

PARENT HANDBOOK

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VICTORY CHRISTIAN ACADEMY

Educating for Eternity

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GENERAL INFORMATION

Purpose of Handbook

The purpose of this handbook is to provide information for parents regarding the education and policies adopted by Victory Christian Academy. For clarity purposes, the term “parent” refers to parent or guardian. The school board retains the right to change any policy or procedure, at its sole discretion, at any time. Significant changes will be communicated to parents through the monthly VCA Parent Newsletter.

History and Philosophy of VCA

Victory Christian Academy was established in 1981, first and foremost, to give glory to God. We are a member of the Association of Christian Schools International (ACSI). The Biblical view of parental responsibility is to “Train up a child in the way he should go, and when he is old, he will not depart from it.” (Proverbs 22:6). Victory Christian Academy is a God-centered, Bible-based, nondenominational, and evangelistic school established to team with the Christian home and Christian Church. Our teachers are committed to a Christ-centered life, and will encourage and equip your children to pursue high academic standards in an atmosphere of firm and loving discipline.

Man was created in the image of God (Genesis 1:26); therefore, at VCA we believe that knowledge of the Bible and Jesus Christ is essential to the development of an individual: physically, mentally, socially, and spiritually. Christian education directs students toward a commitment to Jesus Christ.

VCA Mission Statement

Victory Christian Academy exists to glorify God by bringing students to Christ, equipping them with a Biblical worldview, and encouraging them to pursue academic excellence, while teaming with families and the Church to raise children to walk in the Truth.

Doctrinal Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Tim. 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Gen. 1:1, Matt. 28:19, John 10:33).
3. We believe in:
 - The deity of Christ (John 10:33).
 - His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35).
 - His sinless life (Heb. 4:15, 7:26).
 - His miracles (John 2:11).
 - His substitutionary and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9).
 - His resurrection (John 11:25, I Cor. 15:40).
 - His ascension to the right hand of the Father (Mark 16:19).
 - His personal return in power and glory (Acts 1:11, Rev. 19:11).
4. We believe in the necessity of the regeneration by the Holy Spirit for salvation because of man’s sinful nature. We are justified by faith in the shed blood of Christ. We are saved only

- by God's grace, through faith alone (John 3:16-19, 5:24, Rom. 3:23, 5:8-9, Eph. 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
 6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28).
 7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Rom. 8:13-14, I Cor. 3:16, 6:19-20, Eph. 4:30, 5:18).
 8. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as stated in Scripture (Genesis 2:18-25).
 9. Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all person individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions.

Philosophy of Christian Education

The Christian philosophy of education is based on the following principles (taken from "Philosophy of Christian School Education" edited by Paul Canaille):

1. The authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth and practice.
2. The centrality and authority of Jesus Christ in all that is believed, said or done.
3. Clearly defined goals and objectives that are found in the Bible.
4. The conviction that knowledge of the Bible and of Jesus Christ is essential to the development and growth of the individual in matters physical, mental, social and spiritual.
5. A personal commitment to Jesus Christ on the part of all who are involved in the educational process.
6. The ministry of the Holy Spirit.
7. A proper relationship between the family, the church, and the educational process.
8. The establishment of proper priorities in an individual's life.
9. The sovereignty of God in all the affairs of man throughout history.
10. The creation of man in the image of God apart from any so-called evolutionary process.
11. The moral principles of the Bible.
12. Meeting the needs of people in their chronological, physical and mental development, as well as in their spiritual growth as believers.
13. Christian teachers who understand these basic principles of Christian education, and who are personally committed to them, and who demonstrate effectiveness in their ability to communicate them.

ENROLLMENT INFORMATION

Qualifications for Enrollment

1. Parents must be in agreement with and sign the Doctrinal Statement of Faith (above).
2. A copy of a certified birth certificate is required.
3. Students must meet Minnesota birth date and grade level requirements.
4. Immunizations must be current with the requirements of the MN Department of Health or have a signed and notarized medical exemption on file.
5. Placement tests may be required to place students where they will successfully thrive academically.

Admissions Interview

The administrator will meet with all new families prior to admission to the school. During this interview, the administrator will ask questions of the parents and students to make sure they understand what VCA is all about and what is expected of them. Areas to be covered during the interview may include: do they agree with the doctrinal statement, do they understand the policies, etc. The administrator would also cover any questions they may have.

Probation

All new students will be placed on a 9-week probation period for the purpose of determining the student's and parent's willingness to comply with all school policies and for examination of academic proficiency. After the 9 week period, or earlier if proven necessary, the administrator will meet with the student and determine whether they stay or leave. During the 9 week period the parents will be given a written or verbal report on the progress of their student.

ACADEMIC PROGRAM

Kindergarten

The Kindergarten program at Victory Christian Academy uses a combination of traditional phonics and hands-on experiences for a balanced academic approach. The children work on their numbers, letters, social skills, scripture memory, and also have a weekly cooking time. By the end of the year, many of the children are beginning to read and do some math. The Abeka curriculum is used to lay a solid phonetic foundation which enables our children to read by the end of the year. Basic math principals of adding, subtracting, and story problems are also learned in preparation for first grade.

