

2018



2019

**VICTORY**  
CHRISTIAN CENTER SCHOOL

# PARENT-STUDENT HANDBOOK

**“WE ARE MORE THAN CONQUERORS”**





Robyn J. Gool, Pastor  
P.O. Box 240433  
Charlotte, NC 28224  
(704) 602-6010

Dear Parent(s):

Greetings in the matchless name of Jesus! It is in the name of Jesus circumstances change and victory is certain. Praise God!

What a privilege it is to be a part of providing leaders and champions for the Lord Jesus Christ. With all my heart I believe that **Christian Education** is one of the most valuable tools that God has in the earth today. Your desire to have your child(ren) growing in the admonition of the Lord is to be commended.

Along with me, the faculty and staff of Victory Christian Center School and Preschool are committed to the spiritual, academic, and physical development of each student. A desire to see them enter a personal relationship with God and strive to be their best, for His glory, is at the forefront of our school.

I welcome you on board in this adventure of faith. Together we trust God for each life to be transformed. In this adventure we will encourage the children to walk in excellence, respect authority, and exhibit discipline, and determination. Together the finish line will be reached.

Thank you in advance for staying consistent with our policies at home to assure a productive and successful year.

In His service,

*Pastor Robyn Gool*

Pastor Robyn Gool

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## WHERE JESUS IS LORD

7224 Old Pineville Road  
Charlotte, NC 28217  
(704) 522-8566  
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## STATEMENT OF FAITH

### 1. At Victory Christian Center Church and It's Divisions of Ministry We Believe

- In the verbal inspiration of the Bible
- In the nature of one God who eternally exists in three persons: The Father, the Son, and the Holy Spirit
- That Jesus Christ is God. He is the only begotten Son of the Father, conceived of the Holy Spirit and born of a virgin named Mary. We believe that Jesus was crucified, dead and buried. On the third day, He was raised from the dead in a glorious resurrected body of physical substance. He ascended into heaven and is today at the right hand of God, the Father, as Mediator, and Intercessor for mankind.
- That all have sinned and come short of the glory of God and are in need of repentance and forgiveness of sin as commanded by God.
- That justification, regeneration, and the new birth is wrought by faith in the name and by the blood of Jesus Christ, through the Word and by the Holy Spirit.
- In sanctification subsequent to the new birth through faith in the name and by the blood of Jesus Christ.
- In holiness as the standard set by God for all of the redeemed.
- In the baptism with the Holy Spirit with the initial evidence being speaking in tongues as the Spirit gives the utterance. We believe this is an authentic experience that every believer who names the name of Christ should have to help them live holy and productive before God.
- In water baptism by immersion and that all who repent should be baptized in the name of the Father, Son, and the Holy Spirit.
- That divine healing is provided for all, though Christ's finished work on the cross.
- In Holy Communion as a sacrament instituted by our Lord.
- In the second coming of Jesus. We believe in the rapture of the church, when the righteous dead and the living saints will meet the Lord in the air.
- In the return of Christ and the church to earth to reign for a thousand years.
- In the bodily resurrection; eternal life with God for the righteous and eternal punishment for the wicked and unsaved.

### 2. Statement on Marriage, Gender, and Sexuality

Marriage is the original and foundational holy institution established by God in creation as described in the irrevocable Word of God –The Bible (Gen 2:18-25). Marriage is a one-flesh covenant relationship between one man and one woman to the exclusion of all others. This marriage union was designed for bearing and rearing children and it is to reflect the relationship between Christ and the Church. Accordingly, VCC Church, The Pastor, Ministers, staff and members will not participate in other types of marriages or unions, including same sex unions or same sex marriages, nor shall its property or resources be used for such purposes.

## Statement of Faith cont.

VCC wants to affirm human dignity, like all of mankind [are] made in the image of God. It is our position that marriage is described as a holy covenant - Malachi 2:14-15; **Eph. 5:23-32; 1 Peter 3:1-5, 7; 1 Corinthians 7:1-2.** **Because of the importance of the sanctity of marriage as viewed by the Bible, VCC does not endorse or believe in same-sex marriage, or any other forms of marriage outside of one man and one woman.**

### 3. The Sanctity of Life

The Word of God is the final authority on the sanctity of life. Therefore, VCC Church does not believe in abortion. The Word of God states in Jeremiah 1:5, "Before I formed you in the Womb I knew you, and before you were born I consecrated you; I have appointed you a prophet of the nations." Psalms 22: 31 "They will come and will declare His righteousness to a people who will be born, that He has performed it." Psalms 78:6 "That the generation to come might know, even the children yet to be born, that they may arise and tell them to their children." "For you created my inmost being, you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body." Psalms 139:13-16



## MISSION STATEMENT

Victory Christian Center School is a Christ-centered, academic community, which develops Holy Spirit-led leaders to impact their worlds for the Kingdom of God.

