Tardiness

Students are considered tardy to school if they are not in their homeroom when the 7:55 a.m. bell rings. To aid student punctuality, a warning bell rings at 7:45 a.m. at which time students are dismissed from the gymnasium. The first period teacher will record all tardies. All students arriving to school after 7:55 am must be signed in by the parent/guardian unless they are a student driver and receive an "admit to class" slip.

It is understood that there are unforeseen reasons causing a student to be late to school. Therefore, a student will not receive an unexcused tardy for one occurrence, not listed below, of being late to school each nine weeks. However, a note will be required with an explanation and a parent signature the next day.

### Excused Tardy - Note required

- Illness - with limitations
- Illness in immediate family - with limitations
- Transportation – mechanical issue with car, accident, detour due to road closure
- Extremely poor weather conditions
- Emergency at home – administration approval
- Medical/dental appointments - excuse from doctor

Arriving at school late directly impacts student grades. **After eight (8) unexcused tardies a meeting will be held with the parents and the principal to develop a plan to ensure students are in school on time.**

## Illness during school

When a student becomes ill and is unable to function in the classroom during school, the parents will be notified and asked to pick up their child(ren). No infirmary is available. Please advise the office of any changes to phone numbers.

## Medical and Dental Appointments

All appointments should be scheduled after school hours whenever possible.

## Field Trips

Field trips are provided as a part of the educational process. Students are expected to participate in the field trips or to attend school. In this case, the teacher will have a related project for the student to complete in school. Staying at home is an unexcused absence.

## School Programs

All school programs for grades Kindergarten through twelve, require mandatory participation unless due to illness. Parents must provide a medical excuse. If a student does not attend they will receive a zero for the program.

## College Visits/Testing

Each junior and senior will be given two days per year for campus visits and/or testing. The student must receive permission from the principal and provide a document from the college or university that will verify their attendance.

## Senior Pictures

Sittings for senior pictures should be scheduled after school hours.

# **DISCIPLINE**

## Standards of Conduct

In order for a group of individuals to form a community, there must be a standard of conduct which is agreed upon and maintained. At Victory Christian School we base our behavioral standards on the Word of God. Our objective is to

create an atmosphere that promotes the development of Christian maturity. This section establishes the areas that we feel are important in order to create such an atmosphere.

The grounds and physical building of VCS are provided to the school as a part of the ministry of Pleasant Valley Church. The building and its properties have all been dedicated to the Lord and to His service, and the governing board and faculty are striving to be faithful stewards of this responsibility. Students who attend VCS are stewards of this responsibility as well. Therefore, any action that damages or defaces the property will lead to disciplinary action and monetary restitution.

Healthy, Christ-honoring relationships between young men and women should demonstrate friendliness, common courtesy and respect at all times. The Bible is clear in its position regarding sexual impropriety. Scripture teaches that fornication, intimate physical contact outside of marriage, and homosexuality, are forbidden. Such behavior is considered extremely serious and will result in strict disciplinary procedures for both male and female students which could likely include suspension or expulsion. Because we believe the Biblical teaching on the sanctity of life, voluntary termination of a pregnancy will result in automatic expulsion.

All students are expected to show respect to all faculty members and support staff, other students, and school property. Prompt obedience should be given to the administrator, teachers, and support staff in every situation. If a student feels he/she has been unfairly treated, an appeal should be made directly to the offending individual in a respectful manner.

Discipline is essential to assist our students to become men and women who practice obedience and develop a lifestyle that is pleasing to God. A proactive approach to discipline is one in which a positive response to authority is expected result. The application of discipline will be governed by the principals of redemption and restitution. However, it is to be clearly understood that actions carry consequences that must be applied.

### Behavioral Expectations

- All assigned work must be personally done by the student, unless otherwise specified by the teacher.
- Cheating in any form is considered grounds for suspension or expulsion. Plagiarism is a form of cheating. Any work that includes plagiarism will be given a zero. All junior and senior high students will receive instruction in both written and verbal communication.
- All adults are to be addressed as Mr., Mrs., Miss, Dr. or Pastor. Titles of respect are common courtesy.
- Electronic devices such as iPods, Smartwatches; and any other device that is deemed by the administration to be a distraction to the learning environment., cameras (including cell phone cameras), radios, lighters, matches, laser pointers, toys (at elementary recess), and electronic games are unnecessary distractions in an academic environment; therefore, they are not permitted at VCS, including the After Care program. Such objects will be confiscated and returned to the student's parent/guardian.
- Electronic devices including iPods, Smartwatches, cell phones, etc. are permitted at sporting events.
- Cell phones are permitted but must not be used and not be a visual or auditory distraction while on school grounds.
- Cell phones are not to be used during school hours including dismissal.
- All cell phones are to be in the student's locker on silent or turned off.
- Sexting is the act of sending, receiving, or forwarding sexually explicit images. Engaging in such activities are subject to state laws and school discipline. VCS considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school principal/administrator.
- Students and parents will avoid a negative, complaining attitude.
- All students are responsible to keep their areas clean and to pick up after themselves anywhere on the school grounds. In an effort to facilitate this, CHEWING GUM IS NOT PERMITTED.
- All students will give attention to chapel speakers and assembly programs by sitting up, looking at the speaker, and participating appropriately. Once the program begins, courtesy calls for attentiveness and quiet.
- VCS students and parents will conduct themselves in a respectful manner in athletic contests. Derogatory remarks or booing directed toward the officials, the other team, or their fans is forbidden.
- Students will follow a hands-off policy with one another. Displays of affection, such as hand holding, hugging, kissing, etc. is not permitted.
- Running, shoving, pushing, fighting, and loudness on school property is not permitted.
- Personal notes between students may not be written, read, or passed during class time.

- Eating is reserved for lunchtime in the cafeteria and in the classroom during snack. Open food containers/packages are not to be carried in the hall or from room to room. No food or beverage is permitted in the science room, computer lab, art room, and any other designated areas.
- Classroom rules set forth by teachers carry the same importance as rules listed in the handbook.
- Students are not permitted to stay after school unless they are involved in a supervised extra-curricular activity.
- Elementary children (K-6) may not attend extra-curricular activities unless accompanied by a parent or guardian.
- Respect for those in authority is the expected behavior at all times. Students will show proper respect to all staff, teachers, and students.
- Obey those in authority quickly and with a good attitude.
- Behave in a way that will not disrupt the classroom.

The primary responsibility for discipline belongs to the classroom teacher. The teacher shall clearly communicate the rules of the classroom as well as the consequences for disobedience. In cases where the student does not respond to the action(s) of the teacher, the student will be referred to the principal. The following policy serves as guidelines, but the administration has the authority to adjust any detention or discipline to the intent of the infraction if it is deemed necessary. The school reserves the right to interpret rules and policies as individual situations arise.

### Conduct Control Cards

Inappropriate behavior will be monitored by the use of the Conduct Control Card. Consequences for violating school rules and expectations will follow a Progressive Discipline System:

1. Meeting with principal - Warning
2. Lunch Detention & Parent Contact
3. Lunch Detention or Afterschool Detention & Parent Contact
4. Afterschool Detention, meeting with the parent, referral to Intervention Assistance Team (IAT)
5. In school suspension
6. Out of school suspension, meeting with parent, consideration for dismissal from VCS

The nature of the violation may require skipping steps. A Conduct Card will be sent home for each violation, and a record of the incident will be documented in Ren Web.

## **SUSPENSIONS**

### In-School Suspension

When it is the judgment of the administration that an in-school suspension meets the need of student discipline better than any other available method, the student will be assigned a one to three day suspension

### Out of School Suspension

When it is the judgment of the administration that an out of school suspension meets the need of the student discipline better than any other available method, the student will be assigned from one (1) day to ten (10) days out of school suspension. There will be NO credit issued for missed school work. Unless the School believes an emergency removal is required, before being subjected to a suspension of ten (10) days or less from school, the student will be informed of the misconduct offense and, if the student denies the misconduct, the student will be told the general nature of the evidence of the misconduct and given an opportunity to refute the evidence of misconduct to the Principal. A written notice will be given to the student to take home or sent to the parent stating the ability to request an informal hearing before the Principal.

Out-of-school suspensions may be assigned to those students who fall under one of these categories:

- Profane or obscene language or gestures
- Theft
- Defacing or destruction of school or private property; student will be responsible for full replacement of said property
- Fighting
- inappropriate behavior, whether inside or outside the school, that is detrimental to the reputation of the School.

