



VICTORY CHRISTIAN SCHOOL

TRAIN • PREPARE • EQUIP

2021-2022 School Theme:

PLANS FOR VICTORY **Jeremiah 29:11**

2021-2022

Parent & Student Handbook

Student Name _____

Welcome to Victory Christian School

Founding Purpose

Rev. Billy Joe Daugherty, Pastor, and Founder

God is calling churches across America to build Christian Schools. There is a price to pay, but the reward will be worth it. The next generation can be different if the people of God today will heed the voice of the Spirit.

The vision of Victory Christian School is to provide a place to train, prepare, and equip young people to take the ministry of Jesus to the ends of the earth, whether it is a preacher, pastor, evangelist, prophet, apostle, and teacher or as a nurse, technician, educator, or businessperson.

In an environment of quality academics and strong discipline, students will be trained to witness their faith, to share Jesus effectively with others, and to minister love to hurting people. They will be taught to operate in the gifts of the Spirit, to minister the healing power of God, to minister deliverance to those that are bound by devils, and be trained to walk in standards of holiness.

We realize the solemn responsibility under God to carry out this vision. We look for parents and students who are in agreement with us, for without that, our vision cannot be fulfilled.

Mission Statement

It is the mission of Victory Christian School to train students spiritually, academically and physically through a Biblical worldview to fulfill the "Great Commission" in every sphere of influence. (Matthew 28:18-20)

TRAIN: Live by the Word of God

PREPARE: Led by the Spirit of God

EQUIP: Love others/Fulfill Great commission

Purpose Statement

The purpose of Victory Christian School is to provide a quality Christian education without compromising the Word of God in an environment where students will experience maximum success.

QUALITY CHRISTIAN EDUCATION

By "quality education," we mean creating a comfortable, yet challenging environment in which the best instructional practices delivered by certified Christian educators will cause students to develop to their fullest potential. Students will develop habits, skills, and attitudes, which will allow for great success in a culturally diverse world that is constantly changing. They will be fully immersed in an academic setting that offers a variety of intellectually stimulating opportunities that are conducive to a lifestyle of academic growth geared toward maintaining a foundation of lifelong learning built on integrity and the Word of God. We strive to train our students to be responsible citizens who respect themselves and others; who know how to effectively communicate with others; who willingly submit to authority while maintaining a sense of individuality; who possess a strong Christian worldview based on biblical values; who know how to use their individual talents, gifts, and abilities to improve society as a whole; who ultimately bring glory to the Kingdom of God.

COMPROMISING THE WORD OF GOD

By not "compromising the Word of God" we mean that God's Word is held high as the student's guide for all learning and development. We encourage Christian growth as outlined in the Scriptures. Students will learn from the Christian perspective of God as their foundation (Christian worldview). We intend to teach the Word in such a fashion that our young people will be equipped for service, empowered by the Holy Spirit, and able to use the Word with great authority.

SUCCESS

By "success" we mean reaching the highest achievement possible in academics, athletics, and the arts to fulfill the will of God. One day in Jesus' presence, our students will be measured by the following standard: Did they listen to the Call of God for their lives, and did they fulfill His will?

Statement of Faith

The following truths are held in common agreement by members of Victory Christian School:

We believe the Bible to be the inspired and only infallible, authoritative, Word of God. (II Timothy 3:16)

We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (I John 5:4-6)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3; I Peter 2:21-24; John 3:16)

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30; Galatians 4:4-7)

We believe that the full consummation of the Baptism of believers in the Holy Ghost is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and service. (Acts 1:8, 2:4, 2:42-43, 10:44-46, 19:2, 6; Matthew 3:11)

We believe in the resurrection of both the saved and the lost – that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation. (John 5:24, 28, 29)

We believe in the deliverance from sickness provided for in the atonement, and that it is the privilege of all believers. (Isaiah 53:4; Matthew 8:16, 17; Mark 16:18; John 5:14; I Peter 2:24)

We believe in the imminent return of our Lord and Savior Jesus Christ. (I Thessalonians 4:16-18; Revelation 21:20)

Life-Success Outcomes

It is the goal of Victory Christian School to have graduates who meet the following Life-Success Outcomes:

Born again Christians exhibiting the Fruit of the Spirit (Gal. 5:22-23)

Empowered by the Holy Spirit (Acts 1:8)

Motivated and able to lead others to Jesus (Matt. 28:18-20)

Positive community leaders and role models (Eph. 4:11-12)

Responsible citizens and international ambassadors (I Peter 2:13-14)

Effective communicators (Eph. 4:29)

Well educated, self-directed, lifelong learners (II Tim. 2:15)

Management Statement

Victory Christian School is an educational institution which is supported and managed by Victory Church. The Word of God is central to the education process. The goals of Victory Christian School reflect those of Victory Church and are within the scope of the vision for Victory Church. VCS reserves the right to make changes to this handbook throughout the year to better match the needs of the school and those of the parents and students. Victory Christian School has the right to change any aspect of its policies, procedures, and programs to best match the vision of the school.

The School Board of Victory Christian School acts in an advisory capacity to the superintendent of the school regarding budget, staffing, school policies, and may hear appeals regarding disciplinary action.

The School Board of Victory Christian School is comprised of the following members: Pastor Paul Daugherty-President; Pastor Sharon Daugherty-Vice President; Mrs. Iru Daugherty-Secretary; Mr. Jeffrey Geuder; Pastor John Daugherty; Mr. Ryan Edwards; Mr. Wayne Cates; and Superintendent Mrs. Jennifer Miller as advisory member.

Notice of Student Nondiscrimination

Victory Christian School and Victory College, ministries of South Lewis Victory Church, Inc., admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, athletic and school-administered programs.

Accreditation

Victory Christian School is fully accredited by both the International Christian Accrediting Association (ICAA) and Cognia. ICAA is recognized by the Oklahoma State Department of Education for full accreditation membership through the Oklahoma Private School Accreditation Council (OPSAC). Victory Christian School is a member in good standing with Oral Roberts University Educational Fellowship (ORUEF). The Oklahoma Private School Accreditation Commission serves in an advisory capacity to the State Superintendent of Schools. It evaluates the capacity of the Oklahoma non-public school accrediting associations for assessing and making judgments about educational quality. If OPSAC recommends recognition of an association to the Oklahoma State Superintendent and if that recommendation is approved, schools accredited by that association will be deemed accredited schools by the State Superintendent of Schools and will be so listed in the Oklahoma School Directory that is published annually by the Oklahoma State Department of Education. Any private school that is accredited by an "OPSAC-recognized" accrediting association is recognized by the State Department of Education as an accredited school. This acknowledgment of accreditation ensures that students can transfer between public and private schools and that the service of state-certified teachers in accredited private schools is recognized by the state. The intent is that all privileges extend to state-accredited private schools be extended to private schools accredited by OPSAC-recognized accrediting agencies.

ACADEMICS

GRADE POINT AVERAGE

Victory keeps grade point averages for each student in grades 9-12. The range is from "0" to "4.3". Letter grades are recorded on report cards (RenWeb) and transcripts. Honors classes will earn an additional .25 points and Advanced Placement/Concurrent classes will earn one additional point towards this G.P.A. and will be figured for a weighted GPA.

GRADING SCALE

Letter grades are given on the report card in all subjects for Grades 2-12.
K3 – 1st Grades are given report cards with Skill Based Standards.

Letter Grade Report Cards			
Letter Grade	Number Grade	Unweighted GPA	Weighted GPA
A+	97-100		
A	93-96		
A-	90-92		
B+	87-89		
B	83-86		
B-	80-82		
C+	77-79		
C	73-76		
C-	70-72		
D+	67-69		
D	63-66		
D-	60-62		
F	0-59		
I	Incomplete		
P	Pass with Credit		
F	Fail with No Credit		
E	Excellent		
S	Satisfactory		
N	Needs Improvement		
Skill Based Report Cards			
1	Meets standard (developing appropriately)		
2	Approaching standard (beginning to develop)		
3	Below standard (needs to develop)		
NA	Not Assessed/Taught at this time		

In Grades 7-12, semester finals are counted as 10% of the semester grade.

An incomplete will be assigned due to excused absences only. Incomplete work must be completed within two weeks after the close of the grading period.

To receive full high school credit for a course in grades 9-12, a student must earn passing marks for both semesters of the year. Students in 7th or 8th grade who take a high school course must receive a minimum grade of a C (70%) to receive credit for the course. One-half (.5) credit is earned for each semester.

PREPARATION FOR COLLEGE

Colleges and universities are interested in not only the classes you take but also in the grades you make. When you apply for admission to an Oklahoma state college or university, the institution will look at either your score on a national test (ACT or SAT) or your high school grade point average (GPA) and where your average ranks within your high school class. Universities are looking for students who score in the top half of Oklahomans on a national test or have a GPA in the top half and rank in the top half of your class.

The goal of students should be to place in the top 1/3 on a college entrance test, be in the top 1/3 of their class, and earn a GPA in the top 1/3 of the state to enhance college acceptance. Two-year colleges generally require you to take required high school classes and graduate from an accredited high school and take the ACT. (TCC will require an ACT score for concurrent enrollment or enrollment following high school). If you score below the designated sub-score in a subject area, you may be placed in a remedial course when you enter college to help you get ready for college-level courses.

Remedial courses can be stepping stones to success in college, but remember, the time and money directed to these courses do not count toward a degree. It is best to prepare for college while you are in high school, so when you get to college, you can focus your time and money on getting your college degree. It is important for students to place the correct school code on the SAT/ ACT forms.

Advanced Placement Courses

Students who are interested in earning college credit while in high school may take Victory's Advanced Placement (AP) courses. Students who sign up for an AP course will need to pay an additional \$100 fee assessed to their FACTS account, to be paid by the end of the first quarter. This fee is non-refundable. In addition to the testing fee, there may be other expenses; for example special supplies, practice exams, books, or submission of portfolios (especially in AP Art). Students enrolled in an AP course

beyond the first quarter are expected to take the AP test. Acceptance

into Honors is based on teacher recommendation only.

