



TRAIN ● PREPARE ● EQUIP

2026-2027 Parent & Student Handbook

2026-2027 School Theme:

HE IS THE VINE, I AM THE BRANCH

John 15:5

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.

Welcome to Victory Christian School

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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 is the inspired, infallible, and authoritative Word of God.
| 2 Timothy 3:16-17
- We believe that there is one God, eternally existent in three persons: Father,

Son, and Holy Spirit. | 1 John 5:6-8

- We believe that man was created in the image of God, but as a result of sin is lost and powerless to save himself. | Genesis 1:26, Romans 6:23
- We believe that the only hope for man is to believe on Jesus Christ, the virgin-born Son of God, fully God, fully man. Through faith in Christ's life, death and resurrection, mankind is redeemed. | Romans 10:9-10,13; John 3:16, Ephesians 2:1-10
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. | 1 Corinthians 15:3-4; 1 Peter 2:18-24; John 3:16
- We believe that salvation is by grace through faith alone. No amount of good works will produce justification before God. We further believe that the manifestation of grace and faith is a holy life expressed through righteous works. | Romans 3:21-30; Galatians. 4:4-7; Ephesians 2:8-10
- We believe that the Holy Spirit indwells all believers, and through the Baptism with the Holy Spirit, believers are empowered for Christian service and gifted for this service. We believe that the gifts of the Spirit are active and necessary for today. | 1 Corinthians 12
- We believe that eternal life in heaven is the reward of all who believe and receive Christ as their Lord. According to the Scriptures, "For God so loved the world that He sent His one and only Son, that whoever believes in Him shall not perish but have eternal life." | John 3:16

"But the cowardly, the unbelieving, the vile, the murderers, the sexually immoral, those who practice magic arts, the idolaters, and all liars – their place will be in the fiery lake of burning sulfur. This is the second death." | Revelation 21:8

- We believe that deliverance from sickness is provided for in the atonement and is the privilege of all believers. | Isaiah 53:4, Matthew 8:16-17, Mark 16:18, John 5:6-14, 1 Peter 2:24
- We believe that the Church is the Body of Christ, both universal and local, and is composed of individuals who, through faith in Jesus Christ, have been regenerated by the Holy Spirit. We believe that Christ Jesus is the Head and Lord of the Church. The mission of the Church is worship, evangelism,

discipleship and the nurturing and care of one another. | Matthew 28:18-20; Colossians 1:18; Ephesians 2:19-22

- We believe in the imminent and personal return of our Lord and Savior Jesus Christ. | 1 Thessalonians 4:13-18, Revelation 22:20, John 14:3

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)

Student Spiritual Formation Goals

Students will exhibit the **Cultural Values** of Victory:
Celebration, Community, Servant Leadership, Joy, Unity, Equipping, Honor, Excellent Spirit, Gratitude, Invite, Integrity, Expectancy, and Consistent Generosity

In addition, Victory Christian School students will:

1. be Born again Christians exhibiting the Fruit of the Spirit.
2. be motivated and able to lead others to Jesus.
3. take the ministry of Jesus to the ends of the earth.
4. witness their faith.
5. share Jesus effectively with others.
6. love others by fulfilling the Great commission.
7. be equipped for service.
8. minister love to hurting people.
9. minister the healing power of God.
10. minister deliverance to those that are bound by devils.
11. walk in standards of holiness.
12. live by the Word of God.

13. be led by the Spirit of God
14. operate in the gifts of the Spirit.
15. be empowered by the Holy Spirit.
16. be able to use the Word with great authority.
17. maintain a foundation of lifelong learning built on integrity and the Word of God.
18. possess a strong Christian worldview based on biblical values.
19. use their individual talents, gifts, and abilities to improve society as a whole.

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;; Mr. Jeffrey Geuder-Secretary; Pastor John Daugherty; Mr. Ryan Edwards; Mr. Brandon Lamb; Mrs. Emonne Markland; Mr. John Gil; 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.

Mascot and School Colors

We are the Victory Christian School **Conquerors**. *Romans 8:37 Yet in all these things we are more than conquerors through Him who loved us.*

Victory Christian School is represented by Billy Joe Blue and Victory Gold with accent colors of white, black and gray.

School Song

We are the fighting, Victory Conquerors.
We always win in Jesus' name.
Firm and strong united,
we give Him glory in this game.
Forward into battle,
and with a shout, we sing in unity.
So, FIGHT, FIGHT, Conquerors!
He is our VICTORY!

Victory Confession

I am here on purpose, because I have a purpose.
My heart is open. My mind is ready to receive,
because God is not finished with me, yet.
My best days are right in front of me,
and I have Victory in my life,
because Jesus lives in me!

Academic Integrity

It is expected that all students who are asked to produce original work do so without the use of plagiarism, cheating, or artificial intelligence. Students who complete assignments or evaluations using unapproved assistance will be subject to disciplinary actions.

Academic Probation

Students who are failing any subjects may be placed on academic probation. Students who do not meet the standards set in probation may be asked to withdraw.

Advanced Placement Courses

Students who are interested in earning college credit while in high school may take Advanced Placement (AP) courses. Students who sign up for an AP course will need to pay an additional \$150 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.

In order to receive college credit, students must score a 3 or higher on the AP test, based on a scale of 1 to 5.

Concurrent Program

Victory Christian School is pleased to offer concurrent programs with Oral Roberts University, Tulsa Community College, and area Vo-tech schools.

- Must be a VCS Junior or Senior
- Must have a minimum 3.5 GPA

- VCS highly recommends first-time concurrent students only enroll in **one** concurrent course for their first semester.
- Must be eligible to complete graduation requirements by the end of their senior spring semester
- Students who wish to have concurrent courses reflected onto their VCS transcript must be enrolled at VCS and be enrolled in our concurrent program. Students enrolled in concurrent courses through VCS will have their grade entered on their transcript.
- Each concurrent course is matched with a concurrent lab on the student schedule.
- Junior students may enroll in a maximum of 2 concurrent courses per semester. Senior students may enroll in up to 3 concurrent courses per semester upon the approval of the Guidance Counselor and Upper School Principal.
- Additional charges assessed by the college will apply.
- All concurrent enrollments must be approved by the Guidance Counselor and Upper School principal.
- Each concurrent course will earn .5 credits.
- Students who fail a concurrent course must meet with the Guidance Counselor to develop an approved plan for recovery in order to enroll in future concurrent courses.
- If a student drops a concurrent course, the Guidance Counselor **must** be notified immediately. The student will be required to enroll in a VCS course.
- All changes to concurrent enrollment must be completed before the end of the first quarter of the semester in order for credit to be properly awarded.
- Additional tuition discounts are not given for students who enroll in concurrent courses.

Course Credit

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. One-half (.5) credit is earned for each semester.

All courses not taken at VCS must be approved by the Upper School Administration.

Students in 8th grade who take an advanced level high school course must

receive a minimum grade of a C (70%) in order to enroll in additional advanced level courses the following year or must retake the course if their grade is below 70%.

Credit Recovery

Students who need to retake a course may request to enroll in a credit recovery program to improve grades. These courses must be approved by the 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. If the recovery course is taken elsewhere, the original failing grade will also remain on the transcript, and both the original course and credit recovery course grade will be used in the GPA. If the recovery course is taken at VCS the received grade will *replace* the original failing grade. Credit Recovery courses must be completed before diplomas or final transcripts will be released.

Finals & Exams

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

Students who receive a 97% or higher for the 1st, 2nd, and 3rd quarter, a 90% or higher on the 1st semester final, and have a 97% or higher 4th quarter grade up until a pre-announced date will be exempt from the year-end final.