- Other behavior that, in the judgment of the school administration, qualifies for OSS

MANDATORY EXPULSION PROCEEDINGS WILL RESULT FOR THE FOLLOWING BEHAVIOR:

- Arson
- Assault
- Bomb Threat
- Use, possession, and/or distribution of drugs, drug-like substances, drug paraphernalia, alcohol, tobacco, and tobacco products (vaping, e-cigarettes, JUUL products, nicotine patches/pods/gum, etc.) on or off campus while enrolled at VCS.
- Concealment or possession of a weapon or of a construed weapon
- Threats to the wellbeing of another, including threats aimed at the school
- Possession and/or use of fireworks on school grounds or school-sponsored activities
- Occult practices
- Sexual impropriety by either gender as defined by scripture
- Pregnancy or voluntary termination of pregnancy
- Possession of pornographic materials

Expulsion Process

The School Board President or the School Board's President's designee will preside over all expulsion hearings. A written notice of the intended expulsion will be issued to the student/student's parent, guardian or custodian. This notice will set forth the offenses committed as well as the date and approximate time of the offense. The notice will also apprise the student of the right to contest the expulsion as well as the time, date and place of the hearing.

The expulsion hearing will be scheduled no earlier than three (3) nor no later than five (5) days after an expulsion notice is given. For good cause, a parent, guardian or custodian of the student may request a reasonable postponement which must be received by the presiding officer of the expulsion prior to the time and date the hearing is scheduled to commence.

Within one (1) school day after the conclusion of the expulsion hearing, the School will notify the student/parent in writing of the decision. The decision will also set forth the right to appeal the expulsion decision to the full Board by written request delivered to the School Administration within ten (10) days of the date of the written expulsion decision. An appeal to the board will include a recording in some fashion of the proceeding.

Firearms, Weapons and Dangerous Instrumentalities Policy

Victory Christian School is committed to the safety and health of all students, staff and employees while on school grounds. To facilitate this commitment, Victory Christian School has adopted the following policy related to the possession of firearms and other dangerous instrumentalities.

Prohibition

No person, other than working law enforcement officers, shall possess, conceal, have under one's control, convey or attempt to convey any deadly weapon, firearm, explosive device, incendiary device or other dangerous instrumentality, and/or any other item whatsoever that looks like or resembles any such instrumentality, onto school premises or on school buses or any other vehicle on school grounds, at any time even if the person has been licensed to carry a concealed handgun under the laws of Ohio or any other state or jurisdiction. This policy shall apply to all students, parents, employees, staff, vendors, customers, visitors, and invitees on the premises.

Violations

Students who violate this policy may be subject to disciplinary action including possible suspension or expulsion from Victory Christian School. Parents who violate this policy may be subject to the expulsion of the child(ren) from school and/or may not be permitted on school grounds at any time in the future as well as may be banned from sending any other child(ren) to Victory Christian School. Employees and staff members who violate this will be subject to appropriate disciplinary action including possible termination from employment. Anyone who violates this policy will additionally be subject to criminal prosecution for trespass

## New Student Probation

All students are accepted on a probationary status. A quarterly review of academics and behavior will be conducted by the principal to determine the status of each student. A meeting will be scheduled with the parent to discuss any issues.

## Resolutions of Problems

The Biblical principle of Matthew 18 shall be applied in all areas of VCS. Any complaints or problems should be made directly to the person involved in a personal and private manner. If the matter is not resolved, the next person in authority should be informed. No one will go directly to the administration without first talking to the person involved.

## **Future Changes to the Code of Conduct**

Victory Christian School, as needful and advisable, may add to or refine the above standards of conduct in the best interests of the students and the mission of the school.

## **INTERVENTION ASSISTANCE TEAM**

Students who struggle academically or behaviorally will be referred to the Intervention Assistance Team (IAT). The purpose of the IAT is to work with the student, teacher, family and the school to develop and implement interventions intended to address academic and/or behavior concerns. The IAT will include the Principal, the child's teacher/s, the school intervention specialist and any other appropriate school personnel. Parents will be involved as well. An Intervention Plan with specific goals and strategies will be developed and monitored.

The length of the Intervention Plan may be one quarter, one semester, or one school year. The IAT will determine the length of the process according to each student's needs. The IAT will make one of the following recommendations after interventions have been implemented:

- If adequate progress/improvement is made-close the case
- Continue the interventions if needed
- Dismiss the student from VCS

A student who has been dismissed may reapply for admission after a minimum of one semester from the date of dismissal or withdrawal.

## **PROCEDURES and EXPECTATIONS**

### Hall Passes

Students are to have their signed student planner or classroom hall passes if they are in the hallway or any other part of the building during class time. If a teacher detains a student after class, the teacher is to sign the student's planner for the next class. Teachers are to use the office pass when they send a student to the office including service learners.

### Morning Arrival

Students do not need to arrive before 7:45 am unless a parent is on their way to work. Students may arrive at 7:20 a.m. and go directly to the gym and are not permitted to go to their lockers until the 7:45 a.m. bell when they are dismissed from the gym by the on-duty teacher. If student-led Bible Study is available, students in grades 7-12 are permitted to attend these morning devotions, arriving by 7:30 a.m. Students may not be in the gym at any time unless supervised by a faculty member. This includes students who are waiting on rides or after-school activities.

### Off Limit Areas

- Teacher or volunteer's desks, files, and personal belongings
- Other students' desks, lockers, gym bags, or vehicles
- Empty classrooms
- Parking lot and all vehicles during school hours

- Areas around the building except for the playground/soccer field during supervised activities
- All office areas except with a pass
- All utility rooms
- Kitchen
- Athletic equipment area
- All church areas unless with a faculty, staff, or church employee.

### Elementary Playground Rules

- Students will walk in a line to and from the playground or gym with the adult in charge. Running and loud behavior is not allowed.
- Students are not to throw any items at each other (rocks, mulch, dirt, snowballs, balls, etc.).
- Students are considered out of bounds on the playground if they:
  - pass over the designated area
  - go behind the school building
  - leave the playground without permission
  - enter any vehicle in the parking lot
- Students are expected to share and play safely. Good sportsmanship is expected in all activities.
- Students are to willingly comply with the monitor's instructions.
- Students who do not follow these instructions will lose playground privileges.

### Lunch Period

Students will eat in one of two (2) scheduled lunch periods. All lunches will be eaten in the cafeteria. The following rules will be observed:

- Each student is responsible to clean his/her area, including items dropped onto the floor.
- Students will place trash in the trash receptacle.
- Students will observe good manners and courtesy while in the lunchroom.
- Students will remain seated in the cafeteria during the lunch period. The lunchroom monitor will provide restroom breaks.
- Permission for any visitors including parents, alumni, youth pastors, etc. to eat with the students must be obtained from the principal or vice principal.
- Students from other schools, colleges, or friends of students are not permitted to come during the lunch period.

## **HARASSMENT POLICY**

**There has been an update to the Title IX Policy. We will share the policy as soon as it becomes available.**

All employees and students have the opportunity to work and learn in an environment free from unlawful harassment. Accordingly, Victory Christian School has adopted a policy of "zero-tolerance" with respect to unlawful harassment. Victory Christian School will promptly and thoroughly investigate any allegations of harassment and, if determined that harassment has occurred, Victory Christian School will take appropriate disciplinary action, up to and including discharge and/or expulsion of the offending person. Harassment is verbal or physical conduct that denigrates or shows hostility towards an individual for any reason, including because of his/her race, color, religion, sex, age, national origin, or disability, or other classification protected by state or local law, or any activities such as bullying, hazing, etc. which create an intimidating, hostile, or offensive environment.

Further, students are legally protected against sexual harassment by Title IX of the Educational Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sexual harassment consists of unwelcome physical contact, sexual advances, requests for sexual favors, and other inappropriate communication verbal or physical conduct of a sexual nature that creates an offensive or hostile environment.

Any employee, staff member, student and/or a designated representative has the right to file a complaint regarding an alleged incident of any type of harassment that has occurred in school, on school property, or while participating in a school-sanctioned curricular or extracurricular outing. Any employee or student (or parent or legal guardian of a student) who feels that he/she has been a target of harassment in school, on school property, or while participating in a school sanctioned curricular or extracurricular outing should report the incident promptly, orally, or in writing, to a school staff member, preferably the principal. (If the principal is the alleged perpetrator, the report should be made to

the assistant principal or the current President of the School Board of Victory Christian School.)

All incidents of harassment will be thoroughly investigated by Victory Christian School, and the complainant will be given an opportunity to present the facts as he or she perceived them. Upon Victory Christian School's completion of the investigation, Victory Christian School reserves the right to expel or discharge the offending party at its discretion. Every reasonable effort will be made to maintain confidentiality during the investigation. Retaliatory action may not be taken against a complainant or any witness who participates in an investigation. Such action will result in severe sanctions against the retaliator.

