

VICTORY CHRISTIAN ACADEMY

PARENT / STUDENT HANDBOOK



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Approved by: Governance Board

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Parent / Student Handbook

HANDBOOK USE AND PURPOSE

The purpose of the Parent / Student Policies portion of the Policy Handbook is to help each parent and student understand the expectations for academic, spiritual, and behavioral success. VCA is a safe and secure Christian environment which allows our students to reach their potential. Many of the rules and policies in this handbook are written to assist in providing a safe, caring, and positive environment.

NON - DISCRIMINATION NOTICE

It is the policy of Victory Christian Academy that as required by section 118.13, Wisconsin Statutes, no person will be denied admission to any private school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program activity because of the person's sex, race, religion, national origin, ancestry, creed, marital or parental status, or physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (disability) and the Americans with Disabilities Act of 1990 (disability).

DISHONOR DIVERSITY STATEMENT

Diversity is one of the main character elements in the vision statement and mission statement of Victory Christian Academy. Therefore, the school welcomes, honors and maintains a diverse climate.

To promote the message of diversity, Victory Christian Academy will not expose its students or administration to any known influence that would discourage or dishonor diversity.

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COMMITMENT STATEMENTS

Parent Commitment

We fully commit to Victory Christian Academy in the following ways:

1. Make the school a safe and orderly environment by supporting the Academy as it enforces the Academy's code of conduct, as found in the *Parent / Student Handbook*.
2. Ensure that my child arrives at school by 7:35 a.m., is picked up at 2:50 p.m. and attends school regularly. Early dismissal is discouraged and only for urgent circumstances. I have read the attendance policy in the *Parent / Student Handbook* and understand the school's policy regarding lateness and absences.
3. Ensure that my child wears the appropriate school uniform daily, as explained in the dress code section of the *Parent / Student Handbook*.
4. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend the August Orientation, a minimum of two parent conferences, and any specifically requested conferences. Additional conferences with my child's teacher will occur before or after school hours.
5. Ensure my child is completing homework assignments in a timely manner and following all procedures established by the classroom teacher.
6. We give permission to have my child's picture taken at school or school events and for it to appear in school booklets, brochures, videos, newspaper, website, Facebook page, or television.
7. We will allow our child to go on Victory Christian Academy field trips.
8. Failure to comply with these guidelines will result in a corresponding consequence and possibly dismissal from the CVEL program.
9. We will allow our child/ren to go to Camp Victory Extended Learning (CVEL) in the event we are unable to pick them up by 3:00pm. I understand a fee will be assessed and will follow the payment guidelines and procedures of CVEL.
10. Parents are encouraged to volunteer 20 hours each academic school year. For those interested, please complete a "Background Check Information Sheet" that we will maintain on file.

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Student Commitment

I fully commit to Victory Christian Academy in the following ways:

1. I will always work, think, and behave in the most proactive and best way I know how. I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night to the best of my ability, and I will raise my hand and ask questions in class if I do not understand something.
2. I will do my homework in a timely manner.
3. I will follow the Victory Christian Academy dress code.
4. I will do everything in my power to arrive promptly at Victory Christian Academy.
5. I will always make myself available to my parents, all teachers and staff, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
6. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom. This also means that I will always listen to all my Victory Christian Academy teammates and give everyone my respect.
7. I am responsible for my own behavior, and I will follow the teachers' directions. Failure to adhere to these commitments will cause me to lose various privileges, and could lead to being sent home from school.

ACADEMIC INFORMATION

Milwaukee Parental Choice Program (MPCP) Applicant

Victory Christian Academy is a member of the Milwaukee Parental Choice Program. In order to qualify for the MPCP, an application must be completed in addition to proof of Milwaukee residency and an income level that falls within state guidelines to participate in the program. If your child is approved, there will be no cost to you for your child to academically attend VCA. A copy of the MPCP application and form can be obtained in the school office.

Wisconsin Parental Choice Program (WPCP) Applicant

Victory Christian Academy also participates in the Wisconsin Parental Choice Program. Residents of Wisconsin that do not reside in the City of Milwaukee or the Racine Unified School District are eligible to apply to the WPCP. An application must be submitted online. Additionally, applicants may be required to meet income and age requirements. If your child is approved, there will be no cost to you for your child to academically attend VCA.

Non-MPCP Applicant & Tuition

If the student is not eligible for the MPCP or WPCP, a student can attend Victory Christian Academy by paying the school tuition of \$7,210.00 (grades K5 – 8) and \$4,326.00 (grade K4) for the school year. The tuition fee can be made by monthly payments of \$721.00 for students in grades K5 – 8 and \$436.00 for students in grade K4. Tuition must be paid by the 1st of every month, beginning in September.

Should payment not be made in a timely manner, the following procedures will be implemented. On the 5th of the month the student will receive a written reminder that the account is past due. The student will not be allowed

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to attend school on the 6th and thereafter until the situation is remedied. For every occurrence a payment is received 10 or more days past due, a late fee will be applied in the amount of \$35.00. Should this occur a second time, the parent will be scheduled to see the principal before the student is allowed to return to school.

Students who leave Victory Christian Academy during the year will be required to pay tuition to the end of the month in which they leave. Those who have paid tuition in advance will be reimbursed within 30 days after final day attended, provided all textbooks have been returned to the school. Maintenance fees are non-refundable.

INSTRUCTIONAL COURSE SELECTION, ASSESSMENT & PHILOSOPHY

Course Selection

All students in grades 1-8 receive the necessary content area subjects using a Christian based curriculum, as well as, an integrated thematic based curriculum. (i.e., Reading/ Language Arts, Math, Social Studies and Science curriculum). In addition, students also receive special instruction throughout the year which includes: art, physical education, music, technology and health.

We support all content areas with effective constructivist instructional strategies when instructing and assessing across the curriculum. We are in the process of developing thematic units by integrating several content areas, cooperative learning, constructivist instructional and assessment strategies, and reflective practices while incorporating field trips school wide.

Embedded within this academic framework, is an underlying Spiritual awareness of Christian character formation. At the core of our being, we consistently model and teach Christian character traits in daily devotionals, weekly Chapel service, and any teachable moment that may arise from time to time. It is our consistent awareness of Christian character development in the children that creates a peaceful, safe, and friendly school culture.

Assessment

Victory Christian Academy (VCA) creates an environment of learning in a Christ-centered atmosphere so that all students have the greatest opportunity to achieve.

Our teachers and staff work together to create and utilize a variety of instructional strategies and assessments that significantly impact student learning. Students participate in the following types of assessments: independent, small group, large group, short answer, projects, experiments, presentations, rubrics, portfolios (math/writing), skits, graphic organizers, reflection, and journal writing. Vendor specific and customized teacher made tests and quizzes are also given.

Standardized tests such as the Wisconsin Knowledge and Concepts Examination (WKCE) are administered to students in grades 4 and 8. The Smarter Balance Assessment Consortium (SBAC) is administered to students in grades 3 – 8. Test results for the WKCE are received in the spring when we share with parents.

Victory Christian Academy also utilizes the computer based NWEA MAP assessment. Each VCA student is tested 3 times per school year. VCA utilizes these results to measure academic growth throughout the school year. At the end of each testing session a student report card is sent home to parents.

Assessment is not only a tool used to indicate the progress of a child, but also is an indicator of the effectiveness of instructional practices and curriculum. The data obtained from the MAPS and the WKCE assessments are compiled and analyzed by the principal and staff. The data results assist in defining educational goals and allows for discussion and re-evaluation of instructional practices and curriculum in the major content areas.

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VCA administers a variety of tests and surveys to obtain data from all students to help the teacher better serve each student. *For a list of all assessments administered, please see Assessment Table on page 17&18.*

Philosophy

Victory Christian Academy, believes every child is a one-of-a-kind masterpiece by the design of the Master Creator. He created every child as unique, with his/her own gifts and shortcomings – and will live with these gifts throughout their adult life. As Christian educators, it is our job to partner in the developing of these God given gifts to the best of our ability by providing various learning strategies and styles in a Christ centered environment. Our purpose is to instruct the academic, nurture the spiritual, and comfort the emotional elements within each child in preparation of their becoming productive citizens with a sense of morality.

We believe that all students can learn. All children can progress when someone believes in them. We believe that every child that enters our building has the ability to thrive regardless of his/her personal external factors.

Our students are champions! The majority of students are Latino, African American, or of an inter-racial background and live in urban Milwaukee. Some students are members of our Community Partners, Pentecostals of Wisconsin, but many are from the surrounding neighborhood area.