Elementary (1st -6th grades)

Our elementary grades promote problem-solving; foster creative, critical, and analytical thinking; increase advanced listening skills; encourage students to read and concentrate for longer periods of time; advance written and oral communication skills; continue to develop life skills; and expand academic independence. Underlying all this is a Bible curriculum that is application-based to assist students in developing a Biblical worldview and a heart for God with an emphasis on Scripture memorization. A priority is placed on respect, obedience, personal responsibility, diligence, excellent quality of work, and self-control. All classes in these grades are now using Abeka curriculum

Middle School (7th -8th) and

High School (9th - 12th)

Grades 7-12 continue their education in traditional classroom settings with core subjects and electives taught by hands-on dedicated teachers. We believe that traditional classrooms enhance teacher-student interaction and improve student and parent satisfaction with greater levels of academic accountability. Students continue to benefit from access to our abundant computer labs to enhance their level of study. For certain circumstances, online classes will still be available to help students finish or catch up on subjects that might not be available as traditional classes.

Critical thinking, personal responsibility and citizenship are further developed at the middle school and secondary levels as students take a more active role in evaluating their task demands, class progress, and community responsibilities. They learn to become self-directed in their approach to problem solving and time management—an important precursor to success as students enter adulthood.

Christian influence

We believe the impact of teachers as Christian role models is essential in our children's lives. Under the guidance of their teachers, students develop a realistic sense of their strengths and weaknesses, learning to overcome challenges and make good decisions. The positive impact of Christian influence at VCA positions students to succeed in life.

Curriculum

All Students Kindergarten through 12th grade will be using Abeka curriculum. If you would like to see the scope and sequence you can go to the Abeka website and check it out. Middle school and High school may have additional elective access to a variety of curriculum including but not limited to Ignitia, Bob Jones, ACSI and Saxon. Classes include the following:

- Bible
- Drama & Music/Art
- English/Language Arts/Spelling
- Health
- Math
- Physical Education
- Reading/Literature/Library
- Science
- Social Studies/History/Geography

Chapel

VCA students will attend chapel services as scheduled.

Field Trips

Field trips are part of the curriculum. They are offered regularly as opportunities to enhance the educational experience, as well as to apply classroom teaching to life situations. While fees associated with field trips are the responsibility of the parent, VCA makes every effort to keep costs to a minimum. Prior to leaving the building, students are required to have a signed permission slip from their parent.

Special Events

Students are required to follow the VCA Dress Code when participating in any activities such as graduation, or other special activities as specified by the school. Any student who disregards the dress code will not be allowed to participate in the event until the required changes have been made.

STUDENT LIFE

Schedule

Days

VCA follows the ISD 701 (Hibbing Public School) calendar for classroom and vacation days. Some Wednesdays during the year the Hibbing Public Schools have an early out day. We at VCA will observe these day also. Please check the yearly calendar to see which Wednesdays are early out.

Times

VCA doors are locked from 8:00am – 2:10pm. Please ring the bell at the front door for assistance during these hours.

- Office hours from 7:30am - 3:00pm
- Regular class hours from 8:00am - 2:10pm

Lunch/Recess

VCA has closed lunch and recess periods. 11th & 12th graders have the option of open lunch by filling out the off campus policy obtained at the office. Students have the option of ordering a hot lunch through INAC or bringing a cold lunch. There are no microwaves available for the elementary for heating cold lunches. Regular or chocolate milk is also available for purchase. Free and reduced lunches can be applied for through the office.

Leaving/Returning During School Day

If students leave the school grounds during the day, they must sign out in the notebook in the office. Upon returning to the school, they must sign in.

Absences

It is vital that all students be in classes the entire school day. All unexcused absences receive a zero for that day's assignments. No student will be promoted to the next grade until all work is completed.

Illness or Emergency

For all students, in case of illness or emergency, all parents should call the office by 8:00am regarding their child's absence, do not Dojo the teacher only. If a call has not been received by 8:30am, and the office is not able to reach the parent, the absence will be deemed unexcused. All unexcused absences result in zeros for that day's assignments. For each day missed due to illness, students are given two (2) days to make up missed schoolwork. If the illness continues more than two (2) days, arrangements should be made for assignments to be brought home. In case of an absence due to an appointment, the teacher should be notified in advance so assignments can be pre-arranged.

Prolonged Illness

If a student is ill more than five consecutive school days, a doctor's excuse may be required for readmission to class.

Vacation

If a student will miss more than five consecutive school days because of family vacation, the school administration and student's teacher must be notified at least one week to 10 days in advance. All missed assignments must be turned in before leaving or are due upon the first day of the student's return.

Emergency

In the case of a family emergency, please notify the office as soon as possible.

Chronic Absence

If a student has been absent for more than 10 days, the following steps may be taken:

1. A conference with the family, teacher, and administrator will be arranged
2. Tutoring at the parent's expense may be required

More than 20 absences deemed unexcused by the administration and school board will result in the notification of authorities and possible termination of enrollment.

Excused Absences

- Medical or dental appointments that cannot be made after school hours
- Emergency conditions such as fire, flood, severe storms, etc.
- Court appearances
- Religious instruction
- Serious illness in the student's immediate family
- Death in the student's immediate family or close friend/relative
- Family activities with prior approval of administrator, and school board if necessary

All of the following reasons--illness, funerals, etc.--are worthy reasons to miss school. But learning at our school is not just about the textbook and homework, but also about teacher-led discussions, group work, recitations, presentations, debates, etc. not to mention biblical integration, all of which are nearly impossible to replicate at a later date, much less from home. When a student misses a lot of these experiences, they aren't getting everything we want them to learn.