## **BULLYING PREVENTION POLICY**

Victory Christian School, in accordance with Ohio law and regulation, endeavors to maintain a safe learning environment where students can achieve the highest academic standard. Victory Christian School is committed to creating an environment in which every student develops spiritually, emotionally, academically, and physically in a caring and supportive atmosphere free of harassment, intimidation, bullying or cyber-bullying.

**Definition of "Bullying"** is the repeated use by one or more students or parents/guardians of students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target, or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process, or the orderly operation of a school
- Is sufficiently severe, persistent or pervasive and creates an intimidating, threatening, or abusive educational environment for the student or school personnel.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." (repeated, intentional, imbalance of power).

**"Cyber-bullying"** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Devices include, but are not limited to: any hand held electronic device capable of communication via text, photo, email, Facebook, or any other social media, phones of any sort, home computers, laptops, any other devices designed for communication.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation of impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution, by electronic means, of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term "bullying" is used, it is to denote either bullying or cyber-bullying. "Retaliation" is any form of intimidation, reprisal or harassment by a current student or former student under the age of 21 directed against a person in response to an action that person has taken or knowledge that person has.



## **Reverse Bullying**

“Reverse bullying” As defined by Victory Christian School; is the act of intentionally and/or falsely accusing another individual of being a bully. This can be accomplished by any form previously defined under “bullying definition” as outlined in this policy. Reverse bullying either by student or parent will not be tolerated and will be dealt with in a manner consistent with disciplinary actions as outlined in VCS policy.

### Prohibitions

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- Through the use of technology or an electronic device owned, leased or used by the Victory Christian School

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by Victory Christian School, if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of the school.
- Causes mental or physical harm to the other student/school personnel; and is sufficiently severe, persistent, or pervasive that it creates an intimidating or abusive educational environment for the other student/school personnel.

### Prevention and Intervention Plan

The Administrator and/or designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, school board, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

### Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall not, however, be subject to discipline for failing to report bullying. Victory Christian school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

Any member of the Victory Christian school staff shall immediately report any instance of bullying they witnessed or became aware of, to the school principal or designee.

### Investigation Procedures

The Principal or designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. The school principal or designee shall promptly investigate the report of bullying, using a Bullying/Cyber-Bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses. Staff shall assess an alleged target’s needs for protection and respond as needed to restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of

bullying, or is witness to or has reliable information about an act of bullying. If the Principal or designee determines that bullying has occurred, he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the Principal shall consult with the Victory Christian School board to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within a timely manner. The parents or guardians shall be contacted upon completion of the investigation and informed of the results. The report provided to parents or guardians shall include whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. The Principal or designee shall contact the parents or guardians as to the status of the investigation. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance to Victory Christian School disciplinary policies.

The school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

#### Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

#### Target Assistance

Victory Christian School shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

#### Training and Assessment

Training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for K-12 students.

#### Communication with Other School Districts

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, the school district or school informed of the bullying or retaliation shall contact law enforcement.

#### Special Education

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

#### Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook. The bullying prevention and intervention plan shall be posted on the Victory Christian School website.

## ACADEMICS

### Accreditation

Victory Christian School is a state-chartered, non-public school that meets or exceeds the minimum educational standards required by the state of Ohio. At VCS, we strive for excellence in our academic program. Our courses include the integration of spiritual truths and a Christian philosophy of life with training in academics and technology.

### Admission Policy

All applicants to Victory Christian School will be tested prior to admission to determine class placement. VCS has an excellent staff of certified teachers, but we do not have a special education program at this time. Therefore, when an application is made for enrollment, the administrator will work with the parent to determine the best placement of the student(s).

### Scholarships

VCS does not have a scholarship program to be given to students to further their education after graduation.

### High School Graduation Requirements

To graduate, a student must have accumulated a minimum of twenty (20) units in grades 9-12, including a unit in Bible for each year of attendance, 4 credits at VCS (total credits 24). A **minimum of six (6) units** must be earned each year. The twenty (20) units must include:

English 4 Credits	Mathematics 4 Credits	World Languages 2 Credits
Science 3 Credits	Social Studies 3 Credits	Fine Arts 1 Credit
Physical Education ½ Credit	Health ½ Credit	Electives 5 Credits

\*Transfer students are required to take Bible while in attendance at VCS.

In order to graduate and participate in the graduation ceremony a student must meet all of the curriculum requirements for graduation including the testing requirements of The Ohio Department of Education. They will not be permitted to graduate unless the **current** Ohio Department of Education Requirements for the specific graduating class is met. Students are required to take a series of end-of-course exams in core high school subjects as outlined by the Ohio Department of Education Graduation Guidelines. Parents will be updated with further details as they are made by the Ohio Department of Education.

### Honors Diploma

The Diploma with Honors seal is one of many seals that the State of Ohio offers to meet the Seals criteria for graduation. Students entering ninth grade should review the criteria for the Honor Diploma. A copy of the requirements for an Honor Diploma will be given to all ninth and tenth grade students. This track, if completed, may help to increase opportunities for college acceptance and scholarships.

### Diploma Seals

Beginning with the Class of 2021 each student is required to earn Diploma Seals. The students will receive guidance from the principal or administrator for meeting the requirements for diploma seals.

### High School Transcripts

The office will provide high school transcripts with no charge for all graduating seniors. The office requires a written request at least fourteen (14) days prior to the transcript deadline.

## Homework

The Victory Christian School Board of Education recognizes the educational value and importance of homework for students. We believe that meaningful homework is a necessary part of the educational program and that it should be related to the educational philosophy and goals of VCS. Homework should be a purposeful extension of the school day that provides the students with additional opportunities for the development and reinforcement of the school's instructional objectives.

Christian character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. The assignment of homework should be regular and reasonable and should contribute to the student's education through individual work, responsibility, completion of projects, and the establishment of consistent study habits. It is our desire not to allow homework to take away from the family unit, so care is taken to keep the amount of homework in balance. It is suggested that a consistent time be set aside each evening for homework whether or not the student has homework. The time may be spent reading, studying, etc. The activities will help to develop regular study habits.

Students will come to all classes on time and prepared. All necessary materials, including texts, pens, and pencils, notebooks, and other teacher – required items, will be brought to the class each day. Homework is to be completed as assigned.

## Textbooks

All textbooks are loaned to students for their use during the school year. Students are expected to cover all hardback textbooks and are responsible to pay for lost or damaged books beyond normal wear (i.e. water damage, torn pages, broken binding, etc). Parents/guardians will be charged for the current replacement value. Report cards will not be released until all fees are paid.

## Failed High School Courses

High school students who fail the following courses must make them up before proceeding to the next higher course: English, mathematics, foreign language, science, and social studies. Students who need to make up credit due to failure or other deficiencies may complete the course through a Victory Christian School approved Credit Recovery Program

Grades from a Victory Christian School approved Credit Recovery Program will not be included in the student's cumulative grade point average (GPA) at Victory Christian School. The grade earned for the failed course will be placed on the appropriate summer school section of the transcript. Credit for courses which are passed will count toward graduation requirements, but the original Victory Christian School failing grade will remain on the transcript and count in the student's cumulative GPA unless the course is retaken and passed at Victory Christian School during the academic year.

If a student retakes a class at VCS for which credit has already been awarded, VCS will compute the cumulative GPA using the higher grade. An additional credit will not be granted since state law does not allow credit to be awarded twice for the same course.

## Report Cards and Deficiency Reports

Report cards are sent home with the students at the end of each nine weeks. Deficiencies will be sent home the fifth week of each quarter for those students whose grades are below 75% in one or more subjects. Report cards will not be issued for the following: Outstanding fees, tuition or charges, uniforms or any school property which has not been turned in. Final report cards will be mailed.

## Grading Scale

A	100-90 %
B	89-80 %
C	79-70 %
D	69-60 %
F	59% and below

### Honor Roll

Students who earn all A's and B's for the quarter will be on the Honor Roll. Students who earn all A's for the quarter will receive High Honors.

### Grade Point Average

VCS students will have their grade point average (GPA) computed on an unweighted scale for all but Advanced Placement classes and College Credit Plus courses. GPA's are computed using final grades only. Transfer students' GPA will be released with a transcript of work completed at VCS. Transcripts from previous schools will be released with the VCS transcript.

### Valedictorian/ Salutatorian

The Cumulative high school grade point average (grades 9-12) determines the recipients of the two highest academic awards in the senior class. Although final eligibility is determined by the administration, Valedictorian and Salutatorian honors are open only to graduating seniors who have a GPA of at least 3.3, who have been enrolled at Victory Christian School for at least two out of the four high school years, one of which must be the senior year. Final determination of the recipients is completed after senior final exams. If a student enrolls from another Christian school that has closed, that student would be eligible for Valedictorian/Salutatorian honors.