Our students learn best when they know they are made to feel important, special and their intelligence reinforced. They consider Victory Christian Academy a safe place where their opinion, feelings, and well-being are valued. Our students thrive in an environment where discipline and structure is present, but not overpowering.

Parent / Teacher Conferences and Progress Reports

Victory Christian Academy has two Parent / Teacher Conferences every year; one in the fall and one in the spring. It is mandatory for all parents to attend the Parent / Teacher Conferences.

If a parent does not attend the Parent / Teacher Conference, he / she cannot send the child to school until the parent / guardian meets with the teacher. Parents and Guardians are encouraged to meet with teachers before or after school and NOT during instructional class time.

Progress Reports are distributed at Parent / Teacher Conferences in the fall and will be e-mailed to parents in the winter. Please ensure the school office has your most current information at all times, i.e., address, telephone number, email address, etc.

Report Cards

All report cards will be mailed home at the end of each of the three grading periods to ensure parents receive. We encourage your participation with reviewing these reports with your student.

Any unpaid fines or missing books not received by the end of the school year will result in the student's report card being withheld.

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K4-8 GUIDELINES FOR GRADING

GRADING POLICY AND THEORY OF ACTION

Grading regulations are developed to clarify and ensure adherence to Board-approved grading policies and to transmit the school's theory of action about teaching and learning into grading practices across all classrooms and schools. Grading should be both formative and summative in nature.

GRADING PURPOSES

Grades are to be determined solely upon academic achievement. Participation, effort and other affective behaviors are to be addressed and assessed apart from academic grades. The purpose of grading is to provide a reliable and accurate representation of each student's mastery and understanding of state-wide standards. It is not to punish a student or to be negative motivation.

ACCOUNTABILITY FOR ACCURACY, EQUITY, AND QUALITY OF GRADES

The accuracy, equity, and quality of grades as a measure of student learning are directly dependent on the quality of instruction provided, the alignment of student learning tasks to the content and pacing of the school's curriculum, and the quality and rigor of the student work that is used to determine grades.

GRADE/DEPARTMENT/ CAMPUS GRADING PROCEDURES

Teachers shall develop and consistently implement common grade level or department grading procedures in compliance with this regulation and will communicate the common grading procedures to parents and students in writing as directed by the principal. Principals shall approve grading procedures to ensure compliance with Board policies and regulations related to grading.

Principals shall develop procedures to communicate the campus grading practices and will report student learning progress to all parents, campus instructional staff, sponsors of extracurricular activities, and the Learning Community Executive Director.

GRADES K4-K5 GRADING GUIDELINES

Reporting Learning Standards Mastery

Grading of student work should be based on District-required learning standards and provide clear expectations for mastery that are communicated to students so that they understand the learning expectations. Criteria for grading should be clearly communicated to parents and displayed in the classroom. Grades in core content areas should be derived from group and independent student class work and both formative and summative assessments.

Report cards are to be issued every trimester, and grades will be recorded and communicated using school-approved reporting forms and/or software programs.

Report cards for grades K4-K5 shall indicate progress toward mastery of student learning standards by content area using the letter grades of **E** for Excellent/Consistent Progress, **S** for Satisfactory Progress, and **N** for Needs Improvement/Additional Time for Learning. For areas identified as Needs Improvement, narrative comments will be provided to indicate targets for growth and to request a parent conference.

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Homework

Homework should be used to reinforce and support mastery of learning, engage parents in the learning process, and when appropriate and possible, should be differentiated for students depending on their mastery of the objectives.

At grades K4-K5, grades from homework assignments may not be recorded in the grade book or used in the calculation of grades, but teachers may assign homework that is engaging and reinforces classroom learning. Feedback should be provided regarding any assignment sent home for completion. Homework should be based only on content standards previously taught, assigned and completed during the same instructional week, and at a level of difficulty that can be completed independently by students.

Retesting

Students shall be permitted to retake any major test that she or he has failed within 5 school days the failing grade was received or no later than 10 days of the date of the test.

Grade Weights

At grades K4-K5, the reported grade for each content area will be weighted at 50% for class work and 50% for assessments.

GRADES 1-4 GRADING GUIDELINES

Reporting Learning Standards Mastery

Report cards are issued every trimester grading period, and grades will be recorded and communicated for all foundation and enrichment subjects using school-approved reporting forms and/or software programs. Grading of student work should be based on State-required learning standards and provide clear expectations for mastery that are communicated to and/or co-constructed with students. Criteria for grading should be clearly communicated to parents and displayed in the classroom. A grade of 69 is the lowest grade that will be recorded as a trimester grade.

Numerical grades should be derived from the following:

- Group and independent student class work and homework as outlined below
- Formative and summative assessments, and/or
- Project-based learning

Art, music, and physical education teachers shall assign grades in their content area for each grading period of the school year and shall not be required to tutor students in foundation subjects during the regularly scheduled enrichment classes.

Determining Class Work Grades

Class work should be rigorous, standards-based and document cumulative mastery of content area concepts. Expectations for grading class work should be clearly communicated to students and posted in the classroom. Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be clearly communicated to students, using tools such as rubrics or criteria charts.

Teachers may assign no less than 1 class work grade per week per subject or a minimum of 6 grades per subject per six weeks. Projects may assess multiple learning standards and therefore, more than one grade may be recorded for a project (based on the scoring rubric).

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Determining Homework Grades

Homework can help families become more involved with the educational process, communicate high expectations for students and help students develop self-discipline and organizational skills. Homework should be based only on content standards previously taught, and at a level of difficulty that can be completed independently by students. At grades 1-6, grades from homework assignments will be counted only if they improve the student grade average, but feedback should always be provided on homework.

Students may be assigned no more than 1 hour per night of homework or no more than five hours per week for all grade level subjects/teachers combined. Departmentalized teachers should collaborate to determine homework assignments that meet this expectation. Student/parent reading time is not included in the homework time limit.

Test and/or Project Grades

Teachers should use a variety of assessment methods such as unit tests, project evaluation, six weeks tests, etc. There should be no fewer than 4 and no more than 8 test/major project grades per six weeks in each core subject area. District benchmarks are not graded but may be counted as ungraded tests in order to meet the number of required tests in a six weeks. Rubrics used for grading projects shall reflect mastery of identified content learning standards.

Retesting

Students shall be permitted to retake any major test that she or he has failed within 5 school days the failing grade was received or no later than 10 days of the date of the test. The higher score earned on either test, will be recorded in the grade book and the lower score removed (not averaged).

Grade Weights

Performance	40%
In Class	40%
Homework	20%

Art, music, and physical education teachers shall assign grades for the subjects they are assigned, and criteria for grading in these subjects will be based primarily on class work.

High class/grade level/school failure rates

Teachers with a trimester failure rate of >10% in any subject area will be required to develop and submit an intervention support plan for struggling students that will be monitored by the principal/ designee.

GRADES 5-8 GRADING GUIDELINES

Reporting Learning Standards Mastery

Report cards are issued every trimester grading period, and grades will be recorded and communicated using school-approved reporting forms and/or software programs. Grading of student work should be based on State-required learning standards and provide clear expectations for mastery that are communicated to and/or co-constructed with students. A grade of 69 is the lowest grade that will be recorded as a trimester grade.

Determining Class Work Grades

Class work should be rigorous, standards-based and document cumulative mastery of content area concepts. Expectations for grading class work should be clearly communicated to students. Mastery criteria for projects or other assignments that are used to evaluate multiple concepts should be clearly

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communicated to students, using tools such as rubrics or criteria charts.

Determining Homework Grades

Homework is based on learning standards that have previously been taught in class that must be completed outside the regular school day and not during the regular class period. Homework can help families become more involved with the educational process, communicate high expectations for students and help students develop self-discipline and organizational skills. All homework assignments must be designed as a meaningful part of the educational process and be reviewed by the teacher. Feedback should be provided within 48 hours of the submission of the assignment, or as soon as reasonably possible given the rigor of the assignment. Feedback is defined as written comments, peer review, conference, grades, etc.

Homework assignments may or may not be awarded a grade at the teacher's discretion. When recording grades, primary consideration should be given to recording homework grades that raise a student's average, not lower it.

Students may be assigned no more than 1.5 hours per night or no more than seven hours per week for all grade level subjects/teachers combined.

Retesting

Students shall be permitted to retake any major test that she or he has failed within 5 school days the failing grade was received or no later than 10 days of the date of the test. The higher score earned on either test will be recorded in the grade book, and the lower score removed (not averaged).