## CORE VALUES

- VCCS seeks to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that gives consideration to individual differences and learning styles. **Proverbs 22:6, Romans 8:37**
- VCCS's commitment to excellence is designed to minister to the whole man—spirit, soul and body; therefore, our aim is to integrate Biblical principles into every aspect of the school program. **II Timothy 3:16, I Thessalonians 5:23, Proverbs 1:7**
- The Bible states that when children mature, they will be like their teachers. The teacher is the living curriculum in the classroom and must model a Bible-based, Christian life consistently. Therefore, we endeavor to employ teachers and staff who trust in Christ as Lord and Savior and seek the leadership of the Holy Spirit. **Luke 6:40**
- Parents have the primary responsibility for the education of their children; therefore, parental involvement in their child's academic success is paramount. Victory Christian Center School seeks to foster a Bible-based, collaborative community with like-minded parents to ensure the child's success. **Deuteronomy 6:4-9, Ephesians 6:1-4**
- VCCS students are expected to maintain high standards of academic excellence and integrity. Modeling positive characteristics such as courtesy, morality, honesty, as well as respect for peers and those in authority, exemplifies the type of behavior becoming of a VCCS student. **Proverbs 22:1, Ephesians 5:1**
- VCCS seeks to develop mission minded students who understand the value of serving Christ while meeting the needs of others within their local communities, as well as globally. **Matthew 28:18-20**



## SEXUAL MORALITY

Because of Victory Christian Center School's belief that any sexual practices and lifestyles apart from that expressed in the marital union of 1 man and 1 woman are contrary to God's plan, and, in fact, inimical and antithetical to the mandates and teachings of the Christian scriptures regarding personal living and conduct (Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6-9; 1 Thessalonians 4:1-8; Hebrews 13:4), the school will not admit students who themselves or their immediate families nor retain employees who engage or condone any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, or pornography. In addition, the school will not make the facilities, property, or staff members available to any persons or organizations that engage in, espouse, or encourage others in such practices.

## SCHOOL SCRIPTURE

The fear of the Lord is the beginning of knowledge. (Proverbs 1:7)

## SCHOOL MOTTO

".....We are more than conquerors through Him who loved us." (Romans 8:37)

## STAFF DEVOTION

The administration and staff of Victory Christian Center School consider the spiritual development of your child to be our highest priority. The Bible says, "The fear of the Lord is the principal part of knowledge and the beginning of wisdom (Proverbs 1:7; Psalms 111:10). Each day teachers arrive early for a time of prayer. This "time" prepares the teacher to be sensitive to the Holy Spirit (Who is our Guide and Greatest Teacher) and to receive the children with love. In addition to devotions, each teacher begins every class with prayer.

## CHAPEL

One of the highlights of spiritual development at our school is a weekly chapel. Chapel is held every Wednesday. Students are required to bring their Bibles and wear Chapel Attire (see pages 16-17). Parents are invited to join us for this time of spiritual enrichment. **Attendance is compulsory and no student is to be excused from regular or special chapel programs.**



## **MANAGEMENT STATEMENT**

Victory Christian Center School (VCCS) is an educational institution which is an extension of Victory Christian Center (VCC). As it is maintained and managed by Victory Christian Center, the Bible is the primary focus in the educational process, thus reflecting the scope and vision of VCC. Please note that this handbook does not serve to contractually bind the school in any way. The governing board of VCCS reserves the right to make changes to this handbook, as well as the right to change any aspects of its policies, procedures, and programs without notice, to best match the vision of the school.

## **CURRICULUM STATEMENT**

At Victory Christian Center School, classrooms are interactive learning communities in a Christ-centered environment. Strong emphasis is placed on Godly principles through daily Bible study, prayer, memory verse, weekly chapel and the KINGS SOAR initiative. Christ-centered academic training integrates faith and learning from a Biblical perspective.

By employing teachers who have conveyed a call of God to teach and who are encouraged to follow the leadership of the Holy Spirit as an integral part of the teaching process, Victory Christian Center School aims to fulfill its mission to minister to the whole man by providing instruction that meets the needs of its learners.

Curriculum decisions are made to address the academic needs and learning styles of the student population. However, curriculum must support the spiritual mission and Christian culture initiative of the School without compromise.

## **PROFESSIONAL STAFF**

The staff of VCCS are Born Again and have a personal relationship with Jesus Christ. Teachers are held to the following qualifications:

1. A call of God to minister to children.
2. Certified by the state or working towards certification. (We realize there may be instances where certification might need to be waived as God directs.)
3. The ability to convey love and exercise patience with the students.
4. The ability to lead a student into a personal, saving knowledge of the Lord Jesus Christ.
5. The ability to work with and under the leadership of Victory Christian Center School and are in agreement with the policies and procedures of the school.
6. The ability to maintain a wholesome and Christ-centered working relationship with colleagues.
7. The ability to communicate effectively and establish rapport with all stakeholders.



## ADMISSIONS POLICY

The selection of students is based upon interviews with the administration, student achievement, entrance testing, and the submission of all fees and forms. Included in these forms are statements signed by parents stating that they will abide by and cooperate with all rules, regulations, and policies of Victory Christian Center School.

The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, or pornography, or being otherwise unable to support the moral principles of the school.

## ADMISSIONS PROCEDURES AND REQUIREMENTS

The following steps indicate the procedure followed for admitting students to VCCS:

1. An orientation session will be conducted in which the structure of the school, the educational philosophy, the spiritual program, the grade placement procedure, and other pertinent data will be discussed with parents and children.
2. Submit application and entrance test fees. Complete and submit online application, test and post test interview.
3. All necessary forms must be completed and signed by parent(s).
4. Upon acceptance, submit registration and technology fees.
5. If testing is necessary, it will be administered and evaluated.
6. School records should be provided:
  - a. Parents are required to have records of their child(ren) transferred to VCCS. Transcript request forms are available upon request.
  - b. Parents should also submit an up-to-date physical, a certified birth certificate, a copy of the child's social security card, a current head and shoulder photo, and an updated immunization chart for each child.
7. Parents should submit their spiritual statement.
8. For students entering grades 6-12, parents will be required to submit letters of recommendation from instructors in the following areas (English, Mathematics and Administrators).
9. Age requirements for students entering school:
  - a. A child entering K5 must be 5 years old by October 16<sup>th</sup>.
  - b. A child entering 1<sup>st</sup> grade must be 6 years old by October 16<sup>th</sup>.

