*Behold children are a gift of the Lord;
the fruit of the womb is a reward.
Like arrows in the hand of a warrior,
so are the children on one’s youth.
Psalm 127: 3-4*

1100 N Radio Hill Rd.

Gainesville, TX 76240

**I acknowledge that I have read and understand VCA policies and procedures. I further agree and accept the above policies for my child to be enrolled at VCA.**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Parent Student Handbook**

**2025 – 2026**

*“Where quality education and Christian values align”*

**Our Purpose**

The primary objective and purpose of Victory Christian Academy is to give students a quality education while encouraging growth in their knowledge of God and the Christian way of life.

**Our Commitment**

The teachers at Victory Christian Academy realize the solemn responsibility in molding the life and character of each student while giving them a solid foundation for the future. Our teachers demonstrate a caring concern for each student under their care.

**Our Mission**

Victory Christian Academy was founded with the vision of providing a safe Christian learning environment. The primary objective and purpose of VCA is to provide a distinctively Christian distance-learning program for student’s kindergarten through high school. To train students in the knowledge of God and impart Christian character development and subject matter in harmony with the Scriptures. Character training is an important element at Victory Christian Academy. We believe that the heart of character training is deciding to do right, which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, and spiritual well-being of the student.

At Victory Christian Academy we are going back to the morals of yesteryear and blending it with modern day education which will empower our students to not only succeed but also become a respected leader.

**Our Support Team**

Understanding that each student’s success is directly related to the cooperative influence of parents and teachers, the administrative team is available to facilitate communication, address individual needs, and guide the overall learning environment. Please do not hesitate to contact us so that we may better serve you.

**Dean of Students**

David King: 940-736-0241

**Our Faculty**

Dean of Students / Principal ………………………..…….….……………..Rev. David King

Teacher’s Aide ……………………………………………..……..……………….Ms. Ashley

Teacher’s Aide ………………………………………………….………………….Ms. Michelle

**Our Campus**

Victory Christian Academy goes to great lengths to maintain a campus that is well kept and clean. To set the proper example for our students and to provide a safe and healthy school environment no alcohol, drugs, or tobacco are permitted on the campus.

**School Hours**The school day at VCA begins at 8:00 a.m. and dismissal is 2:15 p.m. The drop-off and pick-up line will begin 15 minutes before and pick up will begin at 2:00-2:15 p.m. after school. All parents must ***always*** remain in their vehicle during drop-off and pick-up. Please have your child/children arrive no earlier than 7:30 a.m. or remain no later than 2:30 p.m. unless an afterschool form has been filed out PRIOR. Any student that is not picked up by 3:00 p.m. will be charged $5 for every 15-minute period accordingly Students are asked to enter the building quietly and mannerly.

**Child Pickup Restrictions**

If parents are divorced or separated and one parent is not legally allowed to see or pick up the child, we must receive a copy of the court order or final judgment. Complete the ‘Authorized Pick Up’ form to authorize alternative individuals to pick up your child in case of emergency.

**Car Arrival**

When dropping off your student, move quickly but cautiously through the car lane so others can drop off their student expeditiously. Please do not leave your car unattended in the car lane where other students are dropped off.

**Dismissal**

Parents are to pick up their student promptly at school dismissal to avoid undo congestion. We ask that students be picked up no later than 2:45pm. Students who are picked up after 2:45PM will be charged using the following schedule:

 After 2:45pm: $15.00 per day

After 3:00pm: $25.00 per day

After 3:15pm: $40.00 per day

Payment is expected within 3 days of the date of the late pick up, otherwise a $5.00 fee will be added to the charge per each additional day.

**Entering the Building**

1. Children must enter the building in a quick and quiet manner.
2. Students must put their belongings in the proper place.
3. Students will then go to their desk in their designated section. Each school day will begin with prayer and the Pledge of Allegiance to the US flag, Christian Flag, and Bible. Morning activities will begin promptly thereafter.

**Inclement Weather Policy**

In the event of inclement weather, Victory Christian Academy will notify parents through text message of closure/delay. VCA follows Gainesville ISD inclement weather closings/listings. If Gainesville ISD has a closure/delay due to weather, VCA will follow suite. Listen to KGAF for school closings.