Grade Point Average (GPA)

Victory keeps both an unweighted and weighted grade point average for each student in grades 9-12. The unweighted range is from "0" to "4.0," and the weighted range is from "0" to "5.3" Letter grades are recorded on report cards (accessed on RenWeb) and transcripts. Advanced Placement/Concurrent classes will earn one additional point towards this GPA. Weighted GPA will be awarded in Advanced and Concurrent courses.

NOTE: A "P" (Pass grade) is not included in the 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 and GPA				
Letter Grade	Number Grade	Unweighted GPA	GPA	Weighted GPA
A+	97-100	4.0	4.3	5.3
A	93-96	4.0	4.0	5.0
A-	90-92	4.0	3.7	4.7
B+	87-89	3.0	3.3	4.3
B	83-86	3.0	3.0	4.0
B-	80-82	3.0	2.7	3.7
C+	77-79	2.0	2.3	3.3
C	73-76	2.0	2.0	3.0
C-	70-72	2.0	1.7	2.7
D+	67-69	1.0	1.3	2.3
D	63-66	1.0	1.0	2.0
D-	60-62	1.0	1.0	1.7
F	0-59	0.0	0.0	0.0
Non-GPA Grades				
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			

GRADUATION REQUIREMENTS

A total of 26 credits are required for graduation. 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 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.

VCS GRADUATION REQUIREMENTS—26 TOTAL CREDITS			
4 Math	4 English	4 Bible	2 Fine Arts
3 Lab Sciences • Biology • Chemistry • 3rd Lab Sci.	3 Social Studies • U.S. • World • U.S. Govt (.5) • OK His (.5)	2 Foreign Lang OR 2 Computer Tech	.5 Pers. Finance .5 Leadership .5 Life Skills 2.5 Electives
NCAA BOUND STUDENT ATHLETES: Please discuss requirements with your coaches, guidance counselor, and/or college and career advisor to ensure all regulations are met. Or visit ncaa.org for more information.			
NOTE: All seniors are required to take the ACT, SAT, or ASVAB and CPR.			

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 2 credits on campus in their senior year (2) classes in the fall and spring semester. Students in OSSAA activities and/or those desiring consideration for Top 10 or salutatorian/valedictorian will need to meet additional course minimum standards.

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.

Diplomas and transcripts will be released when all requirements have been met and all accounts have been cleared.

VALEDICTORIAN/SALUTATORIAN AND 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 as full-time students.

****Students that attend part-time 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.**

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 assignment on time.

In the Middle and Upper Schools, failure to complete homework will result in a lowering of the grade by one letter grade per day for each day the assignment is late. (15% first day, 10% per day thereafter).

VCS encourages families to attend church and students to be active in their youth groups on Wednesday nights. Therefore, no homework is given on Wednesday nights.

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 is by teacher recommendation and approved by the principals.

LOWER SCHOOL HONOR ROLL

Highest Honors: Achievement of "A" or higher average in academic subjects.

Honors: Achievement of "B" or higher average in academic subjects.

Honorable Mention: Achievement of "C" or higher average in academic subjects.

MIDDLE SCHOOL HONOR ROLL

Highest Honors: All A's

Honors: All A's and B's

HONOR SOCIETY

Victory Christian School is a member of the Christian Honor Student Association (CHSA). The Honor Society (7th – 12th) induction ceremony is held at the beginning of each year.

To be eligible for membership, students must meet character, leadership, scholarship, and service requirements. Active members in the CHSA are required to maintain a cumulative 3.7 GPA or better. Leadership requirements include a demonstration of leadership in school as well as outside of school. Service requirements include involvement in service projects since the start of their high school career. Character requirements include integrity, positive

behavior, ethics, cooperation, and reliability in and out of school and classroom maturity.

Students who meet the above requirements must also complete the Honor Society application and return it by the date included in the invitation e-mail to be considered for induction to the CHSA. The faculty committee will review all applications and make the final decision for membership.

New inductees will pay a \$15.00 fee.

Incomplete Grades

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.

Promotion

Students in grades K3-4 will be subject to non-promotion should they fail to make sufficient academic progress at their current grade level. Students in grades 5-8 must pass five core academic areas (math, language arts, science, social studies, and Bible) at the end of the second semester or may not be promoted to the next grade. Students who fail a course will not receive credit for that course and will be required to take a credit recovery course. Excessive absences may result in non-promotion to the next grade.

Report Cards

Families are encouraged to check RenWeb regularly to monitor academic progress.

Weekly Gradebook Progress Reports are sent to parents of all 5th – 12th grade student every week on Sunday afternoons.

Quarterly and Semester Grade report cards are published to ParentsWeb. Families whose accounts are not current may not be able to access report cards for students.

Schedule/Class Change Requests

ELEMENTARY CLASS PLACEMENT

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

MIDDLE AND UPPER SCHOOL REQUESTS

All changes in student's class schedules for Middle and High School are to be made within the **first four days of each semester only**. Students who would like to make a request should do the following:

1. go to your division office and request a Course Change Request Form
2. fill out the form completely, including a parent signature
3. add your name to the list
 - 7th – 8th grades Middle School Office
 - 9th – 10th grades Mrs. Linn's Office
 - 11th – 12th grades Mrs. Peterson's Office
4. wait for confirmation of request approval

Testing

- NWEA MAP Growth – MAP Growth (K – 10th) measures what your student knows and how they are growing academically, allowing you to track your student's progress throughout the school year and across multiple years. MAP Growth also provides teachers and families with the ability to understand how the student's performance compares to their peers.
- Pre-ACT – This test is given in the fall and is required for all 11th graders to prepare them for the ACT. Mrs. Linn will send out test date information.
- PSAT/NMSQT – Grades 10-11. This test is given in the fall and is optional for all sophomores and juniors interested in qualifying for the National Merit Scholarship. See Mrs. Linn for more information.
- 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. Mrs. Linn will send out test date information.
- ASVAB – The Armed Services Vocational Aptitude Battery (ASVAB) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. Please see Mrs. Steele or Mrs. Linn for more information.

Parents wishing to obtain information about the school, its programs, or for enrollment information should contact the school office at 918-491-7720 or by visiting www.vcstulsa.org.

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 modify 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 or 504 (for students this pertains to) and a social security number will be accepted for final enrollment and permitted to attend class.

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.

Financial Requirements

VCS is primarily funded by the tuition and fees paid by its enrolled families. As part of good stewardship VCS expects each and every family to maintain their account with VCS in good standing at all times. This includes tuition, fees, and all incidental charges. Failure to maintain an account in good standing will result in de-enrollment.

Since the school has a financial obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student enters after the school year has begun, charges are prorated according to actual number of days enrolled. No deductions for tuition will be made for any absence.

Tuition for all students (no matter the payment plan) is non-refundable after July 31st for the Fall Term and November 30th for the Spring Term. Monthly payment plans will be financially responsible through the end of the term. An official withdrawal form must be obtained from the Business Office, with all parts completed. The tuition draft will continue until an official withdrawal has been processed and all tuition due for the term in which withdrawal occurs has been

fully paid.

Family accounts must be current at the end of each month in order for child(ren) to remain in school the following month. Students will be suspended from attending classes as soon as the school is notified of an outstanding tuition payment. Families must make arrangements within 5 days of the suspension to clear the account or withdraw child(ren) from VCS. They may re-enroll child(ren) once the family account is current providing room is available.