Test and/or Project Grades

Teachers should use a variety of assessment methods such as unit tests, project evaluation, etc. There should be no fewer than 4 and no more than 8 test/major project grades per trimester in each subject area. Projects may assess multiple learning standards and therefore, more than one grade may be recorded for a project (based on the scoring rubric). District benchmarks are not graded but may be counted as ungraded tests in order to meet the number of required tests in a six weeks. Rubrics used for grading projects shall reflect mastery of identified content learning standards.

Number of Grades

Teachers should record no fewer than 2 class work/homework grades per week per subject, no more than ¼ of which can be homework. Grades should be documented weekly.

Grade Weights

Performance	40%
In Class	40%
Homework	20%

High class/grade level/school failure rates

Teachers with a trimester failure rate of >15% in any subject area will be required to develop and submit an intervention support plan for struggling students that will be monitored by the principal/design

Incomplete Grades

Students receiving an incomplete on their report card are allowed up to three weeks after the last day of the quarter to complete the work or the incomplete will be changed to an "F". Any exceptions to this policy must be approved by the principal.

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Academic Probation

Any student who fails to maintain a "C" (77% or higher) average will be on academic probation. The student will have until the next trimester report card to raise their average. Probationary status will be in effect until the student regains a "C" average. Any student, who falls below a "C" average for the third trimester, will be on probation for the first trimester of the following year or may need to be retained.

1. VCA Praise Team/ Song Leader
2. Representing Student Council
3. Extra-curricular activities, such as Staff or Committee Member for:
Yearbook, Student Newspaper, Spirit Week

Academic Integrity

Academic integrity focuses on the affective behaviors of students that will promote achievement and success. These behaviors center around the student's work ethic and general attitude and behavior. These areas of focus are the student's time management, classroom participation, homework quality and completion, their pride and effort towards their work and how well they work with others. See rubric on pg. 29

Academic Achievement

Academic achievement is designed to recognize students who demonstrate proficiency in subject matters. Students who are recognized for academic achievement are those who consistently demonstrate their academic understanding and turn in quality work. For a student to attain academic achievement standing, they must maintain a GPA of at least 3.0.

Camp Victory Extended Learning Afterschool Program

Victory Christian Academy offers afterschool care from 3 - 5 pm. Camp Victory Extended Learning (CVEL) is open to families that fill out an application and agree to pay a fee. Family discounts are available.

Parents interested in sending their child(ren) to CVEL can fill out an application and submit to the school office. For more information including hours, activities, fees, late-fees, and more, you may obtain an informational sheet from the school office.

Navy Seal

The Navy Seal program is a promotion and incentive program that every student at VCA has the opportunity to be a part of. It is designed to motivate and reinforce positive learning behaviors needed to facilitate success as a lifelong learner.

Requirements (Per Trimester)

1. Academic Integrity Rubric (See Appendix A - Must receive 18 points out of possible 20)
2. Teacher Recommendation
3. Attendance (only 1 tardy and 1 excused absence are permitted)
4. Positive Behavior
 - No Detentions
 - No SIRs

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Rewards

1. Navy Seal Polo that can be worn throughout the week in place of a uniform shirt.
2. Permission to be in the hallway without a hall pass
3. Picture on Hall of Fame Wall
4. Allowed to wear boots and athletic shoes on Fridays.
5. Field Trip or Celebration after each recognition ceremony.

Students must meet requirements for each trimester in order to continue their participation in the program. Failure to meet any of the requirements will result in a loss of Navy Seal privileges and rewards.

School Supplies

The classroom teacher of each grade level will determine the necessary school supplies. The teachers will provide a list of necessary supplies to students at the end of the previous school year in June, and again in August at Parent Orientation. The parent and student are responsible for providing necessary supplies throughout the duration of the school year.

Summer School

Victory Christian Academy does not provide summer school services at its location for their students. However, Victory Christian Academy students have the right to attend summer school, if offered, with the Milwaukee Public School District. Please inquire more information at the Central Office Administrative Building at 5225 W. Vliet St. or call 414-475-8238.

Student Integrity

Victory Christian Academy regards academic honesty as a core value of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students, and their families are all-important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions. Failure to follow these principles will result in expulsion.

Grade Appeals Policy

The components of evaluation for each grade level should be transparent to the student and discussed at the start of the student's experience. Grades are generated by the classroom teacher. Should there be a disagreement about a grade; the student is to follow the guidelines below for grade appeals.

1. The first stage of a grade appeals process will be a meeting between the student and the teacher. The teacher may also request any faculty involved in evaluating the student be present for this meeting. At that time, the student will have an opportunity to voice his / her concern(s) about the grade which he / she received. The teacher will have the chance to review the criteria by which the final grade is determined and will be expected to answer any questions the student has. The teacher may elect to obtain additional information based

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upon what the student has said and would ultimately decide to maintain the original grade or submit an amended grade to the Registrar.

2. If dissatisfied with the results of the above, the student may appeal to the principal. The student will be asked to provide information regarding the grounds for the grade appeal and will be given an opportunity to address the principal if they so desire. The teacher may give the principal pertinent information supporting their determination of the grade, however, the teacher will not be involved in the decision making process. Two standards will be employed by the principal in evaluating the appeal which could lead to a recommended amendment:
 - a) if the grade is not found to reflect valid and consistent academic performance standards or criteria, or the considered academic judgment of the teacher;
 - b) if the grade is found to be based upon impermissible criteria beyond performance, achievement, and effort.

The student may appeal an adverse decision to the Governance Board President by notifying him / her in writing within seven days of the decision. The Governance Board President will meet with the principal and their review will be limited to review of procedural integrity and this decision will be final.

RESPONSE TO INTERVENTION POLICY

RTI

Response to Intervention (RTI) is a **multi-tier approach** to the early **identification and support** of students with **learning and behavior needs**. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and, creating a well-integrated system of instruction and intervention guided by child outcome data. *See Appendix B*

For RTI implementation to work well, the following essential components are implemented with fidelity and in a rigorous manner:

- ***High-quality, scientifically based classroom instruction.***

All students receive high-quality, research-based instruction in the general education classroom.

- ***Ongoing student assessment and communication.***

Universal screening and progress monitoring provide information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the RTI process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students' instructional needs are based on multiple data points taken in context over time. RTI teachers communicate regularly with general education classroom teachers and in collaboration meetings.

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- **Tiered instruction.**

A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing intensities of instruction offering specific, research-based interventions matched to student needs.

- **Parent involvement.**

Schools implementing RTI provide parents information about their child’s progress, the instruction and interventions used, the staff who are delivering the instruction and the academic or behavioral goals for their child.

TIER 3 INTERVENTION STUDENTS K5 -8th GRADE

Students who receive Tier 3 intervention will be placed on a class roster with the specialist and removed from their classroom roster in that content area. Grading will be based on their progress and improvement in working towards being at grade level.

E = Excellent Progress

S = Satisfactory Progress

N = Needs additional time for learning

Regardless of disability type or severity, including those receiving special services via an IEP or Service Plan, all students will participate in either the assessments or the End-of-Course assessments (EOC) developed for specific content areas: MAP, PALS, Running Records, and WKCE/Smarter Balance/Badger Exam (3-8)

Data Source	Student Learning	Instruction	Program Effectiveness	Conditions that support learning
Writing Sample Pre/Post (September & April)	X	X	X	
MAP Reading, LA, Math Grades 1- 8 (Fall, Winter Spring)	X	X	X	
MAP Math only K4 – K5 (Fall, Winter Spring)	X	X	X	
PALS K4 – K5 (Fall, Winter Spring)	X	X	X	
Kindergarten Assessment (Fall, Winter Spring)	X	X	X	
Dolch List Recognition Grades K5 – 4 (Fall, Winter, Spring)	X	X	X	
Running Record (every 6 weeks)	X	X	X	
WKCE Grades 4 & 8 Science and Social Studies (November)	X	X	X	
Data Accountability Plan (DAP)		X		

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Badger Exam Grades 3 – 8 (spring)	X	X	X	
Progress Report and Report Cards	X			
Discipline	X		X	X
Attendance	X		X	X
Student Surveys	X	X	X	X
Parent Surveys			X	X
Child Find (if necessary)	X			
Classroom Observations	X	X	X	X

ATTENDANCE

Wisconsin State Attendance Laws

School attendance is crucial in order for students to have success in school. Parents are encouraged to have their son / daughter attend school every day possible. The compulsory attendance law states that all students must attend the designated school day, which is defined as classes, lunch, and study hall. Parents cannot excuse students to be released during the lunch hours unless the parent comes into the school and signs out their son / daughter. Parents are encouraged to schedule student appointments at times other than hours school is in session. Academic success is linked directly to school attendance. Parents should make every effort to have their student in all classes throughout each school day.