Tardiness

Students arriving to school after 8:00am must report to the office for a tardy slip prior to being admitted to class. The Administrator will meet with the parent and student to:

1. Determine the problem
2. Come up with a solution
3. If tardiness continues the administrator will decide what should be done and reiterate how important it is for the student to be in school all hours of the day

Excused tardiness are: late bus, car breakdowns, appointments, court appearances, death, family emergencies.

Homework Policy

Since homework is an integral part of VCA's curriculum, it is expected that students will complete their homework and/or assigned work on time. Homework that is not done on time will receive 50% credit for the second day late and 0's for anything 3 days late.

Dress Code

VCA students are expected to maintain an appearance that reflect a Christian witness. The intention of this dress code is for students to be clean, modest and neat. "So whether you eat or drink or whatever you do, do it all for the glory of God" (1 Corinthians 10:31) Below you will find guidelines that will help you determine if your student is dressed appropriately for school. If in doubt, do not wear and ask.

- Clothing needs to be clean and in good repair. Leggings must be worn underneath ripped jeans for both boys and girls.
- Any reference or images involving witchcraft, skulls, violence or other inappropriate images are prohibited. Any printing on the butt is not appropriate.
- Do have hair that is neat, clean and a natural color. No extreme styles.
- Undergarments are not to be worn as outer garments. They should not be visible. Pajamas, lounge pants and house slippers are not to be worn to school.
- Shirts need to be long enough to cover the midriff and have a shoulder of 3" or more.
- Do not wear pants that are excessively baggy or excessively tight, ripped or torn. Leggings may be worn under tunics and worn under jeans with holes in them.
- Standing at ease, shorts, skirts, dresses and tops worn with leggings must be longer than fingertip length. If bending over, undergarments should not be visible.
- Dresses without leggings should be almost to the knee. A helpful saying is: "*Reach for the sky then touch your toes. If anything shows go change your clothes.*"
- Shoes should be sturdy, comfortable and able to remain on feet at all times. Please bring tennis shoes to leave in the classroom for gym.

- Do not wear headwear including hats, caps and hoodies while indoors.
- Excessive jewelry, piercings, tattoos, make-up, and perfumes can be distracting. Anything deemed disruptive or unsafe is prohibited.
- Chapel Attire
 - Boys: Collared, buttoned shirt (polo type shirts), khakis, or dress pants, NO BLUE JEANS or SWEAT TYPE PANTS

Girls: Dress pants, skirts, dresses(that meet the dress code) NO BLUE JEANS OR SWEAT TYPE PANTS

Please be considerate of others. If in doubt, ask before wearing! Classroom teachers will be monitoring student's clothing. If something is considered inappropriate the teacher will discuss with the student privately how, what they are wearing, is not reflecting a Christian witness. Three dress code violation slips will earn a detention. If any part of VCA's dress code is in question, the final decision will be with the administrator.

Report Cards

The school year is divided into four 9-week reporting periods. Report cards are issued at the end of each grading period. A mid-quarter grade will be sent home to let parents know how their student is doing. The final report card, along with a copy of the student's yearly testing, will be mailed to the parents. Secondary and Middle school will receive progress reports every nine weeks and a report card at the end of each semester. If parents have any questions they should contact the office.

Illness

If a child is feeling ill during the day, they will be directed to the office where it will be determined if they simply need to rest or to go home. If your child has a temp of 100 degrees or more or has thrown up or has diarrhea you will be called to come and get them. Please keep your child home for 24 hours after having a temp, vomiting or diarrhea. This 24 hour period does not include lowering the temp through use of medication. If you have signed the medication release form, we will give your child Tylenol or Ibuprophen, if not we will call you for permission.

VCA Sick Student Guidelines

Covid:

- **If a student has tested positive for Covid**, please notify the school, and keep your child home for 5 days after the start of the symptoms (or after the positive COVID test, whichever happened first.)

General Guidelines

If your child has a **fever**, please keep him/her home. Your child may return to school after having a normal temperature for 24 hours while not taking any fever reducing medicine.

If antibiotics are prescribed: see note following this area.

If your child seems **tired/lethargic, pale, has no appetite, and generally “not himself/herself,”** please keep him/her home.

If your child is **vomiting**, he/she may return to school 24 hours **after** symptoms resolve and is able to tolerate a normal diet.

If your child has **diarrhea**, your child may return to school 24 hours **after** symptoms resolve and is able to tolerate a normal diet.

If your child is **diagnosed with a communicable disease/illness (COVID, influenza, pneumonia, strep throat, pick eye, etc.)** please contact the school before sending your child back.

If your child has an **undiagnosed rash**, there is a chance it could be contagious. If there is any question, your child should stay home until a health care professional determines that nature of the rash.

If your child **severe cold symptoms, upper respiratory infection, a persistent cough, or runny nose that he/she cannot manage by themselves or any other symptoms that would interfere with effective school participation (of for his/her classmates,** please keep your child home.