Students participating in the College Credit Plus option through Victory Christian School are eligible to earn the valedictorian or salutatorian award.

Students participating in vocational or technical education courses off campus cannot be considered for Valedictorian or Salutatorian honors if enrolled for only one academic course (Bible). Students must take core subjects of Math, English, Science, and Social Studies at Victory Christian School to be considered.

### Elementary Retention

In the case that an elementary student is not performing at age-appropriate achievement levels, a decision on promotion will be determined by consultation among the student's parents, teacher(s), and principal based on classroom observation, work and standardized tests.

### Eighth Grade Promotion

Eighth (8th) grade students must pass the required courses in order to be promoted. Failure of two (2) or more major subjects may result in retention. Students must receive tutoring and must show understanding of content area to be promoted.

### College Credit Plus

Students in grades seven through twelfth may choose to earn high school and college credit by completing college courses while enrolled in high school. The Victory Christian School Board is responsible to determine the policy regarding implementation of this program for VCS students. Students participating in College Credit Plus through Victory Christian School are eligible to earn the valedictorian or salutatorian award. Tuition for the 7 - 12 grade student will be determined by dividing the current tuition rate by 8 (number of periods), then multiplied by the number of periods the student will attend VCS.

Students participating in College Credit Plus (H.B. 487) will receive high school graduation credit for the successful completion of a course in which the student was enrolled. College courses may be substituted for courses required for high school graduation based upon comparability of content and without regard to instructional time. VCS will award the units and they shall be the same as if the comparable course was taught at VCS. The ORC 3365 will be referenced for administration of the program.

### Credit Flexibility Option

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students in the hope that more students would be ready to meet the demands of our global and technological age. It included among its several

provisions a requirement that the State Board of Education adopt a plan that enables “students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.”

Credit Flexibility is an option available for all our students beginning with the 2010-11 school year; we believe that this option provides us with another tool to provide the best opportunities to fulfill our mission and partner with our students and their parents: a partnership built upon cooperation, communication, and shared values. To this end, we encourage any family interested in this option for their VCS student to schedule an appointment with the principal for more information.

### Home School Option

As a member of the Association of Christian Schools International, the following policy is in effect in regard to participation of home school students in student activities and athletics. The student may participate if the student:

Meets all admissions requirements

Agrees to conduct himself/herself in accordance with the VCS Student Handbook

Enrolls in one or more academic classes

Participates in the standardized testing program

Pays applicable fees (application, curriculum and/or lab fees) and pro-rated tuition

Follows the procedures set forth for student athletes

### Home School Students Lacking Records

In order for Victory Christian School to award credit to homeschooled students lacking records, the student must follow the Policy for High School (9–12) Home School Students Lacking Records. The following situations are the criteria used to implement the policy:

- records were destroyed in the family home due to fire, flood, or other natural disaster; or
- records cannot be provided for student participation in an independent and/or non-accredited home school program

### Withdrawal

A student who withdraws from school, regardless of the reason, must turn in all textbook property of VCS and instructional materials at the time of withdrawal. All outstanding fees and accounts must be paid in full in order to release the student's records.

In the case of voluntary withdrawal, parental written notification of seven (7) days must be given to the administrator. The contract remains a binding financial obligation. The contract may not be voided except by the Board in some cases of emergency withdrawal. Upon seven (7) day written notice, the school has the right, for any reason, to ask a student to withdraw. This provision is separate and apart from suspension or expulsion under the discipline policy.

### Release of Records

Victory Christian School will release transcripts and school records after securing permission from the Business Office that the account is clear. Should an account NOT be clear, the transcript or other document of the student's academic record will NOT be released. Victory Christian School will inform the institution requesting the student's records by letter that there is an open account and records cannot be released. Victory Christian School will release by telephone to the guidance office of another school the courses that the student has taken in order to allow scheduling for that student.

### Senior Trips through the Class of 2023

Beginning in their freshman year, students raise funds for a senior trip. The class advisor, who is approved by the principal along with a faculty advisor or other designee, will assist the students in their fundraising projects and accompany the class on the trip. The destination and arrangements must be approved by the Administration. Students who transfer into VCS will be assessed a proportional fee based on the amount raised to date. Students may be excluded from the senior trip for non-participation in fundraisers, non-exemplary behavior, failing academic status, payment of all school fees, or attendance issues. Students who do not participate in the senior trip will attend school as usual.

The destination site of the senior trip must exhibit one of the following characteristics: historical, Biblical, or educational. A minimum of one day must be service oriented. Chaperones (2 – male and female) must be school faculty/staff, board, or approved parent volunteer. All seniors and parents/guardians must complete the Senior Trip Itinerary Form and submit it to the school board in the spring of their junior year. The Senior Trip will be scheduled after approval by the principal/administrator and the school calendar.

Senior Class Trip Guidelines will be given to the class advisor and faculty advisor or other designee.

#### Senior Trips beginning with the Class of 2024

Beginning with the Class of 2024 the Senior Trip will have a mission focus. Students will work with the Victory Christian School Mission Coordinator or Bible teacher. Through preparation, training, and the trip itself, it will equip our students to put into action the shared values of a disciple; love, integrity, service, and excellence as they impact their world for Christ.

Beginning in their freshman year, students raise funds for a senior trip. The class advisor, who is approved by the principal along with a faculty advisor or other designee, will assist the students in their fundraising projects and may accompany the class on the trip. The destination and arrangements must be approved by the Administration.

## **TRANSPORTATION**

### Busing

Students who reside in districts which provide busing may use the public school transportation. VCS students are expected to observe all rules and regulations of the school district. Misbehavior may result in loss of bus privileges for a period of time. The public school transportation policy requires written parental permission for anyone riding the bus as a guest of a VCS student. In addition, the policy of VCS is that the guest of the VCS student must bring written permission to the office. A bus pass will be issued. Public school drivers will not permit students to ride without this pass.

### Transportation Reimbursement

Many different public school districts are represented at VCS, and the public school district has the choice to provide busing or to pay a transportation voucher. Parents, who drive their children to school because no public transportation is offered, may pick up a Transportation Reimbursement Contract from their home school district. Please contact the superintendent's office for their procedure. This contract entitles you to mileage reimbursement at the close of the school year. Most reimbursement checks are sent during the months of June or July, but vary according to the individual school districts.

### Student Drivers

Any student who drives to school must register in the school office. He/she must observe the following list. It is a privilege to drive to school, and that privilege may be lost if abused. Student drivers agree to:

- register with school office
- park in assigned parking area ONLY
- enter the school upon arrival; talking with other students, or sitting in their cars, in the parking lot is not permitted
- enter and depart the parking lot slowly and with caution; absolutely no reckless driving.
- observe a 10 mph limit when driving in the parking lot
- maintain a volume for music or radio that will not be heard outside of the car
- stay out of the parking lot and other cars during school hours
- drive their own vehicle only
- bring written permission from their parents to the office in order to leave during school hours
- respect the property rights of other drivers and their vehicles
- leave promptly following school or school activities
- refrain from touching or interfering with the cars of other students

Violation of any of these guidelines will result in immediate loss of driving privilege for the time determined by the principal. The administration reserves the right to deny a student the privilege of driving to school.

## **MISCELLANEOUS**

### Study Hall

Scheduled study halls will meet in the regular classroom or designated room. Students should bring all materials and enough class work for the period or bring a book to read. The regular classroom rules will be in effect for the study hall students. Students are responsible to inform study hall teachers if they need to miss a study hall to make-up a test or for some other reason. The student should obtain a pass from the classroom teacher, take it to be signed by the study hall teacher, and present the pass to the classroom teacher. If the study hall teacher is not available, the student should obtain a pass from the office. Students who do not follow these rules will be considered out of bounds and receive detention.

### Lockers

Lockers are furnished to students as available. Lockers are to be kept neat and clean. They will be inspected periodically, and students are responsible for any damage done to the locker. Items that are posted inside of the locker must be morally and ethically acceptable to the administration. Students are responsible to remove all tape and adhesive from inside and outside the lockers. Sticky-tack is recommended for posting items. Students are not to open the locker of another student. If a lock is used, the locker number and combination are to be given to the office. The administration reserves the right to inspect lockers at anytime and may remove or confiscate any item that does not contribute to the mission of VCS.

### Searches

The school reserves the right to have the student's personal belongings searched in the event that the school suspects possession of an unapproved, unauthorized, or illegal item. Such searches may be conducted when it is the judgment of the administration that there is suspicion that the student possesses an unapproved and/or illegal item. The student will be asked to produce the item in question. If the student refuses, the parents will be contacted and asked to come to the school and request the student to produce the item in question. If the parents refuse, the administration will contact local law enforcement officers to conduct a search of the student and/or the following items; such as lockers, desks, backpacks, gym bags, purses, pockets, automobiles, etc. Students will be responsible for the loss of any unapproved, unauthorized or illegal items that are confiscated.