MPCP Attendance Regulations

Victory Christian Academy is a participant in the Milwaukee Parental Choice Program (MPCP). In addition to the mandated state attendance laws, Victory Christian Academy students must also comply with meeting a minimum attendance rate of 90% for the entire school year. Therefore, daily attendance of all students is mandatory in order to continue attending Victory Christian Academy.

A phone call home from the records secretary will ensue for every occurrence of absenteeism to 1) notify the parent / legal guardian that their child is not at school and 2) to determine if the absence is excused or unexcused according to the guidelines of this handbook listed on page 12.

Each student enrolled for the entire school year is allowed a maximum of 17 excused and unexcused absences combined (including suspensions). The 18th absence will cause an automatic Administrative Drop (expulsion) from the school. Parents will receive a warning letter if their child reaches 9 absences (1/2 of the available absences for the year). Students enrolled during the school year already in progress, will have an allotment of absences reflecting a 90% attendance rate of their time at Victory Christian Academy.

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Acceptable Reasons for Absences

Pupils may be absent (excused) by parents or guardians under Section 118.15 of Wisconsin Statutes for the following reasons:

- 1) Personal illness
- 2) Severe illness or death in the family
- 3) Religious observance
- 4) Impassable roads or extreme weather conditions
- 5) Required court appearance
- 6) Health appointments
- 7) Lice case (3 days excused)
- 8) Special cases of an emergency nature at the discretion of the principal
- 9) School sanctioned activities
- 10) Pre-arranged absences with for the purpose of:
 - College visits
 - Job interview
 - Vacation

Leaving the Building During School Hours

A student may not leave the building for any reason during the school day without a parent signing him / her out with the secretary or administrator. Students leaving the building without signing out at the attendance office or without parent / guardian consent will be considered truant and will receive a consequence for failure to sign out. Repeated violations are subject to parent conference, suspension, and reporting to the West Allis Police Department.

Excused Absences

Upon parent request, students will be issued an excused absence for being absent from school. Skipping days / hours or leaving campus for lunch is NOT included as excused absences. These absences are considered unexcused and will result in disciplinary consequence.

Procedure for excusing absences:

1. Absences shall be reported to the secretary by telephone the day of the absence
- or
2. A written excuse by the parent / legal guardian within two days of the absence will be accepted. Written excuses received after the defined date will be unacceptable.

If this method for excusing absences is not followed, the student will be referred to the principal who will provide a consequence to the student. A student will be considered truant and cannot be excused by a parent or guardian when the student is absent due to non-Board approved reasons.

Truancy

Truancy is defined as any absence for part or all of one or more school days during which the attendance office has not been notified of the official, board approved cause of such an absence by the parent or guardian. This also includes intermittent absences carried out for the purpose of defeating the compulsory school attendance law. Examples of truancy includes when a student:

1. Leaves the building without permission.
2. Leaves a classroom, study hall, work area, or teacher's supervision without having permission.

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3. Does not report to the office or any other designated location after being sent by a staff member.
4. Is in any unsupervised area of the building without a pass when classes are in session.
5. After securing the proper permission to leave a classroom is gone an excessive amount of time.
6. Goes to any location in or out of the building rather than their assigned class for that hour.

Habitual Truancy

Wisconsin Law defines habitual truancy as a student who is truant for part or all of five or more days each semester during which school is normally held. These students will be referred for legal action according to state law (Wisconsin Statutes 118.51 (1)(a) and 947.16)

Tardiness

The school day starts at 7:35 a.m. If a student arrives after 7:50 a.m., he / she is considered tardy and the parent / guardian must escort the student to sign-in with the office manager.

Tardiness is a two-way problem. First, tardiness is disturbing to other students and the teacher of the class. Secondly, tardiness results in a loss of education for the tardy student. Tardiness is a form of truancy. After the 5th tardy, a phone call and letter will be sent home notifying them of their attendance situation. **When a student reaches 10 "tardies" it will be mandatory for the parent / legal guardian and student to meet with the principal for reinstatement.** Students that are consistently tardy will be referred to the District Truancy Office.

Make-Up Work for Truancies & Unexcused Absences

Teachers will not give make-up work to truant students. A zero will be entered in the grade book for all assignments, quizzes, and tests that were completed on the day of the truancy.

Make-Up Work for Excused Absences

It is the student's responsibility to gather information enabling him/her to complete make-up work for excused absences. A student should see his/her teacher before or after school or some other mutually agreeable time.

All school work missed as a result of excused absences must be made up in a timely manner. Any work assigned prior to the absence is due on the day of return. Students must make up any assignments given during the absence within a time frame mutually agreed upon by teacher and student.

If an absence extends for more than three days, arrangements for homework can be made by contacting the teacher. If the student does not choose to or cannot do homework while ill, it will be the student's responsibility to obtain all make up work from teachers immediately upon returning to school.

Make-Up Work for Suspensions

A suspended student shall not be denied the opportunity to take any trimester, semester, or grading period examinations or to complete missed work assigned during a suspension. It is the student's responsibility to make arrangements with his / her teachers for makeup work.

When suspended, the student is entitled to makeup days equal to the number of days suspended. (A student who is suspended one school day is allowed one school day to make up work a student suspended three days is allowed three days, etc.)

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Physical Education - Medical Exemption

All students are required to participate in the physical education program. A parent's excuse is required for a student to miss a gym class due to illness. If a parental medical exemption is requested for more than two consecutive days, a written doctor's excuse is necessary or the student is required to participate in the gym class. Students who temporarily cannot participate actively in the program must present their physical education teacher with a written excuse from a doctor. It is the student's responsibility to return to active participation at the prescribed time on the doctor's note. If a young lady is experiencing excruciating pain during her menstrual cycle, the parent must provide a written excuse that justifies the reason of absence. Students with an excuse may remain with the physical education class and sit on the sidelines while the class is administered.

Student Transfer / Withdrawal

A student transferring to another school or withdrawing from school should report to the principal's office to receive and fill out the proper withdrawal forms. According to the NCLB Act, a school cannot hand a student or Parent / Student records. Your new school must submit a written request for student records and upon receiving the notification, Victory Christian Academy will send the student records to the appropriate location.

DISCIPLINE

Consequences for Inappropriate Behavior

Each classroom teacher has a classroom management plan within their classroom that includes rules, consequences and rewards. This system is posted in each of the classrooms. If a student violates the classroom system or commits a major offense, the student will report to the principal's office. Victory Christian Academy uses a progression of disciplinary consequences. Consequences include, verbal warnings, principal's office, parent notification, detention, suspension, hearing with the principal and / or pastor or church elders, and expulsion. The principal will ultimately decide the consequence for breaking school rules.

Students are subject to the rules and regulations of this handbook while on school property, as well as while at school-sponsored activities off-campus. Additionally, the school reserves the right to discipline students for off-campus behavior or activities, including internet and electronic device activities used for sexually provocative behavior, distribution of nude or partially-nude images, and police intervention which leads to arrest and charge for crimes detrimental to society, which create a material disruption to the learning process at Victory Christian Academy.

1. Disruptive / inappropriate behavior:

Classroom teacher consequences, reflection sheet, phone call home, suspension.

2. Failure to write reflection sheet / written assignment:

- a) All reflection sheets / written assignments must be completed and are due the day after they have been assigned.
- b) Student cannot return to school without the reflection sheet and will be suspended from school and cannot return to school without a meeting with the parent and principal.
- c) All reflection sheets / written assignments are due to the classroom teacher.

3. Behavior and Field Trips

- a. When students are challenged to follow teacher instructions, this becomes a safety concern on a field trip outside of the school building. We want all children to be safe. If

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a teacher has a concern for a student's well-being regarding "following instructions" and safety, VCA will ask a parent or guardian to accompany the student on the trip.

4. Fighting

- a) First incident, out of school suspension with Principal's hearing.
- b) Second incident, out of school suspension with Principal's hearing with parent.
- c) Third incident, out of school suspension with possible expulsion.

5. Truancy

Wisconsin Law defines habitual truancy as a student who is truant for part or all of five or more days each semester during which school is normally held.

- a) Tardy – Arriving after 7:50 a.m.
- b) Five days per semester for arriving late to school. A phone call home and letter will be administered.
- c) A student who has 5 or more unexcused absences or irregular attendance in a semester will be suspended, as well as, referred to the District Truancy Office.
- d) Students who are consistently truant will be referred to the District Truancy Office and may be taken to a police truancy center
- e) Habitual truants will be referred to the District Attorney's office.