Please inform us of all changes made to your address, phone numbers, and other office/medical forms.

Parents, who would like to obtain more information about the school and its programs, or to enroll their child, should contact the school office at (704) 522-8566.



## FINANCIAL POLICY

### Tuition and Fees:

1. Non-refundable application and testing fees are required to initiate the enrollment process.
2. Registration and technology fees are due when students are accepted for admission. Payment of these fees reserves the student a place on the class list. These fees are non-refundable. No exceptions.
3. Monthly tuition payments are due the first of each month beginning August 1<sup>st</sup>, and ending May 1<sup>st</sup>. Tuition payments can be made by phone (704) 522-8566 or online by credit or debit card. As usual, payments can be made in person at the elementary or high school locations during normal office hours or by mail. (Please make checks payable to VCCS and mail to P.O. Box 240433, Charlotte, NC 28224, ATTN: Bookkeeper.) Students are not to handle tuition payments.
4. A \$25.00 late fee per family will be automatically charged when tuition is received after the 15<sup>th</sup> of each month.
5. A late payment notice will be emailed after the 15<sup>th</sup>.
6. Any account past due after the 25<sup>th</sup> of each month will be subject to termination. If there is a problem, the parent(s) should contact the school.
7. There will be a return check charge of \$30.00. If two checks are returned, all future payments must be made by money order or certified check.
8. At the end of the school year, student report cards and records will be issued once all accounts have been satisfied.
9. Students are not to handle tuition payments.

A current tuition rate sheet, listing fees and discounts are available online.

Students who withdraw or transfer to another school will have their records forwarded to the new school **only after their accounts have been paid in full.**

As a general rule, payments made by parents to a tax exempt organization on behalf of their children attending a private school are not considered tax deductible contributions either to the school or to the religious organization operating the school if the payments are earmarked for such children.

**S170 of the IRS Code**



## **NON-DISCRIMINATORY POLICY**

Victory Christian Center School, as a ministry of Victory Christian Center, admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school programs.

## **SCHOOL DAYS**

The elementary school day begins at 8:30 a.m. and ends at 3:15 p.m. Middle school and high school begin at 8:00 a.m. and end at 3:00 p.m. Middle and high school students are not permitted on the premises before 7:30 a.m. and must be picked up by 3:25 p.m. Any student, who is not picked up by this time, will be directed to the After School Program. This means that parents will incur after school charges. Children will be released only to their legal guardian/parents, or those listed on the Restricted Pick Up Form. A written request must be submitted to the office by the parent or guardian for the child to be released to any person whose name is not listed on the Restricted Pick Up Form.

## **OFFICE HOURS**

The secondary school office opens at 7:30 a.m. and the elementary office open at 7:45 a.m. All school offices close at 4:00 p.m.

## **SCHOOL CANCELLATIONS**

In times of emergency, such as tornado warnings or inclement weather, the school will exercise discretion when determining school closing. Parents will be notified via eblast, WORDNET radio and your local television stations. You may also log into your RenWeb account.

## **EARLY MORNING AND AFTER SCHOOL PROGRAM**

To accommodate some parents' schedules, we are pleased to offer an Early Morning and After School Program that is structured and fun-filled. These programs are located at our Old Pineville Road campuses. Students arriving before 8:00 a.m. or remaining after 3:20 p.m. must report to these programs. Daily rates are as follows:

Before School Care:	Pineville I (gym)	grades K5 – 12 <sup>th</sup>	7:00 a.m.-8:00 a.m.	\$1.00
After School Care:	Pineville II (bldg. 3)	grades K5 – 12 <sup>th</sup>	3:30 p.m.-6:00 p.m.	\$5.00
After School Care:	Secondary Campus	grades 6 <sup>th</sup> – 12 <sup>th</sup>	3:30 p.m.-6:00 p.m.	\$5.00

Secondary students who ride the bus from the elementary campus to the secondary campus will not be charged for morning care. Please be reminded that any student who remains on the secondary campus after 3:25 p.m. will incur after school charges.

There will be a charge of \$1.00 per minute, per child, for children picked up after 6:00 p.m.

Each month, parents will receive a bill for the previous month of Early Morning and After School Care.



## LUNCH

Victory Christian Center School has a hot lunch program available to all students. Lunches can be purchased daily, weekly or monthly. A monthly menu will be provided in advance. Fruit, bread and milk are served with all meals. Students have the option to bring their lunch and purchase milk or juice in the cafeteria. Students are not permitted to leave campus for lunch. When there is a milk allergy accompanied by a parent/guardian's note, juice will be substituted. **Students are not allowed to charge lunch.**

## BUS TRANSPORTATION

Victory Christian Center School provides bus transportation within limits. Bus routes are established and each student desiring to ride a bus must meet it at the proper pick up point. **Secondary students who ride the bus to and from the elementary campus will incur a fee.** A complete fee and route schedule along with student bus guidelines are available from the school office upon request. **Use of cell phones or electronic devices (tablets, iPads, etc.) is prohibited. Any student caught using a cell phone or electronic device on the bus must relinquish it immediately or upon request and pay a \$50.00 retrieval fee.**

## STUDENT DRIVERS

Students properly licensed will be allowed to drive to school. A copy of their driver's license and a description of the vehicle(s) they will drive to school must be on file in the school office. Student drivers are not allowed to transport other students unless written consent from parents of both families is on file in the school office.