### Deliveries to students

In order to prevent disruption of classes, anyone desiring to send a delivery to a student (flowers, balloons, etc.) must make arrangements in advance with the school office. This will assist the school in knowing who is expected to be on campus.

### Telephones

All telephones are for school business only. In the case of emergency or scheduling adjustment, the office staff will place calls for students. Students may not call for homework, gym clothes, permission slips, snacks or lunches, rides, etc.

### Lost and Found

Any items that are left outside their proper place will be put in the Lost and Found. Students may check for lost items during homeroom (with a pass from the teacher) or after school. Items left in the locker rooms will be discarded when found by the custodians. After two (2) weeks, the items will become the property of VCS and will be donated. Students are responsible to pay for any lost text or workbook, VCS calculator or flash drive.

### Class Parties

(Elementary) Parties are held during the school year at times such as Christmas or Valentine's Day. Each classroom will arrange the parties through the teacher and a parent volunteer. Parents may arrange with the classroom teacher



to send a treat for a student's birthday.

(Junior-Senior High) – One party is held at Christmas for grades 6-12 after the conclusion of service projects to the community. At the discretion of the teacher, an in-class party may be scheduled as a fellowship for the class. Parties are not school sponsored unless parents receive notification from the teacher or principal.

### Pledges

The pledge to the American flag, the Christian flag, and the Bible will be recited each morning. **Students are expected to stand and recite the pledges.**

American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Bible Pledge: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

### Extra-Curricular Activities (Others may become available during the school year.)

#### Elementary

- ACSI Math Olympics
- Speech Meet
- Athletics
- Spelling Bee – Trumbull County

#### Junior and Senior High School

- Community Service Projects (unless related to a class Student Council requirement or Student Council activity)
- ACSI Speech Meet
- High School and Middle School Leadership Conferences
- Homecoming and Prom
- Senior Trip

## **PARENT RESPONSIBILITIES**

At Victory Christian School, we believe that the parents have the primary responsibility of instilling Christian value and beliefs in their children. Further, we believe that parent(s)/guardians are partners in the education process. Victory Christian School has established the following guidelines, which it encourages the parent of our students to follow, in order to allow our students to grow academically, socially, emotionally, and spiritually, not only at Victory Christian School, but in every aspect of the students' lives.

- Parents should pray with their child(ren) daily.
- Parents should encourage Bible study at home and read the Bible with their child(ren).
- Parents should learn school policies and cooperate with Victory Christian School in enforcing all of Victory Christian School's rules.
- Parents are responsible for having their child(ren) at school on time and for picking them up on time.
- Parents should support the authority of the teachers, staff, and extracurricular leaders.
- Parents should support the discipline administered by Victory Christian School.
- Parents should recognize the important role of homework to the total instructional program of their child (ren).
- Parents should make themselves aware of the assignments and expectations of the school and the individual teacher.
- Parents should help their child(ren) schedule a sufficient amount of time each day to complete homework and studies. If parents have any questions, concerns, or need additional information about
- homework in general, or specific homework policy or assignments, parents should contact the teacher who has assigned such homework.

- Parents must provide Victory Christian School with updated and current emergency telephone numbers and/or other contact information.
- Parents shall pay all tuition fees in a timely fashion.
- Parents agree to comply with all reasonable requests of Victory Christian School to the extent that such requests further Victory Christian School's mission and purposes.
- Stay informed by reading and responding to all correspondence from VCS.
- When you have concerns pertaining specifically to the operation of the school, please discuss those with the school's Principal.
- Please keep in mind that solutions come quicker when addressed in the appropriate manner, with respect and to the proper personnel.
- We appreciate the cooperation of parents and visitors in dressing appropriately when on campus or attending school functions. Your modest attire helps to set a good example for our students.

**We appreciate your consideration of the above guidelines and look forward to working with you during the school year!**

## **VOLUNTEER SERVICE**

A Volunteer Agreement/Application must be completed in order to volunteer or chaperone students. For any volunteer who will be in the school more than five (5) hours a month in addition to chaperones and drivers, please see the school administrator.

### Volunteer Guidelines

The following Volunteer Guidelines will assist you in understanding your volunteer opportunities at Victory Christian School (VCS). The VCS Administration and Board, along with PTF and Boosters, work together to encourage volunteerism and inform parents of volunteer opportunities throughout the school year. Family involvement is crucial to any school's success. VCS needs families to generously donate time, services, supplies, and expertise to the school. As a private charter school, VCS depends on, and greatly benefits from, the volunteer hours you complete. Each family is asked to contribute 30 hours of volunteer time throughout the year. Hours may be adjusted at the Board's discretion on a case by case basis. (30 hours per family per school year – starting in July before the beginning of the school year and completed by June after the end of the school year. Hours do not roll over.)

We are also committed to allowing families to take an active part in the education process at VCS. Volunteering is a *commitment* to the school, your child and the success of VCS. Many of you are very generous with your time and we applaud you and hope you keep up the good work. If you are already involved, stay involved! If you are not involved, get involved. Make a commitment to the wonderful education your child receives at VCS!

- Check all the weekly correspondence from the school.
- Talk to your child's teacher for classroom opportunities. Classroom teachers send out weekly correspondence to families and will inform you of any classroom volunteer opportunities.
- *Be proactive.* Need ideas? Have a great idea? Let us know. Use your talents, skills and interests, and come up with your own ideas for volunteering. We are always open to suggestions.
- **Important!! Log Your Volunteer Time!!** It is essential that you record any and all volunteer time, whether it is 15 minutes or 15 hours. You may record hours on a Volunteer Log sheet available in the VCS school office or online at [www.victorychargers.org](http://www.victorychargers.org).
- When coming to the school to volunteer during the day, please check in with the VCS Office. All volunteers **must sign in** and **pick up a name tag** before proceeding into the building. Even as we get to know your face, we still need you to abide by this policy.
- When volunteering in the classroom during the day, please be respectful of the teacher's time. Teachers have many responsibilities during the day, namely your children. They may not have time for discussions with parent volunteers regarding items not pertaining to the volunteer work. If you have school matters to discuss with your child's teacher, please be sure to schedule an appropriate time when you will have his/her undivided attention.

### What is considered volunteer time

In order to be considered volunteer time, the school must directly benefit from the activity. You have a variety of options for fulfilling volunteer hours, including, but not limited to:

- Working in the classroom and helping teachers with a variety of classroom projects and work.
- Joining a committee or attending a PTF or Boosters meeting.
- Volunteering to help with a special event or fundraiser.
- Helping with special volunteer projects throughout the year.
- Many families like to provide food, baked goods, snacks, etc., for many of our events when needed. Time spent driving, shopping, baking, preparing and delivering food counts towards volunteer hours.
- When **specifically** asked to chaperone or drive for field trips or athletic games per the administration or Athletic Director when no other option is available.
- If you are not sure something you have done is volunteer time, just ask.

### What is not considered volunteer time

There are definitely some things that are **not considered volunteer time** and **cannot** be counted towards your 30 hours. Some examples of what is “**not**” volunteer time include:

- Driving students (your own or others) to and from school.
- Time spent profiting from fundraising; although time spent on committees related to the fundraising can count. If multiple family members are on the committee you may only count the volunteer time once.
- Non school group activities **outside of** regular meeting time at the school, i.e., camping trips, packing for such trips, chaperoning these trips or fundraising for these groups.
- Attending Parent Teacher Conferences or any other meeting related to your students’ academics or other issues at VCS. This includes time spent helping your student with homework, reviewing information in the weekly packet or other information brought home from the school by your student.

## **TECHNOLOGY AND ACCEPTABLE USE POLICY**

Victory Christian School acknowledges that the use of technology, including computers, Chromebooks, telecommunications and the internet are integral in preparing students for higher education and the workplace. It is our goal to educate students about efficient, ethical and appropriate use of technology, in accordance with Christian values. At Victory Christian School, students will be offered the opportunity to use various technological tools at certain times. In connection with such use, each student and staff member will conduct the use of any such technology in accordance with the provisions of this policy.

VCS provides technological resources, including computers/Chromebooks and/or the internet, to our students for educational purposes. *[Note: Technology purchased with Auxiliary Services funding cannot be used for religious activity (Section 3317.06)]* In the event that any student or staff member violates this policy, Victory Christian School reserves the right to revoke the offending party’s right to use any and all technological resources and/or to impose any other sanctions/punishment at the discretion of Victory Christian School.