6. Verbal Abuse or Profanity

A student who is heard saying a curse / swear word or profanity by two witnesses or a staff member will receive an automatic suspension.

- a) First offense- Automatic suspension.
- b) Second offense- Automatic suspension; a Principal's hearing with parent is required before the student may return to school.
- c) Third offense- Automatic suspension & hearing with Principal, Pastor and Parent

7. Vandalism / Property Damage

Deliberate damage to building, equipment, etc. (including graffiti) or damage resulting from roughhousing will result in a potential fine and a suspension as determined by the principal. If repairs are more than \$25.00, then the student or his / her parents may be required to pay the entire cost of the damage to the property owner. A Principal's hearing is required before the student may return to school.

8. Harassment / Bullying

Every student at Victory Christian Academy has a right to not be harassed and to feel safe at school and at all school activities. Harassment is any unwanted or unwelcome behavior that violates an individual's personal rights. Any form of harassment is unacceptable and will not be tolerated. Students who are harassed should tell the harasser to STOP. If the unwelcome or unwanted behavior continues, the incident should be brought to the attention of a teacher, counselor, administrator, or police liaison officer.

Harassment occurs in many forms including sexual, verbal, racial, and physical intimidation. It can present itself in person, or on social media, via the internet. Sexual harassment includes unwelcome behavior of a sexual nature including but not restricted to inappropriate gestures or touching, sexual remarks, name calling, spreading rumors, or displaying offensive pictures. Verbal harassment includes unwelcome teasing, humiliating, or causing embarrassment. Racial harassment includes name-calling or any unwanted or negative comments about ethnic groups or one's ethnic background. Physical harassment or intimidation includes verbally threatening or causing physical harm to another (defined legally as assault, battery, or disorderly conduct).

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Disturbance by pestering, tormenting or threatening language, conduct, or gestures is not acceptable. Deliberate, unfair, one-sided and potentially repetitive behavior that involves unequal power, done with the intention of harming others is also unacceptable. A student who is seen or heard doing these actions by two witnesses or a staff member will receive an automatic suspension.

- a) First offense- Automatic suspension.
- b) Second offense- Automatic suspension; a Principal's hearing with parent is required before the student may return to school.
- c) Third offense- Hearing with Principal, Pastor and Parent subject to possible expulsion

9. Detention

Detention will be held every Tuesday and Thursday from 2:45-3:15PM. When school is in session, a written notice will be sent home indicating when the detention is to be served. During the detention, the students will work on homework, read, or do a writing reflection in a quiet environment. Parents will need to come to the detention or CVEL room to pick up their child at 3:15PM and sign them out. CVEL fees apply as normal after 3:15pm. All detentions are expected to be served in a timely manner.

10. Suspension

Suspensions may be administered in instances such as: assault or violent behavior, repeated truancy, repeated school disruptions, harassment, profanity directed at school staff, profanity, vulgar gestures, racial comments, theft or vandalism, direct disobedience / defiance, academic cheating, stealing, inciting violence and rioting among other students, continual/defiant violation of uniform and homework policies, and major horseplay. Suspensions can vary from one to five days in length. Students who are suspended from Victory Christian Academy will not be allowed to participate in any school function while on suspension. School functions would include: field trips, sporting events, after school activities, etc.

11. Expulsion

Expulsion may be recommended in instances such as: willful disobedience, major vandalism, disruptive conduct, use / sale / possession of drugs and alcohol, arson, fireworks, possessing or using a deadly weapon, intimidation or threatening behavior, theft, acts or threats of terrorism or internet exploration of known or perceived terrorist organizations, and extortion. Expulsions can only be decided by the principal after seeking counsel and recommendations by Board President and/or Board members, and designated elders from POW. Specific grounds for expulsion from Victory Christian Academy may include, but are not limited to:

- a) Refusal or neglect by the student to obey school rules and policies;
- b) Exceeding the 17 maximum excused and unexcused absences combined for the entire school year (*including suspensions*).
- c) Conveyed or caused to convey any threat or false information concerning an attempt or alleged attempt being made to destroy any school property by means of explosives;
- d) Engaging in conduct while under the supervision of a school authority which endangers the property, health, or safety of others;
- e) While not at school or while not under the supervision of a school authority engaging in conduct which endangers the property, health, or safety of others;
- f) Endangering the property, health, or safety of any employee or school/church Board member of the school district in which the student is enrolled;
- g) Possessing a firearm while at school or while under the supervision of a school authority;
- h) Sexual misconduct, to include oral sex, intercourse, and any physical contact;

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- i) Vandalism to school property;
- j) Use of social media and electronic devices while at school and not at school, or while not under the supervision of a school authority in such a way that endangers the emotional or physical health of others at school, to include acts of sexual misconduct using social media, the distribution and transferring pictures to incite sexual arousal between two people involving nude or partially nude pictures, vulgar language, or threats to harm or kill others, regardless of intent.

Discipline Progression

Parents – we need your help! Victory Christian Academy will communicate expectations to students and parents. Repeated refusal to follow school rules will not be tolerated. The principal will be actively involved in meeting with parents and students in an effort to solve behavior issues. Students with repeated referrals will be required to meet with their parents and appropriate school officials.

Minimum of two Student Incident Reports (SIR): A Principal's hearing will be held with the pastoral staff and parent present. If a student continues to break the rules and policies set forth by the school, the principal and church elders will determine the appropriate consequences for the student including possible expulsion.

Students involved in serious infractions, which may include: weapons, alcohol or drug incidents, physical altercations, serious vandalism, repeatedly disobeying uniform and homework policy will meet with the principal and / or pastoral staff, regardless of the accumulation of referrals.

Probation

Based on the severity of a situation (behavioral, sexual, academic, etc.) the organization has the right to determine the criteria for probationary status.

Discipline Appeals Policy

The student who is under discipline and does not believe the discipline is appropriate has the right to make a request to the principal, in writing, for the disciplinary action to be reviewed by the Victory Christian Academy administration. A student who is suspended / expelled always has a right to appeal.

1. If a student wishes to request reinstatement or to appeal a disciplinary decision, he / she may request a hearing before the Victory Christian Academy administration. The request shall be made in writing to the principal within five school days of the date the decision is communicated to the student. The request shall state the reason why the student is appealing, the decision, and the facts that support the appeal.
2. The use of legal counsel at the hearing shall not be permitted of either the student or Victory Christian Academy.
3. Within five days of the date that the decision of the Victory Christian Academy administration is communicated to the student, the student may present a written request to the principal to review the situation in view of the goals and philosophy of Victory Christian Academy, the best interests of the school, and the best interests of the student.
4. It is the prerogative of the principal to request the administration which heard the appeal to reconsider the student's request for reinstatement or to appoint an ad hoc appeals committee to review the matter. The principal may participate in this reconsideration by the committee. The decision of the principal is final in all disciplinary matters.
5. A student who questions whether the process provided by the school has followed the policy of the school in regard to his / her grievance may request the Governance Board President to

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conduct a review of the process used by the school in responding to his / her disciplinary grievance.

6. A student who has been suspended or dismissed may not return to Victory Christian Academy during the time the case is being considered without the express permission of the principal. The student may be given permission to return to talk to members of the faculty or administration during the time the appeal is being processed.

Loitering

Students found in areas of the building on campus without authorization during a scheduled class or other school related purpose will be considered to be loitering. Failure to report to the assigned area may result in a suspension. Students loitering after a warning will be referred to the police.

Closed Campus

Victory Christian Academy has a closed campus policy. Students are to remain in the school building at all times during the school day unless:

- The student is with a teacher
- The student is at recess in the school parking lot supervised by a school official
- The student signed out at the office, with parent consent to leave campus

Students may not leave the school grounds once they have arrived on school property until 2:50 p.m. Students may not leave the building between classes.

Smoking and Possession of Smoking Materials

In accordance with the state statutes, use of any tobacco products by students is prohibited in school buildings or on school grounds. The law also means tobacco will be forbidden at athletic events held in any city park, as the event is "under the control" of the school board. Any student using tobacco products will receive school consequences and be referred to the police.

In accordance to State Statute 48.983, possession of tobacco products by a minor is prohibited. Students found in violation of state law will be subject to confiscation of materials and referral to the police.

Alcohol Use

Students suspected to be under the influence of alcohol would be subject to a breath test given by a police officer. Refusal to comply with the test will be treated as an admission of guilt. Students found to be under the influence of alcohol will receive school consequences, suspension, probation, up to and including expulsion, and be referred to the police.