## TEXTBOOKS AND SUPPLIES

All textbooks are the property of the school and should be treated as such. Writing is permitted in workbooks only. Students are responsible for maintaining the quality of all textbooks and workbooks used in the education process. When textbooks are evaluated at the end of the year, parents will be asked to pay a fee based on the amount of damage to each book. If the damage is severe or if books are lost, parents will be charged an amount equivalent to the replacement cost of the books.

There are certain supplies that parents are responsible for purchasing. A supply list will be made available prior to the opening of school. Please label every item and replenish as needed.

Additionally, students will need consistent and reliable access to both technology and WIFI.

### **NOTE:**

All camouflaged supplies (regardless of color) are **prohibited** (including bookbags, pocketbooks, and lunch boxes). Also, supplies with symbols and slogans inconsistent with our Christian beliefs; especially satanic or occult influences, are **prohibited**.



## LOST AND FOUND

After the first week of school, secondary students will be charged a recovery fee for lost books and other items.

## REPORT CARDS

Reports cards are available at the end of each quarter through your RenWeb account. A Parent/Teacher Conference will be held at the end of the first quarter. Additional conferences will be scheduled on an as need basis. To keep parents informed, an online account will be assigned for each student. Parents should log in to check the latest grades, receive email alerts, as well as view weekly newsletters. Mid-quarter progress reports are issued each quarter. Please review the information with your child, sign and return the report the following day.

### GRADING SCALE

A	_____	90-100
B	_____	80-89
C	_____	70-79
D	_____	60-69
F	_____	0-59

### CONDUCT GRADE

- E=Excellent
- S=Satisfactory
- N=Needs Improvement

### HIGH SCHOOL SEMESTER GRADE POINT SCALE

<u>Grade</u>	<u>College Prep</u>	<u>Honors</u>	<u>Advanced Placement</u>
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

## HONOR PROGRAM

VCCS has established an Honor Program to recognize students (**in grades K5–12<sup>th</sup>**) who have excelled academically. This program is broken into two divisions, beginning with the B-Average Honor Roll leading to the Honor Club. **Only K5 – 12<sup>th</sup> grade students are eligible to become members of the Honor Club.** To become a part of the HONOR CLUB, students must maintain Christian Character (avoid inappropriate conduct), maintain an overall A-average, **avoid** excessive tardies, dress code reminders, and visits to the office for disciplinary reasons. Once inducted, failure to adhere to the criteria above will result in probation or dismissal. Students who fall into this category will not receive Honor Club Awards.



## PROMOTION AND RETENTION

The decision to promote or retain a child at the end of the school year will be based on the child's ability to function adequately at the next higher grade level. Retention and promotion will be based on the following:

1. Academic Progress
2. Attendance (No more than 10 unexcused absences per semester)
3. Standardized Test Score

## STANDARDIZE TESTING

For one (1) week during the spring of each year Victory Christian Center School administers the standardized achievement test. This test helps us to measure student achievement. Students who do not make an acceptable score may be retained. During this week, we ask that you encourage your child(ren) to get proper rest.

## PHYSICAL EDUCATION

Physical Education is required of all students in grades K5-10<sup>th</sup>. Skilled and qualified instructors will lead the students in productive, fun activities. P.E. uniforms, white knee, crew or ankle socks and gym shoes are required. On Fridays, gym shoes may be worn as a part of Spirit Day attire. **Footie socks are prohibited.**

## EXTRACURRICULAR ACTIVITIES

The VCCS student is encouraged to participate in extracurricular activities sponsored by the school. These include an array of academic, athletic and performing arts activities/competitions. Music lessons are available for a nominal fee.

Students holding an elected office or if elected captain or co-captain of a sport's team or cheerleading squad, must maintain Christian standards both on and off campus. No student can hold any of the above offices who has been on probation.



## VISITORS

All school visitors and parents must check in at the school office upon arrival. At no time should parents visit classrooms without permission from the office. Students are not to bring visitors without prior permission from the office.

## TELEPHONE CALLS

Students will not be released from class to receive a phone call unless it is an emergency. Students are not to use the telephone without office approval. **Cell phones are prohibited at all times.** If a student must possess a cell phone for reasons of emergency, **that phone must be checked into the school office upon arrival to school** and can be retrieved at the end of the school day. **Any student caught with a cell phone during the school day must relinquish it immediately upon request and pay a \$50.00 retrieval fee.**

## ATTENDANCE POLICY

Students are expected to attend all school days. In the event a student is absent from school, he must bring a written excuse upon returning, stating the following:

- a. Reason for absence
- b. Dates of absence(s)
- c. Signature of parent or guardian

**If the student does not bring a written excuse upon returning to school, the absence will be considered unexcused.**

The student must make up necessary work if the absence is excused. If it is unexcused, the administration will make the decision as to whether or not the work can be made up. Students will be given ample time to make-up missed assignments. **Students who are suspended from school are not allowed to make-up work (test, quizzes, projects, etc.)** Excessive, unexcused absences (over ten in a semester) may result in loss of credit, retention, and/or expulsion from school.

State law requires schools to keep accurate attendance records.