OHLAP (Oklahoma Promise) - The state of Oklahoma wants to reward students who could do well in college but whose families do not have the money to send them. See the high school office for OHLAP requirements. Part of the qualifications for OHLAP includes 4 Units of English, 3 Science, 3 Math, 3 History, 2 Foreign Language or Computer Science, 1 Fine Arts (or Speech). For more information log on to <http://www.okhighered.org/ohlap/required-courses.shtml>.

<i>Grade Point Average Conversion Table</i>					
	<i>Grade</i>	<i>Minimum</i>	<i>Maximum</i>	<i>Assigned</i>	<i>4.0 System</i>
	<i>A+</i>	<i>4.15</i>	<i>4.30</i>	<i>4.30</i>	<i>4.00</i>
<i>A</i>	<i>A</i>	<i>3.85</i>	<i>4.14</i>	<i>4.00</i>	<i>4.00</i>
	<i>A-</i>	<i>3.50</i>	<i>3.84</i>	<i>3.70</i>	<i>4.00</i>
	<i>B+</i>	<i>3.15</i>	<i>3.49</i>	<i>3.30</i>	<i>3.00</i>
<i>B</i>	<i>B</i>	<i>2.85</i>	<i>3.14</i>	<i>3.00</i>	<i>3.00</i>
	<i>B-</i>	<i>2.50</i>	<i>2.84</i>	<i>2.70</i>	<i>3.00</i>
	<i>C+</i>	<i>2.15</i>	<i>2.49</i>	<i>2.30</i>	<i>3.00</i>
<i>C</i>	<i>C</i>	<i>1.85</i>	<i>2.14</i>	<i>2.00</i>	<i>2.00</i>
	<i>C-</i>	<i>1.50</i>	<i>1.84</i>	<i>1.70</i>	<i>2.00</i>
	<i>D+</i>	<i>1.15</i>	<i>1.49</i>	<i>1.30</i>	<i>1.00</i>

<i>D</i>	<i>D</i>	<i>1.00</i>	<i>1.14</i>	<i>1.00</i>	<i>1.00</i>
	<i>D-</i>	<i>.50</i>	<i>.99</i>	<i>1.00</i>	<i>1.00</i>
<i>F</i>	<i>F</i>	<i>0.00</i>	<i>0.49</i>	<i>0.00</i>	<i>0.00</i>
<i>P</i>					

NOTE: A "P" (Pass grade) is not included in the GPA.

GRADUATION REQUIREMENTS

Each course taken as a 9-12th grader is .50 credit per semester or 1.0 credit for the entire year. A total of 26 credits are required for graduation. Vocational courses, offered by the Tulsa Area Vocational School, may be taken upon approval by the upper school principal. The Oklahoma State Department of Education requires all students to meet the minimum graduation requirements as presented by the State Department of Education. In addition to the graduation requirements by the State Department of Education, students must meet those requirements established by the Victory Christian School Board of Education and the International Christian Accrediting Association (ICAA). The number of credits required and the types of courses required may vary from year to year. Victory Christian School reserves the right to change its graduation requirements for all students enrolled.

No tuition discounts will be given to students who prefer to have less than a full schedule.

Victory reserves the right to review all transfer credits from other accredited and non-accredited schools. Students transferring home-school credits may be asked to take a comprehensive exam in the areas for which credit is being requested. Only those home-school credits that meet Victory's course offerings will be considered for transfer. Only approved home-school high school courses will receive credit. Grades from an accredited institution will be applied to a student's GPA. Credits earned from a non-accredited institution will receive a "pass/fail" grade and not be counted in the GPA.

To participate in graduation exercises and receive a Victory Christian School diploma, students must:

- meet VCS graduation credit requirements. Students who need more than (1) credit for graduation shall not be permitted to participate in graduation

exercises.

- be enrolled in a minimum of 3 credits on campus in their senior year (3 classes in the fall and spring semester (Exception: seniors who have earned enough credits to finish in December will be expected to be enrolled in a minimum of 1.5 credits during the fall semester including Bible)

Students transferring into VCS from out of state or another Tulsa-area school must be enrolled full-time for a minimum of a semester to be eligible to participate in graduation.

Credit Recovery

Students who need to retake courses for graduation requirements or other situations may request to enroll in a credit recovery program to replace grades based on the student's GPA. These courses have to be approved by the academic counselor and the Upper School administration to ensure they meet the academic guidelines for credit. The grade reflected on the transcript will be shown as CR in the course title.

Part-time Student Graduation Requirements

For a part-time student (i.e., online or homeschool student) to participate in graduation exercises and receive a Victory Christian School diploma, the student must:

- meet VCS graduation credit requirements. Students who need more than (1) credit for graduation shall not be permitted to participate in graduation exercises.
- earn a minimum of 12 credits from Victory (with at least 3 of the 12 credits coming from senior year).

Valedictorian/Salutatorian & Top Ten Awards

For a student to be eligible to receive valedictorian or salutatorian status, a student must attend the final three years of high school at VCS. Students that were part-time VCS students during the last three years of high school coursework will not be factored in the ranking of the top ten seniors or considered for Salutatorian or Valedictorian.

ATTENDANCE

Victory Christian School expects its students to have a goal 100% attendance. Academic achievement is enhanced when students are present for instruction.

Senior Attendance. The State of Oklahoma requires a senior in high school to be enrolled in a full daily schedule of at least six hours. Only those seniors enrolled in vocational or college classes will be considered for less than a full daily schedule (See section on concurrent enrollment).

2020-2021 Graduation Requirements	
4 Math	
4 English	
3 Lab Sciences (Biology, Chemistry, and a 3 rd lab science)	
3.5 Social Studies Units (Must include US History, ½ U.S. Government, ½ Oklahoma History)	
4 Bible (One for each year of enrollment)	
2 Foreign Language or 2 Computer Technology Units (If a student takes 2 foreign language only 1 semester computer is required)	
2 Fine Arts	
½ Personal Finance	
3 Electives	
Total Credits 26	
NCAA Bound Student-Athletes: NCAA guidelines state that if you DO NOT take 2 years of a foreign language, then you must take 4 years of Math, Science, Social Studies, and English.	

COMMUNITY SERVICE

Victory's community service program begins in 7th grade and continues through 12th grade. Junior High students are required to donate 10 hours of community service per year; High School students are to donate 20 hours. Community Service forms are available in the school office and are to be turned into the student's respective Bible teacher.

ACADEMIC SCHOLARS

Graduating seniors who meet one of the requirements listed below are eligible to apply for the Oklahoma Academics Scholars program, be recognized by Victory Christian School and the State Board of Education as Oklahoma Academic Scholars in compliance with State law, and receive a financial scholarship:

1. be an Oklahoma resident scoring at or above the 99.5 percentile on the ACT or SAT1,
2. be designated a Presidential Scholar by the United States Department of Education,
3. be designated a National Merit Scholar by National Merit Scholarship Corporation,
4. be designated a National Merit Finalist by the National Merit Scholarship Corporation,
5. be nominated by an institution in the Oklahoma State System of Higher Education as an Institutional Nominee.

Contact the High School Guidance counselor for more information.

OKLAHOMA SCHOLAR (CHAMBER OF COMMERCE)

Requirements for recognition as an Oklahoma Scholar as recognized by Victory Christian School, the Tulsa Metropolitan Chamber of Commerce and the State Board of Education are as follows: The Oklahoma Scholar's philosophy is based on the belief that it is better to pass an academically challenging course than to get a higher grade in an easier course. Graduating seniors must have at least 15 1/2 credits in the following areas to be recognized.

1. Passing all Scholars' courses of study with a minimum of 2.5 G.P.A.
2. English: Four years of English
3. Math: Three credits must consist of Algebra I, Geometry and Algebra II
4. Science: Three credits must include Biology, Chemistry, and Physics
5. Social Studies: Three and one-half credits must consist of World History and Geography (one credit), U.S. History and Geography (one credit), U.S. Government (one-half credit), Oklahoma History (one-half credit) and one-half additional Social Studies credit.
6. Foreign Language other than English: Two credits in the same language

TULSA ACHIEVES PROGRAM

Tulsa Community College provides up to 60 credit hours free of charge to students who are residents of Tulsa County. For more information contact the high school office.

CONCURRENT ENROLLMENT

High school students are expected to be enrolled in a minimum of three (3) classes per semester. Enrollment is defined by the Oklahoma Department of Education as a six-hour day. Victory divides its instructional day into eighty-minute (80 minutes) periods, with a ten (10) minute passing period. The instructional day does not include the lunch period. Seniors who qualify may enroll in college courses and vocational-technical schools under concurrent enrollment programs. The school reserves the right to change the length of periods or passing times.

STUDENTS WHO MEET THE BELOW REQUIREMENTS MAY BE DUALY ENROLLED AT VCS AND ORU OR TCC IN A COLLEGE-LEVEL COURSE. CONCURRENT STUDENTS MAY ENROLL IN UP TO TWO COLLEGE COURSES PER SEMESTER. EACH 3-HOUR COLLEGE CLASS LASTS ONE SEMESTER AND EARNS ".5" HIGH SCHOOL CREDIT. SEE GUIDANCE COUNSELOR FOR MORE DETAILS.

Seniors

- Must have taken either the ACT or SAT and have a minimum 3.5 GPA.
- Must be eligible to complete graduation requirements including curricular requirements for college admission by the end of the spring semester.

Juniors

- Must have taken an ACT or SAT and had a minimum 3.5 GPA. Note: ACT score of 19 is required for TCC.

Note: If a student fails a concurrent class, he/she will be required to sit out one semester from taking concurrent classes and obtain permission from the Upper School Principal before enrolling in another concurrent class. A student who receives a "D" in a concurrent course will need permission from the Upper School Principal before enrolling in another concurrent class.