Drugs and Illegal Substances

Use or possession of drugs and illegal controlled substances are prohibited on school property and at school events. Look-alike drugs are prohibited as well. Victory Christian Academy has a zero tolerance policy in place. Any student using or possessing such substances will receive school consequences, suspension, probation, up to and including expulsion, and be referred to the police.

Public Display of Affection

School is not the appropriate site for amorous behavior between students. Students are not to display behaviors such as kissing, holding hands, rubbing, caressing and / or petting, sitting on laps, etc. on

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school grounds. Failure to comply may result in school disciplinary consequences, such as suspension, probation, and possible expulsion.

Electronic and Communication Devices

Students are prohibited at all times from using or possessing of electronic, paging or two-way communication devices or systems (e.g. pagers, cell phones, CD & MP3 players, IPODs, games, etc.) while on Victory Christian Academy premises. School property includes, but is not limited to: school buildings, school sites, vehicles rented or leased by or under the control of Victory Christian Academy, or while off school premises while participating in any curricular or extra-curricular program sponsored by the school.

An exemption to this policy may be allowed for the use or possession of such a device if the principal determines that the device is to be used for or is possessed for medical, educational, vocational, or other legitimate use. The principal approves use of the device if it is needed during and after school hours. Violation of this rule may result in disciplinary action.

Electronic and Communication Device Consequences

The cell phone or other communication devices will be confiscated and kept in the principal's office and returned at the end of the school day.

First Offense: Student will earn a detention and parent must retrieve from the principal's office.

Second Offense: Student will receive two detentions, a suspension, and parent must retrieve from the principal's office.

Repeated Offenses: A conference will be scheduled with the parent and the student, and student will receive a suspension. Further disciplinary action may be issued, such as a school assignment.

Public Property Policies

Students are required at all times to conduct themselves in a civil, Christian manner when using the school facilities. Vandalizing, defacing, urinating, or using graffiti is prohibited at all times on the school property. Violations are subject to suspension or expulsion at the Principal's, Board President, and Board's discretion. **(Note to Parent: a child can be listed as a sexual predator for public urination).**

GENERAL STUDENT INFORMATION

Dress Code and Uniform Standards

Victory Christian Academy has a uniform policy for three reasons:

1. Reduces clothing competition
2. Keeps clothing costs reasonable
3. Teaches students the necessary differences between clothing that is appropriate for school / work and recreation / social activities

Victory Christian Academy uniform clothing can be purchased at **Goldfish Uniforms** which is located at: 9901 W. Oklahoma Ave., (414) 476-4343.

Mandatory Uniform

In the interest of the highest possible dress code standard, uniforms are required! Students will not be allowed into the classroom without the proper uniform. The Bible admonishes us to dress modestly.

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Students, therefore, should expect to abide by the school's standard of conduct throughout their enrollment at Victory Christian Academy. Students out of harmony with the school's ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

1. Male Uniform

- **Pants / Belt**
Uniform consists of khaki colored pants (no corduroys, shorts, or jeans allowed). Students in grades K4-2 may wear elastic waist band pants. However, all students in grades 3-8 must wear pants with belt loops and belt.
- **Shirts / Ties**
Boys wear a white, collared, button-down, short- or long-sleeve dress shirt. Shirts must be tucked in at all times. Undershirts must be white. Solid navy ties are required for boys in grades 5-8.
- **Blazer / Sweater Vest**
Boys in grades K4-4 will wear uniform issue solid navy sweater vests and boys in grades 5-8 will wear uniform issue solid navy blazers. Logo patch is optional.
- **Socks / Shoes**
Socks should be conservative colors that complement the uniform (black, brown, navy, red, gray or white). Sturdy black or brown shoes are required. Shoes must be worn at all times. **NO BOOTS. (Athletic shoes are permissible only for gym dress and on Fridays if a VCA Navy Seal).**

2. Male Hair

Young men should be clean-shaven; side burns can come to the top of the earlobe or shorter. Hair must be short and above the collar in length. Students with unacceptable hair will not be allowed to attend school with unacceptable hairstyle. Extravagant hairstyles will not be allowed. No afros exaggerated in length and un-kept, no afro-puffs, no engravings or decorations in the hair. Braids must be well maintained and above the collar in length at the principal's discretion. Hair must be a natural hair color at the principal's discretion, no unnatural hair colors allowed.

3. Female Uniform

- **Jumpers / Skirts**
Uniforms consist of Hamilton plaid jumpers for grades K4-4 and skirts are required for grades 5-8. All skirts should be checked for fit. If a skirt does not fall below the knee or cannot button at the waist, it may not be worn and the student will be required to purchase a new skirt.
- **Pants**
Pants are not allowed at any time at Victory Christian Academy. No pajama pants, sweatpants, mid-calf length leg coverings may be worn under the uniform skirt. Shorts may be worn under the uniform skirt, but may not be visible. Leggings may be worn in place of tights as long as they are not loose or baggy.

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- **Shirts / Sweaters**

All girls and young ladies wear a plain white, Peter Pan collared short-sleeved / long-sleeved shirt or blouse; undershirts must be white. Girls can wear a cardigan, zipper or pullover sweater in white, red, or navy to complement their uniform. Turtlenecks are not allowed. Logo patch is optional.

- **Socks / Shoes**

Socks / tights should be conservative colors that complement the uniform (black, brown, navy, red, gray or white). Sturdy black, navy, or brown shoes are required. Shoes must be worn at all times. No sandals, open-toed shoes, boots, or athletic shoes allowed. **(Athletic shoes are permissible only for gym dress and on Fridays if a VCA Navy Seal).**

- **School T-Shirt / Navy Seal**

Students are allowed to wear the Victory Christian Academy T-Shirt to school on Friday and on designated school days. Students who have earned Navy Seal status may wear their Navy Seal polo any day of the week in place of their normal uniform shirt / blouse. Navy Seal recipients may wear tennis shoes or boots on Friday only.

4. Female Hair

Students with unacceptable hairstyles will not be allowed to return to school until hairstyle is acceptable. Acceptable hairstyles are: well kept, i.e., styled neatly and conservatively. Must be a natural hair color and is at the principal's discretion, no un-natural hair colors allowed.

5. Nails

No nail polish, press-on, or salon-styled nails are allowed on nails during school and school activities.

6. Make-Up

No make-up (lipstick, colored lip gloss, blush, mascara, eye shadow, eyeliner, eyebrow pencil). The only type of make-up permissible is a foundation that is similar to the student's skin tone.

7. Jewelry (Male / Female)

Students cannot wear any jewelry (metal or plastic) of any kind including earrings, rings, bracelets, necklaces, nose rings or body piercings. If this rule is broken, the jewelry will be immediately confiscated, regardless of monetary or sentimental value. Second violations of this policy may result in a suspension or conference with school personnel. Third violate will result in suspension and conference with parent and Principal.

- **First offense** – Parents / legal guardians may retrieve the jewelry from the school in person
- **Second offense** – **The jewelry will not be returned** until the end of the school year. Victory Christian Academy is not liable to reimburse or replace any missing or broken jewelry that has been confiscated.

The only exception to the jewelry policy is the abstinence promise ring students receive when participating in the "Worth the Wait" ceremony.

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Uniform Rental

Parents may rent a skirt, jumper, or blazer from our school office for \$25 each per year. Any rental uniforms must be returned to the school office before the end of the school year. Please contact the school office if you wish to rent a uniform item.

Unacceptable Dress

Odd styles, fads, badges, pins, emblems, hairstyles, un-natural hair colors, etc., that call attention to the wearer, will not be permitted. Tight clothing and over-sized clothing will not be allowed. Sagging pants are not allowed. Hoodies, jackets, sweatshirts and caps / hats are not permitted throughout the school day.

Physical Education Dress

Changing from the school uniform to appropriate gym gear is not allowed due to both lack of space and supervision for both sexes. Therefore, all students will stay in their school uniform and change their shoes only if they choose to do so. Girls may wear loose fitting shorts beneath their uniform skirt / jumper during P.E.

Uniform Policy Consequences

Any student who arrives without the appropriate uniform as outlined above will receive the following consequences:

1. First offense –
 - a. Parent will be called and asked to bring in correct uniform and students in grades **K4-2** will lose recess.
 - b. Parent will be called and asked to bring in correct uniform and students in grades **3-8** will lose recess and fill out reflection sheet, submitted to Office Manager after lunch period.
2. Second offense –
 - a. Parent will be called and asked to bring in correct uniform and students in grades **K4-2** will lose recess. Parent will receive a call from the school office.
 - b. Parent will be called and asked to bring in correct uniform and students in grades **3-8** will lose recess and fill out reflection sheet, due to Office Manager after lunch period. Parent will receive a call from the school office.
3. Third offense –
 - a. Parent will be called and asked to bring in correct uniform and students in grades **K4-2** will lose recess. Parent will be asked to meet with Principal and Pastor.
 - b. Parent will be called and asked to bring in correct uniform and students in grades **3-8** will lose recess and fill out reflection sheet, due to Office Manager after lunch period. Parent will be asked to meet with Principal and Pastor.

