

# **VICTORY BAPTIST SCHOOL**

## **MIDDLE/HIGH SCHOOL PARENT-STUDENT HANDBOOK 2020-2021**



***TRAINING WARRIORS FOR CHRIST***

# **Victory Baptist School**

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## **A Ministry of Victory Baptist Church**

Mr. Derik Lawrence, Pastor  
Mrs. Esther Birge, Administrator

*“...shewing to the generation to come the praises of the Lord, and his strength, and his wonderful works that he hath done. For he established a testimony in Jacob, and appointed a law in Israel, which he commanded our fathers, that they should make them known to their children: that the generation to come might know them, even the children which should be born; who should arise and declare them to their children: that they might set their hope in God, and not forget the works of God, but keep his commandments.”*

Psalm 78:4-7

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# 1. INTRODUCTION

## 1.1 History

Victory Baptist School is a ministry of Victory Baptist Church and was founded in the fall of 1994. The school began as Victory Baptist Preschool and Kindergarten under the guidance of Mrs. Debbie Lawrence, the school's first administrator. The school started out with twenty-nine preschool and kindergarten students and three faculty members. Over the next ten years, additional classes and faculty were added, and facilities were remodeled to accommodate the growth.

In the fall of 2005 under the direction of current pastor, Derik Lawrence, the school name changed to Victory Baptist School with the addition of first grade. The school has added a grade each year with twelfth grade added in the fall of 2016. The school has now grown to over one hundred and eighty students and staff members.

Victory Baptist School is a member of and accredited through the Georgia Association of Christian Schools (GACS). VBS participates in the GACS Fine Arts competitions and is a member of the Georgia Christian Athletic Association (GCAA).

## 1.2 Statement of Faith

**We believe in the verbal inspiration of the Bible.** The verbal inspiration of the Bible is the foundation upon which all other doctrines stand. It is without error and is God's total and complete revelation to man. The Bible is the final authority of all matters concerning the truths of God (II Timothy 3:15-17 "And that from a child thou hast known the

holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus. All scripture *is* given by inspiration of God, and *is* profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.” II Peter 1:20-21; Romans 15:4; Matthew 4:4; Matthew 24:35) **VBS uses the King James Bible.**

**We believe in one God, existing in three persons, known as the Trinity: God the Father, God the Son, and God the Holy Spirit** (Matthew 28:19, “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.” Genesis 1:1, 26-27; John 10:30, 37-38).

**We believe in the Biblical story of creation** as revealed in Genesis chapters one and two. We believe that creation was complete in six literal days and that Adam and Eve were historical figures representing the beginning of mankind. We reject evolution and any theory that contradicts the Word of God (Genesis 1:1, “In the beginning God created the heaven and the earth.” Genesis 1:26-27)

**We believe in the virgin birth of Jesus** which has been revealed to us in prophecy (Isaiah 7:14, “Therefore the Lord himself shall give you a sign; Behold, a virgin shall conceive, and bear a son, and shall call his name Immanuel.”) and shown to us in fulfillment in Matthew 1:23 and Luke 1:26-38.

**We believe in the vicarious sufferings and substitutionary death of Jesus.** We believe that Jesus Christ bore the sins of the whole world - past, present, and future (Isaiah 53:6 “All we like sheep have gone astray; we have turned every one to his own way; and the LORD hath

laid on him the iniquity of us all”; I Peter 2:22-24; I Corinthians 15:3; II Corinthians 5:21; Ephesians 1:7).

**We believe that salvation is by grace** and can be received only by believing in Jesus Christ and His finished work that was done on the cross (Ephesians 2:8-9 “For by grace are ye saved through faith; and that not of yourselves: *it is* the gift of God: Not of works, lest any man should boast”; John 14:6; John 3:16; John 5:24; Acts 16:30-31; Romans 10:9-13).

**We believe in the continuing ministry of the Holy Spirit** by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16 “This I say then, Walk in the Spirit, and ye shall not fulfil the lust of the flesh”; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

**We believe in the victorious and bodily resurrection of Jesus Christ.** We believe the resurrection distinguishes Christianity from all religions of the world (John 11:25 “Jesus said unto her, I am the resurrection, and the life: he that believeth in me, though he were dead, yet shall he live”; I Corinthians 15:4-19).

**We believe in the visible and personal return of Christ** (Hebrews 9:28 “So Christ was once offered to bear the sins of many; and unto them that look for him shall he appear the second time without sin unto salvation”; Acts 1:10-11; Revelation 19:11-16, 22:20) and in the resurrection of both the saved and the lost - those who are saved unto eternal life and those who are lost unto eternal damnation (John 5:28-29; I Corinthians 15:42-58; Revelation 20:11-15).

**We believe in God’s design for marriage**, between a man and a woman only, as revealed in Genesis 2:23-24: “And Adam said, This is now bone

of my bones, and flesh of my flesh: she shall be called Woman, because she was taken out of Man. Therefore shall a man leave his father and his mother, and shall cleave unto his wife: and they shall be one flesh.” We believe that any sexual activity outside of marriage is a sin as explained in the Word of God. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex (Leviticus 18:1-30, Romans 1:26-29, I Corinthians 5:1, 6:9, I Thessalonians 4:1-8, Hebrews 13:4).

**We believe that parents have the primary responsibility of educating their children** spiritually, mentally, physically, emotionally, and socially (Deuteronomy 6). We will cooperate with parents to provide a Christian education for their child. No compromise will be made concerning any issues pertaining to the doctrinal truths taught in the Word of God.

*This Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe.*

### **1.3 Mission**

The mission of Victory Baptist School is to assist parents in training their children by providing an academically-strong education based on a biblically-sound worldview.

### **1.4 Purpose**

The purpose of Victory Baptist School is that our students and staff would glorify God through a personal relationship with Jesus Christ and by following Christ’s example of serving others: our families, our churches, our community, and the world.

## **1.5 Motto**

The VBS motto is “Training Warriors for Christ.”