FINANCIAL AID AND OTHER SOURCES OF AID

Please contact our Business Office for additional information on tuition resources including the following:

- [Oklahoma Parental Choice Tax Credit](#)
- Financial Aid
 - Opportunity Scholarship Fund
 - Private Scholarships
- Lindsay Nicole Henry Scholarship

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 may be asked to demonstrate competence in those subjects. 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.

A student may not be dual enrolled in schools, i.e., an online charter school and VCS, per Oklahoma School Law.

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.

Through our International Program, high school students from countries around the globe can receive a high-quality, college-preparatory education with a Christian worldview. Students enjoy a secure atmosphere where they can see their academic potential realized as well as develop wholesome and long-lasting friendships. In addition, students are provided the opportunity to experience American culture through field trips, school clubs, college visits and sponsored events. International students who are not living with their families are placed with Christian host families who are screened and approved by our International Department, thereby experiencing family life in a Christian home here in the United States.

For more information, please contact our International Student Director, Monique Billups, at mbillups@victory.com or 918-499-4565.

Legal Documentation

All legal documents required for admissions (birth certificate, immigration, etc.) must be submitted before enrollment can be completed.

Protective orders, custody arrangements, and any other documentation pertaining to VCS students must be provided to the school to ensure proper enforcement. VCS must have a physical copy of the document to ensure compliance.

Part-time Students

VCS offers a part-time student program for 7th – 12th grade students wishing to attend VCS part-time while also participating in a homeschool program.

Part-time student requirements:

- Part-time students can enroll in up to 3 courses.
- Part-time students cannot be dual-enrolled; credits from courses that are not taken at VCS must be from a homeschool program and not from another accredited school (including Epic).
- All classes are to be taken on-campus.
- Bible is a required class and counts towards the course maximum.
- Part-time students are required to attend VCS chapels as scheduled by the principal.
- Part-time students do not qualify for VCS financial aid, discounts, or tuition

vouchers.

- Part-time classes are offered at a rate of \$3000 per course. Application and enrollment fees apply.
- For a part-time 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. They must also earn a minimum of 12 credits from Victory (with at least 3 of the 12 credits coming from senior year).
- Part-time students are not eligible for VCS top-ten honors, including Valedictorian and Salutatorian. They may not be on Student Council.

For more information, please call Jan Thomas at (918) 491-7720.

Other Admissions Information

PROBATION

All new students are enrolled on a probationary status for one semester. Failure to follow the expectations set forth in this manual and as communicated by the school 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.

ADULT STUDENTS

All students of VCS, regardless of age, agree to allow school records to be shared with their parent, legal guardian, or parent designee while they are enrolled as a VCS student.

NOTICE

The school reserves the right to ask any parent to withdraw their children from school at any time if the school feels it is in the best interest of the school or its student body, parents or staff.

Transfers

Students who transfer to VCS will have their grades placed on the student records system as shown on their official transcript sent to Victory from their previous school.

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.

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.

Withdrawals

A parent who desires to withdraw their student(s) from Victory Christian School, must contact the Registrar to begin the official withdrawal process. We request that all parents, who are considering withdrawing, schedule an "Exit Interview" with their division principal.

All schoolbooks, 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 July 31st for the Fall Term or November 30th for the Spring Term, the parent/guardian remains responsible for the complete semester's tuition.

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 accounts must be current. Only those parents with current accounts will be granted access to information contained on RenWeb – attendance, discipline, and grades.

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.

Athletic & Activity Policies

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 may 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.

Documents

All new students (grades 7-12) must complete the OSSAA new student form to determine their eligibility.

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 in practices or competitions.

The OSSAA requires all athletes or parents of athletes to fill out a Biological Sex Affidavit to affirm the biological sex at birth of any student participating on a school team.

Elementary Sports

At the Elementary level (beginning at 1st grade), VCS offers several athletic opportunities for students. In addition to school teams, the department will help coordinate the enrollment of students in community-based leagues. Elementary teams are coached by Parent Volunteers who have completed the VCS Volunteer Process. For a list of available sports, see TEAMS below.

Eligibility

All school extra-curricular events will follow the OSSAA eligibility guidelines FOR ALL 7th – 12th graders.

Starting at week 3 of the first quarter, an eligibility check will be run by the Upper School and Middle School offices and any students on the Ineligible list will not be allowed to compete in extra-curricular school events (Art, Athletics, Band, Drama, Robotics, etc.). If an event occurs during school hours, ineligible students will not participate. Ineligible students may not miss classes to attend extra-curricular events.

Only those students enrolled in VCS either part-time or full-time in grades K-12 can participate in Victory sports.

An Eligibility Information Sheet is available in the Athletic Office.

Fundraising

Fundraising is a vital part of the VCS Athletic program. Parent volunteers are needed throughout the year to help with various fundraising projects. Athletic fundraising must be pre-approved by the Athletic Director, Assistant Director and Superintendent.

Fan Code of Conduct

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 voice comments that are disrespectful or put down other players, coaches or officials.

- 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.

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 School Administration.

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 Center

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 Center. 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 the College & Career Counselor for more information.

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. VCS offers the following sports:

Sport	Elementary		Middle School		Upper School	
	Boys	Girls	Boys	Girls	Boys	Girls
Cross Country			Fall	Fall	Fall	Fall
Football	Fall		Fall		Fall	
Cheerleading		Fall		Fall/Win		Fall/Win
Volleyball				Fall (7/8) Spring (5/6)		Fall
Basketball	Winter	Winter	Winter	Winter	Winter	Winter
Wrestling	Winter		Winter		Winter	
Powerlifting					Winter	Winter
Baseball	City		Spring		Spring	
Golf			Spring	Spring	Spring	Spring
Soccer	City	City	Spring	Spring	Spring	Spring
Tennis			Spring	Spring	Spring	Spring
Track			Spring	Spring	Spring	Spring

Uniforms for Athletics

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

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.

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.

Victory Christian School expects its students to have a goal 100% attendance. Academic achievement is enhanced when students are present for instruction. Continued absences place undue stress on students and teachers and may result in non-promotion for the following year (lower school), failing a course (middle/upper school), and/or students being asked to withdraw from school.

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.

**A student absent from school is not allowed to participate in school-related activities on that day or evening. Any exceptions must be approved by School Administration.

LOWER SCHOOL

Excessive unexcused absences (more than 9 in a semester) will result in a notice from the Office which may require a parent meeting, student probation, or other consequences.

MIDDLE SCHOOL

Excessive unexcused absences (more than 9 in a semester) will result in a notice from the Office which may require a parent meeting, student probation, or attendance recovery.

UPPER SCHOOL

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 schedule, a student may not have more than 9 absences per semester in a course that meets every day.

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. Students who do not fulfill attendance recovery requirements may be placed on the ineligibility list for student activities. All attendance recovery must be completed by two weeks after the end of school.

Students who do not complete Attendance Recovery may be placed on the ineligibility list for student activities.

Excused and Unexcused Absences

The following may be considered for excused absences:

- Illness (Extensive absences due to illness may require a doctor's note to be considered excused.)
- 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.

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

Make-Up Work

Students who are absent 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. Regarding book reports, projects and 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 will be required to turn in any work on the day they return to school.

Planned or Extended Absences

Please plan family vacation times and/or mission-related trips at times school is not in session or that correlates to scheduled, school vacation times. These absences may count toward your total absences allowed.

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 one week before planned absence to ensure adequate time to provide any needed information**).

Once a form has been approved by the division principal, teachers will be notified of the absence.

Parents should visit RenWeb to access their child's lesson information and homework assignments during their absence. All missed tests will be scheduled upon the student's return.