### Acceptable Use

The purpose of allowing students to access any technological resource is to further education for instructional and academic purposes. *[Note: Technology purchased with Auxiliary Services funding cannot be used for religious activity (Section 3317.06)]* Any and all use of technological resources must comply with the mission, vision and values of Victory Christian School. Further, the use of technological resources must occur only at appropriate times, at the discretion and direction of Victory Christian School Board and/or its faculty and staff.

### Prohibited Use

The use of any technological resource for any purpose deemed to be contrary to Christian values and faith and/or the mission and vision of Victory Christian School is prohibited. Additionally, employees, staff, volunteers and students are prohibited from using technological resources for the following purposes, including but not limited to:

- To play recreational games.
- To transmit or knowingly receive any materials in violation of any United States, Ohio or Victory Christian School laws, rules and/or regulations. This includes but is not limited to copyrighted material, threatening, harassing, pornographic, obscene or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory materials, or material protected by trade secrets.
- To alter, degrade or disrupt equipment or system performance.

- To harm, interfere with, alter, degrade or disrupt the data or information of another
- To cheat or otherwise vandalize the system in order to alter grades or any and all other information contained within Victory Christian School's computer system/database.
- To gain unauthorized access to any information and/or resources.
- To read and/or obtain access to private information, including but not limited to emails, homework, assignments, etc., belonging to another.
- To transmit or post any inappropriate messages, including messages containing foul, obscene or profane language (cyber bullying).
- To log on to any social networking type of website for non-academic purposes and without consent of the teacher or staff member responsible.
- To incur any costs or fees (*i.e. accessed or downloaded games or services*) while utilizing any technological resource. *[Note: Any costs incurred will be the responsibility of the individual or the parent/guardian of a student who violates this policy.*
- To share log-on information/authorization with **any** other individual, including but not limited to unauthorized users.
- To share or post personal information about yourself or any other person in any manner while utilizing any technical resource.
- To vandalize, harm, interfere with, disrupt, alter or degrade Victory Christian School's technological resources in any way, shape or form.

### **Services**

Victory Christian School reserves the right to engage in the following activity: remove files, limit or deny access to information, databases, websites, programs, etc.; monitor the staffs' and students' activities on and use of any technical resource, including but not limited to the internet, and private/public information that is transmitted or received on school grounds or while using any technological resource of Victory Christian School. Victory Christian School makes no warranties, express or implied, for any service that it provides to its staff, employees or students and will not be responsible for any losses sustained by staff member, employee or student, including but not limited to loss of data resulting from delays, non-deliveries, service interruptions, and/or viruses. Further, Victory Christian School will not be liable for any inaccurate information obtained through its services.

### **Security**

Security in the use of any technological resource is of the utmost importance to Victory Christian School. Access to any technological resource is restricted to staff, employees, and students only. Any unauthorized use of a technological resources must be reported. If a student is aware of a security problem, that student shall report the problem to his/her teacher or the principal immediately.

### **Transfer/Sharing of Information**

If any student brings any type of storage device, including but not limited to disk, flash drives, media cards, cd's or any other type of software, shareware or memory device onto school grounds, he or she must obtain permission from his or her teacher/staff member prior to transferring any information onto such a device as well as prior to transferring any information from such device onto any technological resource or database of Victory Christian School. Under no circumstances will permission to use such devices be granted absent an academically or school related purpose.

## **CHROMEBOOK POLICY**

### **Background Information**

The focus of providing Chromebooks in Victory Christian School (VCS) is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential, and one of the learning tools of the twenty-first century student is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for the real world of college and the workplace. This technology encourages students to solve problems and think critically by stimulating analytical thinking. The Chromebook is a "next generation" device that makes learning more engaging and accessible.

Learning resulting from the continuous dynamic interaction among students, educators, parents, and the extended community. However, technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrate technology into the curriculum anytime, anyplace.

### Why Use Chromebooks

- Chromebooks represent a new “space” in technology: This space is between the mobile space (phones and ipods) and the portable space (laptops and netbooks.) This “space” is expanding every day.
- Personalized learning: it is widely recognized that one to many, one-way knowledge-transfer model is fast becoming redundant. As teachers and lecturers begin to create new ways of tackling this issue, the Chromebook plays a useful role in this transformation.
- Low maintenance: the Chromebook needs little maintenance. It is a completely web-based device so there is no need for downloading or installing software. There is less need for technical support.
- It is a blank canvas: the Chromebook is an engaging device which could transform the way young people learn.
- Instant-on and longer lasting battery: it is possible to get on the internet in a few seconds.
- Auto-save: Student work on the Chromebook saves automatically to the student’s private Google Drive in the technology cloud. No more excuses like “I forgot to save my work.”
- Contextual Learning: The Chromebook is an “anytime, anywhere” learning device. This makes it ideal for projects and learning which take place outside of the classroom.
- Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

### Goals for Student Users

- To increase students’ productivity inside and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.
- To capitalize on the convergence of academic resources such as media-rich web-based textbooks and learning resources, scholarly sources, web-based applications, and instructional best practices.
- To facilitate collaborative and mobile learning across the school campus and beyond.
- To promote leadership and self-advocacy in one’s own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas

### Receiving a Chromebooks

- Students in Kindergarten through 12 will be assigned a Chromebook at the beginning of each school year.
- Parents/guardians and students must have on file a signed VCS Acceptable Use Policy and Chromebook Acknowledgement forms before a Chromebook is issued to the student.
- The Chromebook and district-issued Google Apps account are the property of VCS and as a result may be subject to inspection at any time. Students should have NO expectation of privacy of materials found on a Chromebook or district supplied information storage medium.
- Student browsing will be monitored through GoGuardian. GoGuardian is a Chromebook monitoring program that helps students learn safely, stay focused, and stay engaged in classroom instruction.

### Returning a Chromebook

- Chromebook and AC charger will be collected at the end of the school year.
- When a student withdraws or terminates enrollment for any reason from VCS, the Chromebook must be returned immediately.

### Fines Related to a Chromebook

- Chromebook and AC charger will be turned in, when requested, in satisfactory condition. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The VCS Administration will make the final determination of any fees assessed.
- If a student fails to return the Chromebook, the student/parent/guardian will pay the full cost of the Chromebook. Failure to return the Chromebook may result in a theft report filed with law enforcement.

## Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by VCS. Chromebooks that are broken or fail to work properly must be taken to the School Office so that they can be taken care of properly. Chromebooks are the property of VCS and all users will follow these procedures and the VCS Acceptable Use Policy.

### General Precautions

- While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem immediately to the classroom teacher or School Office personnel.
- There is no “jail breaking” of this device. “Jailbreaking” is when you intentionally override the limitations of the device as established by VCS.
- Students should never carry their Chromebooks while the screen is open, unless directed to do so by a teacher.
- Chromebooks should be shut down or placed in standby mode before moving them to conserve battery power.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of VCS.
- Chromebooks must have a VCS identification tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for keeping their Chromebook’s battery charged for school each day.
- Students are responsible to not expose their Chromebook to food, water, beverages, or any other liquid.

### Using your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

### Chromebook Undergoing Repair

A loaner Chromebook may be issued for use if the assigned Chromebook is undergoing repairs or replacement.

### Screensavers, Backgrounds, and Passwords

- Backgrounds are fixed and may not be changed.
- Chromebooks will lock when closed. Your password should remain private to maintain the security of your assigned device.
- Additions of other unauthorized passwords are forbidden. If used, students may be responsible for the cost of replacement hardware

### Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### Printing

Documents are to be printed to the HP printers identified as HP High School and HP Elementary when deemed necessary by the classroom teacher. Most documents can be submitted through Google Classroom for the teacher to review and grade.

## Managing your files and saving your work

### Saving to the Google Drive

Students will save all their documents to the Google Drive assigned to them through VCS. This service which provides online storage that can be accessed from any Chromebook on the Internet. Google Drive may be accessed through any web browser or an application may be installed on any machine including the student's machine at home.

### Saving Data to Removable Storage Devices

Students may save all of their work periodically using removable file storage such as a USB Flash Drive. Google Drive supports several file formats from which the student may choose when downloading files. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

## Acceptable Use

A copy of the most updated VCS Acceptable Use Policy begins on page 26.

### Explanation of Guidelines

Victory Christian School (VCS) provided students access to its Chromebook network and the Internet for educational purposes only. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

In order for VCS to supervise student use of the Chromebook network and the Internet, the Acceptable Use Guidelines must be read and the Guideline Agreement form must be signed by all students who want to have access to educational resources. Signing the document indicates that the student and parent/guardian have read and understand the expectations of Victory Christian School.