**Attendance**

Students must attend school the day of any activity (i.e., field trip, class party, graduation, etc.) to participate in that event. A student who must leave school with less than 2 hours in attendance will be counted absent for the entire school day. Students who remain at school for at least 2 hours but leave before the regular dismissal time will be counted present for one-half day.

A student who has been suspended from school for any reason will receive an unexcused absence for each day suspended, zeros for any classes/exam missed and will not be permitted to make up missed exams.

**Restroom**

Students are asked to use the restroom at scheduled times only. Students are not allowed to go to the restroom during class periods unless it is an emergency, and they have permission from their teacher. When going to and from the restroom there is to be no talking or disturbing other students.

Students must thoroughly wash their hands after using the restroom and clean any mess they may have made during this time.

Students are to only use the restroom in accordance with their birth gender.

**Parent Teacher Organization**

President: David King

Victory Christian Academy has a Parent Teacher Organization (PTO) program for our parents and students. If you are asked to help, please do so. If a parent/student does not participate in fundraisers there will be a “Busy Bee” Fee (which means you are too busy to participate) of $100.00 charged per student. Your participation is greatly needed to help our school succeed.

**Dress Code**

Student are expected to follow VCA Dress Code at all times. A copy of the Dress Code policy will be given with each enrollment packet.

**Bible**

Bible study is recognized at VCA as a fundamental importance and is a required subject. It augments the study of English, History, Geography and Science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the mind and heart of men as “The Book of Books.”

Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. Character development is the most important work of a school. No other course offered in school affords greater opportunities for laying the foundation for Christian Character.

**Report Cards**

There are four report periods each consisting of nine weeks. Report cards are sent home after each quarter. They will indicate achievement in all subjects as well as evaluate other areas such as citizenship, social development, and spiritual growth.

The report cards should be reviewed by parents, signed, and returned to the school by the following week.

**Absences and Tardies**

When your student is going to be absent, please notify the school as soon as possible. In the case of an absence, the parent should send a dated note to school explaining the reason for the absence. There are no excused absences except for illness, death in the family, or doctor/dentist appointments.

If a student finds that an unexcused absence will be unavoidable, they should advise their teacher several school days in advance for permission to make up all work before the absence.

A maximum of ten absent days per semester is permitted. Unexcused absences for which no permission slip has been granted will result in a zero in all classes. Students will have two days, per each day absent, to make up missed assignments. Assignments submitted after the allowed make up time frame will not be graded and will receive a zero.

Excessive absences, whether excused or unexcused may result in dismissal from the school. No refunds on tuition or fees will be made because of absences. Any student who is absent more than 10 days in one semester may not pass that semester’s work. If the student or someone in the household has COVID; exceptions will be made by the VCA Administrator . If the student is not sick and only in quarantine, they must still log in and do their work.

Tardy students are disruptive to the classroom and have an adverse effect on your child’s educational progress. Any student arriving after 8:00am must see the Administrator and have a note explaining the reason for tardiness before starting class. Three unexcused tardies will result in an unexcused absence and detention. Tardiness due to traffic will be considered “traffic tardies”. Three traffic tardies in a nine-week period will result in an unexcused tardy.

**End of Day Procedure**

Students must clean their desk and the area around it prior to dismissal each day. They are to pick up any trash in their area and empty their trash can into the designated trash can daily. All books must be put in a basket neatly, and pens, erasers, etc. put in a pencil bag. All daily work is to be turned into their teacher prior to leaving for the day.

Once students have completed the above task for dismissal they must stand quietly by their desk until their name is called by the teacher for pickup. If a student has not done the proper maintenance to their desk area, the parents will be asked to pull aside and wait until the student completes their cleanup.

**Illness**

For the welfare of your child and others in the school, all children who are sick must be kept at home. If your student has fever, or any signs of illness they are to stay home. If your child has fever, they will not be permitted to return to school until they are fever/symptom free for 24 hours prior to returning. Parents must pick up their sick child as quickly as possible if called by the school, no exceptions. When the student is well enough to participate in a normal school day, please send the appropriate additional clothing needed such as hat, coat, etc. as an aid to prevent future illness.