## **1.6 Philosophy**

The philosophy of Victory Baptist School is based on God’s Word and is centered on the Lord Jesus Christ, which provides the foundation for every area of our ministry (I Corinthians 3:10-11 “According to the grace of God which is given unto me, as a wise masterbuilder, I have laid the foundation, and another buildeth thereon. But let every man take heed how he buildeth thereupon. For other foundation can no man lay than that is laid, which is Jesus Christ”). Implementation of the philosophy is accomplished through spiritual, academic, social, and physical emphasis.

The first and most important area is spiritual training and growth. We strongly believe in teaching from a Biblical perspective because God’s Word is the foundation for all other learning. The Bible also provides the foundation for a life of service to the Lord. Therefore, the Bible is not confined to a single course, the study of the Bible, but is integrated into the total educational program of VBS. The Bible is taught so that the students will learn to develop sound wisdom, knowledge, and understanding as they learn to serve God through the plan He has for each of their lives (Jeremiah 29:11, “For I know the thoughts that I think toward you, saith the LORD, thoughts of peace, and not of evil, to give you an expected end.”; Psalm 119:97-100; Proverbs 1:7, 9:10). We also believe that children belong to God (Ezekiel 18:4, “Behold, all souls are mine; as the soul of the father, so also the soul of the son is mine: the soul that sinneth, it shall die”; Psalm 24:1 “The earth *is* the LORD’S, and the fulness thereof; the world, and they that dwell therein.”); and, by God’s command, parents are given the primary responsibility of the

education and training of those children (Genesis 18:19, “For I know him, that he will command his children and his household after him, and they shall keep the way of the LORD, to do justice and judgment; that the LORD may bring upon Abraham that which he hath spoken of him”; Ephesians 6:4; Galatians 4:2; Deuteronomy 6). We believe that the school should be an extension and reinforcement of the home. VBS is committed to assisting parents in fulfilling the Biblical mandate to rear their children in “the nurture and admonition of the Lord” (Ephesians 6:4), and “shewing to the generation to come the praises of the Lord, and his strength, and his wonderful works that he hath done.” (Psalm 78:4).

The second area of emphasis is academics. Believing that all truth is of God and that Christ is the ultimate authority and source of all knowledge and truth, the curriculums used in our classes are integrated and academically balanced with a consistent Christian emphasis. We strive for excellence and encourage quality academic work (Colossians 3:23, “And whatsoever ye do, do *it* heartily, as to the Lord, and not unto men”). We want to provide a strong academic foundation for a life of service to the Lord (Romans 11:36 “For of him, and through him, and to him, *are* all things: to whom *be* glory for ever. Amen.” (John 14:6).

The third and fourth areas of emphasis are social and physical development. We believe that a Bible-based education should manifest man’s sin nature and reveal the need for self-discipline (I Corinthians 11:31, “For if we would judge ourselves, we should not be judged.”). Using the Lord Jesus as our model, we want our students to learn and develop in the areas of self-discipline, honesty, cooperation, and respect for others (Galatians 5:22-23, “But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law.”). We believe students should learn to honor and respect the rights of others. We provide opportunities for our

students through extracurricular activities and programs that include fine arts competitions, athletic and physical education programs, and other areas where they can learn to use their God-given talents. In II Timothy 3:17 it states, “That the man of God may be perfect, throughly furnished unto all good works.” (I Corinthians 10:31).

## **1.7 Goals**

Victory Baptist School seeks to accomplish its mission and purpose by striving to achieve the following learning outcomes:

- by providing a Bible-based education, students will learn to come to the saving knowledge of our Lord and Savior, Jesus Christ (II Timothy 3:15 “And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus.”)
- by promoting Godly character, attitudes, and actions, students will learn how “that the man of God may be perfect, throughly furnished unto all good works” (II Timothy 3:17)
- by equipping them for a lifetime of servant-leadership, students will learn to yield in obedience to the plan God has for each of their lives (Jeremiah 29:11, “For I know the thoughts that I think toward you, saith the LORD, thoughts of peace, and not of evil, to give you an expected end.”)
- by providing a learning environment which supports the growth of the whole child in a setting of warmth, respect, and genuine Christ-like love, students will learn to reach their full potential: spiritually, academically, socially, and physically (Luke 2:52, “And Jesus increased in wisdom and stature, and in favour with God and man.”)

## **1.8 Administration**

Mr. Derik Lawrence, Pastor

Mrs. Esther Birge, Administrator

## **1.9 School Board**

Victory Baptist School is a ministry of Victory Baptist Church and operates under its constitution. The school board is comprised of members of VBC, including the pastor, at least one deacon, and at least one “member at large.” School board members, with the exception of the pastor, must be approved by the deacon board of Victory Baptist Church.

Although the school board is not involved in the daily operations of the school, it does participate in decisions of policy and procedure. Anyone desiring to contact the school board or one of its members may do so by written correspondence to the school addressed to the “Chairman of the School Board.”

## **2. ADMISSION INFORMATION**

The pastor and the administration of VBS reserve the right to establish and maintain standards for student conduct, dress, and academics.

Victory Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. VBS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. As a private, Christian institution, admission to VBS is a privilege rather than a right. It is vital that each student and his family are fully supportive of the goals of VBS.

Because VBS does not offer English as a second language, it cannot accept students who cannot demonstrate English-speaking skills commensurate with their age level as determined by the admissions committee.

No student will be considered for enrollment who is two years above the chronological age required for the grade level.

Students transferring to VBS from other schools must have all accounts paid and a transcript received before student acceptance is granted.

All students are accepted on a trial basis for the first nine weeks, and no student may be accepted at VBS if the student is either on probation or has been suspended or expelled from another school.

## **2.1 Class Days/Times**

Middle-High School

Monday-Friday 8:10-3:10

## **2.2 Required Records**

Step 1 – Application: To begin the admission process, please submit the following on the school’s website ([victorybaptistschool.org](http://victorybaptistschool.org) » Enroll):

- Application Packet
- \$100.00 Application Fee per student or \$350.00 per family
- \$75.00 Testing Fee
- Parental Agreement

In addition, the following must be submitted for students applying to sixth grade and above:

- Administrator Recommendation
- Authorization of Release of Educational Records
- Current Report Card
- New Student Inquiry Form (ninth grade and above)
- Transcript (ninth grade and above)

After the forms are received, we will set up an appointment for testing and a parent interview with the administration. Official acceptance is based on admission test scores, transcript review, interview results, and the availability of enrollment space. VBS reserves the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school and student.