Students who meet these requirements may enroll at Oral Roberts University, Tulsa Community College, and/or Tulsa Technology Center. Students completing concurrent courses at Tulsa Community College and/or Tulsa Technology Center will be required

to submit a 500-word paper to describe how a Biblical Worldview can be applied to that course.

Whether or not VCS will allow a concurrent course to meet the VCS graduation requirements depends on the strength of the college course. This determination will be made by the high school principal.

Concurrent students may enroll in up to two college courses per semester. Seniors who are enrolled in only one concurrent class must be enrolled in no less than three periods in Victory Christian School during their senior year. All concurrently enrolled students must provide evidence they have been accepted and are enrolled in college courses to the Guidance Counselor.

Students who drop concurrently enrolled courses will be required to re-enroll in courses at VCS. Students must submit a copy of their concurrent transcript immediately following completion of their course. Tuition discounts are not allowed for concurrent enrollment. Students will be charged the full tuition amount.

Vocational Enrollment. (See also: Concurrent Enrollment) A student enrolled in a three-credit vocational course may earn one-half VCS unit (credit) per semester. No tuition discounts are allowed for vocational study. Courses other than the approved vocational placement do not count towards VCS graduation.

DIPLOMAS

1. Diploma - Student must obtain 26 credits as outlined above.
2. Diploma of Honor – Students must obtain 26 credits as outlined above while maintaining a 4.0 or higher GPA.

ELEMENTARY CLASS CHANGES

Elementary classes are balanced numerically, by gender, academic performance, and student compatibility; therefore, class transfers for students are rarely permitted.

EXTRA-CURRICULAR ELIGIBILITY/SCHOOL EVENTS

All School extra-curricular events will follow the OSSAA eligibility guidelines. Starting at week 3 of the first quarter, an eligibility check will be run by the Upper School Principal and any students on the Ineligible list will not be allowed to participate in Extra-Curricular school events (Art, Athletics, Band, Drama, Robotics, etc.).

HOMEWORK

Research has demonstrated that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could fail to perform well on tests, thereby resulting in a lower grade. Doing homework is part of the preparation for the future. Correct spelling and neatness are expected. Parents are expected to communicate to teachers when their children are having challenges with homework.

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance his studies. Therefore, each student is required to complete his homework assignments on time. In grades 6-12, failure to complete homework will result in a lowering of that assignment's grade by one letter grade per day for each day the assignment is late. (15% first day, 10% per day after that). In grades 2-5, failure to complete homework will result in a lowering of the grade 10% per day.

VCS 7th-12th grade operates on an A-B block schedule which means that homework assigned in class is not due the following day, but the following time the class meets, i.e. Monday homework would be due on a Wednesday, Tuesday home work would be due on a Thursday. Students are encouraged to do their homework the night it is assigned and to utilize remaining class time as well as the daily academic hour to get home work done. Students who have homework assigned on Tuesday will have Tuesday evening and Wednesday academic hour to complete their homework. VCS encourages families to attend church and students to be active in their youth groups on Wednesday nights. Therefore, no tests or quizzes are to be given on Thursday and no major assignments (i.e. research papers, projects) are to be due on Thursday.

Elementary students are to take their assignment guides home daily. The assignment guide needs to be reviewed daily and signed by parents.

FINALS

Students in 7th-12th grade taking high school-level courses who receive a 93% or higher for the 1st, 2nd, and 3rd quarter, 93% on the Semester final and have a 93% 4th quarter grade up until a pre-announced date will be exempt from the year-end final. All students take midterms/finals in the fall semester.

TUTORING

Students who are failing any subjects may be placed on academic probation. Teachers may not tutor their own students for monetary compensation.

PLAGIARISM

Victory considers plagiarism (presenting someone else's words as if they were their very own) the same as stealing and lying. Many times students who plagiarize do so because they do not carefully plan their time and wait until the last minute to complete a writing assignment; some do not want to take the extra effort to select a topic, outline the main concepts needing to be presented, compose a draft copy for review and editing, and present the final draft. Some plagiarize because they want to get a good grade and feel inadequate in composing a paper themselves. The curriculum at VCS provides a solid foundation for students to learn the necessary organizational and writing skills to do well on written assignments. Students who choose to plagiarize will receive a zero on the paper and may receive a suspension.

HONORS PROGRAM

A course designated as an Honors course carries an additional .25 grade point; AP and Concurrent courses carry an additional 1.0-grade point. Enrollment in all honors classes are by teacher recommendation and approved by the principals.

LOWER SCHOOL HONOR ROLL

- Highest Honors: Achievement of "A" or higher average in all academic subjects.
- Honors: Achievement of "B" or higher average in all academic subjects.
- Honorable Mention: Achievement of "C" or higher average in all academic subjects.

MIDDLE AND SECONDARY HONOR ROLL

- Highest Honors: All A's on 1st semester and 3rd quarter (93% or higher in all subjects)
- Honors: All A's and B's on 1st semester and 3rd quarter (83% or higher in all subjects)

HONOR SOCIETY

Nominations for the National Honor Society and Junior Honor Society are made by teachers after the completion of the first semester. To be eligible, a student must maintain a cumulative GPA of 3.5, manifest good character traits, leadership, the fruit

of the Spirit and show involvement in Christian service. Students with a D or F grade in any subject for the semester or a history of disciplinary referrals will not be eligible for the honor society. (A student who has been suspended from school or received an in-house suspension will not be qualified for the National Honor Society.)

LITERACY IMPROVEMENT ACT OF 1997

Students who become eligible for a driver's license must score at the 8.0 grade level on the ACT/ASPIRE test for reading, vocabulary and comprehension subtests.

RENWEB

RENWEB IS A PRIVATE AND SECURE PORTAL THAT ENABLES PARENTS AND STUDENTS TO VIEW GRADES, ATTENDANCE, HOMEWORK, AND CONDUCT, AS WELL AS OTHER USEFUL SCHOOL INFORMATION. YOU CAN ALSO COMMUNICATE WITH TEACHERS AND OTHER SCHOOL STAFF ONLINE WHENEVER NECESSARY. ALL YOU NEED IS AN INTERNET-CAPABLE COMPUTER, TABLET OR SMARTPHONE. CONTACT EITHER SCHOOL OFFICE FOR MORE INFORMATION ON SETTING UP YOUR RENWEB ACCOUNT.

PROBATION

Students who are failing an academic subject will be placed on academic probation.

PROMOTION

Students in grades K3-6 will be subject to non-promotion should they fail to make sufficient academic progress at their current grade level. Students in grades 7-8 must be passing five core academic areas (math, language arts, science, social studies, and Bible) at the end of the second semester to be promoted to the next grade. Any student failing either semester of a core academic subject may be required to attend summer school either at Victory or within the community. High school students who fail a course will not receive credit for that course.

REPORT CARDS

- Families are encouraged to check RenWeb regularly to monitor academic progress. Quarterly and Semester Grade report cards are published to ParentWeb. Families whose accounts are not current may not be able to access report cards for students.

SCHEDULE CHANGES

All changes in student's' class schedules for JH and HS are to be made within the first full week of each semester. Official changes of schedule forms are available in the Upper School Office, and all changes require teacher's (current and new teacher) and a parent's signature before it is reviewed for approval by the principal.

Students may not transfer to another course at the end of the quarter and receive any credit for the course.

TESTING

- STAR 360 – Given as throughout Grades K5-2 to show academic progress
- ACT/Aspire - Given annually in Grades 3 - 10.
- Pre-ACT: This test is given in the fall, usually in November, and is required for all 9th-10th graders to prepare them for the ACT. See school calendar for test dates.
- PSAT/NMSQT - Grade 10-11. This test is given in the fall, usually mid-October, and is optional for all sophomores and juniors interested in qualifying for the National Merit Scholarship. See school calendar for test dates.
- ACT/SAT - Grades 11-12. All 11th graders are REQUIRED to take the ACT at least once during their junior year and are encouraged to take it again their senior year. See the school calendar for test dates.

Note: The ACT/SAT will involve an additional testing cost.

UPPER-LEVEL COURSES

Many courses, for example, Algebra II, require a student to complete a prerequisite course, such as Algebra I, before being accepted for enrollment. Acceptance into Honors English or Advanced Placement (AP) courses is by teacher recommendation only. Since space is limited, priority will be given to those students who have shown evidence of a high level of achievement. Students should check with the upper school principal or guidance counselor for more information on prerequisites for upper-level courses.

ADMISSIONS

Parents wishing to obtain information about the school, its programs, or for enrollment information should contact the school office at 918-491-7720

Acceptance is based on a decision by the admissions committee. Grade placement for all students will be determined by the administrative staff. VCS reserves the right to adjust and/or modifies course offerings, selections and/or combination of classes at

each grade level based on final enrollment. Only those students with an up-to-date immunization record, a copy of a birth certificate, 2 years of grades when applicable, a copy of the I.E.P (for students this pertains to) and a social security number will be accepted for final enrollment and permitted to attend class.

PART-TIME STUDENTS

VCS offers a part-time option for students who desire to attend VCS for 3 classes or less per semester. All students who attend part-time are required to take a Bible class and attend chapel. Students desiring to take four or more classes are considered full-time and will be charged full tuition. Part-time students are encouraged to participate in the many clubs and extracurricular opportunities available to students. Election to Student Council is reserved for full-time students.

VCS makes no distinction between academic core classes, athletics, or electives regarding tuition. Students attending afternoon only classes may petition to take Bible online (offered free). Students who opt to take Bible on campus will be charged normal tuition for the course. Bible taken on campus will count as one of the three classes for determining part-time status.

Students attending part-time are required to plan their class schedule carefully blocking classes together to maximize time on campus. All students must be enrolled in a supervised class during their time on campus. Student aide positions earn local credit and are considered a class for tuition purposes.