Classes will participate in outdoor activities each day, weather permitting.

**Medication**

If a student needs to take **any medication** while at school, they must have a Prescription Administration Form on file giving VCA permission to administer each medication needed. This form is available at the school office. Prescription medication must have a physician’s signature on the form; non-prescription medication permission may be signed by a parent or legal guardian. This must be completed for each medication, eachschool year. The medication to be dispensed will be kept in the FIRST Aid Clinic and administered according to given directions. Medicine must be properly labeled and in its original container.

**Communicable Diseases**

Victory Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator. Any student or employee with a communicable disease is not permitted on the school campus while ill. If the nature of the illness or circumstances warrant, an independent physician’s examination to verify the diagnoses may be required. VCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease in the school.

**Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his/her homework assignments. Homework is given for several reasons.

1. **For Preparation:** Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **For Practice:** Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. **For Remedial Activity:** As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.
5. **Grade Drop:** If any grade drops below 70 your student will automatically be required to attend assigned tutoring.
6. **Important:** Students who miss school assume the responsibility to check with their teacher for any make-up work.

**We do request parents’ full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student failing. We will be conducting mandatory Parent/Teacher conferences as necessary.**

***Incomplete Work***

Incomplete work not made up within 2 school days after an absence will automatically receive an “F”.

**Academic Information**

*Admission Procedures*

Application forms are to be filled out completely and returned to the school office. These forms are a means of supplying basic information concerning the student as they relate to his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.

*Student Transfers*

Students who are transferring from other schools will be expected to take an entrance exam. Should the student’s accomplishments (as shown by the test) be on the grade level to which he/she has been promoted, then they will be admitted to that grade. However, should the student’s accomplishments (as shown by the test) be on a lower level, then that student will be placed in the grade best suited for their achievement or may be required to attend before or after school tutoring. For high school students, academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and earned credits. It is the responsibility of the student’s family to have foreign transcripts translated into standard format using an official credentialing service.

 *Withdrawals*

All withdrawals must go through the school office. Students attending one day of any period will owe the full periods tuition. If the account is showing a credit balance at the time of withdrawal, this amount will be refunded. No school records will be released for any student when there is a balance owed on the students account.

*Textbooks*

Each student must furnish their own supplies and student kits. In case of loss of any furnished textbooks, students will be charged for the total price of replacements. Damaged books will be assessed accordingly. It is unethical for parents or students to have access to teacher guides or test/quiz answer keys. Use of these items will be considered as cheating. If a student is caught with a score key, they will receive an automatic zero and parents will be notified.

**Cleaning Procedures**

The school will be cleaned daily. All doorknobs, light switches, water faucets etc. will be cleaned throughout the day. All desks will be cleaned daily. Disinfectant cleaners will be used in all kitchen and bathroom areas daily. Students are required to wash hands after each restroom use.

**Pandemic Policy**

Should widespread illness break out or a pandemic occur, and the school building is forced to temporarily be closed, all students will be assigned access to their streaming teacher, and materials will be made available for students to continue their schoolwork at home. It will be the parent’s responsibility to make sure the work is completed and returned to the school in the requested timely manner. Tuition will still be due on the first of the month if you want your student to be given their work. No exceptions. Tutoring will be available for any student needing it. Do not hesitate to ask for help and do not wait until the end of school to ask. Parents are responsible to respond to all teacher communication (text, email, phone calls & messages).

**Off Limit Areas**

*Teachers Desk*

Students are not permitted to be sitting at a teacher’s desk or touching anything on the desk.

*Classroom Area*

Students are not permitted to be in classroom areas of a different Grade. Each student is to stay in their designated Grade area.

 *School Grounds*

Students are not to leave school grounds after arriving in the morning or before leaving in the afternoon. Each student is to stay in their designated area as permitted by the teacher and should not wander the campus for any reason.

*Security System/Cameras*

Students are not allowed to touch or operate the school’s security system/cameras. NOTE: All “Off Limits” areas are to be observed at all times.

 **Breakfast**

No breakfast food or drinks may be brought into the school after 7:50am.