### Scope of Technologies Policies

Policies, guidelines and rules to all computing devices including but not limited to Chromebooks, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (Electronic Communication Devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software:

- Owned by, leased by and/or on loan to Victory Christian School
- Owned by, leased by and/or on loan to any third party engaged in providing services for VCS
- Any computing or telecommunications devices owned by, in the possession of or being used by VCS students and/or staff that are operated on the school grounds or connected to any equipment at the school by means of direct connection, telephone line or other common carrier or any type of connection including being hardwired, infrared and/or wireless.

All Acceptable Use Policies also apply to any online service provided directly or indirectly by Victory Christian School for student use, including but not limited to: E-mail, Calendar and Docs (Google G Suite for Education), RenWeb (gradebook and learning management system), and INFOhio.

### Expectation of Privacy

At any time, and without prior notice, VCS reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of VCS, no one should have any expectation of privacy regarding such materials.

### Protecting and Storing your Chromebook

### Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of school asset tag and serial number
- Individual user's name and homeroom

All Chromebooks will be checked out to the students to provide maximum asset accountability

### Password Protection

Students should use their VCS (victorychargers.org) Google user-id and password to protect their Chromebook and are required to keep that password confidential.

### Storing Your Chromebook

- It is highly recommended that your Chromebook always remain in a protective case when being transported from class to class or kept in your locker during the school day (these are NOT provided with the Chromebook for grades six through twelve.)
- The Chromebook should NEVER be left unattended.
- The Chromebook should be in the student's watchful eye or stored in the student's locker.
- When stored in the locker, nothing should be placed on top of the Chromebook.
- At the end of the day your Chromebook is to be placed in an assigned charging cart.

### Taking Chromebooks Home

Beginning with the 2021-2022 school year students in grades nine (9) through twelve (12) are permitted to take Chromebooks and chargers home. The students are responsible to bring their Chromebook back to school the next day as the Chromebooks will be needed for instruction. All Chromebooks must be transported to and from school in a case to prevent damage.

### Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, Computer lab, locker rooms, library, unlocked classrooms, and hallways. Any Chromebook left in these areas are in danger of being stolen. Unsupervised Chromebooks will be confiscated by staff and taken to the School Office. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

### Chromebook Technical Support

Your teacher will include guidance in classroom rules to help direct you to the person who will assist you with technology support. The IT Coordinator manages the repair work for the Chromebooks. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Operating system or software configuration support
- Application information
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

### Chromebook Protection

Victory Christian School recognizes that with the implementation of the 1:1 Chromebook initiative there is a need to communicate the expectations for protection of the investment by both the school and the student/parent. The following outlines this protection:



## Vendor Warranty

This coverage was purchased by Victory Christian School as part of the purchase price of the equipment. The vendor warrants the Chromebook from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. The vendor DOES NOT warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.

## Damage/Accessory Replacement

Students/Parents are responsible for full payment of damages outside of the scope of the manufacturer's limited warranty or replacement of lost or damaged accessories. Warranty DOES NOT cover intentional damage of the Chromebook or accessories needing to be replaced due to damage or loss.

## Student Pledge for Chromebook Use

- I realize that I have this Chromebook assigned to me and I will take good care of my Chromebook.
- I will never leave the Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily. There is no guarantee that a charger will be available to borrow.
- I will keep food and beverages away from my Chromebook since they may cause damage to the Chromebook
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by carrying it with the lid closed and holding it securely.
- I will use my Chromebook in ways that are appropriate and educational.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Victory Christian School
- I understand and agree to follow the criteria described in the Student Chromebook Handbook and Victory Christian School's Acceptable Use Policy while at school or at home at all times of the day while using the Chromebook assigned.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage not covered under manufacturer warranty.
- I agree to pay for the replacement of my power cords, battery, and other Chromebook components in the event any of these items are lost, stolen or damaged.
- I agree to return all issued equipment, complete and in good working condition.

## **SOCIAL MEDIA INTENT**

The purpose of the use of social media at VCS is to increase awareness of the need for a discipleship Christian School in the Mahoning Valley. Also, to share how God is using VCS to prepare the students to serve and to share the gospel of Jesus Christ with the world. The computer teacher will be the administrator of the social media and will work with the school administrator on recruiting a group of faculty/staff or volunteers to help with content and posting of information.

Social media will be used in the following ways:

- advertising for upcoming events
- sharing school news
- use as a recruitment tool
- showcase the Christian school culture
- fundraising

All students engaged in social media in or out of school are subject to disciplinary actions when:

- their social media is connected to Victory Christian School in any way
- their social media is connected to Victory Christian School staff or student in any form
- their social media content has a negative impact on Victory Christian School

Social media is defined as **ANY** electronic means of communication or information sharing. Students and student families are strongly urged to monitor postings not only of their personal content but what can be shared from others.

## Facebook

The VCS Facebook page is provided for the local Christian community. Updates will be made as often as possible to share as much as we can about VCS and the achievements of the students, faculty, and staff, as well as other relevant community information.

**All posting of comments on this page are at the discretion of the page administrators.** The intent of this policy is not to keep any negative or critical information from being posted, but to protect the privacy and rights of VCS staff and students. Naming specific employees or students in a negative way will not be allowed (and is just generally rude.) The page administrators will review all postings to make sure they do not run afoul of the rules nor of the Victory Christian School's Acceptable Use Guidelines regarding Internet access and practices.

We welcome your thoughts and comments and look forward to what you have to say. However, we will not leave postings that:

- break the law or encourage others to do so; this includes respecting copyright and fair use laws; if you are talking about somebody else's work, reference this or the person, and where possible include a link
- contain abusive or inappropriate language or statements including remarks that are racist, homophobic and sexist as well as those that contain obscenities or are sexually explicit
- easily identify students and/or faculty and staff in defamatory, abusive, or generally negative terms
- do not show proper consideration for others' privacy or are considered likely to offend or provoke others – i.e. don't pick fights or goad others into inflammatory debates; or spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product; if you wouldn't want to receive it yourself, don't post it.

The page administrators reserve the right to not post or remove any comments at any time if they violate the Acceptable Use Guidelines regarding internet access and practices. You can also receive email and phone text messages of our updates as they are posted through the settings of your personal FaceBook account. Contact the school principal/administrator to report an inappropriate comment for review.

## **BOOSTERS**

Victory Christian School has an account to cover coaches' salaries, equipment, medical supplies, referee fees, and transportation costs. All parents whose student (s) participate in the sports' program are members of the Booster Club. The Booster Club also raises funds through special events and fundraising.

In order to maintain the quality of the program offered at VCS, we need all parents to take an active role in the Boosters' activities. Working together, we can continue to insure a quality athletic program for our school.

The Athletic Director will provide organization and leadership of all projects. Parents will be scheduled to help and may fulfill volunteer hours through:

- Working the concession stand
- Working the gate and collecting admission to events
- Keeping the scorebook
- Running the clock
- Driving to games, if needed
- Assistant Coaches
- Serving in other capacities, as needed

Victory Christian School does not charge a fee to participate in athletics; however, in order to facilitate and maintain a quality athletic program parent volunteers are needed. Victory Christian School requires parents of **all** athletes, who participate in a sport, to sign up to work in at least one concession stand per athlete, per sport. The time period worked can be used toward your thirty (30) required volunteer hours.

## DRESS CODE AND GROOMING

Victory Christian School does not have an “official” uniform, but our dress code does have standards that align with our desire to please God and honor Him. A person’s character and relationship with God are reflected in all aspects of his/her life, including dress. When making the decision of what to wear to school, modesty and appropriateness in attire should be at the forefront of your decision.

Victory Christian School depends on our parents to work with the school in maintaining these appearance standards by checking your child before he or she leaves for school, making sure he or she is dressed and groomed properly. It is understood that enrollment at VCS means a pledge on the part of both parents and students to abide by this dress code. Please have your child(ren) read, understand, and agree to follow the VCS Dress Code.

Teachers, staff, and administration have the authority to interpret and enforce this code. **The principal will serve as the final authority in all dress and grooming matters.** Students not in compliance will be subject to disciplinary action.

### General Guidelines for all Students

- CLOTHING:** All students are to dress modestly. Lettering and pictures must not be offensive to God or others. (See sections below for specifics.)  
A modest neckline is required, defined as when the hand (fingers together, as for the pledges) is laid on the collarbone below the chin, the cloth is touched by the lowest finger.  
Midriffs must be covered at all times. When a student’s arms are raised, no skin should show.  
A tank top or a camisole may be worn underneath a shirt if the shirt is too short.  
Leggings are considered hosiery, not pants.  
Bulky, winter, or ski type coats are not to be worn during the school day.
- SHOES:** Shoes or sandals must be worn and fastened (when applicable). Safety and hygiene should be considered in choosing shoe styles - particularly with regards to playground and outdoor activities. It is important that students wear proper athletic shoes for P.E. and other athletic activities. (See sections below for specifics.)
- HATS:** No caps or hats may be worn in school. Hooded sweatshirts must be worn with the hood down while inside the school.
- DRESS UP DAYS:** Special events such as the Christmas program, Spring program, and National Honor Society chapel require students to dress up. Students will follow **Program Attire** on these special occasions. (See sections below for specifics.)