Part-time students who are enrolled in concurrent classes will pay regular VCS tuition for the concurrent course plus any additional costs incurred (i.e. college tuition, books, etc). Students are referred to the Student Handbook section on Concurrent Classes, Graduation Requirements, Part-time Student Graduation Requirements, Valedictorian/Salutatorian and Top Ten Awards for more information.

INTERNATIONAL STUDENTS

Victory Christian School is approved by the Department of Justice and Immigration to accept international students and to issue an I-20 application. It is the parent's

responsibility to see that a passport or visa is current. A packet of information is available from the International Office for parents of international students.

HOME-SCHOOLED STUDENTS

Home-schooled students enrolling in VCS must present evidence of work completed, attendance records, curriculum samples, etc. To receive high school credit, home-schooled students must be able to demonstrate competence in those subjects. Credit will be granted when these competencies are established. Credits earned from an accredited institution as recorded on an official transcript will have the actual grade earned recorded on the transcript; credits earned from a non-accredited credit institution will be recorded as "Pass" or "Fail" on the transcript. All coursework and grades are subject to administrative review before credit will be granted. The determination of granting credit will be final.

Only those home-school students who are enrolled in Victory for at least their entire senior year will be considered for graduation.

For a part-time student (i.e., online or homeschool student) to participate in graduation exercises and receive a Victory Christian School diploma, the student must:

- meet VCS graduation credit requirements
- earn a minimum of 12 credits from Victory (with at least 3 of the 12 credits coming from senior year).
- Take either an on-campus or online Bible class from Victory Christian School

A part-time student will not be able to serve on the student council or any homecoming court. A student may not be dual enrolled in schools, i.e. an online charter school and VCS, per Oklahoma School Law.

Students that were part-time VCS students during the last three years of high school coursework will not be factored in the ranking of the top ten seniors or considered for Salutatorian or Valedictorian. Only those students enrolled in VCS either part-time or full-time in grades K-12 can participate in Victory sports.

OTHER ADMISSIONS

Missionaries. Children of full-time missionaries on the field may apply for graduation from VCS if they:

1. Meet the Oklahoma state graduation requirements
2. Are enrolled in Victory the second semester of their senior year.

Probation. Students who end the year or transfer into Victory who have experienced behavioral or academic challenges may be enrolled on probationary status. It is expected that during this probationary period behavior and academics will improve. Failure to do so may result in a student being asked to withdraw from school.

Residence. All VCS students must live with a parent, legal guardian, or parent designee throughout their enrollment at VCS.

Review. All students entering Victory for the first time are placed on review/probation status. At the end of the first quarter, a student may be taken off "review" status if they are making acceptable progress academically, behaviorally and spiritually.

Transfers. Students who transfer from other Christian schools in the Tulsa metropolitan area must have all previous accounts paid. Only those high school students with a valid transcript will be given credit for courses completed. Students will not be permitted to attend class unless an official transcript is received by the school. Transferring students will be subject to OSSAA regulations for participation in sports. Contact the Athletic Office for more information

Students who transfer to Victory will have their grades placed on the student records system as shown on their official transcript sent to Victory from their previous school. Students may not transfer to another course at the end of the quarter and receive any credit for the course.

Note: The school reserves the right to ask any parent to withdraw their children from school if the school feels it is in the best interest of the school or its student body,

parents or staff.

Custodial Care. The school advocates strong marriages and families. The school will not become involved in a parental conflict regarding the custodial care of their children. If conflict cannot be resolved, parents may be asked to withdraw their children from Victory.

Sexual Morality. Because of Victory's belief that any sexual practices and lifestyles apart from that expressed in the marital union of 1 man and 1 woman are contrary to God's plan, and, in fact, inimical and antithetical to the mandates and teachings of the Christian scriptures regarding personal living and conduct (Gen. 2:24, 19:5, 13, 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6-9; I Thess. 4:1-8; Heb. 13:4), the school will not admit students who engage in or condone any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, or pornography. Also, the school will not make the facilities, property, or staff members available to any persons or organizations that engage in, espouse, or encourage others in such practices. Victory Christian School retains the right to refuse enrollment to, or expel, any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Lev. 20:13; Rom. 1:27).

STUDENT WITHDRAWAL

A student is not classified as withdrawn until the school Registrar receives an official school withdrawal card signed by the parent or guardian. This card can be obtained in the Registrar's office. We request that all parents, who are considering withdrawing, schedule an "Exit Interview" with the principal.

All school books, including workbooks, materials, equipment and other school-owned property, including tuition, lunches and other obligations, must be finalized and turned in before the withdrawal can be completed. If a student withdraws after the first of the month, the parent/guardian remains responsible for the complete month's tuition. Withdrawal cards are shown to the principal and then returned to the Registrar's office for final clearance. All obligations, including financial, must be cleared before final withdrawal. All records will be held until an official withdrawal takes place. Furthermore, before any records are released to parents, schools or outside agencies,

at any time during the school year, all family tuition and food service accounts must be current as well as library fines, athletic fees, etc., paid. Only those parents with current accounts will be granted access to information contained on RenWeb – attendance, discipline, and grades

SCHOOL DAY INFORMATION
 LOWER SCHOOL (K3-6th): 8am – 3:00pm
 UPPER SCHOOL (7th-12th): 8am – 3:10pm
SCHOOL OFFICE HOURS:
 The school offices open at 7:30 am and close at 4:00 pm.

UPPER SCHOOL BLOCK SCHEDULE

The 7th-12th grade will follow an A-B block schedule for the 2020-2021 year. Classes will be 80-minutes long and each day (except for chapel day) will include a 45-minute Academic hour where students can work on homework, meet with teachers, and get assistance as needed.

7TH – 12TH GRADE SCHEDULE				
M,W, TH,F	A Day	B Day	Tuesday	Chapel Day
8:00-9:20	A1	B1	8:00-9:15	A1/B1
9:30-10:50	A2	B2	9:20-10:25	Chapel

11:00-12:20	A3	B3	10:35-11:50	A2/B2
12:20-12:55	Lunch	Lunch	12:00--1:15	A3/B3
1:00-1:45	Academic Hour	Academic Hour	1:15-1:50	Lunch
1:50-3:10	A4	B4	1:55-3:10	A4/B4

ARRIVAL

Morning arrival for all VCS students should be no earlier than 7:45 a.m. unless using the Before School Care program. The school cannot be held responsible for students on campus before 7:15. Upper School students will be permitted to go to their lockers at 7:45 a.m. Fifth and sixth-grade students will be seated in the cafeteria and released to their lockers by the teacher on duty at 7:50. First through fourth-grade students will be seated in the cafeteria area until their teachers escort them to their classes. K3-K5 students will be accompanied by their teachers to their classrooms from the Victory Zone.

Students participating in our Before School Care program may be dropped off after 7:00 a.m. and picked up anytime between 3:30 p.m. and 6:00 p.m. For an extra fee, students in grades K3 -6 may participate in our Before School and After School Enrichment programs which begin at 7:00 a.m. and end at 6 p.m.

Upper School After School Care

School dismisses at 3:10 pm for 7th-12th-grade students. By 3:30 pm all students are to be picked up or report to the Victory Zone for after school supervision.

Athletes/Clubs—students in athletics or clubs are to report immediately after school to their designated coach/sponsor who will supervise them.

The school will not be held liable for students who arrive on campus before the established arrival time. The same is true for students who are dismissed at the end of the school day and are not enrolled in the After School Care Enrichment program (Grades K3-6th), in a study hall (Grades 7-12) or a supervised sports activity.

UPPER SCHOOL TARDIES

Students will be held accountable to arrive in class at the appropriate time. All students must be seated before the tardy bell rings. Consequences for tardiness in grades 6-12 may result in a before school detention. A tardy is a tardy regardless of the reason. Students in grades 7-12 will be allowed 2 free tardies per 9 weeks. On the 3rd and 4th tardies, students will be assigned before-school detention. On the 5th and 6th tardies, students will be required to attend Saturday School. There is a cost of \$10 for Saturday School; this will be billed through FACTS in RenWeb. Failure to attend Saturday school or to pay the fee will result in in-house suspension during the school day the following Tuesday. Saturday school will be from 9:00 a.m. to 12:00 p.m. Failure to show up on time for Saturday School will result in in-house suspension or a full day suspension from school on the following Tuesday. On the 7th tardy, a student will move to either in-house suspension or a 1 to a 5-day suspension.

NOTE: Students who arrive up to 20 minutes late to the first hour will be considered tardy, anytime beyond 20 minutes and the student will be marked absent. Students who arrive up to 10 minutes late to all other periods will be considered tardy, anytime after, the student will be marked absent.

All students must be in their classrooms by 8:00 a.m.

LOWER SCHOOL TARDIES

We expect all students of all grades to be on time to school every day. While children do have an increased responsibility to ready themselves for school as they mature, it is still the full responsibility of the parent to get their child to school on time.

Dentist or doctor's appointment substantiated by an official note given to the school secretary upon arrival will be considered excused. An accident or inclement weather on the roadways affecting many parents and as deemed excused by the principal will also be considered excused. Other events will not be considered at the time a tardy is issued but can be submitted for consideration. Issues such as car problems, running late, and oversleeping will not be considered. Students will be given 3 tardies per quarter without consequence. Six unexcused tardies equals one absence.

After the 3rd grace tardy, the following consequences will be followed for all unexcused tardies, and they will be logged in RenWeb as a Behavior Notice:

4th Tardy: Behavior Notice logged with consequence list attached.

5th Tardy: Behavior Notice and special cafeteria seating.

6th Tardy: Referral and ½ day in-office suspension. Contact to parent by the principal.

7th Tardy and all subsequent tardies in a semester: Referral and Full-day in-office suspension counted as a day's absence on the student record. Contact and behavior contract by the principal.