**Lunch**

Victory Christian Academy is a closed campus. Students are required to bring lunch each day to school. Students will not be allowed to leave for lunch and come back. Students may not share food. If a child forgets their lunch, parents will be called, and the student’s lunch must be brought by 11:00am. Lunches will not be provided so please be sure your child brings their lunch.

Drinks will be available for sale on scheduled breaks. Gatorades will be sold for $1.00 each. A microwave will be available for use during the lunch period.

Students are responsible to:

1. Use manners at the table. Throwing food and playing around in the lunchroom will result in disciplinary actions.
2. Throw away their own trash and clean up any mess they have made.
3. Bring their own plastic utensils, paper plates, napkins, bowls, etc. The school will not be responsible for these items.

**Playground**

Students are not allowed on the playground without adult supervision. Each student is responsible to follow all playground safety rules. If the playground is locked, students are not allowed to climb the gate or fence to get inside.

Students are not allowed to play recklessly. When playing on the slide or swings, no student can push another students in the swings. When lining up to go outside and/or to come inside, students are to be remain quiet and orderly. They are not to enter the building in a rowdy manner.

**School Conferences**

Please feel free to consult with the Administrator regarding any problems or questions that concern your child. It is the desire of the administration and the faculty to be of service to both parent and student. Conferences with your student’s teacher are welcome and may be made by appointment only with the teacher at a convenient time after school hours. If you need to talk with a member of the faculty, please call the school between 8AM and 2PM. Your call will be returned as soon as possible.

A sense of the need of spiritual growth in the light of biblical principles has led Victory Christian Academy to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school, or elsewhere. Each student is fully responsible for the reputation he/she builds for him/herself, including online and though social media. Students will not be admitted to class without a signed Standard of Conduct agreement on file at Victory Christian Academy. Students who do not report violations of the Standard of Conduct may be subject to disciplinary action. Please feel free to consult with the office about any problem or question that concerns the welfare of students.

 It is the desire of the administration and the faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however that such visits be made by appointment with the teacher at a convenient after-school hour. Full cooperation is expected from students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Victory Christian Academy is above all else a Christian institution in both philosophy and practice. We passionately believe there is no place for worldly practices or divisions so common among other institutions. Victory Christian Academy strives to have a reputation of having a student body with an excellent spirit with each student treated equally and fairly, regardless of nationality, race, or background. Therefore, any student who promotes division or a diverse spirit through social media, secret clubs, symbols, pictures, writings, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of Victory Christian Academy may be withdrawn or refused re enrollment at the discretion of the administration. Attendance at Victory Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Victory Christian Academy.

 **Discipline**

*“All discipline for the moment seems not to be joyful, but sorrowful;*

*yet to those who have been trained by it, afterwards it yields the*

*peaceful fruit of righteousness.”*

The goal of Victory Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the student, each teacher is given the responsibility of enforcing classroom discipline in accordance with school policy. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher of the students in the classroom. Students are expected to abide by the biblical principle*, “Do unto others as you would have them do unto you.”* When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conferences, after-school detention, student–administrator conferences, parent-teacher conferences. Students can be suspended or expelled for excessive accumulation of detentions, skipping school, or failure to report to detention. Actions that threaten or harm another individual’s safety will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, gang-related items, or symbols, drawing inappropriate pictures, sexual misconduct, sexual verbiage/discussions, or discussing drugs of any sort and other excessive misconduct. Chronic sleeping will also result in your child being sent home for the day and zeros will be given in all classes.

Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. Victory Christian Academy has a “Zero Tolerance” policy towards violence, fighting, threats of any kind. This includes the possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Student’s lockers, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The Student Disciplinary Committee will make decisions on an individual basis regarding suspensions and expulsions.

**Financial Policies**

A registration fee of $100.00 must be paid at the time of registration – for new students, $50.00 for returning students. This is a non-refundable and non-transferable fee. Tuition is due on the first day of each month and is considered late if received after 3:00 PM on the 5th of the month. If the 5th falls on a weekend, this deadline is extended thru Monday. Tuition will first be due at the August Parent-Student Orientation, and the last month’s tuition for the school year will be due May 1st.