In general, if you feel that your child may not be able to sit through a 6-hour school day, please keep him/her home. If he/she has been ill and are tired, pale, not eating well, and generally “not him/herself: please keep them home one more day. Remember to call and notify the office if your child will be home. Thank you for partnering with us to keep our school healthy and well!

Medication

Children who have been prescribed medications are able to receive these medications during the day if they are needed. These medications must be kept in the office (unless specifically requested to be kept by the teacher, as in the case of asthma or severe allergies requiring an epi pen). Short-term prescription medications must be brought to the school by an adult, be current, and stored in the labeled prescription container in the school office. A date/time record will be kept on all medications dispensed to students. The above procedures must be followed with all other over-the-counter medications. Students requiring a daily prescription medication must also turn in a form signed by the prescribing physician.

Media

Cell phones and other media devices, (ie smart watches, etc) are turned off when entering the building and given to the teacher. All media devices will be returned prior to leaving. They can be used at this time only. Any media devices not given to the teacher will be confiscated for 24 hours.

If there is a second offense, the media device will be taken to the administrator's office. If there is a third offense parents will be notified to pick the media device and it will no longer be allowed in school. Electronic devices or games are not allowed at school without prior permission.

Library Policy

Students may not check out new books until all previous books due have been returned. If a book is damaged or lost, it is the responsibility of the person who checked it out to replace the book (with the *same book or one of a comparable subject*), or pay for the cost of the book.

Drama

Students have opportunities in drama through plays, musicals, and various performances. All students are expected to participate individually, with their class or behind the scenes. Usually DVDs may be ordered following the musical.

Temperature

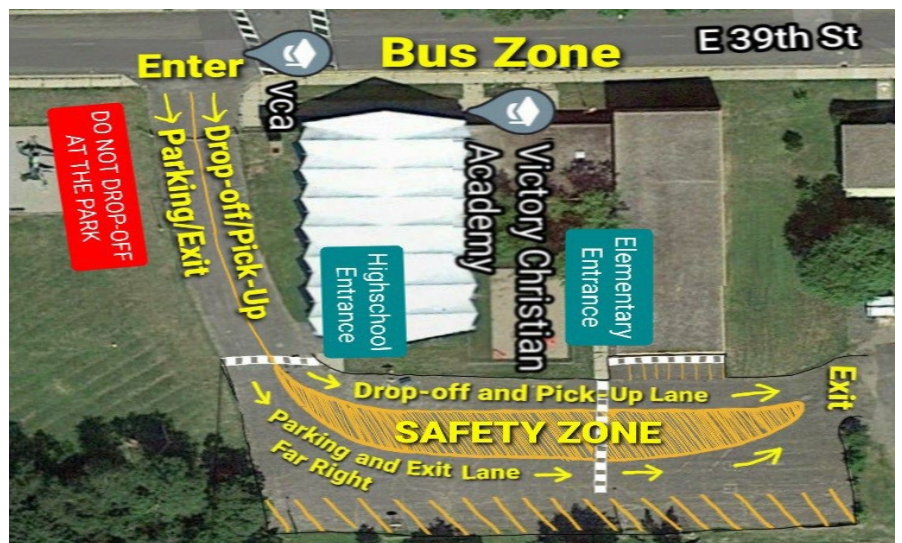
Students will be going outside before school or during lunch time if the temperature with or without a wind chill is 0 degrees or above. Appropriate outdoor clothing is necessary (snow pants, boots, hat, mittens, etc.). Outdoor all-day field trips will take place if the temperature with or without a wind chill is 0 degrees or above. If your child is to stay indoors during the lunch or morning times, a written excuse from your doctor will be required.

Transportation

Students living in the Hibbing school district may use public school buses to be transported to and from school, following the ISD #701 guidelines. If public school transportation cannot be arranged, or if the schedule does not follow VCA class times, the parents will be responsible for getting their children to and from school. Students from neighboring districts may be able to ride public transportation. It is the parent's responsibility to check.

If a parent is driving the student to or from school, please be respectful of the buses. School buses have the right of way. Do not park in the bus loading zone. All students are to be dropped off at the back entrance to the school. Pick up your students from the back parking area. Park in the parking lot behind the school. Enter the VCA parking lot through the north entrance; exit through the east entrance.

Parents must notify the school if a student is not going home via their normal transportation mode. This can be done by note, phone, or email as early as possible. If parent notification is not received, the child will go home in the usual transportation mode. The school will not take a



student's word for transportation changes. VCA will follow the Hibbing Public School's early out Wednesdays. See the calendar for what Wednesdays will be early out. School will be dismissed at 1:10pm on those days.

If public transportation is not provided reimbursement is sometimes possible through your school district. It is the responsibility of the parent to check.

School Pledges

American Flag Pledge

I pledge allegiance to the flag, of the United States of America,
And to the Republic for which it stands -
One nation under God, indivisible with liberty and justice for all.

Christian Flag Pledge

I pledge allegiance to the Christian flag,
and to the Savior, for whose kingdom it
stands. One Savior, crucified, risen and
coming again with life and liberty to all
who believe.

Bible Pledge

I pledge allegiance to the Bible, God's Holy
Word. I will make it a lamp unto my feet, and
a light unto my path. I will hide its Word in
my heart that I might not sin against God.