Food & Beverages

Bubblers are located at each end of the hallway just outside of the restrooms. Students are encouraged to bring water bottles and may drink WATER in the classroom by the rules set forth by the classroom teacher. NO FOOD or BEVERAGES are permitted in the computer lab, library, or chapel at any time.

Breakfast / Lunch Program

Each student will qualify for FREE breakfast and lunch. However, each parent / guardian must apply for food program every year by completing the appropriate paperwork. All paperwork is due at Parent

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Orientation or by their first day in attendance. Students who have not submitted the appropriate paperwork by the 15th day of school will receive a sandwich and milk until it is submitted.

Student Use of Technology (Computers, Electronic Device, Internet)

Students have been given independent access to the Academy's computers. Students will be accessing the Internet independently and are expected to display appropriate behavior on school computer networks. Students are not allowed to access any social media sites while on the VCA premises. General school rules for behavior and communications apply which is outlined in the *Computer Networks, Internet, and Electronic Mail Permission Form and Responsibility Agreement*. Networks are provided for students to conduct research and communicate with others. A signed agreement must be on file for students to access the computer and Internet etc. Access to network services is given to students who agree to act in a considerate and responsible manner; parent permission is required for independent use. The use of computers and the Internet is a privilege and Victory Christian Academy reserves the right to revoke a person's use for derogatory conduct, sexually explicit or violent sites and / or being on inappropriate sites. Access entails responsibility.

Issues that arise between students when off-campus via any sort of social network site i.e., Facebook, Twitter, Instagram, etc. and carry over to school grounds or have cause for concern will be dealt with accordingly by the principal. Victory Christian Academy has actively taken steps to monitor students' use of the Internet. (please see the section on student suspensions and expulsions, page 23). **Computers are not to be used after school hours. Student computer usage is acceptable during Camp Victory / tutoring after school under the supervision of those staff members.** Filters have been installed to control access to certain files and chat lines that have no educational value. To that end, Victory Christian Academy supports and respects each family's right to decide whether or not to allow independent access. *See Appendix C*

Violation of Technology Policy (Computer, Electronic Device, Internet)

Any improper use of the school's internet (sites that are sexually provocative, violent or using vulgar language or having unwholesome secular music) will result in possible detentions, suspensions or expulsions. *See Appendix C*

Parent / Visitors / Volunteer Sign-In

To maintain an orderly environment and to ensure the safety of our students, it is necessary to prohibit student visitors to our school when school is in session at their respective school. However, if students would like to volunteer, they should contact the volunteer coordinator. Parents and other adult visitors who have legitimate business at Victory Christian Academy must identify themselves at reception and then receive a visitor's badge that is to be worn while in the school building. Unauthorized persons will be considered to be trespassing and will be referred to school officials and police for appropriate action. Parents are not allowed in the classrooms without prior approval of both teacher and Principal.

Distribution of Materials

Any distribution of non-school materials (ie fundraising or promotional items from the students or parents) must have the prior approval of administration. Students who distribute any non-school materials without prior approval may be subject to disciplinary consequences.

Textbooks & Educational Resources

Each student may check out 1 book from the school library on a weekly basis. If the book is not returned in a timely manner, the student will be unable to check out another book until the current checked out

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book is returned Textbooks and other instructional materials may be loaned to students. Students or parents will be charged the full cost of the materials if lost or defaced.

Searches – Person / Property / Vehicles

Desks, books, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the students and shall be used only for authorized school purposes. Students will be expected to exercise discretion in bringing personal items to school, recognizing that any personal items in their desk or on their person that is illegal or a school rule violation shall be subject to seizure, school discipline, and referral to law enforcement officials.

All students are subject to immediate expulsion if guns or weapons or any kind are found on their person, vehicles, or locker. This includes explosives, bombs, or sexually explicit materials such as nude or partially nude photos, vulgar writings or materials with the intent to harm or threaten others.

Other pertinent information relating to searches:

1. The principal, or their designee, shall be authorized to search a student's person, locker, desk, or personal property. The school also retains the right to search vehicles parked on school property.
2. Desks assigned to students may be opened and inspected by school personnel at any time following this policy. Any unauthorized item found in a school locker may be removed and given to the parent or guardian of the student, returned to its' rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.
3. Searches of a student's person or personal property, such as handbags, or other items in the student's possession, may be conducted when, under the circumstances, school personnel have reasonable belief that a student has dangerous or illegal items in his or her possession.
4. School officials, in cooperation with law enforcement personnel, may use dogs to conduct specific or random searches of the buildings and grounds for illegal drugs.

Field Trips

Victory Christian Academy recognizes that first-hand experiences provided by field trips and school-sponsored trips are a most effective and worthwhile means of learning. Therefore, Victory Christian Academy encourages field trips and school-sponsored trips of significant educational value, which are related to the school program and curriculum.

Participating in field trips is considered a regular school day with students attending. If a student decides not to participate in a field trip, the classroom teacher will design an appropriate alternate activity and student will be asked to remain home on the day of the field trip. **This absence is considered unexcused.** All Victory Christian Academy behavioral guidelines and expectations are in effect for the entire field trip time. One adult per 10 children is needed when taking a field trip. Teachers will determine if and how many parent / volunteer chaperones are necessary. Chaperones are responsible for paying the suggested fee and if there is limited space on the bus are responsible for their own transportation. All curriculum related and educational field trips will be free to MPCP students.

Fees for non-curriculum related field trips must be paid to the field trip. Failure to pay will result in the student being asked to remain at home for the day. In the event that a student is absent on the day of the trip, refunds will not be awarded.

Students who are unable to follow field trip policy or procedures or students who have incidents of rule violations while on a field trip may lose the privilege of future field trips. If a student loses the privilege

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of attending a field trip, Victory Christian Academy will allow that student to attend the field trip only if a parent accompanies the student.

Students and their parents will be held responsible for any damage done to property by students. Parents / Guardians must agree to pay for any damages done by their son or daughter.

Wheeled Devices

Skateboards, roller blades, and other wheeled devices are not to be used on school property, with the exception of a wheel chair / walker as needed for medical and health matters.

Change of Address / Phone Number / E-mail

Any change of address, phone number, or email address during the school year must be provided to the school office to update our records. If a student moves out of the school district at any time during the school year or during the summer, the student must notify the school immediately. Failure to provide up to date information may result in non-delivery of important information i.e., report cards, progress reports, school events, reminders, etc.

Playground

Students can use nerf or soft types of ball when on the playground. Students cannot make snowballs or throw snow or ice at another student or school property; doing so will result in an automatic suspension. All disciplinary actions will be handled by the staff member on duty and any serious matters will be handled by the principal. Roughhousing or playing with students in a manner that is sexual will not be tolerated, and subject to suspension (see page 23)

Lost & Found

The "Lost & Found" is located in the school office. Items are kept for 25 days and are then donated to charity or thrown away.

Classroom Telephones

The school phone is reserved for official school business and emergencies only. Students needing to place emergency calls, will give the name and number to school personnel, who will in turn place the call. Students must receive permission from their classroom teacher / EA to place a phone call and must do so in the classroom and NOT in the school office.

Emergency Procedures

Victory Christian Academy has regularly scheduled fire, tornado, and crisis drills. Fire exits and emergency procedures for emergency conditions are posted in each classroom. Students are required to follow all mandated safety procedures.

In case of an emergency, such as illness or accident, the school will try to contact the student's home at once. If there is no one at home, either the father or the mother will be contacted at their place of employment. If the emergency is extreme and it is impossible to reach the parent in a reasonable length of time, the school will proceed to call 911.

Pastoral Guidance Services

Conversations with Board President, Pastor D.L. Rogers, are protected by laws of confidentiality except when:

1. There is suspected abuse: definitions of abuse include, physical injury inflicted on a minor by other than accidental means, sexual intercourse or sexual contact involving a minor, sexual

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exploitation of a minor, permitting, allowing or encouraging a minor to violate statutes against sexual morality, emotional damage.