ATTENDANCE

Regular and punctual attendance is the greatest single factor in a student's success in school. Excessive absence or tardiness places a handicap on the student and the teacher. It also indirectly encourages the development of poor attitudes toward one's work and obligations. Additionally, attendance at school provides a student with the classroom experience. This experience is composed of participating in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class is a serious problem and will be addressed accordingly.

State law requires a student to be in attendance 90% of the designated time the class meets to be eligible to receive credit for that class for that semester. In the Upper School's block schedule, a student may not have more than the following number of absences (excused or unexcused combined) per semester to be in compliance:

Type of Class	Amount of Absences Allowed (Excused and Unexcused)	Attendance Recovery Required if Exceed Limit
80-Minute Class (meets every other day)	5 absences	80 minutes per absence over limit
80-Minute Class (meets daily, i.e. HS)	9 absences	80 minutes per absence over limit

athletics, Band)		
Academic Hour (meets daily)	9 absences	45 minutes per absence over limit

Lower School: Excessive absences in the Lower School will result in a notice from the Office which may require a parent meeting, student probation, or other consequences.

Upper School: At the 4th absence within a semester (6th for Lower school), the parent will be contacted by the respective principal (lower school) or dean (upper school). Should a student exceed the maximum allowed absences within a semester, the student will be placed on academic probation and required to do attendance recovery.

Continued absences place undue stress on students and teachers and may result in non-promotion for the following year (lower school), failing a course (upper school), and/or students being asked to withdraw from school.

Excused and Unexcused Absences

The following may be considered for excused absences:

- Illness-substantiated by a doctor or parent statement
- Death in family
- School approved activities (athletic events, field trips, competitions, ministry trips, etc.)
- Special absences which must be approved in advance of the absence by the principal
- College Visits—ONLY visits by juniors and seniors to college campuses will be excused. Students must bring verification of the visit received from the college registrar's office. Students are allowed one (1) trip each semester during their junior and senior year. Approval for additional college visits must be obtained from the principal's office. College visits should be pre-approved through the College and Career office a minimum of 48 hours in advance.

Note: All other absences will be unexcused. Students will be required to make up all work that is missed and may have their grade lowered not less than one letter grade on the work turned in. The student will be given the same number of days of his excused absence to make up missed work. If sick one day and work is due on the day of his absence, the work would be due the next day.

The authority for determining the legitimacy of an absence rests with the school administration.

Planned or Extended Absences

Since VCS is a State-accredited school and attendance is required, please plan family vacation times and/or mission-related trips at times school is not in session or that correlate to scheduled, school vacation times. Please note these absences will count toward your total absences allowed by State law per semester in Upper School.

In the event your child needs to be absent from school for a time longer than 3 days not related to illness, it will be necessary to complete a Student Extended Absence Request before the proposed absence. This form may be obtained from each divisional office and given to the principal for approval before absence (please allocate a minimum of 5 days before planned absence to ensure adequate time to gather assignments). If approved, the principal will then notify the teacher to prepare any school work required of the student to be completed during his/her absence. At the Upper School level, once the principals provide approval, students will carry the

absence request to each teacher to obtain assignments. Once this is completed, the form will be submitted to the principal for final approval. At the Lower School level, once the principal provides approval, the form will be given to the teacher so that assignments can be provided. Parents are encouraged to visit RenWeb to access their child's homework assignments.

Parents need to notify the division office when the student is absent. This needs to be done every day the student is not in attendance at the school. Notification can be by email or phone to the appropriate division unless the Extended Absent Report is completed. Upon return to school, students are to come to the respective school office to receive an admit slip.

****A student absent from school is not be allowed to participate in school-related activities on that day or evening unless participation is approved by the Principal and conforms to the OSSAA rules.**

MAKE-UP WORK

Students who are absent with an excused absence will have the same number of days to make up work as days they were absent. If a student is absent on the day of a test, they will be expected to take the test on the day that they return. If a student misses a review for a test, then the student will have one day to review before taking the test. In regards to book reports, projects, research papers, students missing the deadline date will be required to turn in their book report, project or research paper when they return to school. Students who participate in school-related activities such as field trips will be required to turn in any work on the day they return. Students returning late from long road trips where they leave before school dismisses and arrive after 10 p.m. will be given a day's grace to complete homework unless homework was due before students left school or students had adequate forewarning of homework due dates.

MILITARY CHILDREN

Under the Interstate Compact on Educational Opportunity for Military Children, the school superintendent may excuse a student's absence for visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty or, is on leave from, or immediately returned from deployment to a combat zone or combat support posting. The district will permit no more than 5 excused absences for this purpose. All absences (1) must be preapproved, (2) the

student is in good standing, (3) the student has a prior record of good attendance, (4) missed work is completed and turned in within the school's allotted time period, and (5) the absence is not during standardized testing dates.

DISMISSAL

After the second day of school, we request that all elementary parents wait at the appointed exit doors rather than coming up to the classrooms. This will facilitate the exiting of all students and avoid confusion in the hallways as well as provide for a safe exit. Students are not to re-enter the building after 3:45 p.m. Students are asked not to be in the activity center after school unless involved in a supervised sports activity. The basketball courts are reserved for team practices.

For the security of your child, it is important that arrangements are made to pick up your child immediately following school dismissal.

At 3:30 p.m. 7-12 grade students who are not in a VCS sponsored activity must go to "after school study hall." A general supervised study hall for students in grades 7-12 is available from 3:30 to 6:00 p.m. Once in the study hall, students will not be permitted to leave until picked up by their parents. This is a time for doing homework and not a time to play. Students are expected to be in their chairs at tables or seated at desks. Students who abuse this service will no longer be able to participate. Students in grades K3-6th will be escorted to after-school activities. Parents will be charged the appropriate fee. All athletes are to be physically present with their coach at all times. When practice is dismissed, if their ride is not immediately present, athletes must report to the room designated as a supervised study hall. Failure to abide by this policy may result in detention the following day.

Students are not permitted in the second or third-floor hallways after school unsupervised. Students are not permitted to go to lockers in the evening during home games, after practices or on weekends when school is not in session. Middle and high school students found in the hallways after 3:30 p.m. may be assigned a detention.

NOTE: The activity center is closed at 3:00 on non-event days. Students are not to enter unless involved in supervised practice. On game days the AC will be locked 2 hours before the first contest.

NOTE: The school maintains a 24-hour video camera surveillance of hallways, entrances, and exits to the building and the parking lot. Students, who vandalize, destroy or remove school or student property from the building or gain unauthorized access to classroom or offices will be subject to disciplinary action, including paying for damaged or stolen property.

NOTE: Middle and high school students who pick up their siblings from the elementary are allowed to do so after parent permission slips have been signed and returned to the Lower School Office. Students, no matter the age/grade, will NOT be allowed to sign a Lower School student out of school early.

AFTER-SCHOOL SUPERVISION AND VICTORY ENRICHMENT

Two special programs for students in K3 to 6th grade are available from 7:15 a.m. to 6:00 p.m. for working parents. Information on these programs is available in the Lower School and After School Care offices. Students in grades 7-12 may participate in an after-school study hall. Once a student is in the study hall, they are not permitted to leave until their parent or ride arrives.

After school, all VCS students are to be:

- In a VCS-sponsored activity (sports, clubs, etc.) supervised by an adult.
- Supervised directly by their parents.
- In after-school care supervision.
- Off campus.

ITEMS LEFT IN BUILDING AFTER 3:30 PM

- Student items which may have been left in the multi-use areas of a school office may be retrieved after hours when the student is accompanied by a parent or given permission from the school.
- Items left in individual staff offices or classrooms may not be retrieved after 3:30 p.m.
- They must be picked up the following day from the individual in charge of that office.
- The reason for this policy is to support principals and office staff in carrying out their responsibility regarding discipline.
- Items which might be retrieved could be significant regarding school discipline investigation or issue and therefore cannot be removed without their direct permission.
- The VCC/VCS Security department will not open classrooms for items left in the room after 3:45 pm.

LEAVING CAMPUS FOR MEDICAL REASONS

- At no point during the day is a student to leave and go home ill without signing out through the school nurse or main office in the absence of the school nurse. Parents who come to pick up students are required to sign them out in the Upper School office (grades 7-12), Lower School Office (1st-6th), or Kindergarten Wing Desk (K3-K5). Parents of any student needing to be released from class for an off-campus appointment must contact the appropriate division office between 7:30 a.m. and 7:55 a.m. on the day of the appointment. The note, email, or telephone call should include the nature of the appointment. A doctor/dentist's note should be presented to the office upon return from an appointment and will be retained by the school for official documentation of an absence. Upon dismissal, the student must then sign out in the attendance office and then bring documentation of their appointment upon signing back into school at the attendance office.

LUNCHROOM CONDUCT

- Students are responsible for maintaining a clean lunchroom. Failure to do so will result in loss of off-campus lunch privileges and/or assignment to cafeteria duty. Any student caught throwing food in the cafeteria may be immediately suspended for the rest of the day (in-house or out-of-school suspension).

RELEASE FROM CLASSES

When it is necessary for a student to leave school early in the day, a parent release for the student must be made through the Lower School or Upper School offices. High school students must check out through the Upper School Office. Since school staff members are unable to confirm the release of students from class during the day, parents must come to the school and check the student out. Parents must come to the school office in person or contact the school office via phone to check the student out. Lower School parents MUST come to the office (a phone call is not enough for release). It is the parent's responsibility to provide the written note at the beginning of the day. It is the student's responsibility to take the note to the Upper School office for an official pass to be excused at a certain time from the class for 7th – 12th-grade students is the student or parent's responsibility to sign the student out of school and to sign back in when they return.

Please keep in mind that the amount of time in class influences the academic success of a student. The total number of excused and unexcused absences from a class will affect whether or not a high school student will receive credit for a class and whether an elementary or middle school student will be promoted to the next grade.

Students will only be released to those, or by request of those, listed on the student information sheets as found on the Student Records System or the Student Health and Emergency Information Form.