A Generation Filled with Righteousness

*Father shape us to become
A generation filled with righteousness.
We will walk on your path of light,
Follow Jesus will be our cry.*

*You have called us, we will follow
We will love you more each day.
Purify us to become a generation
Filled with righteousness.*

School Verse:

You have been taught the Holy Scriptures from childhood and they have given you the wisdom to receive the salvation that comes from trusting in Christ Jesus. All scripture is useful to teach us what is true and make us realize what is wrong in our lives. It corrects us when we are wrong and teaches us to do what is right. God uses it to prepare and equip His people to do every good work.

II Tim. 3:15-17

DISCIPLINE

At VCA, the purpose of discipline is to equip our students to govern themselves by developing a reverence for God and His authority. The first step towards discipline is teaming with our families and the Church to instruct the students in what is right and just. This develops obedience from the heart, which protects them from rebellion. “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11 (NIV).

Guidelines for Student Behavior

Guidelines for Student Behavior consist of the following five (5) categories:

1. **Respect** - “Likewise you younger people, submit yourselves to you elders, yes, all of you be submissive to one another, and be clothed with humility, for God resists the proud, but gives grace to the humble.” 1 Peter 5:5 (NKJV)
2. **Obedience** - “Obey your leaders and submit to their authority. They keep watch over you as men who must give account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” Hebrews 13:17 (NIV)
3. **Diligence** - “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:23 (NIV)
4. **Self-Control** - “Whoever has no rule over their own spirit is like a city broken down, without walls.” Proverbs 25:28 (NKJV)
5. **Responsibility** - “So then, each of us will give an account of himself to God.” Romans 14:12

Behavior Consequences

All students will be introduced to the Guidelines for Student Behavior during the first General Assembly. Further training will be given during Chapels and in each classroom. All consequences given will be age-appropriate. In case of extreme violations any of the following steps may be bypassed.

□ Step 1

1. A verbal warning and an explanation of the offense will be given.

□ Step 2

1. Discipline Slip given. All slips must be signed and returned the next day. If not returned a Detention slip will be given.

□ Step 3

1. After three slips in any area a detention is given.
After three detentions, go to step 4.

□ Step 4

1. Conference with student, parent(s), and teacher.

□ Step 5

1. Conference with student, parent(s), teacher, and administrator
 2. In-school suspension
- ** School board involvement may be necessary. **

□ Step 6

1. Habitual disregard for instruction will result in termination of enrollment.
** Attendance at VCA is a privilege – not a right. **

PARENTAL INVOLVEMENT

Communication to Parents

Newsletters

Parent Newsletters will be emailed to all families. These newsletters will inform parents of upcoming events, fundraiser updates, and service opportunities. Teachers send home weekly newsletters with information specific to their students. All families must have a current email address on file in the office. K – 5 families must enroll in Class Do Jo and 6th – 12th in Remind. This is used for emergency contact and communicating information between the school and parents. This goes both ways. Communication is also done through Facebook (<https://www.facebook.com/vcahibbingmn>) Gradelink and the webpage.

Gradelink

Parents can review their student's daily grades by logging onto Gradelink. If you have trouble getting on please call the office.

Calendars

Yearly calendars are available at the beginning of every school year and posted on the webpage. Days off, special events, and conference dates are included in this calendar.

Parent/Teacher Conferences

Conferences are scheduled two times per year, usually in November and March. Conferences are a time for teachers and parents to team together to develop the best plan to help their child achieve academic success. Fall conferences are mandatory and spring are at the discretion of the teacher and or parent. Additional conferences may be scheduled by either the teacher or parent as necessary.

Parent Service Hours

Monthly Parent Service Hours are required for VCA families, regardless of the number of students in a family. Parent Service Hours may also be fulfilled by relatives or friends. Any Parent Service Hours that exceed the monthly requirement are carried over into the following month of that school year. Parents may buy out their hours at a rate of \$5 per hour.

- **Kindergarten – 12 grades**
5 hours per month.
- **Single Parent Families**
3 hours per month per family

If you are interested in one of the areas listed below, or if you have an idea or see a need, check with the administrator who will give you direction.

a. **Enrichment Activities**

Art, music, shop, gym, computer, sewing, library, tutoring, cooking, substitute teaching, classroom supervisors, auto maintenance, not all are offered every year.

b. **Working with Students**

Hot lunch server, lunch room helper, gym supervisor, bus duty, field trip helper, reading aid, student council, drill math/spelling, vision/hearing helper, musicals, childcare for another parent helper, speech coach

c. **Coordinators**

Box Tops for Education, Wheel-a-thon, Rigatoni, Rummage Sale, Victory 5K, book fairs.

d. **School Board Member**

School board members are elected by the current board. If you are interested in serving on the school board, contact the administrator for further information. The board usually meets monthly. All parent service hours are fulfilled by serving on the board.

PTF Meetings

PTF (Parent Teacher Fellowship) meetings are generally held four times each year. An adult from each family (or their proxy) is requested to be at each meeting, as pertinent school issues are discussed. A time of fellowship follows, allowing parents to visit and get to know other parents as well as their child's teacher. Attendance at these meetings counts towards your service hours.

PTF Missions Statement:

To facilitate and strengthen connection, coordinate, and cooperation among parents, teachers, and school leadership.