Step 2 – Enrollment: Upon acceptance to VBS, the following items are required for enrollment:

- Enrollment Packet
- Student’s certified birth certificate

- Certificate of Immunization (Georgia Form 3231 or 3032)
- Certificate of Eye, Ear, and Dental exam (Georgia Form 3300)
- Completed Handbook Cooperation Agreement (students in sixth grade and above must also sign the agreement)
- Completed Bring Your Own Device (BYOD) Use Policy (ninth grade and above)

## **3. FINANCIAL INFORMATION**

### **3.1 Enrollment Fee**

The enrollment fee is a non-refundable fee and must be paid before tuition payments are paid for the next school year.

Middle-High School - The enrollment fee covers textbooks, workbooks, ParentsWeb, ParentAlert, and field trips (does not include overnight trips or the high school graduation fee). A supply list of other needed items will be posted on the school website and will also be available in the school office. All books and textbooks are the property of Victory Baptist School.

The enrollment fee does NOT include yearbooks, school pictures, fine arts fees, piano lessons, athletic fees, or the high school graduation fee. It does not cover the Leadership Camp, 6th grade overnight trip, 8th grade Washington, DC trip, mission trips, or the senior trip. Other optional fees may occur throughout the school year.

## 3.2 Tuition

Tuition for the school year can be paid in one of three ways: one lump sum paid by the first day of school, twelve monthly installments with the first payment due on June 1, or two installments with the first payment due on June 1 and the second payment due on December 1. The final payment for the twelve month plan is due on May 1 of the school year in which the student is enrolled.

A 3% discount is applied if tuition is paid in full by the FIRST day of school. There is a 5% discount for the second student in the family and a 25% discount for the third student. The fourth student and above in each family is 50%. No relatives other than brothers and sisters will be considered for the discount.

Tuition payments that are received after the 5th of each month and returned checks will be charged \$30.00. If payments are more than 30 days past due, a student may be prohibited from attending class or participating in any extracurricular activities. **All tuition and fees must be paid on or before May 5th.** If tuition and/or fees are not received by May 5th, students may be prohibited from attending class or participating in any extracurricular activities. Tuition will be charged for a full month even if a student does not attend a full month because of sickness or being out of town. There is not a reduction in tuition because of school holidays.

We do not send out monthly statements. The tuition can either be brought to the school office or paid on ParentsWeb.

No school records will be forwarded to another school until all financial obligations have been met.

### **3.3 Piano Lessons**

Private piano lessons may be offered and will be an additional cost. A book fee may be required. Space is limited.

### **3.4 Sustaining Fee/Fundraisers**

VBS does not have a sustaining fee. There may be two school-wide fundraisers each year. All fundraisers are optional but they do help cover costs that tuition alone is not able to cover. There may also be fundraisers for specific events or programs such as class trips or athletics.

### **3.5 Scholarships**

#### **Georgia Private School Tax Credit Program**

The Georgia Private School Tax Credit law allows individuals, families, and businesses that pay income taxes to Georgia to receive tax credits for donations made to a Student Scholarship Organization (SSO) in Georgia.

VBS has partnered with the Georgia Student Scholarship Organization (SSO), Inc. (also known as GaSSO) to accept donations and issue scholarships. However, VBS will accept scholarships awarded by other Student Scholarship Organizations.

The benefits are that the donation cost is essentially zero to the donor due to the dollar-for-dollar credit off of the Georgia State Income Tax

liability, VBS maintains strong student enrollment, and the scholarship recipient benefits through a reduction of the tuition cost.

More information can be found at the following websites:

- [Georgia Department of Education](http://www.gadoe.org) (www.gadoe.org)
- [GaSSO](http://www.georgiasso.us) (www.georgiasso.us)

### **3.6 Withdrawal**

If a student is withdrawn from school before the school year ends, parents are to give one month's notice. It is assumed that your student will be enrolled for the entire school year and budgets are set accordingly. For this reason, one month's tuition will be considered the withdrawal fee to allow the school time to fill the student's place.

No student will be considered for re-enrollment following a withdrawal, prior to the completion of one calendar year from the date of such withdrawal, unless special administrative approval is granted.

No school records will be forwarded to another school until all financial obligations have been met and a final parent exit interview has been conducted with administration. School records (i.e. report cards, transcripts) will be forwarded to the first school of your choice at no charge. For each subsequent school, there will be a \$25 fee to have records sent.

### **3.7 Withdrawal Refund Policy**

If a student withdraws before the end of the school year, it is the policy of VBS not to pro-rate or refund enrollment fees, book fees, or other

supplemental fees. If tuition has been paid in advance, it will be pro-rated or refunded as applicable.

## **4. ACADEMICS/CURRICULUM**

### **4.1 Middle School (Grades 6-8)**

The middle school curriculum includes math, science, literature, grammar, history, and geography. Several of the math and science classes are advanced classes. Bob Jones University Press is the primary curriculum used in the middle school. Electives and enrichment classes are offered as demand, schedule, and teacher availability permit. Students also have the opportunity to be involved with fine arts and athletics.

### **4.2 High School (Grades 9-12)**

The high school curriculum provides students with the educational knowledge to help meet their vocational and academic requirements for the field of study to which God may lead them. High school students have a rigorous curriculum which includes academic classes and electives, such as Spanish, speech, computer, physical education, and health. Graduation requirements meet or exceed the high school graduation requirements set by the state of Georgia. Students also have the opportunity to be involved with fine arts and athletics.

### 4.3 All Classes

We believe in teaching from a Biblical perspective since clear teaching of the Bible is the foundation for all other learning. All of our classes have daily Bible lessons and Bible memorization, and we have weekly chapel for students in kindergarten and above. The King James Bible is used for all Bible classes and Scripture memorization.