### **Excused and Unexcused Absences**

Student absences for the following reasons will not count against them:

- Field Trips
- Late Bus
- School Initiated Activities
- College visitation for juniors and seniors (2 per year)



Examples of excused absences are listed below:

- Illness or Injury
- Death in the Family
- Quarantine
- Doctor or Dental Appointment
- Court or Administrative Proceeding
- Educational Opportunity
- Family Emergency
- Religious Observance

Listed below are examples of unexcused absences:

- Skipping School or Cutting Class
- Oversleeping or Late Rides
- Heavy traffic (accidents are an exception)
- Personal Business, i.e., paying bills
- Leaving the Building Without Permission
- Other Reasons the Administration deems Unexcused

**NOTE:** Notification of extended trips should be made before trips are taken.

- **Students must be in school for at least 3.5 hours to be counted present for the day.**
- **In the event of a late arrival or early dismissal, a student can be counted present for the school day based on hours in attendance but absent from an individual class.**

## TARDIES

We encourage parents to get their children to school on time. We begin our day with spiritual teaching, and consider it the most important part of the school day. Students are considered tardy when they are not in class by 8:30 a.m. (8:00 a.m. for Middle and High school). The parent/guardian of an elementary child arriving late is required to escort their child to the school office and sign the child in. Secondary students who arrive late, must report to the main office and sign in. **Tardy codes will be consistent with absence codes.**

Secondary school students will be allowed two tardies per quarter for any single class. On the third and fourth tardies to the same class, students will be referred to the office for detention. On the fifth tardy to the same class, five (5) points will be deducted from the quarter average. On the sixth tardy to the same class, the student will receive a one day suspension from school. For each tardy above six to the same class, the student will receive two (2) point deductions from the quarter average.



## EARLY DISMISSALS

Parents who wish to pick up their children before the school day ends must:

1. Send a written excuse to the student's teacher(s)
2. Sign them out in the school office  
(Anyone other than the parent must show proper I.D. for verification before the child will be released. This person's name must appear on the Restricted Pick Up Form.)

## FIELD TRIPS

Field trips are a vital part of the educational process and all students are encouraged to participate in these opportunities.

No student will be allowed to go on field trips unless the Field Trip Release Form has been signed by the parent and returned to the school office.

Parents will be notified in advance of all field trips.

## DRESS CODE

VCCS uniforms are mandatory for all students unless otherwise specified by administration for special events and/or activities. All uniforms must be purchased from the VCCS uniform store. In order to purchase uniforms, parents must call the elementary office (704-522-8566) to schedule an appointment.

### A. Girls

1. Appropriate school shoes and socks (solid black, brown or navy shoes and socks) are to be worn at all times.
2. Navy, brown or black belts must be worn in the loops of the slacks and **slacks must not be tight fitting.** Oversized belt buckles are prohibited.
3. Only the top button of a uniform shirt may be unbuttoned.

4. The wearing of jewelry should be modest and appropriate to the child's age and grade level. Dangling, oversized, excessively decorated earrings are not permitted. Hoops should not exceed the circumference of a fifty cent coin. The school will designate the type and style of earrings to be worn, if necessary. Students are permitted to wear one earring per ear lobe in the traditional locations. Students are encouraged not to add piercing to the ear(s) during the course of the school year; new piercing to the ear will need time to heal and the wearing of devices to promote healing is prohibited when not in accordance with school guidelines. **Piercing to any other part of the body is prohibited.**
5. Anklets are prohibited. Students are permitted to wear one ring, one bracelet and one necklace. The administration reserves the right to have jewelry removed that violates school policy.
6. Middle school and elementary students are not allowed to wear make-up. Senior high students choosing to wear make-up must apply it very lightly. Additionally, young ladies may wear light foundation and light eyeshadow but no under eye make-up. The administration reserves the right to have students remove make-up when deemed inappropriate. Students may wear lip-gloss; however, lipstick is not permitted.
7. Hair should be clean, combed, and well kept. Hairstyles should be **modest. The following styles are not acceptable:** shaving portions of the hair (including lines in eyebrows), uncombed wraps, wave sets, hair or highlights dyed inappropriate colors (burgundy, neon shades or other bold colors), etc. As a rule of thumb, the color of dyed hair should remain within 1-2 shades of the original hair color. We realize that this creates questions regarding the changing of hair color and styles; therefore, to avoid misunderstandings, **we strongly encourage parents to consult with administration before any changes in color or style occur.** Students are not allowed to come to school or ride the bus with bandanas or "Do-rags".  
  
**Hairstyles, hair color and accessories deemed inappropriate by administration, must be changed.** *Students and parents, who have questions as to the acceptability of a particular hairstyle, should check with administration prior to styling the hair.*
8. **No parts in or shaving of the eyebrows are permitted.**
9. Nail polish, if worn, must be a single color, free of designs. Artificial/acrylic nails and/or overlays are not to exceed ¼ inch in length.
10. For middle school and high school students: bookbags, back packs, or sports bags are not to be worn or taken to classes during the school day. Also, oversized pocketbooks (the length and width exceeding 8½ x 11) or pocketbooks that resemble the bags listed above are prohibited.

## B. Boys

1. The hair is expected to be clean, combed, and well kept, worn above the collar and should not cover the ears or forehead. It cannot be worn long, curled, uncombed, streaked, braided or plaited. Only regular haircuts and modest fades are permitted. One horizontal part is permitted. Sideburns are not to be worn below the bottom of the inner ear.

Students may not wear sideburns if their heads are bald. Mustaches are to be of moderate length and kept well trimmed. **Beards/goatees are not allowed.**

Fades must display a natural and even blending of the hair. They cannot have extreme variations in the length of the hair and the appearance must not resemble the “box” or “Mohawk” haircuts.