PTF Vision Statement:

Each member is utilizing their gifts and talents collaboratively so that the school functions optimally and each student thrives spiritually, socially, emotionally, and academically.

Background Checks

Anyone desiring to work with VCA students is required to have a background check prior to volunteering.

Volunteer Dress Code

Volunteers are expected to follow the teacher's dress code which is business casual. Jeans can only be worn on Fridays.

SPECIAL EDUCATIONAL NEEDS

Philosophy of Serving Students with Special Needs

Victory Christian Academy attempts to meet needs of individual students as much as possible. Students with learning disabilities, behavior problems, or other factors contributing to their education are welcomed at VCA as long as parents are familiar with our special education policy and agree to abide by such procedures as are necessary to secure an education for their child and others in the class.

Each student entering VCA as a special needs student will have an IEP (Individual Education Plan) or a 504 Plan to be followed and clear parental expectations will be given. IEP or 504 Plan staffing's will be held on a regular basis to make sure goals are being worked on and make adjustments as necessary. Some homework assignments may be changed or revised to assist students with special needs. This work will be determined by faculty and parents and treated in the same way as work from other students.

Individual tutoring may be available and is scheduled based on the student's needs. There is an additional fee for this service.

Special Education Policy

Believing that God desires all children to have the opportunity for education in a Christian environment, VCA, as part of its philosophy, desires to support parents in their attempt to provide a Christian education for all of their children.

IEPs or 504 Plans

Students will be taught using an Individual Educational Plan (IEP) or 504 Plan which will contain goals set by parents, current teachers, former teacher (when applicable), administrative designee, and any other persons the IEP team desires, such as therapists, speech clinicians, etc. This IEP or 504 Plan will be reviewed and updated yearly, or as needed.

Students using an IEP that requires changing how taught and tested will have a report card based on their IEP and will include the letter M for modified expectations rather than, or in addition to, a standard report card. An IEP may include changes in curriculum or outcomes necessary for graduating to the next grade level. Any changes in curriculum, whether through a public school IEP or a 504 plan, will be noted on a student's permanent record by a letter M following the grade. The program plan will be kept on file and available on request. This plan will also be part of a child's record as he leaves Victory Christian Academy.

Parents must understand that teachers need to consider the well-being of all students in the classroom. If a child's behavior or performance becomes such that it is detrimental to the learning process of other students, other options may be considered by the IEP team, including re-evaluation of placement or finding other opportunities for their child's education. Parents are a vital part of the IEP or 504 team. They will be given the opportunity to give their input throughout the process. A parent may refuse to agree to any or all of a projected IEP. If attempts to adapt the plan are unsuccessful, then no curriculum modifications will be made.

Victory Plan

VCA will work with students and their teachers to create a Victory Plan for those students who do not qualify for an IEP or 504 plan but are struggling in different areas of learning. The plan will be put together by the teacher, administrator, and the parent(s).

We at VCA strive to do the best that we can do but sometimes we are unable to meet the needs of everyone who wants to enroll. There may be times that VCA is just not the right fit.

Curriculum

Students will be placed in classes with their age group for non-academic subjects, such as Bible, art, music, physical education, lunch, etc. and any other subjects agreed upon by the IEP team. The IEP staff will determine academic grade level placement.

Aides

If the classroom teacher and Special Education coordinator determine that a full or part-time aide is required for a student, it will be the parent's responsibility to provide such an aide within 30 days of the decision. The parent may find helpers willing to help, or the parent may hire an aide at the parent's expense, subject to school acceptance.

EMERGENCY SITUATIONS

Accidents

Children are closely supervised by an adult at play times or other activity periods during the school day. In case of an accident requiring first aid or special medical attention, a child or non-supervising adult will be sent to the office for help. If the situation is serious, but not life-threatening, a parent will be called to come and get the child to determine if medical attention is needed. The parent then becomes responsible for the child. If the child is critically injured, emergency first aid procedures will be done by the nearest certified adult. The Fairview University Medical Center-Mesabi ambulance will be called and parents notified. An accident report will be completed for all accidents that require first aid while the student is under the supervision of school personnel. A copy of the accident report will be sent to the parent or guardian. Accident reports will be kept on file.

Fire

Victory Christian Academy's fire drill policy is as follows:

1. Fire drills are held at the discretion of the administrator with or without notification to faculty/staff members.
2. When the fire alarm sounds, all children and adults in the building will follow fire procedures.
3. Fire exits will be posted, listing primary and secondary exits.
4. Students line up at the classroom door bringing nothing with them. Students are to wear footwear at all times.
5. Students and teachers shall leave the building through the nearest safe exit, cross the pavement, and wait on the other side of the parking lot with their class in an orderly manner, until the building is safe.
6. Teachers count to make sure all students are present after leaving the building.
7. In the event that a child is missing, a teacher will see to the safety of her class, notify the administrator immediately, and then re-join the class.
8. Students involved in an activity other than their class will exit the nearest safe exit and rejoin their class across the parking lot.

Tornado

Victory Christian Academy's tornado drill policy is as follows:

1. Tornado drills will be carried out a minimum of twice a year. The alarm consists of steady, short blasts of the bell.
2. Teachers will give needed instruction prior to each drill.
3. Teachers will proceed with their children in an orderly manner to the lower level hallway, using the exit nearest to their individual classrooms. Teachers will make sure that students are not in direct line of windows and glass.
4. Students will crouch on the floor with their heads down and facing the wall. They will place their hands on their heads and stay in this position until the "all clear" signal is given. In case of an actual tornado, students will remain in the school with their teacher until picked up by parents or buses.