### 4.4 Grading Scale

A+	99-100	B+	87-89	C+	78-79	D+	72-73
A	93-98	B	83-86	C	76-77	D	70-71
A-	90-92	B-	80-82	C-	74-75	F	69 & Below

I Incomplete

### 4.5 Homework

Believing that homework is an integral part of the school program, teachers are at liberty to give homework to aid the students in advancement of their studies. Homework is given for reinforcement, practice, and remedial activity. We do request parents' full cooperation in seeing that all assignments are completed. Students will write homework assignments in an assignment book.

Students will not have homework on Wednesdays to encourage prayer meeting attendance. Middle school students will not have homework on Fridays. High school students will have limited weekend homework. No homework is given the week of Achievement Testing.

If parents request work due to a student's absence, the teacher will send class assignments to the school office. Parents or siblings will be responsible for getting books from the student lockers if needed. Parents may also go to ParentsWeb to see assigned homework.

Middle/high school students who turn in late assignments will have their grade reduced to a 69.

#### **4.6 Progress Reports/Report Cards**

Students in 6th-8th grades receive progress reports at the end of six weeks. These reports are an evaluation of student progress. Progress reports are emailed to parents at the end of each six weeks for 6th-8th grades. They are to be considered a direct means of progress communication in lieu of numerous notes or phone calls. Other types of communication arrangements usually can be made in accordance with parental wishes.

High school students receive a midterm progress report emailed at the end of nine weeks. Grades are checked every three weeks to determine academic eligibility for extra-curricular activities (section 8).

Report cards will be issued to students in 6th-8th grades at the end of each quarter. Report cards will be issued to high school students at the end of each semester. The report card must be signed by a parent and returned within two days after each of the first three quarters.

## **4.7 Promotion**

Middle school students may not be promoted if they receive more than one “F” in academic subjects, or one “F” in English or Math with a cumulative average of all academic subjects lower than a “C-.”

Credits in grades 9-12 are granted on a one-half credit basis per semester. To receive credit for any semester’s course in grades 9 and above, a student must complete that semester’s work with a passing average (70%) and satisfy minimum attendance requirements.

## **4.8 Middle/High School Academic Honors**

### **Honor Roll**

An honor roll is compiled at the end of each quarter for middle school (6th-8th) and at the end of each semester for high school (9th-12th). All academic and conduct grades are considered in determining the honor roll. Certificates are issued at the end of each grading period.

- Principal’s Honor Roll – Students who receive an “A” in all academic subjects, including Bible and conduct.
- “A/B” Honor Roll – Students who receive a “B” or better in all academic subjects, including Bible and conduct.

### **Gold Medal/Silver Medal Honor Roll Awards**

The gold medal award is an end of the year award for middle school

students with all “A’s” for the year. The silver medal award is given to

middle school students with all “A’s” and “B’s” for the school year.

### **Academic Excellence Awards**

Each year the students in each grade (6th-11th) with the highest yearly academic average receive an academic excellence award. In order to be eligible, the students must have completed the full year at VBS.

### **Letters**

Letters are given to students in 9th-12th grade who are members of the GACS Honor Society. Letters will be given at the end of the year awards program.

### **Valedictorian/Salutatorian**

The valedictorian and salutatorian will be selected based on cumulative GPA (calculated to the second place past the decimal) for all high school coursework and then numerical average in case of a tie. In order to be the valedictorian/salutatorian of the graduating class, the student must meet the following criteria:

- Be eligible for the College Preparatory with Distinction Diploma
- Attended Victory Baptist School for the three consecutive years preceding graduation
- Have an overall combined academic average of 90 or greater for grades 9-12
- Absences cannot exceed 10% of the school year for grades 9-12

## 4.9 High School Graduation Requirements

In order to receive a high school diploma a student must complete the following:

- Complete 23 credits of courses
- One year of Bible for each year of attendance at VBS
- Take either the SAT or ACT (both are preferred) college entrance exam at least once. VBS will help students arrange for these testing procedures prior to the spring quarter of their junior year and also in the fall of their senior year.
- Complete the Community Service hours for each year of attendance at VBS
- Be in attendance for Graduation services

### Two Diploma Tracks

College Preparatory with Distinction:

- Minimum core GPA of 3.0
- Minimum of four honors credits or higher (two must be AP and/or Dual Enrollment)

College Preparatory

- Minimum of a passing average in all classes

Credits for Graduation

Subject	Credits
Bible*	4.0
English	4.0
Math	4.0
Science	4.0
Social Studies	3.0
Physical Education	0.5

Health	0.5	
Computer/Technology	1.0	
Foreign Language	2.0	
Speech	0.5	
Electives	3.5	Total: 27.0*

\*One unit of credit required for each year of attendance at VBS

Students who take high school classes in eighth grade (Algebra I/Physical Science) may receive credit toward fulfillment of graduation requirements.

Students are required to take a semester math and a year of English their senior year. They may choose from dual enrollment math or business math which will count as an elective if the four credits of math have been taken before their senior year. They may choose dual enrollment English or 12th grade English to fill the fourth English credit. A student who scores a three or higher on the AP exam will only be required to take one semester of English.

**Grade Classification**

Students are required to accumulate the following numbers of course credits in order to receive the designated classification:

Sophomore - 6	Graduate - 23 (plus 1 year of
Junior - 11	Bible for each year
Senior - 17	attendance at VBS)

Any deviation of this will require administrative approval.

## **4.10 Honors/AP/Dual Enrollment Classes**

VBS offers Advanced Placement (AP), Dual Enrollment, and Honors courses to students in grades 10th-12th. These courses allow students the opportunity and experience to take more rigorous coursework which will give them the confidence and skills to help them excel academically. Students taking these classes must meet certain minimum requirements. More information about these classes will be given to students during the school year.

All students enrolled in an AP course are required to take the AP Exam at the end of the year (fee required).

Students taking Dual Enrollment classes are eligible to receive a 0.5 gain to their GPA. A student who earns an 85 in a dual enrollment class will receive an 85. However, the student's GPA will reflect a 3.5 instead of a 3 for the class. Students taking AP classes are eligible to receive a 1.0 gain to their GPA.