2. **No parts in or shaving of the eyebrows are permitted.**
3. Appropriate school shoes and socks (solid black, brown or navy shoes and socks) are to be worn at all times. Shoes must be polished.
4. The only form of jewelry boys are permitted to wear is a watch and a class or sports ring.
5. Shirt tails may not be worn out. Only the top button of a shirt may be unbuttoned.
6. Navy, brown, or black belts must be worn in the loops of the slacks and slacks must not droop. Oversized belt buckles are prohibited.
7. No caps or hats are to be worn inside the building.
8. Students are not permitted to come to school or ride the bus with bandanas or “Do-rags”.

## OUTER GARMENTS AND SCHOOL SUPPLIES

Students are expected to maintain a high standard in excellence with regards to their appearance. When the weather calls for outer garments, students are to dress modestly. Army or camouflaged items (of any color) are prohibited. Coats and any items with outer emblems, logos, labels, or patches inconsistent with our Christian beliefs are prohibited also.

## CHAPEL ATTIRE

In addition to daily praise and worship, there will be a weekly chapel service. On this day, our students are to wear the following: Boys will wear a collared, button-down dress shirt, a tie (cartoon and non-Christian symbols are prohibited) dress pants (skinny pants are not permitted), and dress shoes. Appropriate shoes are expected (no boots or hiking shoes). Jackets and V-neck and/or cardigan sweaters are optional. Boys may not wear sweaters, or tops that conceal their neckties. No student may wear hooded sweatshirts or other VCCS apparel on chapel days. Girls will wear a loose fitting Sunday dress/skirt (with proper undergarments) of which the **length is no shorter than the bottom of the knee.**



Low cut dresses and those with splits above the knee are not permissible. Sleeveless dresses/blouses are considered inappropriate for grades 6-12 (**no tube dresses**). Girls in preschool – 5<sup>th</sup> grade may wear sundresses of which the **length is no shorter than the bottom of the knee**. **Denim attire is prohibited**. Girls may wear dress boots on Chapel day. Leggings/jeggings may **only** be worn (underneath dresses/skirts) during the winter (really cold weather). **Sandals of any kind are prohibited**. Dressy canvas and fish net shoes are prohibited.

**INAPPROPRIATE DRESS WILL NOT BE TOLERATED.**

## PHYSICAL EDUCATION ATTIRE

Physical Education uniforms are mandatory for all children grades K5-10<sup>th</sup>. The standard uniform consists of an official VCCS T-shirt and gym shorts. These are not to be worn under the school uniform. All P.E. uniforms must be purchased through the school store. Solid white knee, crew or ankle socks and gym shoes are required. On Fridays, gym shoes may be worn as a part of Spirit Day attire. **Footie socks are prohibited**.

**INAPPROPRIATE DRESS WILL NOT BE TOLERATED.**

## STUDENT CONDUCT AND DISCIPLINE

It is the duty of VCCS to provide an atmosphere that is conducive to academic achievement and spiritual growth. Since discipline, which comes from the root word disciple, is a positive word, we believe in properly training our students to help us reach this goal. We utilize a corporal correction policy for students in kindergarten through eighth grades. Good, sound, Godly discipline provides a firm foundation for the teaching process, and helps the students to become positive role models. The following guidelines are directives for our students:

### 1. Morality

- We will conduct ourselves in a manner consistent with Biblical principles.
- We will live with the intent of doing what is right, good, and honorable in every situation.

### 2. Integrity

- We will uphold a standard of honesty in all interactions—academic, social, and extracurricular.
- We will steadfastly adhere to moral standards, in spite of the personal discomfort it may bring.

### 3. Respect

- We will appreciate others.
- We will conduct ourselves with dignity and treat everyone as we desire to be treated.
- We will demonstrate an even higher level of respect for those in authority, understanding the difference between adults and peers.

#### **4. Responsibility**

- We will be morally and legally accountable, reliable, and trustworthy.
- As we are all endowed with the freedom of choice, we will not hold anyone else responsible for our own actions or lack thereof.

#### **5. Cooperation**

- We will be active participants in our education, working together with teachers, peers, parents, and staff to make the most of our school experience.

#### **6. Excellence**

- We will do our best.
- We will strive to reach our highest God-given potential in all we put our hands to.
- We will represent God, our families, and our school to the best of our ability in every situation.

**There are three classroom rules that are expedient and must be followed by all students:**

1. Students must receive permission before talking.
2. Students must receive permission before getting out of their seats.
3. Students must respect the rights and property of others.

## **EMPLOYEE/STUDENT RELATIONSHIP**

Every student is required, at all times, to address all members of the administration, faculty, or staff, on or off campus, by Mr., Mrs., Miss, Coach, or Pastor. No employee is to encourage the student to use first names at any time. Social networking (Facebook, Twitter, etc.) between staff and students is prohibited.



## BEHAVIOR CODE OFFENSES

Students who participate in the activities listed below will be subject to the following disciplinary action (warning, detention, after school duty, spanking, or suspension). **High school students will not receive corporal correction unless agreed upon by the parent and/or the student.**

1. Chewing gum or eating candy
2. Selling any food item(s)
3. Eating or drinking in building areas other than the cafeteria (no food in lockers other than packed lunches)
4. Running in the building
5. Excessive talking in the classroom
6. Littering on school property
7. Use of any equipment or property for other than its intended purpose

Students who commit the offenses listed below are subject to spanking, after school duty, fines, suspension, and/or expulsion. **High school students will not receive corporal correction unless agreed upon by the parent and/or the student.**