Classes will not be interrupted to get students out of classes. Doctor's appointments need to be scheduled ahead of time and a note written for the student and taken to the appropriate office explaining the reason and time for release. Please DO NOT CALL the receptionist or come to the office window requesting a class to be interrupted to get a student out of class.

RESTRAINING ORDERS

Legal papers (i.e., court orders, protective orders, restraining orders or changes/reversals thereof) prohibiting contact by any individual with a student must be provided by the parent and a copy maintained on file with the school. Unless a legal document is on file restricting contact, a non-custodial parent (if listed on the student information sheet) may check out his/her child. The non-custodial parent may receive information about or review the records of his/her child.

VCS students who are issued a restraining order (Order of Protection) against another student in the school will be considered for withdrawal.

SCHOOL CLOSING

APPROPRIATE PRECAUTIONS WILL BE TAKEN IN CASE OF A SEVERE WEATHER WARNING. STUDENTS WILL BE RELEASED TO GO HOME WHEN PARENTS ARRIVE. SCHOOL CLOSING BECAUSE OF SEVERE WEATHER WILL BE ANNOUNCED OVER TV CHANNELS 2, 6, AND 8 FROM 6:30 A.M. SCHOOL CLOSINGS ARE ALSO ANNOUNCED THROUGH RENWEB. PLEASE MAKE SURE THAT YOU HAVE THE CORRECT CELL PHONE NUMBER AND EMAIL ADDRESS LISTED IN RENWEB. AND THAT YOU HAVE SELECTED THAT YOU WOULD LIKE TO RECEIVE NOTICES VIA E-MAIL AND/OR TEXT MESSAGES.

The school has a closed campus. All school visitors, including parents, must check in at the building receptionist (main west campus) and obtain a visitor's badge, then proceed to the respective school division office.

- To avoid student visitors being turned away, the visitor must be pre-approved at least one day before the visit. All visitors must wear clothing as close as possible to the VCS dress code.
- No visitors are permitted during final exam week, during achievement testing, or on the day before or after a vacation/no school day. Check with your principal for additional requirements.

ATHLETICS

It is the purpose of VCS athletics to help fulfill the vision of Victory Christian School. Athletics are a vital part of the educational process and are an important component in fulfilling the vision of VCS. This vision extends to a working philosophy which says:

"The value of athletics is not found solely in achieving the athletic goals, though these goals must be striven for with all diligence. The true value of athletics is found in the changes and experiences that the process of striving for the goal produces in the lives of the people who are directly or indirectly involved with the athletic program. In other words, athletics provide an arena whereby students can be trained in Christ-likeness."

ATHLETE CONDUCT

Players will be sidelined for talking back to referees, fighting with other players or other team members, flagrant fouls and unsportsmanlike conduct, and displaying disgust with a penalty, other players, etc. See our Athletic Handbook for more information.

ATHLETIC ELIGIBILITY

To participate in athletics, students must remain academically eligible. VCS follows OSSAA criteria to determine eligibility. An Eligibility Information Sheet is available in the Athletic Office. All new students (grades 7-12) must complete the OSSAA new student form to determine their eligibility.

ATHLETIC/SPORTS UNIFORMS

All VCS teams will wear school colors - royal blue, bright gold, black, gray, and white. This includes teams at all levels of competition.

ATHLETIC TEAMS

The sports that are available depend upon the number of students who go out for a sport so a team can be formed, obtaining a parent volunteer or staff coach, and being able to schedule competition.

ELEMENTARY SPORTS

The VCS athletic department coordinates the enrollment of students in community-based leagues. Soccer, basketball, baseball, softball, and football are some of the sports that are available to VCS elementary students. At the elementary level, VCS may field its own team in a Christian school league or help coordinate the enrollment of students in community-based leagues.

MIDDLE AND HIGH SCHOOL SPORTS

BOYS		GIRLS	
Cross Country	Fall	Cross Country	Fall
Football	Fall	Softball	Fall
Basketball	Winter	Volleyball	Fall
Baseball	Spring	Basketball	Winter
Golf	Spring	Golf	Spring
Soccer (HS Only)	Spring	Soccer (HS Only)	Spring
Tennis (HS Only)	Spring	Tennis (HS Only)	Spring
Track	Spring	Track	Spring
Wrestling	Winter	Cheerleading	Fall/Winter

FAN CODE OF CONDUCT

We value being named among the top schools as a "Good Conduct Team." This ranking is voted on by OSSAA athletic officials at each sporting event. Your positive example is needed to achieve a higher ranking. Students, parents, faculty, and friends, please continue to set the example by remembering:

Jesus is the example of our words and actions.

We do not heckle, jeer or distract players.

We do not voice comments that are disrespectful or put down other players.

We do not "boo" calls made by officials.

We do not criticize players or coaches on either team, e.g., "air ball."

We respect the judgment of our coaches as to the selection of plays and players.

We appreciate a good play no matter who makes it.

Our goal is to provide support for our teams and coaches. We need to direct our spirited response toward our players and coaches and not against our opponent, other spectators, coaches or officials. We need to respond enthusiastically to our cheerleaders and follow their lead in cheers to support our team. Fans that do not follow our Fan Code will be asked to leave the game.

OTHER ATHLETIC ISSUES

Fundraising. Fundraising is a vital part of the VCS Athletic program. The athletic participation fee does not begin to cover all costs incurred by our sports programs. As a result, parent volunteers are needed throughout the year to help with various fundraising projects. Athletic fundraising must be pre-approved by the Upper School Principal, Athletic Director, and Superintendent.

Game Day Policy. An athlete must attend at least one-half day of school to participate in a sport (practice or games) on that same day. Exceptions need to be approved by the Upper School principal.

Insurance Release Form and Physicals. All students who participate in any athletic program are required to have both a "Physical" form and an "Insurance Release" form completed before they practice with the team. These forms may be obtained from the Athletic Department. Parents who do not have family health coverage will have to obtain insurance coverage for the sport they are participating in before they will be

allowed to participate.

Membership. Victory Christian School is a member of the Oklahoma Secondary Schools Activities Association (OSSAA). Victory does not recruit students for athletic participation.

NCAA Initial-Eligibility Clearinghouse. -Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), which has established rules on eligibility, recruiting, and financial aid. If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. If you want to participate in Division I or Division II athletics, plan to start the certification process early - usually the end of your junior year in high school. Contact your high school counselor for an application.

It is important for students to take the necessary coursework required to qualify for a Division I or II School. A course plan should be started the freshman year.

New Student Form. The Oklahoma Secondary Schools Activities Association requires that all new students to VCS (7th-12th grade) must complete this form to determine their eligibility status. Forms are available in the athletic office.

Volunteers. VCS Athletics depends upon parents assisting at athletic events. Parents of athletes are expected to work at least two times per season. A schedule will be circulated during the pre-season team parent meeting. Parents can sign up for the games that best fit their schedule. It will be the parent's responsibility to find a replacement and notify the athletic office if they can no longer meet their responsibility.

Code of Conduct

Victory Christian School has three sets of conduct requirements. These include the General Code, the Classroom Code, and the Honor Code.

General Code of Conduct

Consequences for violation of the General Conduct Code may be a loss of recess, removal from the classroom, in-house suspension, suspension, and/or expulsion from school. VCS Administration is free to add items to the various conduct codes throughout the school year as deemed necessary.

Teachers and Staff at all levels may refer students at any grade level.

1. Students are expected to be punctual to all assemblies, chapels, and classes.
2. Pupils, who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures will receive consequences. Students are expected to report vandalism.
 - a. Vandalism-- Defacing of school/church property may result in the student's family being held responsible for making full restitution for the damage and may also result in further disciplinary action. In assessing discipline, the motivation of the act of vandalism (whether it was intentional or unintentional) and the severity of the act of vandalism will be considered. Failure to make restitution may result in the student being dismissed from the school.
3. Students are not permitted to use tobacco products, vapes, alcohol, or illegal drugs.
4. Students will not chew gum in the building during school hours.
5. Running in the halls is strictly prohibited for safety reasons. Horseplay will not be permissible in the school building, on the school grounds, or while riding school vehicles.
6. iPods, cell phones or other personal electronic devices are not to be used during class periods or passing between classes. These items will be confiscated by staff and given to the principal. Note: The only exception to this rule is for classroom educational purposes supervised by the teacher.
7. High School students are not allowed out of the cafeteria during the lunch period without written permission from a staff member.
8. Students are not allowed to fight verbally or physically.
9. Students at VCS are expected to reflect the high standards of Christian morals and principles. It is therefore expected of each student to refrain from public display of affection (such as kissing, holding hands, embracing, etc.) while on campus, or at school-sponsored activities, including sporting events away or at home.
10. Students are strongly encouraged to listen to Christian music. Any music with improper lyrics is prohibited.
11. Students will keep themselves from being involved in any sexual immorality.
12. Gambling, in any form, will not be tolerated on or off campus.

13. No student will have in his possession (on the person, in a locker, or vehicle) any kind of matches, lighters, fireworks, explosives, weapons (or look-alikes), alcohol, illegal drugs, vapes, laser pointers, or items deemed by the administration to promote gambling or its ideals. Students who smoke or vape may be suspended from school and asked to withdraw if their behavior is not corrected. Concerning tobacco, Victory Christian School prohibits the possession or use of tobacco or vape products by all students, staff, parents, or visitors while on school property, in school vehicles, personal vehicles, or at school-sponsored events 24 hours a day, seven days a week.
14. There will be no attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the school administration.
15. Cheating, lying, or stealing are not part of the school and will not be tolerated. When a student is suspected of cheating, the parent/guardian will be called by the teacher and the cheating incident reported to the principal. Cheating or the intent to cheat may result in the following actions:
 - a. Zero for an assignment.
 - b. Removal from class with no credit.
 - c. Repeated cheating may result in a student being asked to withdraw, suspended, or expelled from school.
16. Scoffing, scorning, offensive slang, taunting, bullying, and put-downs or disrespectful remarks or behavior is not acceptable.
17. Involvement in witchcraft, the occult, astrology, or playing computer and video games that foster these philosophies, are not allowed. Students are encouraged to guard their minds and hearts by viewing only the media that are wholesome and support a love of God, country, and family.
18. Students are to remain in VCS dress code until they are out of the building unless they are involved in a VCS sponsored activity that requires a dress change. Students who need to change for athletics or any reason must be done in their respective locker room.
19. Visible body piercing (except for girls' earrings) is not allowed; modest ear piercing for ladies should be no more than two piercings per ear. No head coverings of any kind, including hats, visors, or hoods. No visible tattoos, no scarves, bandanas or distracting hair accessories.
20. Victory considers self-mutilation by cutting or burning to be a serious issue that may result in permanent scarring, blood loss, or infection. Students who

engage in this behavior will not be allowed to return to school without a written release from a certified counselor.