Release from Class

When it is necessary for a student to leave school during the day, a parent must request release for the student through the appropriate division office.

All 1st – 8th grade parents **MUST** sign their student out at the front office or Kinder Office for K3-K5. A phone call is not enough for release.

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 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. All unexcused reasons for early release will be considered a tardy in that class for the day. Please provide an official note when students attend medical and/or dental appointments. Please note that scheduled lessons (music, athletic, etc.) are not considered excused.

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 **CANNOT** be interrupted to get students out of classes. Doctor's appointments need to be scheduled ahead of time and a note or e-mail written for the student and delivered 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.**

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 (9th – 12th), Middle School Office (5th – 8th) Lower School Office (1st – 4th), or Kindergarten Wing Office (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 division office and then bring documentation of their appointment upon signing back into school at the division office.

Students, no matter the age/grade, will NOT be allowed to sign a Lower School student out of school early.

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).

Tardies

We expect all students of all grades to be on time to school every day. An accident or inclement weather on the roadways affecting many parents and as *deemed excused by School Administration* will be considered excused. Please provide an official note when students attend medical and/or dental appointments. Issues such as car problem, running late, and oversleeping will not be considered. All levels of the school allow for a certain number of “grace” tardies before applying appropriate consequences. **Six unexcused tardies equals one absence.**

LOWER SCHOOL POLICY

The Victory Christian School Lower school day begins at 8:00 a.m. One of the most valuable life skills a student can learn from his/her parent/guardian is the responsibility of arriving at school every day on time. This skill can easily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and

instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help your children in learning habits that will help them be successful at school and throughout life.

We expect all students to be on time to school every day.

All K3 – 4th Grade Students & Parents: If you arrive after 7:55 a.m., please walk your child to his/her classroom. If you arrive after 8:10 a.m., you will need to stop at the Front Desk to sign in and pick up a tardy slip from your division office before dropping your child off at his/her classroom.

K3 – K5

The following consequences will be followed for all tardies:

- | | |
|------------------|---|
| 1st-4th Tardies: | Tardies logged for Attendance. |
| 5th Tardy: | RenWeb Behavior Notice will be logged and e-mailed to parents. |
| 6th Tardy: | Parents will be asked to schedule a meeting with the Lower School Principal to discuss the Tardy Policy, and the student will receive an unexcused absence. |
| 7th Tardy: | Parents will be asked to schedule another meeting with the Lower School Principal to discuss the Tardy Policy, |

Subsequent Tardies may result in further consequences as determined the school Administrative Committee.

***Students with excessive tardiness will be at risk of being retained. ***

***Tardy counts will restart at the beginning of each quarter. ***

1st – 4th GRADE

Six unexcused tardies equals one absence. After the 4th grade tardy, the following consequences will be followed for all unexcused tardies:

- | | |
|------------------|---|
| 1st-4th Tardies: | Tardies logged for Attendance. |
| 5th Tardy: | RenWeb Behavior Notice will be logged and e-mailed to parents. |
| 6th Tardy: | Parents will be asked to schedule a meeting with the Lower School Principal to discuss the Tardy Policy, and the student will receive an unexcused absence. |
| 7th Tardy: | Parents will be asked to schedule another meeting with the Lower School Principal to discuss the Tardy Policy, |

Subsequent Tardies may result in further consequences as determined the school

Administrative Committee.

***Students with excessive tardiness will be at risk of being retained. ***

***Tardy counts will restart at the beginning of each quarter. ***

MIDDLE SCHOOL POLICY

Students will be held accountable to arrive in class at the appropriate time. All students must be seated before the tardy bell rings. A tardy is a tardy regardless of the reason.

1 st , 2 nd , and 3 rd Tardies	Warning Tardies
4 th , and 5 th Tardies	Before School Detention

5th and 6th Grades

6 th and 7 th Tardies	Referral and ½ day in-office suspension. Contact to parent by the principal. After the 6 th tardy, the student will receive an unexcused absence.
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8th Tardy and all subsequent tardies in a quarter: Referral and Full-day in-office suspension counted as a day's absence on the student record. Contact and attendance contract by the principal.

7th and 8th Grades

6 th and 7 th Tardies	Saturday School and after the 6 th tardy, and the student will receive an unexcused absence.
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8th Tardy and all subsequent tardies in a quarter: Referral and Full-day in-house suspension counted as a day's absence on the student record. Contact and attendance contract by the principal.

UPPER SCHOOL POLICY

Students will be held accountable to arrive in class at the appropriate time. All students must be seated before the tardy bell rings. A tardy is a tardy regardless of the reason.

1 st , 2 nd and 3 rd Tardies	Warning Tardies
4 th and 5 th Tardies	Before School Detention
6 th and 7 th Tardies	Saturday School and after the 6 th tardy, and the student will receive an unexcused absence.

8th Tardy and all subsequent tardies in a quarter: Referral and Full-day in-house suspension counted as a day's absence on the student record. Contact and attendance contract by the principal.

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, any time after, the student will be marked absent. All students must be in their classrooms by 8:00 a.m.

Bullying

At our school, we believe every person is created in the image of God (Genesis 1:27) and is worthy of dignity, respect, and love. We are committed to providing a safe, Christ-centered learning environment where students can grow academically, spiritually, socially, and emotionally.

Students are expected to resolve disagreements with humility, honesty, forgiveness, and respect while recognizing that serious misconduct requires adult intervention.

It is important to distinguish between normal peer conflict and bullying. While both deserve attention, they require different responses.

Conflict

Conflict is a normal part of human relationships. It occurs when two or more students disagree, misunderstand one another, or have competing wants or perspectives.

Conflict generally involves:

- Equal or relatively balanced power between students
- Mutual participation
- Isolated or occasional incidents
- Emotional reactions from both students
- The ability for both students to express themselves

Conflict should be addressed through biblical conflict resolution, communication, accountability, and reconciliation whenever possible.

Bullying

Bullying is behavior that intentionally harms another person and generally includes all three of the following characteristics:

Intentional—The behavior is meant to hurt, embarrass, intimidate, threaten, or exclude.

Repeated or Likely to Continue—The behavior happens more than once or is severe enough that it is likely to continue without intervention.

Power Imbalance—The student engaging in the behavior has more power than

the target.

Bullying creates fear, humiliation, intimidation, or emotional harm and often leaves the targeted student feeling unable to stop the behavior alone.

What Bullying Is Not

The following situations are generally **not bullying**, though they may still require adult guidance:

- A single disagreement.
- A one-time argument.
- Mutual teasing between friends when both are comfortable.
- Two students exchanging insults equally.
- Losing a game or not being selected for an activity.
- Accidental exclusion.
- A teacher correcting inappropriate behavior.
- A student receiving consequences for misconduct.

These situations should still be addressed through biblical teaching, coaching, and conflict resolution.

Reporting Concerns

Students are encouraged to report concerns promptly to:

- Teachers
- School administrators
- Coaches
- Staff members
- Parents

Reports may be made by:

- Students
- Parents
- Employees
- Volunteers
- Witnesses

False reports made intentionally may result in disciplinary action.

Failure to report alleged harassment promptly will limit the administration's ability to deal effectively with the issue.

Investigation Process

The school will:

1. Receive the report.
2. Ensure immediate student safety if necessary.

3. Gather information from all parties involved.
4. Interview witnesses when appropriate.
5. Review available evidence, including digital communications.
6. Determine whether the behavior constitutes conflict, misconduct, or bullying.
7. Communicate appropriate findings with families while respecting student privacy.

Every report will be taken seriously and evaluated individually.