1. Truancy
2. Profanity and obscene or suggestive gestures
3. Willful destruction of property
4. Possession of unauthorized items such as radios, compact disc players, electronic games, cell phones, iPods, MP3 players, etc. If confiscated a \$50.00 fee is required.
5. The use of devices such as laptops, Ipads, etc. is granted **only with the consent of an instructor**. Visiting unauthorized websites or any other inappropriate usage will be considered a violation which will result in confiscation and a \$50.00 retrieval fee.
6. Improper behavior in any assembly or school sponsored activity
7. Cheating or lying
8. Fighting
9. Theft or vandalism
10. Leaving school without prior office and/or teacher approval

11. Unauthorized use of the elevator
12. Possessing a key to any school building and/or classroom without permission of a faculty or staff member
13. On campus fraternizing: dating, kissing, holding hands
14. Sexual expressions apart from God's plan (homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, polygamy, pornography or adultery)
15. Entering a restroom or dressing area, as well as dressing in attire that does not conform to ones biological sex
16. Forming or participating in private clubs
17. Possessing weapons (including water guns)
18. Use of tobacco, alcohol or narcotics
19. Wearing or displaying non-Christian symbols
20. Tattoos and or body markings are prohibited. The use of ink or markers to simulate tattoos is also prohibited. Existing tattoos should be covered. **No new tattoo should be obtained (any new tattoos will result in suspension or expulsion from school).**
21. Inappropriate communication via social media (Facebook, Twitter, Snapchat, etc.) that is profane, abusive, or obscene in nature is prohibited and may result in disciplinary action, as well as expulsion from school

## SUSPENSION AND PROBATION

In addition to the above policy, when it is determined by the administration that a child's attitude is not in accordance with school policies or principles, the child will be subject to In or Out of school suspension. In the case of suspension, the parent will be notified. A child may be suspended whenever the general welfare of the school demands it, even though there may be no special breach of conduct. Upon the student's return to school, administration will determine the terms and conditions; at which time the student will be placed on probation. The teacher and principal will define the terms of probation. A written copy of the terms will be given to the parents, and a copy will be placed in the student's file. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child from school. **Students who are suspended are not allowed to make-up tests, quizzes or graded assignments.**

## SCRIPTURES ON DISCIPLINE

1. "Obey them that have the rule over you, and submit yourselves..." (Hebrews 13:17)
2. "Children obey your parents in all things: for this is well pleasing unto the Lord." (Colossians 3:20)

3. “Train up a child in the way he should go, and when he is old he will not depart from it.” (Proverbs 22:6)
4. “He that spares his rod hates his son; but he that loves him is diligent to discipline him.” (Proverbs 13:24)
5. “For the moment all discipline seems painful rather than pleasant. Later it yields the peaceable fruit of righteousness to those who have been trained by it.” (Hebrews 12:11)

## CONDUCT AND DRESS AT SPORTING EVENTS

Sporting events are an extension of our school. All students are required to maintain the same Christian character as displayed at VCCS. Dress must be consistent with VCCS standards: school uniform, jogging suits, conservative pants (loose fitting) and tops. Attire inconsistent with our standards will not be permitted (no leggings, jeggings and no pants with holes). Violators will be subject to school disciplinary procedures.

## DETENTION

If a child receives detention, the parent will be notified via email. A response should be given upon receipt of the email. The child will then stay after school thirty minutes or one hour on the day assigned for detention. For information on tardies, please see page 12.

**It is realized that detention will be an inconvenience for parents and those involved in car-pooling; however, a student will be required to stay for detention on the assigned day. Students must be picked up as soon as detention is over or incur after school charges. Failure to report to detention will result in suspension from school.**

## COMPLAINTS

The student must at all times conduct himself in a manner becoming of a Christian. Complaining and griping will not be tolerated. If your child does come home with a complaint about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt, and in a spirit of love contact the school for the complete facts.
2. Realize your child’s reporting may be emotionally biased, and may not include all the information.
3. Realize that the school has reasons for all rules, and that they are enforced without partiality.
4. Realize that you can schedule a conference at any time to discuss all concerns relative to your child.



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## PARENT SECTION

The Bible teaches that parents should “train up” their children, and we believe parental involvement in the education of the students helps to fulfill this command. Also, research has shown, children perform at a higher level when parents are actively involved in their education.

### WHAT PARENTS CAN DO TO HELP THEIR CHILDREN

#### **Actively support the school.**

The success of our school demands **parental involvement**. Therefore, we not only encourage parents to become involved, but we expect their participation. The principles of sowing and reaping go into effect here. The more your seeds of time and active support are sown in the lives of your children, the greater the harvest will be in character and academic success.

At the beginning of the school year, each parent will be given the opportunity to sign up for participation in school activities and programs. When the need arises, the school will contact those parents.

#### **Show normal parental affection to your children.**

You may ask, “What does parental expression of love have to do with the school?” It is difficult for teachers to explain the love of God if students have not experienced love at home. Too many children go to school lacking the security of parental love.

#### **Show an interest in what your children are learning in school.**

Discuss with your children the subject matter they are studying in the classroom. Most of what your children learn in school is interesting. It will enhance their interest even more if you, as parents, are intellectually involved with their education.

#### **Be a model of what you want your children to become.**

Children are parent watchers. They are modeling their lives after yours. If you are a positive, joyful Christian individual whose lifestyle is in harmony with Biblical principles, your children will respond to the Bible-centered training of the Christian school. If on the other hand, your lifestyle is contrary to Bible-centered living, your children may become confused and even frustrated by the conflicting role models they see at home and at school. If you are not a born-again Christian, then become one for your sake, and for the sake of your children. Life is so much better when Jesus is the central figure in your family.