NOTE: Bullying behavior is a specific type of harassment defined as the repeated and intentional behavior purposefully done to hurt or harm another person who has a hard time defending himself/herself. The harassment may be in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a school operated vehicle. As the definition suggests, bullying behavior involves three key components which distinguish it from rough-and-tumble play and real fighting:

1. Intentional, aggressive behavior that results in harm to the student or student's property.
2. A pattern of this behavior over a period that creates an intimidating, threatening, or the abusive educational environment.
3. An imbalance of power or strength that places a student in reasonable fear of physical harm or of damage to the student's property and if it interferes with a student's education or substantially disrupts the operation of the school.

Any student who perceives they have been subjected to conduct of a harassing or bullying nature or any student who witnesses conduct that is of a harassing or bullying nature should contact a teacher or administrator immediately. All reports of harassment and/or bullying will be investigated by the administration. Failure to report alleged harassment promptly will limit the administration's ability to deal effectively with the issue. All students, faculty, staff, and parents who are subject to, witness, or know of harassing situations are responsible for contacting school administrators immediately regarding the situation. A student who aligns himself or herself by their presence with a person who is actively harassing someone is also guilty of harassment. Choosing to be a "silent witness" evidence complicity with harassing behavior.

If the results of an investigation indicate that bullying occurred, the administration will

take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The school administration will also contact the parents of the victim and the student who was found to have engaged in bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Examples (include, but are not limited to):

- pushing, elbowing, poking, tripping, sitting on, kicking, or hitting
- threatening another with physical harm
- taunting others because of their physical traits including, but not limited to, age, voice, height, weight, athletic skill, or any other personal characteristic
- demeaning others intellectual ability, academic performance, or grade level
- taunting others about their social skills, e.g., making jokes at the expense of someone socially awkward
- taunting others either verbally or using gestures about their actual or perceived sexual orientation
- taunting others about their actual or perceived race, color, or national origin
- using derogatory terms to refer to someone's race or ethnic background
- excluding someone from a group or activity purposely to hurt them, e.g., refusing to let someone sit at a particular lunch table
- damaging, hiding, taking of property
- calling someone offensive or demeaning names
- making jokes involving offensive stereotypes
- posting on social media, or through text, mean, offensive, demeaning, embarrassing, or threatening comments or images
- creating fake web pages or fake profiles or assuming another's identity in any social media
- context to create content likely to cause embarrassment or concern
- spreading mean and hurtful rumors verbally or online
- creating offensive graffiti

GUNS, KNIVES, AND WEAPONS

Any student who knowingly brings any type of gun, knife (including pocket knife) or weapon, firearm, paintball guns, airsoft, replica guns, pellet guns on campus (including all property occupied by VCS/VCC students or staff) or to school-sponsored activities (for example, athletic events, class socials, camp victory, etc.,) at any time during the school year (night and day) may be suspended from school for a period to be

determined by the administrative team and may be for a period of up to one year. Any student with a firearm on campus will be reported immediately to the law enforcement agency.

WEAPONS: Under state and federal law, a student is not allowed to possess or use guns or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having a weapon in a privately owned vehicle that the student has driven to school and parked on school property is also prohibited. A student who possesses a weapon or weapon-related paraphernalia (i.e., knife, bullets, etc.) or causes or attempts to cause physical injury to a school employee or student may be expelled.

THREATS

Threats of any kind-death, killing, shooting, (including joking about killing, illustrations or discussion about bomb-making), etc. may result in immediate suspension from school regardless of age. Re-enrollment will be considered after an administrative review of each situation.

NOTE: This includes in-person and social media threats.

INTERNET USAGE

We ask our parents to closely monitor the Internet sites their children are visiting and the types of communication being sent and received on all electronic devices. Students posting sexually explicit or provocative materials will be subject to disciplinary action. The school considers the use of electronic devices on and off campus to be part of the 24-hour honor code.

CELL PHONES AND ELECTRONIC DEVICES

Laptops/tablets/cell phones/smartwatches may be used for educational purposes only at the discretion of the teacher. Toys, personal play items (I Pod's, MP3 players, video games, etc.) or other electronic devices are not to be used during the hours of 8:00 am to 3:10 pm except by special permission. This is necessary both to ensure safety and to reduce distractions and disruptions in class. Electronic devices are not to be used during athletic practices or by students serving as student aides without permission. Unapproved use of such items will result in items being confiscated. Students may pick the items up from the school office at the end of the day. A repeat violation will

result in further disciplinary action. VCS is not responsible for lost or stolen items.

HAVING A CELL PHONE ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKED AT ANY TIME!!! Cell phones are NOT to be used during the hours of 8:00 a.m. to 3:10 p.m. in classrooms, hallways, or in the restrooms. If a cell phone is used during those hours without permission from an authorized staff member, it will be confiscated immediately. The school reserves the right to inspect the phone if it believes the cell phone is being used contrary to school policy (e.g., texting during class, sending inappropriate pictures, cyber-harassment, sex-texting, cheating, etc.).

On the first offense, a student can pick up the phone after school in the principal's office. On the second offense, only the student's parent/guardian may retrieve the cell phone from the office. Any student caught violating the school cell phone policy twice during any given semester will receive a detention. On the third offense, Saturday school will be assigned, and that student will lose his/her privilege to have a cell phone on campus. VCS strongly encourages all students to keep such items in their car, locker, or book bag.

Lower School students must keep all electronic devices, including cell phones, on silent, in their backpacks during the school day or while in Before/After School Care.

COMMUNITY CONDUCT

Conduct in the community by VCS students that brings disgrace to the school will result in disciplinary action. Included in this misconduct are such behaviors as defacement or destruction of personal or business property, toilet papering a house, etc.

The Victory Zone and Elementary playground equipment are for elementary students only. Middle and high school students are not to use this equipment.

V.C.S.Classroom Code of Conduct

1. I will show respect to teachers and other students.
 2. I will obey those in authority.
 3. I will be seated when class begins.
4. I will raise a quiet hand and wait to be called on by my teacher.
 5. I will stand when talking to my teacher.
 6. I will keep my classroom clean.
 7. I will not disturb others.

Victory Christian School Honor Code

Honor Code Pledge

Grades K3-4

Children in grades K3-4 will read with their parents the pledge to follow the school Code of Conduct and Honor Pledge. In signing this pledge, students are committing to a 24-hour lifestyle on and off campus. A parent's signature indicates agreement with the Honor Code and support of the school in monitoring student actions on and off campus. Only those students and parents who are in agreement with the 24-hour honor code will be admitted to the school.

Because I love Jesus and want to be like Him, I will:

1. Spend time with Him in prayer and reading my Bible. (Luke 2:52)
2. Spend time with others praising and worshipping God. (Col. 3:16)
3. Always do my best in my work at school. (II Tim. 2:15)
4. Be kind and courteous to others and respect their property at all times. (Phil. 2:4)
5. Tell the truth. (Eph. 5:19)
6. Tell others about their need for Jesus (Matt. 28:1)
7. Speak words that uplift and encourage others. (Ps. 19:14)
8. Obey my teacher and all others who are in authority over me. (Col. 3:23)

Grades 5-12

Students in grades 5-12 will be required to sign a pledge to follow the school Code of Conduct and Honor Pledge. In signing this pledge, students are committing to a 24-hour lifestyle on and off campus. A parent's signature indicates agreement with the Honor Code and support of the school in monitoring student actions on and off campus. Only those students and parents who are in agreement with the 24-hour honor code will be admitted to the school.

1. *I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God and through faithful group worship both at school and at church. (Matt. 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Gal. 4:7)*
2. *I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (Luke 2:52; Phil. 2:5; I Cor. 1:5)*
3. *I will practice good health habits and regularly participate in wholesome physical activities. (Cor. 3:16-17; Rom. 12)*
4. *I will refrain from the lifestyle of sexual immorality, drunkenness, and use of alcohol, tobacco products or illegal substances. If I am at a place where sex, alcohol or drugs are present, it is my responsibility to remove myself from the place immediately. If I am a non-driver, I will call a friend or my parents to pick me up. (I Cor. 6:9-19; Gal. 5:16-26)*
5. *I will abstain from all appearance of evil. (I Thess. 5:22) I will yield my personality to the healing and molding power of the Holy Spirit. (James 5:14-16; Acts 1:8; Acts 2:1-4)*
6. *I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given. (I John 2:20; I Cor. 12:18-31; Eph. 4:11-12)*
7. *I will seek to share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service. (Matt. 28:19-20, 10:8; John 15:17; I Cor. 15:58; II Cor. 5:18; I Cor. 9:22)*
8. *I will use words that uplift and encourage peers and adults in my life. (Matt. 12:36-37; Prov. 26:20; Ps. 19:14; Ps. 34:13)*
9. *I will not lie, cheat, or steal nor tolerate those among us who do. I am not only expected to adhere to this policy but also to promote and encourage my peers to follow it. (Ps. 15:1-3; James 1:8; Deut. 5:19-20)*
10. *I will submit to the leadership of Victory Christian School. I realize that my attendance at Victory Christian School is a privilege and not a right. I determined to give my best and prayerfully support VCS and its philosophy of providing quality education without compromising the Word of God. (Col. 3:22; Eph. 6:5-8; Heb. 13:17)*

I realize that this pledge will become part of my permanent file and that disciplinary consequences may be administered if I violate this pledge. Consequences may include but not be limited to removal from the classroom, detention, in-house suspension, suspension, and expulsion from school.