## **4.11 Digital Learning**

In situations where school is closed for an extended period of time, VBS will use the Google Classroom platform for digital learning. Middle/high school students are expected to join the Google classroom of each class. Lessons, assignments, links to instructional videos or websites will be posted on a daily basis. VBS digital learning plan guidelines will be posted in ParentsWeb.

## **5. ATTENDANCE INFORMATION**

### **5.1 General**

The following circumstances are considered acceptable reasons for necessary absences: personal illness, medical, dental, or optical appointments, death in the family, family emergencies, and special trips. Absences not listed are considered unexcused unless approved by the administration. Breaks and holidays are scheduled throughout the year in order to be as family friendly as possible. Please try to limit family vacation times to these scheduled school breaks.

Juniors and Seniors are allowed up to two days absences for the purpose of visiting college campuses.

Students are required to make up work or quizzes and tests that are missed. For pre-planned absences, a Pre-Arranged Absence Form should be obtained from the office or printed from ParentsWeb, completed, and returned at least one week in advance of the absence. Students should obtain assignments in advance and have work and assignments completed upon return to school. Students should also be prepared to take tests and quizzes immediately upon their return to school unless adjusted by the teacher to allow additional time. Failure to have work completed upon return to school may result in a 50% reduction on the assigned make-up work and a reduction in tests and quizzes.

A student who has an unplanned absence deemed acceptable as an excused absence should either bring a note from a parent upon return to school or parent should email the office stating date, time and reason for

absence. Failure to bring a note to school will result in the absence being considered unexcused.

Students are required to make up work or tests that are missed. It is the student's responsibility to go to their teachers for any assignments or work missed during an absence. For work assigned during a student's absence, the student has as many days to complete such work as number of days absent unless adjusted by the teacher or administrator.

Students who accumulate excessive absences may go through an attendance review. The purpose of the review is to fully understand the cause of the absences. The attendance review committee will determine if any academic penalties will apply. The committee will be comprised of the administrator and the teachers involved. Parents will be notified by email.

Certain situations or conditions may occur (hospitalization, surgery) that require a student to miss school for an extended length of time. The parent or guardian of homebound students will be asked to submit documentation from a medical professional that is relevant to the situation or condition and to meet with the attendance review team consisting of the administrator, principal, and affected teachers. The goal of the review team is to provide the family with a short term IEP (individualized education plan) that will allow the student to progress without consequence through the duration of the absence. Some situations or conditions may call for absence from school to a degree that an IEP may not be in the best interest of the student or the school. In these cases, alternative educational placement will be considered.

## 5.2 Attendance Procedures

Attendance for middle and high school students is taken at the beginning of each class. Students must be in attendance for a minimum of four full class hours to participate in an extracurricular activity (athletics, fine arts, etc.) on that day. Those who check out of afternoon classes **MUST** have administrative approval before being allowed to participate.

Upon return to school after an absence, students will need to come to the school office to receive an admittance slip to be admitted to their classes. Students should either bring a note to the office from parent or parent should email the office before 8:10. **The note or email should state the date, time and reason for absence.** If the office does not receive either a note or email the absence will be considered unexcused.

High school students with excessive absences may face the following consequences:

- Seven absences in any given class during a semester will result in an attendance reminder email sent to parents.
- Nine absences will result in the student being required to take the semester exam regardless of the final semester average. **This is a cumulative number that includes both excused and unexcused absences and accumulated tardies.**

Middle school students with excessive absences may face the following consequences:

- Nine absences in any given class during a semester will result in an attendance reminder email sent to parents. **This is a cumulative number that includes both excused and unexcused absences and accumulated tardies.**

Following the attendance reminder email, all middle and high school students exceeding ten absences will generally face the following consequences:

- With each successive absence, the student's final grade will be reduced by two points. For example, the 11th absence would result in a grade of "93" being reduced to a "91" and the 12th absence would result in an "89".
- Greater than 17 absences in a semester will result in the loss of credit for the class because of minimum attendance requirements for each class.

Absences other than those listed above in general attendance requirements will be considered unexcused. Students who have unexcused absences may face the following consequences:

- Students may not be eligible for after school activities for that day.
- Students will have a reduction in grade for all work missed including homework, daily work, quizzes, and tests. The first unexcused absence for the semester will result in a "69" for all work missed. The second and successive absences will result in a "0" for all make-up daily work and homework and a "69" for all tests and quizzes.

### **5.3 Arrival and Dismissal**

Morning car line begins at 7:50. All students should be dropped off in the car line. Please do not park and bring the student in unless it is the first day of school or the student is tardy.

There is also a car line for dismissal for all students. Parents should wait until after car line to come into the school to meet with teachers or staff because of staff car line duties.

Middle-high school carpool ends at 3:20. There will be a \$5.00 per five-minute late charge for children picked up after 3:20. All students must leave school at the end of the day unless they are attending help class or they are involved in extracurricular activities. VBS cannot provide supervision for these students to be able to stay on campus while waiting for siblings who are in athletic practices, club meetings, after-school tutoring, etc.

Only those authorized on the student pick-up list located on the student enrollment form will be allowed to pick up a student unless a written note has been sent by parents that morning. Identification such as a driver's license will be required by those other than parents until staff is familiar with those picking students up. This is for the students' protection.

If parents are divorced or separated, the school must have on file a certified copy of the court order of Final Judgment including limitations on pick-up and visitation.

## **5.4 Early/Late Pick-Up**

Students checking out of school early for any reason should have a note sent to school that morning. If the check-out is not planned, please call or email the school office as early as possible. Parents will need to come to the office to check students out early from school. Dentist, doctor, and other appointments should be made for after school if at all possible.

Middle and high school students should come to the school office and obtain permission from school personnel to call parents before checking out early because of illness. Student drivers may not leave school without contacting parents first. Parents must either come to the office to check students out or email/call the school office before student drivers may leave. Students must bring a note from a parent or guardian stating date, time, and reason for early check out upon return to school.