Responses and Consequences

Responses will depend on:

- Severity
- Frequency
- Age of students
- Intent
- Impact
- Prior behavior
- Willingness to accept responsibility

Possible responses include:

- Biblical conflict coaching
- Mediation (when appropriate)
- Parent conferences
- Written behavior plans
- Restorative conversations
- Counseling referrals
- Loss of privileges
- Detention
- Suspension
- Expulsion in severe or repeated cases

Expectations for Families

Parents and guardians are encouraged to:

- Model respectful communication.
- Teach biblical conflict resolution at home.
- Encourage children to report concerns honestly.
- Avoid using social media to address student disputes.
- Partner with school staff to promote reconciliation and accountability.

Commitment to Restoration

As a Christian school, discipline is intended not only to correct behavior but also to restore relationships whenever possible. Students who engage in harmful behavior will be encouraged to accept responsibility, seek forgiveness, make restitution where appropriate, and demonstrate changed behavior over time. At the same time, restoration does not replace accountability. The safety and well-being of students remain the school's highest priority.

Code of Conduct

Consequences for violation of the Conduct Code may result in disciplinary action. 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.

GENERAL CONDUCT CODE

1. Students are expected to be punctual to all assemblies, chapels, and classes.
2. Students who use, write, distribute, or possess profane, indecent, or obscene language, literature, writing, or pictures will receive consequences. This includes digital images in original or edited formats.
3. Students are expected to report 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.
4. Students are not permitted to use tobacco products, vapes, alcohol, or illegal drugs.
5. Students will not chew gum in the building during school hours.
6. 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 in school vehicles.
7. Cell phones or other personal electronic devices are not to be used during class periods. These items will be confiscated by staff and given to the dean or principal and appropriate discipline will be applied.
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 while on campus, or at school-sponsored activities, including sporting events away or at home.
10. All music (including lyrics and videos) should not contradict the vision of VCS. Any music with explicit lyrics is prohibited.
 11. Students will keep themselves from being involved in any sexual immorality.
 12. Gambling 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.
 14. There will be no attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by School Administration.
 15. Cheating, lying, or stealing are not part of the school and will not be tolerated.
 16. Scoffing, scorning, offensive slang, taunting, bullying, and put-downs or disrespectful remarks or behavior is not acceptable. This includes comments or pictures posted on all digital platforms.
 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. 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 visible tattoos, no scarves, bandanas, or distracting hair accessories.
 19. 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.

VICTORY CHRISTIAN SCHOOL HONOR CODE

K3-4th Grades

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

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

- Obey my teacher and all others who are in authority over me. (Col. 3:23)

5th – 12 Grades

- 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)
- 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)
- I will practice good health habits and regularly participate in wholesome physical activities. (Cor. 3:16-17; Rom. 12)
- 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)
- 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)
- 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)
- 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)
- 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)
- 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)
- 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)

VCS CLASSROOM CODE OF CONDUCT

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

Community Conduct

Conduct in the community by VCS students that does not positively reflect on the school may result in disciplinary action. Included in this misconduct are such behaviors as defacement or destruction of personal or business property, etc.

Courtesy & Respect

It is expected that all VCS students will show proper courtesy and respect to all adults on campus as well as to their classmates.

Courtesy and respect to all adults should include the following:

- Using "Mr.," "Mrs.," "Miss," "Ms.," "Dr.," "Coach," or "Pastor" (using **last names**) when speaking with adults
- Using "Sir" and "Ma'am" in responses
- Using "excuse me," "please" or other requests for repetition
- Opening doors for all adults
- Using "Yes" and "No" in responses

Students, staff, and parents at Victory are expected to guard their words. We know that the words we speak are powerful. Proverbs 18:21 states, "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 media or homes, such words spoken in school may result in being suspended from school. Words spoken that are sexual harassment, scoffing, scorning, offensive slang, racial remarks or racial labeling may result in being suspended from school along with required education.

Students and parents (or others in our community), who choose to cuss and use profanity or other inappropriate language, whether it is on campus or off campus at school-sponsored activities, including all sports, will face disciplinary action.

Detentions

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, students are to be in dress code, there is to be no talking or any form of misbehavior or violations of the classroom code, and no electronics are allowed. Students should arrive with something to work on. 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."

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 additional disciplinary measures.

Only in an emergency 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."

Digital Media Student Content

The use of digital media—including text messaging, social media platforms, online gaming, messaging applications, email, and other forms of electronic communication—should reflect the Christian character and biblical values expected of all students. Students are expected to communicate with honesty, kindness, respect, and integrity **both on and off campus**, recognizing that online behavior can have a direct impact on the school community.

Parents are expected to actively supervise their student's digital activity. Because many online conversations and social media interactions occur over multiple days, families are expected to regularly monitor ongoing conversations, posts, direct messages, group chats, and other online interactions. Concerns should be addressed promptly at home whenever possible before they escalate.

The school will investigate reports of digital misconduct when there is a clear connection to the school community or when student safety, well-being, or the learning environment is affected. Reports of alleged misconduct must be supported by objective evidence. This may include screenshots, message histories, photographs, recordings, or other verifiable documentation. Anonymous reports or reports without supporting evidence may limit the school's

ability to investigate or take action.

Students and parents should understand that reporting the misconduct of another student does not exempt the reporting student from accountability for their own behavior. If an investigation reveals that multiple students violated school expectations, each student will be held responsible for his or her own actions, regardless of who initiated the report.

Misuse of digital media may include, but is not limited to:

- Harassment, bullying, intimidation, or threats.
- Sharing or creating inappropriate, offensive, or explicit content.
- Gossip, slander, spreading rumors, or damaging another person's reputation.
- Impersonation, deception, or misuse of another person's identity or account.
- Excluding, humiliating, or targeting others through digital communication.
- Encouraging or participating in behavior that disrupts the school community or undermines the VCS Code of Conduct and Honor Code.

Consequences for digital misconduct will be determined based on the nature, severity, frequency, and impact of the behavior and may include disciplinary action up to and including suspension or dismissal. The school reserves the right to address off-campus digital behavior when it substantially affects the safety, welfare, or educational environment of the school community.

The goal of this policy is not merely discipline but restoration. Consistent with the school's Christian mission, students will be encouraged to accept responsibility for their actions, seek forgiveness where appropriate, make restitution when possible, and pursue reconciliation in accordance with biblical principles.

Discipline

Victory Christian School exists to help train, prepare, and equip young people to go into the world and make disciples of Jesus. We desire to train our students in the standards of holiness by administering corrective discipline, rather than punishment.

Each teacher is given the liberty of making and enforcing classroom regulations in the way 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.

Discipline will be administered in escalating steps. Should the nature of the first offense be serious enough, a stricter consequence could be assigned.

Dress Code

The VCS Dress Code is designed to ensure our students dress in a way that is respectable, neat, and facilitates an atmosphere for learning. The goal is for students to make a daily decision to support the dress code in such a manner they are not purposely drawing undue or inappropriate attention to themselves. School administration has the final decision for student appearance for all school events and reserves the right to change any of the dress code at any time.

C & J Uniforms is the official supplier of the VCS plaid skirts and jumpers. For specific styles that are approved, please see the VCS website under the Parent link or our Buyer's Guide. Never hesitate to contact the school offices prior to purchasing questionable dress code items.

Students failing to comply with the dress code will be given escalated consequences based on the infraction and number of occurrences. Immodest and blatant infractions may result in removal from class until appropriate attire is acquired. Repeated violations will have consequences that include loss of jeans day, loss of a particular dress code privilege, detention, or suspension.