### **Keep the right attitude.**

Keeping in mind that children are very observant and attentive to words spoken by parents, it is important that positive words be spoken over, and about the school. Wrong attitudes can hinder the learning capability of your child, and the respect given to authority. Should there be a problem or question concerning your child or his class, please respect the following “Chain of Authority:”

Contact the teacher first. If you are not satisfied, then go to the principal. Please do not go to other parents; follow the Matthew 18 principle.

Philippians 2:14      Do all things without complaining and disputing.

I Corinthians 10:10      Nor complain, as some of them also complained, and were destroyed by the destroyer.

### **Discipline with love.**

Help your children to understand that school is a disciplined learning situation. Very little learning occurs at school if students are not trained by their parents to “obey those in authority,” which includes their teachers and administrators. The most common threat to the academic quality of a school is a decline in discipline. When discipline goes down, learning goes down. This principle applies to schools and it also applies to individual students. Children in school reflect their home training. Students, whose parents firmly discipline them in Christian love at home, respond well to the normal environment of the Christian school classroom.

### **Check your children’s homework.**

Homework is a necessary part of your children’s education. It develops good study habits and a sense of responsibility. Homework assignments must be completed and turned in on time. We need the parent’s full cooperation in seeing that all assignments are completed. Parents can help their children excel by promoting good study habits and the proper environment (T.V. and radio off; good lighting). Make-up homework for excused absences will be given. It is the responsibility of the parent to obtain the assignments, and have them returned with the student. Continual problems concerning homework will require a parent/teacher conference and the possibility of detention.

**Homework will not be given on Wednesdays.** For further explanation of your child’s homework policy, please consult your child’s teacher.

### **Visit RenWeb often.**

This valuable resource can be used to help monitor your child’s progress as well as stay abreast of his/her assignments.



## **FINANCIAL OBLIGATIONS**

Attending Victory Christian Center School is a privilege. As an extension of the home and church, we will provide adequate facilities and equipment, along with instructors committed to God, to develop Christian character in your child. In pursuit of our goal, it is important that all tuition payments be made on time. Tuition payments can be made by phone (704) 522-8566 or online by credit or debit card. As usual, payments can be made in person at the elementary and high school locations during normal office hours or by mail. (Please make checks payable to VCCS and mail to P.O. Box 240433, Charlotte, NC 28224, ATTN: Bookkeeper.) Students are not to handle tuition payments.

## **BIRTHDAYS**

We consider birthdays an important part of our children's lives. If desired, parents of students may bring cupcakes for their child's birthday during the student's lunch time.

## **PARENT/STUDENT LUNCHEON**

One day per semester will be designated for our Parent/Student Luncheon. It is during this time only that parents may join students on campus for lunch. We encourage all parents to come out and enjoy.

## **PARENT/STAFF RELATIONSHIP**

We request parents, at all times, to address all members of the administration, staff, and their husbands/wives by, Mr., Mrs., Miss, Coach, or Pastor.

## **PARENTAL ATTIRE**

The attire of our parents entering the school must reflect the same neat and modest appearance established for our students. We request that parents refrain from the following apparel: any tight clothing, short shorts, mini and see-through garments, etc. Hair should be properly groomed.

## **PARENT AWARENESS NIGHT**

It is the desire of Victory Christian Center School to provide educational support that helps the parent give God another generation of young people. To this end, the Pastor, Principal, and Staff will meet with all parents periodically throughout the school year. This is known as Parent Awareness Night; a time of fellowship designed to inform, and educate parents in the areas of child growth and developmental, educational strategies and the overall school program.



## HEALTH AND MEDICAL REGULATIONS

Should a child become ill, the teacher or school personnel will lay hands on the child and pray for them according to Mark 16:18; “They shall lay hands on the sick, and they shall recover.”

If the symptoms continue, the student should inform the teacher, and will be permitted to report to the school office. No student is to leave campus because of an illness without first reporting to the office.

In instances where a student needs medical attention, the secretary will call the parent. In the event of an extreme emergency, the student will be transported to the nearest hospital unless designated otherwise by the parent(s).

### **Parents should not send students to school with conditions that may be contagious.**

The following guidelines must be used when submitting medication:

1. Parents must write a letter stating the reason, time and dosage for medication.
2. All medication must be placed in a sealed envelope along with the letter.
3. The student must bring the medication to the school office upon arrival to school.  
The student may pick-up the medication at the end of the day.

**Students are not allowed to carry medication of any kind (including cough drops and eye/allergy drops) on their person or keep it in a lunch box or locker. All medication must be kept in the school office. Only office personnel will be allowed to administer medication.**

## IMMUNIZATION

North Carolina law requires that students attending any school in the state show proof of immunization. There is an additional immunization requirement for all students who are entering the 7th grade.

### REPORTING INJURIES

Parents will be notified in the event of significant injury to their children and an accident report will be completed and filed.

**Help us to minister effectively to your child. Please inform us of all changes to your address, phone numbers, other office records and/or the information to your child's Emergency Medical form.**



[www.VCCSKINGS.com](http://www.VCCSKINGS.com)

### **PRESCHOOL**

7000 Old Pineville Road, Charlotte, NC 28217  
(704) 527-6843 or (704) 527-6844

### **ELEMENTARY SCHOOL**

7224 Old Pineville Road, Charlotte, NC 28217  
(704) 522-8566  
(704) 527-8515 (fax)

### **MIDDLE SCHOOL**

1501 Carrier Drive, Charlotte, NC 28216  
(704) 391-0848

### **HIGH SCHOOL**

1501 Carrier Drive, Charlotte, NC 28216  
(704) 391-7339  
(704) 391-0494 (fax)  
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