## 5.5 Tardiness

Students are considered tardy if they are not in their seats by 8:10. All students arriving after 8:10 will need to come to the school office for a tardy slip in order to be admitted to class. In order for a middle/high school student to be excused, their tardy must be verified by either a phone call/email/note from parent stating the reason for the late arrival and the time student was dropped off at school or time leaving home if the student is a student-driver. Student will be considered unexcused if parental communication is not received.

Three tardies will be counted as one absence whether excused or unexcused. Tardies are cumulative for the semester. Students will start each semester with zero tardies. Greater than 17 absences in a semester will result in the loss of credit for the class because of minimum attendance requirements for each class.

The following will result from excessive late arrivals:

- Seven unexcused late arrivals will result in one early morning detention (student must arrive at 7:30 for morning detention).
- The 8th and 9th late arrivals will each result in an additional early morning detention.

- Beginning with the 10th late arrival, each tardy will result in one week of early morning detention (student must arrive at 7:30 for morning detention).

## **5.6 Truancy/AWOL**

From the time students arrive on campus in the morning until school is dismissed, students are required to get approval through the office before leaving the campus. Students who leave without checking out through the office or who are absent from school without the permission of their parents or guardians will be considered truant. Students who skip a class or classes will be considered AWOL. Students who miss school for invalid reasons will also be considered truant.

Students may face the following consequences for being truant or AWOL:

- |               |  |
|---------------|--|
| ● 1st offense | 2 early morning detentions + 10 demerits           |
| ● 2nd offense | In School Suspension at cost of \$75 + 15 demerits |
| ● 3rd offense | Will be asked to Withdraw                          |

## **6. DISCIPLINE**

Discipline is not simply punishment for wrong attitudes or actions. It is the Biblical, loving correction that leads to a change in thought and behavior. It is the desire of VBS to develop and administer discipline in an effort to instill in students a personal accountability to God for their attitudes and actions (Proverbs 25:28). We want our students to develop in the areas of self-discipline, honesty, cooperation, and respect for others (Galatians 5:22-23).

Although not exhaustive, the following is a list of offenses that will be subject to disciplinary action:

1. Disobedience
2. Disrespect
3. Fighting
4. Getting out of seat and moving around the classroom without permission
5. Horseplay in restrooms, classrooms, or hallways
6. Insolence
7. Meddling with other peoples' property without permission
8. Name calling
9. Profane language
10. Running or scuffling inside the building or hallway
11. Throwing objects indoors or in the hallways
12. Unprepared for class
13. Writing and passing notes
14. Talking in class without proper recognition
15. Chewing gum
16. Sexually inappropriate behavior or physical contact

17. Inappropriate usage of electronic devices
18. Inappropriate usage of social media

## **6.1 Behavior Code**

Bullying, fighting or physical violence, and sexually inappropriate conduct or behavior, will be dealt with by corrective measures that may include warnings, in-school suspension, suspension from school, and possible expulsion. VBS reserves the right to exceed the established discipline procedures at the discretion of the administration and pastor if the situation warrants it.

Victory Baptist School views immoral conduct from a biblical perspective. (Gen. 2:24, 19:5, 13, 26:8-9, Lev. 18:1-30, Rom. 1:26-29, I Cor. 5:1, 6:9, I Thess. 4:1-8, Heb. 13:4). The full School Policy on Biblical Beliefs and Moral Principles can be found on page 67.

Student conduct that brings into question the reputation of our Lord Jesus Christ as well as that of VBS and is found to be inconsistent with the overall policies, procedures, direction and Biblical philosophy of the school may result in the student's being suspended, expelled, or asked to withdraw, whichever is determined to be appropriate by the administration, pastor, and if deemed necessary, the school board. Our desire and goal with this policy is to have a school environment where students feel safe and protected and parents feel secure in the knowledge that VBS is taking seriously the responsibility of protecting their children.

Students who have either been expelled or asked to withdraw from VBS are not permitted to return to the campus or participate in the activities of VBS without permission from the administration.

## 6.2 Demerit System

Students in the secondary division have a demerit system in place. Demerits that are given may result in silent lunch, afternoon detention, extra work, in-school suspension, and suspension from school when approved by the administration. In extreme cases, probation or expulsion from school may result. Students will receive a conduct grade on progress reports and on the report card.

<u>Infraction</u>	<u>Demerits</u>
Tardy to class	1-3*
Not prepared for class	1-3*
Food/drink outside designated area	1-3*
Gum/candy in class or hallway	1-3*
Parent notes unsigned or not returned on time	1-3*
Dress or hair code violation	1-3*
Classwork/homework incomplete	1-3*
Talking/out of seat without permission	1-3*
Inappropriate language/slang/gestures	1-10
Disrupting class or chapel	2-5
Inappropriate usage of electronic device-1st offense	Warning
Inappropriate usage of electronic device-2nd offense	3 + confiscation of device for the day
Inappropriate usage of electronic device-3rd offense	6 + confiscation of device and not allowed to bring device back to school for 30 days
Inappropriate usage of electronic device-4th offense	10 + confiscation of

	device and device not allowed to be brought back to school for the remainder of the school year
Name calling/verbal teasing or provoking	3-5 + apology
Defacing property of school/others	3-10 + \$\$ for repair
Improper physical contact	5-10
Disrespectful or poor attitude to authority	5-10 + apology
Direct or persistent disobedience	5-10 + apology
Fighting/bullying/harassing/aggressive behavior	10-15
Sexually inappropriate behavior/physical contact	10-20
Lying	10-15 + apology
Cheating	10-20 + grade of 69
Stealing	10-20 + restitution
Miscellaneous violation	TBD

\*Maximum of 1 demerit for first offense; however, up to 3 demerits may be issued for each repeat offense.

A conduct grade will be issued each nine weeks based on the number of demerits accumulated during that grading period. Demerit records will reset to zero each nine weeks.

#### Conduct Scale for Demerits

0-4	A
5-9	B
10-14	C
15-19	D
20 or more	F

In addition to the conduct grade, students receiving excessive demerits will also face the following consequences.

10 demerits - One week of silent lunch. Also, athletes with 10 demerits will be on probation for 3 weeks. This means they will practice but will not be able to play in games for that 3 week period.