GENERAL GUIDELINES

- Attire should always be worn properly, clean, neat, without tears, and in good repair. All dress code clothing must fit properly and cover completely. Please make sure before leaving home that dress code items are approved and not too baggy or too tight. Please see VCS Buying Guide for approved dress code styles before purchasing any dress code pieces.
- Colors should be as pictured on the Dress Code Buying Guide found on the Parents Page of vcstulsa.org. Gray (including faded black) is not an approved color for pants, shorts, and skirts.
- During the school day, unapproved outerwear and blankets should remain in lockers until the end of the school day.
- Prints, patterns, decorations, and embellishments, as well as neon shades of any colors, are not allowed on tops or bottom clothing pieces. Solid only clothing is defined as one color on any one piece.
- Hair should be in a style, cut, and color that does not cause undue attention. Natural colors are approved. Boys' hair should be styled in a way that does not cover the eyes or face. Boys' hair cannot extend below the bottom of the collar. Well-groomed mustaches are acceptable, but boys should otherwise be clean shaven. No sideburns lower than the ear. Certain ethnic distinctions will be

considered when in line with a student's heritage.

- Body piercing (except for girls' earrings) is not allowed. No head coverings of any type, including hats, visors, or hoods.
- No visible tattoos.
- No scarves, bandanas, or distracting hair accessories.
- Undershirts or turtlenecks in solid white, navy, or black may be worn UNDER approved collared shirts.

Visit the Parents Page at www.vcstulsa.org for a visual document detailing dress code items.

Saturday School

Students who have challenges in being to class on time, skipping school, and have unexcused trancies or other disciplinary challenges may be assigned to Saturday School. Students will be required to report to school at 9:00 a.m. on Saturday and will be dismissed at 12:00 pm. Students will need to be in school dress code and bring homework or something to work on.

There is a cost of \$25 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. 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.

Service Hours

Victory's Community Service Program begins in 7th grade and continues through 12th grade. Middle School students are required to donate 5 hours of community service per semester; Upper School students are to donate 10 hours per semester. Community Service hours will be turned in to Bible teachers via Google Form link. Community Service Hours will be recorded as 1 major grade each semester.

Service hours should include acts of service to those in our community.

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, 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 any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, or pornography.

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 transgender as well as any student who otherwise promotes such practices (Lev. 20:13; Rom. 1:27).

Students are expected to use restrooms and locker rooms and will be required to participate in sports according to their biological gender at birth.

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. During the time a student is on "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 or attend any student activity for that day as well as the remaining days of the suspension.

Suspension may range from one (1) day to a semester. Suspensions beyond the five-day limit are based on a review of the Administrative Council. Disciplinary action from the previous year will be considered when determining current consequences. As stated above, the suspension may be in-house, or out-of-school as determined by the administration.

Students must make up all work missed during a suspension. Students will receive 80% of all grades earned during a suspension. All work must be completed and turned in **on time** according to due dates assigned by the teacher.

Students returning from a suspension of longer than 10 days must meet with their administrator and parents before returning to class.

Arrivals

Morning arrival for all VCS students should be no earlier than 7:30 a.m. unless using the Before School Care program. Our Before School Care program is available for an extra fee and begins at 7:00 a.m. for all K3 – 8th grade students.

When students arrive after 7:30:

K3 – K5 students will report to the Victory Zone. They will be escorted to their classrooms at 7:55 a.m.

1st – 6th Grade students will report to the cafeteria. Their teachers will pick them up at 7:55 a.m.

7th – 12th Grade students are permitted to go to their lockers after 7:30 a.m.

The school will not be held liable for students who arrive on campus before the established arrival time.

Cell Phone Usage

HAVING A CELL PHONE ON CAMPUS IS A PRIVILEGE THAT CAN BE REVOKED AT ANYTIME. The school reserves the right to inspect a 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.).

VCS has a **no phones from bell-to-bell cell phone and personal device policy for ALL students**. All VCS students must keep all cell phones and personal electronic devices in their backpacks and/or lockers from 8:00 a.m. until 3:15 p.m. Personal devices include, but are not limited to smart watches, headphones, air pods/ear pods, smart glasses, laptops, and tablets. Only school-issued electronic devices may be used with teacher permission during the school day. Phones and/or personal devices that are seen by staff during the school day will be confiscated and turned into the appropriate division office.

Students who require a medical exemption from this policy will be asked to fill out a short form with the nurse on Orientation Day on August 3.

7th – 12th Grade

Consequences (will reset at each quarter)

- | | |
|-------------------------|--|
| 1 st Offense | Parent must come to the division office to pick up the phone/device and student will serve a morning detention. |
| 2 nd Offense | Parent must come to the division office to pick up the phone/device and student must serve a Saturday School. |
| 3 rd Offense | Parent must come to the division office to pick up the phone/device and student must serve one day of in-house suspension. |
| 4 th Offense | Parents must attend a meeting with the principal. Student must serve 3 days of in-house suspension and will be put on a probation contract for behavior which could affect a student's enrollment. |

K3 – 6th Grade

Consequences (will reset at each quarter)

- | | |
|-------------------------|--|
| 1 st Offense | Parent must come to the division office to pick up the phone/device |
| 2 nd Offense | Parent must come to the division office to pick up the phone/device and student must serve a ½ day of in-house suspension. |
| 3 rd Offense | Parent must come to the division office to pick up the phone/device and student must serve one day of in-house suspension. |
| 4 th Offense | Parents must attend a meeting with the principal. Student must serve 3 days of in-house suspension and will be put on a probation contract for behavior which could affect a student's enrollment. |

Chapels

All VCS students will attend weekly chapels. 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. Middle and Upper School students are expected to take paper chapel notes as part of their Bible class grade. Once chapel is over students are expected to straighten the chairs and pick up all paper and trash.

Disrespect of any kind will not be tolerated and will result in disciplinary action. All VCS Chapels are conducted on Tuesday and Thursday mornings.

Chapel Schedule:	Tuesday	Thursday
	8:15 1 st – 4 th	8:25 K3 – K5
	9:05 9 th – 12 th	9:05 5 th – 8 th

Communication

VCS uses FACTS/RenWeb for communication on grades, behavior, enrollment, and other school activities. We will also utilize Parent Alert to send texts with important reminders (including school closures) to those who have opted in to receive text alerts.

VCS staff will not communicate one-on-one with students using any digital platform. All student communication will include a parent or guardian on the communication. If a student contacts a VCS staff member, a parent or guardian should be added to the communication.

Parents who have questions or concerns may contact individual teachers concerning their classroom or the appropriate division office for other needs:

Main Office	(918) 491-7720
Upper School Office	(918) 499-4573
Middle School Office	(918) 491-7729
Lower School Office	(918) 491-7722
Kinder Wing Office	(918) 499-4651
Athletic Office	(918) 491-7736

Parent Alert

VCS utilizes a text messaging system through our FACTS system. Text messages are sent to notify of school closings but will also be sent to communicate messages of immediate importance to our community. Please ensure that you have chosen to receive Parent Alert messages in your Parent's Web account (or contact our main school office for assistance). Please also make sure that your phone number is correct in FACTS.

Daily Schedule

ELEMENTARY

Elementary teachers will provide class schedules.

MIDDLE SCHOOL

5th and 6th grade teachers will provide class schedules at the start of school.

7th – 12th grade student schedules have a 7-period day.