Weather

In the event of weather emergencies, Victory Christian Academy closes whenever the Hibbing Public Schools closes. Announcements are given *by WDIO, on the Website, Hibbing Public Schools, Facebook, texts, Remind, Dojo*

If school closes early because of weather conditions:

1. Parents of third graders or younger who do not have an older relative in school will be notified by phone, as well as those living outside of the Hibbing busing area. Older students will be bused to their usual location.
2. If parents cannot be reached, the emergency contact person will be notified.
3. If a parent or emergency contact cannot be reached, a staff member will remain with students in the building until parents arrive.

Lockdowns

Lockdowns are held periodically throughout the year for the protection of our students. Unexpected bells ringing are used to notify the classes, doors are locked, and students will remain silent in their classrooms until released.

Miscellaneous Emergencies

The administrator may close the school at his/her discretion for any emergency that may arise. In that event, staff members will be notified and will contact the students' parents.

In the event of an unusual emergency and the school needs to be evacuated all students will be walked to the Lee's Market by Toner Planet. Each class has a backpack with emergency numbers, first aid kits etc. that is always with them. Teachers will notify parents of what is happening using Class DoJo, Remind or texting. If we are unable to be in the school building, parents will be able to retrieve their children there.

Mandatory Reporting

Since State law requires that all cases of suspected child abuse and/or neglect be reported to proper authorities, VCA will comply with MN State law by following these procedures:

1. Teachers will receive periodic in-service training on the symptoms of child abuse.
2. If a teacher suspects child abuse or neglect, the school administrator will be notified. The teacher may contact social services directly with a courtesy notification to the administrator.
3. The administrator will report such abuse to the St. Louis County Social Services Intake Department or the county where the child resides.
4. The matter will be kept confidential. If the Social Services Department takes action the VCA Board Chairperson will be notified.

FINANCIAL

Tuition

Tuition is set on an annual basis. The tuition schedule is available approximately May 1st for the following school year. Discounts apply if the tuition is paid in full by August 1st and/or for families with multiple children enrolled in VCA. VCA uses FACTS Management Company to process all tuition payments and fees. Tuition can be paid annually, semi-annually, or monthly with options of 10, 11, or 12 payments. If tuition is paid annually (one payment, paid in full by August 1st), there is no FACTS setup fee. If paid semi-annually (two payments, to be withdrawn on September 3rd and March 1st), the FACTS setup fee is \$10. If paid monthly, the FACTS setup fee is \$43. Payment method options are automatic bank transfer or credit card (Visa, MasterCard, Discover, or American Express). If you choose to pay with a credit card, FACTS will add a convenience fee of 2.5% in addition to the setup fee.

Late Tuition

VCA's late tuition policy is as follows:

1. Tuition payments which are not received by the due date as set forth in the payment schedule shall be considered overdue and the parents or guardians will be assessed a \$15 late fee and/or where applicable the fee assessed according to the FACTS contract, unless prior arrangements have been made with the school board or administrator.
2. If payments are not current, the student will be could be suspended from classes until the account is resolved.
3. Parents or guardians who are experiencing financial difficulties are urged to arrange a meeting with the administrator, the school board, or the financial officer prior to the occurrence of overdue payments so that the matter can be adjusted in a timely manner without disruption to the child's education.

Enrollment Fees and Curriculum Fees

New and returning students are charged enrollment and curriculum fees when applying for admission to Victory Christian Academy. These fees are non-refundable and are due immediately following the submission of the enrollment application in order to secure placement at VCA.

Activity Fees

Students may be assessed fees for field trips or activities. We attempt to keep these fees to a minimum, but parents will be responsible for providing these funds. In the event that the cost of activities is a hardship, you may elect to discuss alternative options with the school board and or the office.

Scholarships

Victory Christian Academy may offer scholarships to help eligible families at the discretion of the school board within the following guidelines:

1. Scholarships will only be given to the extent that space is available in the classrooms.
2. The scholarship application must be submitted by Aug. 1st. The amount awarded will be based on the VCA school board's approval and parents' income as demonstrated by a signed photocopy of their most recent Federal 1040 form and four (4) current pay stubs. Scholarship amount is 35% or less of the individual student's tuition rate.
3. Scholarships will be processed by re-application each year. Parents of returning students must apply for a scholarship by May 1st prior to the school year for which they wish to receive a discount.
4. Children of full-time teachers and staff will receive a 50% tuition discount. This applies to children for whom they are parent or legal guardian.
5. Information on current discounts available please refer to the website under Scholarships and discounts.

NSF Policy

A fee of \$25.00 per check plus bank fees will be attached to each NSF check.

Fundraising Policy

Raising funds in the amount of \$250 in net proceeds for each student is required. If you would rather not participate in fundraisers, two buyout options are available. The full buyout requires paying your entire fundraising amount at the beginning of the school year. The partial buyout requires paying the deficit at the end of the school year. As with tuition, all balances must be paid prior to a student's continued enrollment for the following school year.