15 demerits - One after school detention until 4:00 pm and a week of silent lunch.

20 demerits - Parent Conference to discuss consequences.

## **7. EMERGENCY/SAFETY PROCEDURES**

### **7.1 Asbestos**

Victory Baptist School is in compliance with the U.S. Environmental Protection Agency, Asbestos Hazard Emergency Response Act (AHERA).

### **7.2 Child Abuse**

In compliance with Georgia law, VBS has a child abuse policy in place to assist in protecting the children in the school. The members and staff are committed to maintaining an environment in which children are guarded from physical and sexual abuse.

Abuse is defined as including any non-accidental injury, sexual batter, financial or sexual exploitation or injury to the intellectual or

psychological capacity of a person by the parents or other persons responsible for the child's welfare.

Georgia law requires that school employees report any suspicious cases of child abuse or neglect to the proper authorities. In matters of abuse or neglect, Georgia law does not recognize the privileged quality of communication between husband and wife or any professional person, including a counselor, teacher, or administrator. Georgia law does not require parental permission for authorities to interview the child involved.

### **7.3 Communicable Diseases**

While it is not the desire of VBS to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to mortal illness. VBS is not equipped to physically care for the needs of very ill students with serious continuing or chronic communicable diseases.

This policy is to apply to diseases such as, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), COVID-19, etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus), or who are infected with ARC (AIDS Related Complex) are included in this policy.

Students who are medically ill should be evaluated on a case-by-case basis by a team comprised of the student's principal, personal physician, a school board appointed physician and public health personnel. The decision to admit or readmit students who are medically ill should be based on the medical condition of the child including evaluation of

his/her immune status and performance status. The most current medical information concerning contagiousness and transmittal will be used.

No alternative educational program will be set up for students who are found to be medically unable to attend school by the medical review panel.

Confidentiality is of extreme importance and, therefore, the identity of affected students should be known only to the administration and that student's teachers. Neither confirmation nor denial of suspicion or positive testing will be given by school employees, even if public knowledge is alleged.

It is the responsibility of the parent or guardian of a child to inform the school of the child's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for current students). Any student, including an HIV infected child, who has contacted a contagious disease, will not be allowed to attend school without clearance from the public health department.

Should a student be diagnosed with any childhood communicable disease such as, but not limited to, chicken pox, measles, mumps, etc., he/she must present a statement of health from the attending physician or public health department prior to being admitted back to class.

## **7.4 Emergency Drills**

VBS performs basic emergency drills on a regular basis. Drills are conducted for possible emergency situations such as fire or tornadoes and results are reported to the proper authorities.

## **7.5 Inclement Weather**

VBS normally operates under the same conditions as the Walton County School System in regard to school closings because of inclement weather. Please listen to WSB Radio/TV for information. If VBS is not listed on WSB-TV, then follow what is listed for Walton County Schools. The school's Facebook page will also be updated and a Parent Alert will be sent out.

In the event of an on-campus emergency at VBS during school hours, parents will be notified by school personnel regarding early release or school closings.

## **7.6 Medication**

The VBS office must be informed as to any and all significant and/or long-term medications taken by any student. No medications such as aspirin, vitamins, etc. are to be kept by the student. The only exception will be that middle and high school students may keep inhalers and diabetes treatments on them, but a Authorization for Medication form should still be on file in the school office. If it is necessary for a student to take medication during the school day, it must be sent to the school office along with an Authorization for Medication Form filled out by the parent or guardian. Medicines should be sent in the original container. No medication will be provided by VBS except for minor first aid such as band-aids and topical ointments.

## **7.7 Sickness/Personal Habits**

Please do not send a child to school sick. This includes a fever (100.5), runny noses that are not clear, and/or persistent coughing. Following any type of contagious illness, vomiting or diarrhea, keep the child at home for 24 hours after all symptoms and fever are gone. If exhibiting any possible signs of COVID-19, the child should remain at home. If a child becomes sick at school, we will notify parents. We will take the child's temperature but we cannot dispense any oral medications to the child. In the event of a medical emergency, emergency medical help will be called and parents will be immediately contacted. If parents cannot be reached, we will call the number listed as the emergency contact.

Students with head lice or lice nits must be removed from contact with other students until properly treated. Parents will need to treat their child with a head lice shampoo and remove the lice nits (eggs) from the hair by combing them out. Students will need to have a note from a pediatrician or health department clearing them to return to school.

The school staff has been trained and certified in infant and child CPR and first aid.

## **8. EXTRA-CURRICULAR ACTIVITIES**

I Corinthians 10:31: "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God." All extracurricular activities are undertaken with the ultimate goal of glorifying God. Our primary aim is to develop the areas of Christian character and sportsmanship, which will result in a sound witness and testimony for our Lord. Students are

expected to be faithful in demonstrating Christian character and performing to their very best ability. Students, parents, and coaches are expected to always exhibit an attitude of kindness, courtesy, and respect to officials and opposing teams.

Students must maintain academic eligibility to participate in fine arts or athletics. Students must maintain at least a 2.0 average (“C”) on a 4.0 scale and have a passing grade in all subjects. Students who do not maintain at least a 2.0 average and have a passing grade in all subjects on any three week grade check, progress report, or report card are placed on academic probation and will be ineligible for competition in all games or contests until the next three week grade check. Students must receive a grade report with a 2.0 average and a passing grade with all subjects to be removed from academic probation. Grades will be checked every three weeks to determine academic eligibility.

The administrator and athletic director will review progress reports and report cards. If any student becomes academically ineligible, they will notify coaches, parents, and students.

Students who are deemed ineligible after practice or games begin will not be able to compete but must be at all practices and athletes must sit with the team at home games. Athletes will not attend away games with the team in order to devote more time to restoring academic eligibility.

If a student is not able to participate or finish the sport or activity due to academic ineligibility or conduct, no refund will be given on fees paid or uniforms that are purchased. All fees must be paid when they are due.