7TH – 12TH GRADE SCHEDULES								
7 th – 8 th		9 th – 12 th	CHAPEL DAYS			ADVISORY DAY – Wed.		
			7 th – 8 th Thur.		9 th – 12 th Tues.	7 th -8 th		9 th -12 th
8:00-9:00	P1	8:00-9:00	8:00-9:00	P1	8:00-9:00	8:00-8:50	P1	8:00-8:50
9:07-9:57	P2	9:07-9:57	9:05-10:20	Chapel	9:05-10:20	8:55-9:40	P2	8:55-9:40
10:04-10:54	P3	10:04-10:54	10:25-11:05	P2	10:25-11:05	9:45-10:30	P3	9:45-10:30
11:00-11:30	Lunch P4	11:01-11:51	11:05-11:35	Lunch P3	11:10-11:50	10:35-11:00	P4A P4	10:35-11:20
11:34-12:24	P4 Lunch	11:55-12:25	11:35-12:15	P3 Lunch	11:50-12:20	11:00-11:30	Lunch P5A	11:25-11:50
12:30-1:21	P5	12:30-1:21	12:20-1:00	P4	12:20-1:00	11:30-11:50	P4B Lunch	11:50-12:15
1:27-2:18	P6	1:27-2:18	1:05-1:45	P5	1:05-1:45	11:55-12:40	P5 P5B	12:20-12:40
2:24-3:15	P7	2:24-3:15	1:50-2:30	P6	1:50-2:30	12:45-1:30	P6	12:45-1:30
			2:35-3:15	P7	2:35-3:15	1:35-2:25	Advisory	1:35-2:25
						2:30-3:15	P7	2:30-3:15

Dismissal

Please ensure that you are following posted signs, staff directions, and cone patterns while in the parking lot. Drive in driving lanes only without cutting across the parking lot.

For the security of your child, it is important that arrangements are made to pick up your child(ren) immediately following school dismissal. 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 Afterschool Care supervision for an additional fee
- Off campus

Students should not enter the Gym unless involved in supervised practice. Students cannot go to Victory Church side of the building (including the Victory Café) or other parts of the property to wait for parent pick-up. Only the above options are allowed.

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.

LOWER SCHOOL DISMISSAL

All Lower School (K3 – 4th) classes are dismissed at 3:10. All Lower School parents will be issued an assigned family number for pick-up. Each family will be given 2 car window cling stickers with a designated family number and all students will receive a backpack tag with the same number. If additional pick-up stickers are needed, parents can request pick-up cards to be printed at the Lower School or Kindergarten Offices. The car stickers or printed cards will be required for the pick-up of every child, even if parents choose to walk up to pick up their child.

Car pick-up lines are available at both the Kindergarten entrance for K3 – K5 students and at the front of the building for 1st – 4th grade students. Parents using the car line must have their **dismissal car sticker visible in their front windshield and cannot leave their cars**. Students will be called and escorted to their cars. If you use the car line, we will call your child and bring them to your car.

Kinder Wing Students (K3-K5)

Parents can use the car line or walk up to pick up students at the Kindergarten entrance. Please note there are two car line lanes. Do not walk through the lanes when traffic is moving. Teachers will help direct you where to go.

Elementary Students (1st - 4th)

Students are dismissed from the front of the building. Parents are asked to wait for their student(s) at the front of the building. There are car lines for 1st and 2nd grade and 3rd and 4th grade.

After School Care

Please communicate with the teacher if your child will go to After Care. They will go directly to ASC and will not remain in the classroom during dismissal. Any students not picked up by 3:30 will be taken to our Afterschool Care Program and can be picked up by checking them out at the Afterschool Care office in the back lobby.

MIDDLE SCHOOL DISMISSAL

All Middle School students are dismissed from class at 3:15.

5th and 6th grade students will be escorted to the front of the building by their teachers.

7th – 8th grade students should immediately report to the back of the building if not in a VCS sponsored activity.

At 3:30, all remaining students will be escorted to our Afterschool Care Program and can be picked up by checking them out at the Afterschool Care office in

the back lobby.

UPPER SCHOOL DISMISSAL

All Upper School (9th – 12th) students are dismissed from class at 3:15 and should immediately report to the back of the building if not in a VCS sponsored activity. Students who are found to be unsupervised after school may be assigned escalating consequences.

All athletes are to be physically present with their coach at all times. When practice is dismissed, all students must leave the building. Failure to abide by this policy may result in detention the following day.

NOTE: Middle and Upper school students who pick up their siblings from the Lower School are allowed to do so after parent permission forms have been filled out and returned to the Lower School Office. These forms are available [HERE](#).

Facilities

All facilities including meeting spaces, classrooms, the Victory Zone, athletic fields, Victory Athletic Center, and playgrounds are private property and must be reserved through the school prior to use.

Internet & Electronic Device 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.

When accessing the Internet or using electronic devices, VCS students have an opportunity to gain access to materials, post materials, or transmit messages that do not support the educational goals of the school. Those who access or communicate through the internet, bulletin boards, social networks, e-mail systems, or text messaging are expected to follow wholesome communication etiquette. Failure to do so will result in suspension of electronic privileges.

Victory employs the SENSO monitoring system on all school desktop computers and school issued Chromebooks. This system will monitor Chromebooks wherever they are used.

Vandalism, or tampering with or altering of electronic hardware, software, school or student data or classroom furnishings may result in cancellation of

all electronic privileges for the remainder of the school year, suspension from school and possible expulsion. The same will be true for any student who tampers with network or computer security, loads unauthorized software on any computer uploads or creates a computer virus, or downloads files, graphics, or images that do not support the educational goals of the school.

Students who access sexually oriented materials or materials associated with witchcraft, the occult or new age on any electronic device will be subject to disciplinary action which may include expulsion from school. Downloading or copying games from home and loading them on VCS computers are prohibited.

Please refer to the Parent/Student Handbook and Electronic Equipment Usage signed at enrollment for more information.

Legal Issues

Legal documents pertaining to legal issues relating to student safety should be submitted to the school registrar. These documents and an alert will be added to the RenWeb system.

VCS will use the information from the most recent documentation provided to us. You must provide updated information as soon as possible.

CUSTODY

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.

LIABILITY

The school and its agents are harmless for any liability to any child or any guardian or parent thereof because of any claims on behalf of a child against the school or any agent thereof because of any injury or alleged injury to a child. Should legal action for any reason be taken against the school or any employee or agent thereof on a child's behalf and the school or its legal agent not be found at fault, parents or guardians agree to pay any attorney fees, court fees, damages, or other costs that the school or its agent should incur to defend itself against such action.

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.

Personal Belongings

On occasion, students may decide to bring items to school that hold significant value. Victory Christian School cannot accept any liability for personal belongings and valuables if these items were to become lost, stolen, or broken. As a result, we discourage students from bringing valuables to school.

Please make sure student belongings (particularly jackets, sweaters or "hoodies", pencil boxes, binders, etc.) are labeled with the student's name so they can be returned to them if found. Items found, if not clearly labeled to allow us to identify the owner, are placed in our "Lost and Found" bins located by the Lower School and Middle School offices.

During the school day, backpacks must be kept in student lockers (or a designated spot in Lower School classrooms). Students cannot take backpacks or bags with them to class.

RenWeb/FACTS

RenWeb is a private and secure portal that enables parents and students to view grades, attendance, homework, and conduct, as well as order lunch and see our up-to-date calendar. 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 the school office for more information on setting up your Renweb account.

There is RenWeb/FACTS app available for download that is highly recommended. It provides easy and quick access to grades, homework, attendance, and lunch ordering. Please search for **FACTS Family** in your app store.

Parent Alert

VCS utilizes a text messaging system through our FACTS system. Text messages

are sent to notify of school closings but will also be sent to communicate messages of immediate importance to our community. Please ensure that you have chosen to receive Parent Alert messages in your Parent's Web account (or contact our main school office for assistance). Please also make sure that your phone number is correct in FACTS.