Courtesy and Respect

True courtesy is an inner spirit which gradually becomes a learned etiquette. It is expected that all VCS students will show proper courtesy and respect to all adults on campus as well as to their classmates. The school needs the help of parents in training their children in this area.

Respect is an attribute of Christian character that reflects moral restraint of inward and outward behavior. The presence or absence of respect is the best way to evaluate the quality of character. In the New International Version, it says, "Show proper respect for everyone: Love the brotherhood...fear God, honor the King." God calls His people to a divine standard. This higher standard requires action on the part of the individual.

Courtesy and respect to all adults should include the following:

- Using "Mr.," "Mrs.," "Miss," "Ms." or "Pastor" (using last names) when speaking with adults.
- Using "Sir" and "Ma'am" in responding.
- Using "excuse me," "please" or other requests for repetition.
- Opening doors for all adults.

Students are expected to use "Please" and "Thank You" in all cases. Standing is appropriate when the Senior Pastor enters the classroom or when asked to do so by the teacher.

Students, staff, and parents at Victory are expected to guard their words. We know that the words we speak are a powerful force Proverbs 18:21 warns, "Death and life are in the power of the tongue, and those who love it will eat its fruit." Jesus said, "For by your words you will be justified, and by your words, you will be condemned" (Matthew 12:37). Spoken words get inside a person's spirit. Students then begin to think and act on what is inside them.

Attacking students' self-esteem through yelling, sarcasm, put-downs, embarrassment and belittling their character is not acceptable. Although these types of words may be used in the home, such words spoken in school will result in being suspended from school. Words spoken that are sexual harassment, scoffing, scolding, offensive slang, racial remarks or racial labeling may result in being suspended from school.

Students, who choose to cuss and use profanity, whether it is on campus or off campus at school-sponsored activities, including all sports, may be suspended for three days.

CHAPEL

Students are expected to enter chapel on time in a quiet manner, find their assigned area, and begin to prepare themselves to receive from God. Once chapel is over students are expected to straighten the chairs and pick up all paper or handouts.

Disrespect of any kind will not be tolerated and will result in disciplinary action.

All VCS Chapels are conducted on Tuesday mornings.

DISCIPLINE

We believe that discipline must be ministered through love. We believe that discipline is necessary for the welfare of the student as well as the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in the manner in which he/she feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. Victory Christian School expects full cooperation from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer.

Biblical principles used by VCS for guiding children to predetermined discipline goals include 1) instruction, 2) correction, 3) exhortation, 4) rebuke and 5) suspension and expulsion. Our goal is self-discipline. Both the discipline and learning go hand-in-hand to build character and to allow the student to best develop in the dimension of the whole person. It is expected that student at VCS will put forth a quality effort to listen and obey the voice of their "inner man" (spirit) and to exemplify Christ-like character.

Should the nature of the first offense be serious enough for a stricter consequence a student could be suspended for three to five days, a quarter, semester or for the entire school year. Suspensions beyond the five-day limit are based on a review of the Administrative Council. Examples of suspensions longer than five days would include the following: alcohol, drugs, vandalism, sexual behavior, sexual and physical harassment, possession of weapons, threatening verbal and written words, to name a few.

DETENTION

Detention is a study period where a student must bring books, paper, and pencil to be admitted. During the time that a student is in detention, there is to be no talking or any form of misbehavior or violations of the classroom code. Students who violate these policies will be dismissed and considered as a "no-show." Detentions may only be

assigned by administrators. Failure to serve detention will result in further disciplinary action. If a student is tardy, he/she will not be admitted and considered as a "no-show."

Failure to Attend Assigned Detentions: The first time a student is assigned to detention and they do not show up, detention will be doubled. The second "no show" will result in the student being assigned to Saturday School.

Only in an emergency situation will a student be excused from a detention assignment. The parent must call the assigning administrator before the day of the absence to explain the absence and reschedule the detention. Failure to follow this procedure will result in the student being considered as a "no-show."

SATURDAY SCHOOL

Students who have challenges in being to class on time, skip school, and have unexcused trancies or other disciplinary challenges may be assigned to Saturday School. Students will be required to report to school at 9 am, Saturday, and will be dismissed at 12 pm. The cost for this supervised experience will be \$10 that will be billed through the guardian's FACTS account. Failure to show up on time for Saturday school will result in immediate in-house suspension the following Monday. Students will need to be in school dress code and bring homework or something to work on.

SUSPENSIONS/EXPULSIONS

SUSPENSIONS/EXPULSIONS A student may receive an in-house or out-of-school suspension. If a student is assigned an in-house or out-of-school suspension from school, parents will be notified. In addition to examples of conduct already mentioned elsewhere in this handbook, the following are more examples of activities that have resulted in suspensions (this is not an exhaustive list): fighting, offensive slang, cheating, racial slurs, cursing, trashing restrooms, smoking and violations of General Code of Conduct, dress code, classroom code or honor code and any type of conduct determined to be inappropriate. During the time a student is on "out of school suspension," the student is not permitted to participate in any school-sponsored activities, including, athletics, band, art contests, etc. The suspension from participation will be immediately following notification to the student. For example, if a

student is suspended during the day, the student would not be permitted to participate in any student activity for that day as well as the remaining days of the suspension.

Furthermore, any student who is suspended from school (regardless of the length of the suspension) or asked to withdraw will not be permitted to attend any VCS sponsored events during the time they are suspended or for no less than one semester after being asked to withdraw from school for a behavioral reason. Suspension may range from one (1) day to a semester. As stated above, the suspension may be in- house, or out-of-school as determined by the administration. A suspension for a quarter means the student will be out of school for 43-45 days. A semester suspension is equivalent to 86-90 days. The length of a quarter or semester suspension depends upon the number of days in the quarter or semester in which the students are suspended. Students must make up all work missed during a suspension. The highest grade they can receive is 80%. A student who is suspended either with an in-house or out of school suspension will be allowed to make up work due to the suspension subject to administrative discretion. There will be no late penalty assigned to the work, but all work must be completed and turned in immediately upon the student's return to school/class. All work not submitted on time will receive a 30% reduction for submission of late work.

DRUG AND ALCOHOL TESTING

The school has a zero tolerance for possession, distribution or association with drugs, drinking or smoking, including e-cigarettes (vaping, juuling). Zero tolerance means that a student may be disciplined which may include suspension from school or may be asked to withdraw. A suspension may be up to one year. By association, we mean linked to the possession or distribution of drugs or alcohol. It is the goal of Victory Christian School to maintain a drug and alcohol-free school. Drug and alcohol use is prohibited at all times. As part of the 24 hour Honor Code, the school prohibits students from displaying physical symptoms or manifestations of being under the influence of a non-prescription drug or alcohol while on or off campus. This commitment is part of the 24-7 code of conduct.

Why does Victory have a zero tolerance policy? We desire to see our students free from drugs, and we do not want some students to encourage others to use drugs and to become a stumbling block for others. The use of drugs is illegal. We do not want our students involved in drugs because the use of drugs has an addictive power; it distorts

judgments, takes away moral restraint and is connected with evil spirits.

Drug and alcohol testing may be required should the school have reasonable suspicion that a student has violated the Honor Code. Reasonable suspicion of drug or alcohol use may include but not be limited to a report by students, staff, or parents. Students who refuse to participate in a requested drug or alcohol test will be asked to withdraw from school.

A positive test result may subject the student to disciplinary action, including expulsion from school. The student or his parents shall pay all costs of testing for drugs or alcohol beyond that of the randomized testing program.

The school may also conduct drug testing of athletes on an individual or a random basis. The school will not waive the selection of any student selected under the selection technique. The school also uses specially trained dogs to help identify contraband substances that may be brought on campus. NOTE: By enrolling at Victory Christian School students acknowledge acceptance of our drug testing program.

More information on Victory's drug testing policy is available in the main school office. Enrollment at Victory Christian School for students in grades 7-12 is contingent upon student participation in our random drug testing program. Failure to comply with the testing process will result in being asked to withdraw from school.

Prohibited Substances. The following substances may be tested for: Alcohol, which means ethyl alcohol (ethanol), or any substance which is illegal for a student to sell, possess, use, distribute or purchase under Oklahoma or Federal law, including but not limited to amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methacholine, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed above or any other prohibited substances.

The school has a responsibility to maintain a safe campus and will search any locker, vehicle or personal belongings (book bags, lockers, pockets, purses, etc.) if there is a reason to suspect that drugs, alcohol, weapons, or any other unauthorized item are believed to be on campus. All students on campus (including athletic fields) are subject to metal detector searches and electronic searches. Attempts to bypass security checkpoints will result in automatic expulsion from the property and/or criminal charges being filed.

NOTE: The school reserves the right to ask any parent to withdraw their child (ren) from school if the school feels it is in the best interests of the school or its student body, parents or staff.

Prescription Medicine. Students who are under a doctor's care and may be taking medicine must report this to the school nurse. Failure to do this may result in consequences.

Performance Enhancing Drugs. Victory Christian School prohibits the use of performance-enhancing drugs.

OUTSIDE COUNSELING

Should the school administration deem it necessary, the school reserves the right to require students to receive counseling from an outside professionally licensed counselor to remain enrolled. The parents shall pall all costs for such counseling.

PROBATION

Students may be placed on a probationary status, which is a step toward removal from VCS. Probation may be assigned for the following reasons: poor attendance, poor academic performance, unacceptable behavior, unacceptable spiritual condition, or any behavior that the administration feels warrants probation.