## Boys Kindergarten through 12th Grade

Attire	Permitted	Not Permitted
<b>Pants</b>	Dress pants and jeans (denim, khaki, corduroys, cargos) Pants must be full length and moderate fit Pants must be worn with the waist above the hips Ripped or frayed jeans may be worn only if the holes are at or below the knee, and no larger than fist size	<ul style="list-style-type: none"> <li>● Sweatpants</li> <li>● Athletic pants</li> <li>● Holes/rips larger than fist size or baring skin above the knee</li> <li>● Excessive frays (more than 3 per leg)</li> </ul>
<b>Shorts</b>	<p><b><i>Shorts are only permitted August-October and April-June</i></b></p> Non-athletic shorts (2 inches above knee) <b>During PE class</b> or for those playing athletics (during practices and games only), mid-thigh shorts are acceptable	<ul style="list-style-type: none"> <li>● Sweatpant material</li> <li>● Spandex/biker</li> <li>● Athletic shorts (except for gym or sports)</li> <li>● Uncovered holes or excessive frays (more than 3 per leg)</li> </ul>
<b>Shirts</b>	Loose fit T-shirts, button-up shirts, sweatshirts, hoodies Shirts must be opaque with modest necklines No underclothing may be displayed Shirts with buttons must be buttoned appropriately Shirts must reach below the waistline, and may not bare skin when arms are raised	<ul style="list-style-type: none"> <li>● UnGodly characters, logos, or words that are offensive</li> <li>● Sleeveless, tank tops, or muscle shirts</li> <li>● Secular music/bands</li> </ul>
<b>Shoes</b>	Tennis, athletic, loafers, boots Sandals and Soccer slides are only acceptable August – October, April – June	<ul style="list-style-type: none"> <li>● Flip flops</li> <li>● Slippers</li> </ul>
<b>Program attire</b>	Shirt - button up dress dress shirt, 3-button polo, dress shirts, nice sweater, tie is optional Pants - dress pants, khakis, colored denim dress jeans (black, gray, mustard, etc.) Shoes - dress shoes, loafers, or dressy athletic shoes (clean, not “everyday” tennis shoes; examples suede vans, plain converse	<ul style="list-style-type: none"> <li>● Tennis or athletic everyday shoes</li> <li>● Hiking or work boots</li> <li>● Casual denim</li> <li>● No rips, frays, or holes</li> </ul>
<b>Grooming</b>	Hair - moderate styled, clean and neatly brushed, above eyebrows and above the top of collar Facial hair - mustache and beard must be neatly trimmed, sideburns to bottom of ear Cologne/Body Spray - use only in restroom and not excessively Piercings/Tattoos - may not be visible on the body	<ul style="list-style-type: none"> <li>● Radical, extreme styles (mohawks, spikes, etc.)</li> <li>● Unnatural hair colors (blue, pink, green, etc.)</li> <li>● Earrings, piercings, tattoos anywhere visible on the body</li> </ul>

## Girls Kindergarten through 12th Grade

Attire	Permitted	Not Permitted
<b>Pants</b>	<p>Pants are defined as dress pants or jeans (denim, khaki, corduroys, cargos). <b>This does not include items listed in the not permitted section.</b></p> <p>Pants must be of full length and moderate fit. Tight pants (e.g. excessively tight jeans) are not allowed unless worn with a top that falls to the thigh all the way around.</p> <p>Ripped or frayed jeans may be worn only if the holes are at or below the knee, and no larger than fist size</p> <p><i><b>*For K-4 Grades Only:</b> knit pants/jeggings with a long shirt that falls to the thigh all the way around*</i></p>	<ul style="list-style-type: none"> <li>● Sweatpants</li> <li>● Athletic pants</li> <li>● Holes/rips larger than fist size or baring skin above the knee</li> <li>● Excessive frays (more than 3 per leg)</li> <li>● Leggings (5th-12th)</li> <li>● Yoga Pants</li> </ul>
<b>Skirts/Dresses</b>	<p>Dresses, skirts, and skorts</p> <p>Hemlines must be 2 inches above knee all the way around or longer even if leggings or tights are worn underneath, with no slits above the knee</p> <p>Dresses must have a modest neckline</p>	<ul style="list-style-type: none"> <li>● Leggings without a skirt/dress</li> <li>● Buttons up in the front or back</li> <li>● Tank style</li> </ul>
<b>Shorts</b>	<p><b>Shorts are only permitted August-October and April-June</b></p> <p>Non-athletic shorts (2 inches above the knee)</p> <p><b>During PE class</b> or for those playing athletics (during practices and games only), mid-thigh shorts are acceptable</p>	<ul style="list-style-type: none"> <li>● Sweatpants material</li> <li>● Spandex/biker</li> <li>● Athletic shorts (except for gym or sports)</li> <li>● Uncovered holes or excessive frays ( more than 3 per leg)</li> </ul>
<b>Shirts</b>	<p>Loose fit T-shirts, button-up shirts, sweatshirts, hoodies</p> <p>Sleeveless permitted but must cover shoulders</p> <p>Shirts must be opaque with modest necklines</p> <p>No underclothing may be displayed, including bra straps</p> <p>Shirts with buttons must be buttoned appropriately</p> <p>Shirts must reach below the waistline, and may not bare skin when arms are raised</p>	<ul style="list-style-type: none"> <li>● UnGodly characters, logos, or words that are offensive</li> <li>● Spaghetti straps or tank tops</li> <li>● Snug fit, hugging body too tight</li> <li>● Secular music/bands</li> </ul>
<b>Shoes</b>	<p>Tennis, athletic, loafers, boots</p> <p>Soccer slides and sandals only acceptable August-October and April-June</p> <p>Sandals without backstrap must be flat</p>	<ul style="list-style-type: none"> <li>● Flip flops</li> <li>● Slippers</li> <li>● Heels higher than 3"</li> </ul>
<b>Program Attire</b>	<p><b>Dress/Skirt - see above</b></p> <p>Shirt - button-up dress shirt/blouse, pullover, dressy top, cardigan, sweater</p> <p>Pants - dress pants, khakis, gauchos, colored denim dress jeans without rips, frays, or holes</p>	<p><b>Dress/Skirt - see above</b></p> <ul style="list-style-type: none"> <li>● Tennis or athletic everyday shoes</li> <li>● Hiking or work boots</li> <li>● Casual Denim</li> <li>● No rips, frays, or holes</li> </ul>

	Shoes - dress shoes, loafers, or dressy athletic shoes (clean, not “everyday” tennis shoes; examples suede vans, plain converse)	
<b>Grooming</b>	<p>Hair - moderate styled, clean and neatly brushed</p> <p>Perfume/Body Spray - use only in the restroom and not excessively</p> <p>Piercings/Tattoos - may not be visible on the body, except the ear. No more than 3 piercings per ear</p>	<ul style="list-style-type: none"> <li>● Radical, extreme styles (mohawks, spikes, etc.)</li> <li>● Unnatural hair colors (blue, green, purple, pink, etc.)</li> <li>● Piercings (except ear), tattoos anywhere visible on the body</li> </ul>

**DRESS CODE VIOLATIONS**

Dress code compliance is about **attitude**. We believe that dress standards will be required throughout life. It is our goal to teach compliance and encourage cooperation because it simply is *the right and appropriate course of behavior*. Students who “fight” the system are learning habits that will have negative outcomes on into adulthood. Therefore, **dress code** violations will be addressed as follows:

- **First and Second Violations** – Warnings (recorded in student’s discipline record), with immediate correction required. Appropriate attire must be acquired to correct certain kinds of violations. This attire must be worn for the entire school day on which the violation occurred.
- **Third Violation** – Students will receive a conduct card to be sent home and signed. Appropriate attire must be acquired. This attire must be worn for the entire school day on which the violation occurred. Changing of this assigned attire will be a violation, resulting in a detention being assigned. Principal will call home and assign a day/time for an after school detention.
- **Fourth Violation**- meeting with the Principal.
- **Fifth Violation and beyond** – If the number of violations reaches this far during a school year, discipline will be at the discretion of the Principal. Parents will be contacted immediately to be informed of the decision.