Early Withdrawal Policy

Since Victory Christian Academy has an obligation to its employees, students are considered enrolled for the entire year; however, if a student has withdrawn from VCA at any time before completion of the school year, the tuition is calculated by the school quarter, unless special written exception has been authorized. If a student leaves the school for any reason, or enters after the school year has begun, then charges are prorated according to quarters. An exception may be made to prorate to actual days school was in session plus curriculum costs, if approved by the school board in an appeal stating reasons, with supporting documents. Under no circumstances shall any application fees, curriculum or facility fees be refunded. No portion of tuition shall be refunded for a student dismissed by expulsion or disciplinary reasons.

HANDLING GRIEVANCES

Any disagreement with a student, staff member, parent or other helper should be handled according to the Matthew 18 principle. Briefly, this principle expects the person to go to the one who offended them and discuss the situation, seeking to reconcile the matter directly. They are not to share the problem with others. If they are unable to obtain satisfaction then they are to involve the parent, teacher, staff member, helper, or administrator. Copies of the school's Conflict Resolution Policy are available for the asking. Remember that our means of dealing with conflict is a measure of our Christian maturity.

If a parent becomes dissatisfied with a teacher, the parent will first discuss the matter directly with the teacher. A parent should not discuss problems with other parents or friends.

Parents and teachers will work together in seeking a Godly solution to the difficulty. They will pray together to put aside personal feelings and view the matter objectively. Likewise, if a teacher has a grievance, he/she will discuss the matter first with the other party. Problems should not be discussed among other parents or teachers. Both parties must be open and honest in discussion and willing to change, as the Lord leads.

If this method proves unsatisfactory, a third party, preferably the school administrator should meet with the involved parties.

In the event of a serious, unresolved dispute, involved parties will meet with the chairperson of the VCA school board to pursue resolution. Should a dispute remain unsettled, the matter will go to arbitration with an arbitrator designated by the Peacemakers Ministry.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

PSEO is a program open to Minnesota's high school juniors and seniors allowing them to take college courses while they are in high school, at no additional cost to the student. Tuition, fees and books for PSEO students who earn dual credits are paid by the Minnesota Department of Education to the colleges and universities in which PSEO students are enrolled. Students are responsible for applicable Victory Christian Academy tuition, book and computer fees.

Victory Christian Academy offers on-site PSEO (for example online courses through Crown College or University of Northwestern-St. Paul) or off-site PSEO (for example classes taken at Hibbing Community College). Students wishing to participate in PSEO must meet with a VCA Counselor* before enrolling in the PSEO program to ensure 1) students meet PSEO eligibility requirements, and 2) college courses taken will fulfill high school graduation requirements. VCA does not allow full-time PSEO students.

Caveat for students

It is important to note that taking a PSEO course will impact both a student's college and high school transcript and GPA. This is the risk for students in this program. If a class required for high school graduation is not successfully completed, the student may not be able to graduate with his or her class, and a grade will be recorded on a permanent college or university transcript.

PSEO eligibility requirements

Students need to meet the following prerequisite requirements in order to be eligible for PSEO. The college or university makes the final determination on a student's readiness.

- Students must take a Bible course at VCA.
- Students must pay applicable VCA tuition, computer and book fees.
- Students must meet all eligibility requirements that their potential college requires.
- High School Juniors must have a GPA of 3.0 or score above the 70th percentile on a college-level placement test, such as the ACT or SAT.
- High school seniors must have a GPA of 2.5 or score above the 70th percentile on a college-level placement test, such as the ACT or SAT.

PSEO fees

Students taking PSEO classes will be assessed the following fees:

- VCA Tuition – Students will be assessed \$240 per semester for classes taken at VCA.
- PSEO Online Computer Fee – Students will be assessed \$100 computer usage fee when PSEO courses are taken online at VCA.
- Ignitia License Fee - Students will be assessed \$80 per Ignitia course (up to two courses), or \$200 total for more than three Ignitia courses.
- VCA Book Fee – Students will be assessed \$200 to cover book costs if VCA courses require hard copy books.

PSEO guidelines

The following guidelines have been adopted at VCA for students participating in PSEO:

1. Students work with their college counselor to determine courses which will be taken as part of the PSEO process. These courses must be reviewed with the VCA Counselor each semester to ensure classes taken will meet high school graduation requirements. Counsellor includes teachers, parents, students, and administrator.
2. Students who successfully complete a class will receive credit at the college and VCA high school transcript. There is no guarantee that the credits will transfer seamlessly to other colleges.
3. The grade earned in the college course will be calculated as a part of the cumulative VCA GPA. If a student fails a PSEO course, the "F" will appear on the VCA transcript and be calculated into a student's GPA. The "F" will also appear on the college transcript. These grades become part of the student's college transcript.

4. The start and end dates for the PSEO classes do not coincide with the VCA semester dates. The student will be required to begin the class outside of school time and fulfill all deadlines set by the college.
5. If students desire to drop their PSEO course without consequences, it must be done within the applicable college criteria.
6. Students will be required to have a check-in meeting quarterly with the VCA Counselor for accountability purposes.
7. It is the family's responsibility to fill out the appropriate state PSEO and college forms and submit them by the deadline.
8. Multiple child discounts cannot be applied to students taking PSEO.