School Closing

Appropriate precautions will be taken in case of severe or inclement weather. School closings will be communicated in the following ways:

- TV notification on CH 2, 6, and 8
- E-mail notification
- Text message (if opted in on ParentsWeb)

**Please ensure that your correct information is listed on RenWeb by logging into ParentsWeb.

In case of inclement weather, parents are encouraged to make the best decision for the safety of their family.

School Day Hours

Lower School	K3 – 4 th Grades	8:00 a.m. – 3:10 p.m.
Middle School	5 th – 8 th Grades	8:00 a.m. – 3:15 p.m.
Upper School	9 th – 12 th Grades	8:00 a.m. – 3:15 p.m.
School Offices		7:30 a.m. – 4:00 p.m.

Student Enrichment (Before & Afterschool Care)

Two special programs for students in K3 to 8th grade are available from 7:00 a.m. before school to 6:00 p.m. after school for parents. Information on these programs is available in the Afterschool Care offices in the back lobby or by calling (918) 491-7753. Once a student is in the Afterschool Care program, they are not permitted to leave until their parent or ride arrives and they have been signed out at the office.

VCS employs a full-time nurse on our campus to help ensure the health of our students and staff.

What are the standards of health that allow a student to attend school?

Anyone experiencing symptoms of illness will need to stay home. He/she must be symptom-free for 24 hours **without the aid of medication** before returning or provide a doctor's note.

Symptoms include, but are not limited to:

Fever (99.9 or higher)
Sore throat
Runny/Stuffy nose
Cough
Congestion
Upset stomach
Vomit or diarrhea
Aching muscles (without reason)
Headache

Since we do not perform testing or diagnose here at VCS, any physical symptoms will have to be taken as a possible illness.

Students who arrive at school with any of these symptoms will be required to return home immediately, unless a doctor's note has been provided which states that symptoms are not contagious.

Please ensure that you are assessing your child(ren)'s health each morning before leaving your home. If your child requires medication for visible symptoms, or if there is any question,

Please err on the side of caution and remain at home.

****ALL absences (for any reason—illness, personal, etc.) should be reported to your child(ren)'s appropriate school office.**

Personal Responsibility

We are asking that in choosing to send your child(ren) to Victory Christian School, you partner with us to ensure that we do our best to provide a safe and secure learning environment for our faculty, staff, students, and families.

MEDICATIONS

Students who are under a doctor's care and may be taking medicine must report this to the school nurse. ALL **medicine** (including pain relievers, cough drops, and prescriptions) should be kept in the nurse's office. Failure to do this may result in consequences.

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 will be responsible for all costs for such counseling. School counselors and administrative offices have a list of providers that you may want to use. VCS has 2 Licensed Professional Counselors on staff to speak with students on an as-needed basis, but not in a regular counseling capacity.

Mental Health and Self-Harm Prevention Policy

VCS is committed to fostering a safe, caring, and Christ-centered learning environment where every student is treated with dignity, compassion, and respect.

The school will:

- Prioritize student safety.
- Treat students with compassion and dignity.
- Maintain appropriate confidentiality while recognizing that safety concerns require disclosure to appropriate individuals.
- Partner with parents or guardians whenever possible.
- Require professional mental health evaluation and treatment.
- Provide spiritual encouragement consistent with the school's Christian mission.
- Avoid stigmatizing mental health conditions.

Recognizing Warning Signs

Warning signs may include:

- Statements about wanting to die
- Talking about hopelessness
- Evidence of cutting or other self-injury
- Sudden withdrawal from friends or activities
- Extreme mood changes
- Giving away possessions
- Significant decline in academic performance
- Increased risk-taking behavior
- Persistent depression or anxiety
- Concerning social media posts or written assignments

Parent/Guardian Notification

Except where prohibited by law or where doing so would increase immediate danger to the student, parents or guardians will be notified promptly whenever:

- self-harm is disclosed or suspected;
- suicidal ideation is identified;
- a suicide risk assessment indicates concern;
- emergency services are involved.

The school will require parents to obtain a professional mental health evaluation.

Return to School Following Crisis

Students returning after:

- psychiatric hospitalization,
- suicide attempt,
- significant self-harm,
- mental health crisis,

will be asked to provide documentation from a licensed treating provider indicating that returning to school is appropriate, along with any recommended accommodations.

Confidentiality

Information regarding a student's mental health will be shared only with individuals who have a legitimate educational or safety need to know, consistent with applicable law.

Student privacy will be respected while recognizing that confidentiality cannot be maintained when safety is at risk.

Closed Campus

The school has a closed and locked down campus. Once the school day begins, our exterior doors will be locked from 8:10 a.m.– 3:05 p.m. All visitors must be buzzed into the building at either the main school entrance at the front of the building or at the Kinder Wing entrance. Those without an issued badge will be required to check-in with a driver's license using our Raptor technology.

VCS reserves the right to restrict visitors to campus for any reason.

Drug and Alcohol Testing

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 Code of Conduct.

The school has a zero tolerance for use, possession, distribution, or association with drugs, drinking or smoking, including e-cigarettes (vapes). Zero tolerance means that a student may be disciplined, which may include suspension from school or expulsion. A suspension can range from 5 days up to one year. By association, we mean linked in any way to the possession or distribution of drugs or alcohol.

Drug and alcohol testing may be required should the school have reasonable suspicion that a student has violated the Honor Code. VCS conducts testing in conjunction with our trained security staff and Weaver Drug Testing Lab. The VCS testing panel screens for amphetamine, benzodiazepine, cocaine, nicotine, opiate, THC 20, and TCH SQ LEVEL (if positive for THC). Students who have documented prescriptions for medications are given the opportunity to list those medications prior to testing.

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. The school will not waive the selection of any student selected under

the selection technique.

All Upper School student athletes will be tested at the beginning (anywhere from 2 weeks before to 2 weeks after the first event) of their season. Students who refuse to participate in a requested drug or alcohol test will be asked to withdraw from school. Students who provide a test sample that is rejected by the testing lab as not valid will be given the consequences of a positive test.

A positive test result will subject the student to disciplinary action, which may include suspension up to expulsion from school. The student or his/her parents shall pay all costs of testing for drugs or alcohol beyond that of the randomized testing program. In addition, students who test positive may be required to participate in education and possible treatment programs.

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. The school may also use specially trained dogs to help identify contraband substances that may be brought on campus.

Parking Permits

All VCS students who drive a vehicle to school will be required to purchase a parking permit for \$5.00. All student vehicles must have a parking permit.

School Officers

Victory Christian School employs a full-time School Resource Officer. The officer will help monitor and patrol the school property, will help enforce safety policies and will work with ministry security and the TPD to ensure school safety.

There will also be a Tulsa Police Officer on duty on the property of Victory Christian School every school day.

Failure to adhere to the directions of security staff may result in a parent being suspended from our campus.

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.

Volunteers

VCS welcomes approved parent and grandparent volunteers. To begin the approval process, please fill out the online application [HERE](#).

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.

This policy includes items that look like a weapon or weapon-related paraphernalia.

Additional Security Items

- Exterior fencing with gates at the Walmart and Wheeling entrances. These gates will be closed from 8:30 a.m. – 2:30 p.m.
- Exterior classroom doors have prop alarms installed to prevent propped doors.
- Locks on exterior doors have all been checked and lock automatically. They cannot be left unlocked.
- Some exterior doors have been replaced.
- Panic buttons are installed at entrance desks.