2. There is suspected neglect; definitions of neglect include: failure to, refusal or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

3. There are threats or harm done to oneself or others (including suicidal thoughts).

Illness or Injuries at School

Please do not send students who are not feeling well or sick to school. Victory Christian Academy is not equipped to have children lie down or rest. Teachers and parents cannot administer any prescribed medication to a student without a written doctor's consent. An over the counter medicine or aspirin will be administered if there is written consent from the parent and the medicine is provided. Students that feel ill or are injured are to report to the administrative offices. Minor first aid supplies are located in the main office. Office personnel will call a parent or guardian if the student is unable to continue for the day. Students leaving the building without signing out at the attendance office will be considered truant and will receive a consequence for failure to sign out.

Student Insurance

Victory Christian Academy does not provide insurance of any kind.

Student Immunizations

The parent must provide a current student immunization record and submit it to the school office on or before the first day of school. Students with improper documentation can be asked not to return to school until the proper immunizations are administered. Victory Christian Academy reserves the right to require a complete physical (including drug use testing) for any student. Examination expenses will be the responsibility of the parent.

Student Hygiene

Students at all grade levels must bathe regularly, brush their teeth daily, use mouthwash, use deodorant as necessary, wear clean clothing, and observe normal hygiene procedures. It is the parent's responsibility to enforce these procedures daily.

Dental, Vision, and Hearing Program

VCA participates in a Dental Sealant program and a Vision and Hearing Screening service.

Dental: Twice a year your student may be seen by a dental hygienist to receive a free cleaning, screening, and sealant. Any parent that wishes for their child to receive this service must fill out a consent form and return it to the school office. No exceptions are made.

Vision and Hearing: The West Allis Health Department provides free screenings to students once a year. Every student in grades 1st and 3rd will receive a screening. Any other students in grades K4, K5, 2nd and 4th – 8th must be referred by a parent or teacher. If you are concerned about your child's vision or hearing and would like them to be screened, please call the school office.

Transportation

Victory Christian Academy does not provide transportation to students. However, private arrangements can be made between parents for a parent carpool. Victory Christian Academy **WILL PROVIDE BUS TICKETS** for any student that lives over 2 miles away from the school and needs to ride the city bus to and from school.

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Late Pick-Up

The school day officially ends at 2:50 p.m. Parents have a 10 minute leeway to pick up children. After 3:00 p.m., a \$4.00 fine will be charged accordingly. All fines are invoiced at the beginning of the new month. Please be respectful and attempt to pick up your child on time. Families with 3 or more late pick-ups or outstanding invoices will be contacted to meet with the principal.

Afterschool Program Policies

Parents are required to pay all late fees immediately. Any family with unpaid late fees will be given a 3-day grace period. After three days, a \$5/day/child penalty will be included. Unpaid fees after one week will be subject to a conference with the principal. Unpaid fees after 2 weeks will be subject to the removal of the student(s) from the afterschool program.

The policies of this handbook are based off of Victory Christian Academy's "Articles of Faith" and "Bylaws". These documents are available at your request.

APPENDIX A

Victory Christian Academy

Name: _____

Academic Integrity Rubric

Grade: _____ Trimester: _____

Academic Integrity Standard	4	3	2	1
<i>Performance Indicator 1:</i> Participation	Routinely provides useful ideas when participating in the group and in classroom discussion. Contributes a great amount and effort.	Usually provides useful ideas when participating in the group and in classroom discussion. A strong group member who tries hard.	Sometimes provides useful ideas when participating in the group and in classroom discussion. A satisfactory group member who does what is required.	Rarely provides useful ideas when participating in the group and in classroom discussion. May refuse to participate.
<i>Performance Indicator 2:</i> Homework	Thoroughly completes all assigned homework on time.	Thoroughly completes at least 90% of assigned homework on time. Or, student superficially completes some of the homework.	Thoroughly completes at least 70% of all assigned homework on time. Or, student superficially completes a large portion of the homework.	Student completes less than 70% of assigned work on time. Or student superficially completes the majority of their homework.
<i>Performance Indicator 3:</i> Focus and Time-management	Routinely uses time well throughout the project to ensure things get done on time. Consistently stays focused on the task and what needs to be done. Very self-directed.	Usually uses time well throughout the project, but may have procrastinated on one thing. Focuses on the task and what needs to be done most of the time.	Tends to procrastinate, but usually gets things done by the deadlines. Focuses on the task and what needs to be done some of the time.	Rarely gets things done by the deadlines. Rarely focuses on the task and what needs to be done.
<i>Performance Indicator 4:</i> Pride/Effort	Work reflects this student's best efforts. Always has a positive attitude about the task(s).	Work reflects a strong effort from this student. Often has a positive attitude about the task(s).	Work reflects some effort from this student. Usually has a positive attitude about the task(s).	Work reflects very little effort on the part of this student. Often has a negative attitude about the task(s).
<i>Performance Indicator 5:</i> Working with Others	Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together.	Usually listens to, shares, with, and supports the efforts of others. Does not cause "waves" in the group.	Often listens to, shares with, and supports the efforts of others, but sometimes is not a good team member.	Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player.

Completed by: _____

Date: _____

APPENDIX B

3 Tiers of Intervention

Level 3

VCA's third tier of intervention has been defined as the "Intensive Level." Students who do not respond to interventions at Tiers 1 or 2 will be given more intensive interventions and progress monitoring, Individualized instruction with a specialist, access to resources that target student needs. There will be 6 intervention groups within Tier 3. We will determine who participates in tier 3 intervention by analyzing student need of individuals who didn't respond to Level 2 interventions and received a MAP score in reading or math that is Minimal. Students placed in tier 3 will receive intervention 4 times a week totaling 180 intervention minutes weekly for an intervention period which will last for 4-6 weeks.



Level 2

VCA's second tier of intervention has been defined as the "Strategic Level." Students do not respond adequately to core curriculum & are considered "at-risk" for academic failure will be given supplemental instruction, access to resources that target student needs. We will determine who participates in tier 2 intervention by analyzing student need of individuals who didn't respond to Level 1 interventions are receives a MAP score in reading or math that is Basic. Students placed in tier 3 will receive intervention 4 times a week totaling 120 intervention minutes weekly for an intervention period which will last for 4-6 weeks.



Level 1

VCA's first tier of intervention has been defined as the "Benchmark Level." All students, including those who struggle, receive differentiated instruction in an effective, scientifically-based core curriculum. Small-group instruction is used appropriately to intervene within the classroom setting. Data on student progress is collected at 3 "benchmarks" periods (Fall, Winter, Spring). We will determine who participates in tier 1 intervention by analyzing student need of individuals who receives a MAP score in reading or math that is Proficient or Advanced.

APPENDIX C

GUIDELINES SET FOR STUDENT USE OF COMPUTERS AND THE INTERNET

Victory Christian Academy is now providing more access to the internet than ever before. We are very excited about some of the powerful advancements we have been able to make in technology.

However, as with any new experience, we are carefully monitoring the program to insure appropriate use of this state-of-the-art tool. Students have been given independent access to the Academy's computers. While many students have used the Internet on their own, many more students will begin using the Internet with their teachers as part of the curriculum.

Electronic information research skills are now fundamental to the education of knowledgeable citizens and future employees in the Age of Information.

Victory Christian Academy expects that our educators will continue to blend thoughtful use of such information throughout all curriculum areas. Staff will provide guidance and instruction to students in the appropriate use of such resources.

In the past, instructional and library media materials were easily screened to determine whether such materials were appropriate for use in a school environment. Telecommunications, because they may lead to any publicly available file server in the world, will open class-rooms to information resources which have not been screened by educators.

The Internet contains many features and services, including bulletin boards, E-mail capabilities, various databases, op-opportunities to download and/or print files and graphics, and centers that facilitate communication with other users. All of these sources expand and enrich the educational opportunities that are offered to our students.

Victory Christian Academy has been actively taken steps to monitor students' use of the Internet. Filters have been installed to control access to certain files and chat lines that have no educational value.

All participants are expected to treat each other with respect and dignity. We caution students against using foul or defamatory language and from giving out personal information. General school rules for behavior and communications apply.

The use of computers and the Internet is a privilege and Victory Christian Academy reserves the right to revoke a person's use for derogatory conduct, such as placing abusive or objectionable material on the net or down-loading or otherwise entering files or viruses that affect the operation of Victory Christian Academy computers.

Victory Christian Academy students are not permitted to participate in social media sites unless under teacher direction as part of a subject area curriculum.

Victory Christian Academy believes that the benefits to students from access, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying those standards that their children should follow when independently using media and information sources when off-campus.

To that end, Victory Christian Academy supports and respects each family's right to decide whether or not to allow independent access within the privacy of their own homes.