A late fee of $35.00 per student will be charged on any account showing a balance of $20.00 or more after the close of school hours on the 5th of the month. Students will not be admitted to class and no schoolwork given if payments are one month in arrears. Students enrolled in one day or more of any period will owe the full periods tuition. There is a $40.00 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis. We are unable to accept postdated checks.

Victory Christian Academy endeavors to keep low tuition rates for the benefit of families at VCA. For this reason, we conduct annual fundraising programs and anticipate and require each child’s and/or parents’ participation in helping raise additional funds needed for the designated school projects (see PTO information in the back of this handbook). This school receives no state or federal assistance, neither is it endowed or supported by any other organization. School records will not be released when there is a balance on the students’ account.

The Tuition rate for each student per month is $375.00 K4 - K5 and Grades 1 - 12. Families with multiple students enrolled in Grades 1 - 12 will receive a discount. This discount applies only to siblings.

Example:

One Student ……………………. $375.00 per month

Additional Siblings(s) ………. $350.00 per month

***\*Payments made online will require an additional $8.25 to online fees***

Note: Discounts may be given to First Responders and Veterans

 **Cell Phones**

Students are not allowed to have cell phones during school. If they bring a cell phone, it must be turned at the beginning of the school day and it will be returned at dismissal. If they have an emergency, they must notify the teacher and ask for permission to use their phone.

 **High School Automobile Policies**

It is a privilege to be allowed to bring a car to school. If a student is of legal age with a valid driver’s license the policies below are to be strictly followed:

1. All student driven cars must be registered with the VCA office prior to when the student expects to begin driving to school.
2. Each driver should be an example of courteous, careful driving habits.
3. Cars are to remain parked until the student leaves for the day. Parking areas will be assigned once the vehicle is registered.
4. Cars are **NOT** allowed to be occupied during school hours, nor are students allowed to sit in parked cars while waiting for school to begin or after school dismisses.
5. Non-driving students are not allowed to leave the school in the vehicle of a student driver (Learners Permit).
6. Licensed students are not permitted to drive non-relatives home after school hours.
7. Keys to the student’s vehicle must be turned in each morning before school starts.
8. Guns, alcohol, drugs, or any obscene paraphernalia is strictly forbidden to be inside or outside the vehicle.

Failure to observe these policies will necessitate cancellation of the student’s privilege to drive a car on campus .

 **School Pictures**

Individual pictures will be taken during the school year with the option to purchase. Payment is expected when pictures are ordered.

 **Lost/Found Items**

Victory Christian Academy is not responsible for lost or stolen items. Please have your child’s name on their personal property so we may easily identify their items.

**Field Trips**

Field trips serve a threefold purpose:

1. Enjoyment
2. Learning
3. Proper demonstration of manners in social situations

All trips will be scheduled, and notification sent to the parents prior to the day of the event. Field trips are not optional; students must attend to receive credit. Fees may be charged to cover field trip expenses, and advance notice will be given of any fees needed. I understand Victory Christian Academy does not provide medical insurance coverage for my child and that I will be solely and fully responsible for any medical expenses or other liabilities incurred.

**Parental Responsibilities**

Parents are expected to be active participants at VCA by:

1. Attendance of Open House and Parent Teacher Conferences.
2. Seeing that your child(ren) participate in all extracurricular activities.
3. All school-to-home communications are required to be signed by the parent/legal guardian and returned to school in a prompt manner. Students must return any signed slips to the staff member who issued the slip.
4. A written excuse must be submitted to the student’s teacher stating the reason for any absence. If a written excuse has not been given ahead of time, please call/text if a student will miss that school day.
5. Ensure the following items are NOT brought onto school grounds during school hours or during extracurricular activities:
	1. Cell phones, iPod, electronic devices and/or games of any type, magazines, books not assigned by teachers, pets, or weapons of any nature.
6. Students must be properly dressed according to the VCA DRESS CODE.
7. Parents are to see their children’s hair length and style meet the school standards.
8. Ensure the ‘Authorized Pick Up’ form is completed and notify VCA staff in advance if anyone other than a parent is to pick up your child. Only adults on the authorized pick up list will be allowed to pick up your child.