Extra-curricular participation at Victory is a privilege, not a right. All students must maintain the highest standard of conduct and character. School conduct requirements must be met in order to participate in any

extracurricular activity. The student's conduct grade must be a 3.0 ("B") or above. Conduct grades below a "B" will place the student on a conduct probation.

The administration reserves the right to suspend or remove from a team or activity any student who is not in compliance with the behavioral guidelines of the school. The administration also reserves the right to limit student participation in any event, sport, or other school-related activity, including clubs and student organizations, if in the administration's judgment, it is deemed to be in the best interest of any individual student.

Students who display a poor attitude or poor sportsmanship, are unsupportive of their teammates, or are not submissive to the authority of the coach, may be disqualified from participating on the team, even though they may be academically eligible. The following behavior will result in disciplinary action:

- Arguing with coaches, players, or referees
- Fighting or other unnecessary aggression
- Foul language
- Any other behavior that is deemed inappropriate by coaches or the VBS administration

Disciplinary action may result in probation, missing games or events, and in extreme cases, removal from the team or activity. Students who are placed on probation (academic or conduct) for two consecutive three week grade checks will be ineligible to remain on the team.

## **8.1 Fine Arts**

As a member of the Georgia Association of Christian Schools, VBS is able to offer the opportunity for our students to participate in the GACS Fine Arts Competition. The divisions are: junior high for sixth through

eighth grades, and senior high for ninth through twelfth grades. Participation is voluntary but strongly encouraged. Participation consists of time commitments, fees, and certain dress requirements. Parents will be notified in advance of all requirements before students will be allowed to participate.

## **8.2 Sports**

There are several opportunities for upper elementary and middle/high school students to participate in the athletic program at Victory Baptist School. Sports offered are volleyball, softball, and cheerleading for girls, basketball for boys and girls, and football and baseball for boys.

## **8.3 Mascot**

Our mascot is the Warrior. We are training young people to become “warriors” for the Lord. We want them to be prepared to be a warrior for the Lord in whatever capacity God may choose, whether in a vocation or in full-time ministry.

Our school colors are maroon, black, and silver.

# **9. GENERAL INFORMATION**

## **9.1 Accreditation**

Victory Baptist School is a member of the Georgia Association of Christian Schools (GACS) and the American Association of Christian

Schools (AACSB). The GACS is a founding member of the Georgia Private School Accreditation Council (GAPSAC) which is an association of accrediting organizations guided by a Board of Directors.

Victory Baptist School has achieved Full Accreditation with the Georgia Association of Christian Schools under the Georgia Private School Accreditation Council.

The Georgia Board of Education has approved GAPSAC, and all schools fully accredited by the GACS are entitled to benefits, including transfer of grades and credits to public schools, on the same basis as students from public schools. No additional tests over and above those required by public school students will have to be taken by students from Victory Baptist School.

The Georgia Board of Regents has approved graduates from fully accredited GACS schools for entrance to colleges of the University System of Georgia (USG). However, individual colleges of the USG may place additional requirements, over and above those required for graduation by the Georgia Board of Education, on all students (from both public and private schools) applying to a particular college.

Graduates of schools which are fully accredited by the GACS are eligible for HOPE Scholarships on the same basis as are graduates from public schools in Georgia.

All full-time faculty members above preschool are college graduates and certified by the GACS. For professional enrichment, additional professional instruction is made available to our faculty, a number of whom possess advanced degrees.

## **9.2 Achievement Tests**

Each spring, VBS administers standardized achievement tests to students in middle-high school. Since standardized testing services do not allow for “makeup” testing, parents are requested to have students present during this special evaluation time. A copy of the test results will be sent home to parents. Please consult the annual school calendar for these scheduled dates.

Students in the 10th and 11th grades will take the PSAT test in the fall. Students will also be required to take either the SAT or ACT at least once before graduating. When registering for the SAT or ACT, you will be asked for a high school code (also known as a CEEB code). The high school code for Victory Baptist School is 111871.

## **9.3 Bring Your Own Device Program**

Victory Baptist School students in ninth grade and above are required to bring to school their own iPads or laptops to be used in selected classes under the supervision of their teachers. This program, known as the Bring Your Own Device (BYOD) Program, is intended to maximize the educational potential of current technologies while ensuring the safety and privacy of the students and staff. These students and the parents/guardians of these students must read the BYOD Policy and sign the BYOD Agreement (located on ParentsWeb and in the school office).

Any students taking AP or dual enrollment classes should provide their own devices in order to complete required coursework. They should also provide their own listening devices (i.e. earbuds).

## **9.4 Change of Address or Phone Number**

Please inform the school office promptly of any change of address, telephone number, or other contact information.

## **9.5 Chapel**

Middle-high school students will have chapel one day per week. (We have daily Bible lessons in all of our classes). Students are not allowed to use electronic devices in place of their Bibles for chapel. Parents are always welcome to attend chapel services.

## **9.6 Child Custody**

The intent of VBS is to abide by existing limitation regarding parental child custody. Custody disputes which create disharmony or disruption in the school routine may result in a student being asked to withdraw by the administration.

## **9.7 Class Assignment Request**

Since VBS has retained many experienced instructors and since classroom procedures are regulated and coordinated by administrators, the school reminds parents that they should not request specific teachers for their children.

## **9.8 Community Service Hours**

The purpose of VBS is that our students and staff would glorify God through a personal relationship with Jesus Christ and by following

Christ's example of serving others: our families, our churches, our community, and the world. Beginning in 9th grade, students are required to serve community service hours:

- 9th grade-10 hours
- 10th grade-15 hours
- 11th grade-20 hours
- 12th grade-25 hours

Senior High Honor Society Members are required to complete 2 extra community service hours:

- 9th grade-12 hours
- 10th grade-17 hours
- 11th grade-22 hours
- 12th grade-27 hours

Community service hours will be served through school-sponsored activities as well as through individual service. Forms are available in the school office. Students should turn the completed forms into the office so a record can be kept of hours served.

## **9.9 Concussion Management and Return to Play Policy**

The well-being of each Student Athlete is of paramount importance to Victory Baptist School. Prior to the beginning of each athletic season at Victory Baptist School, the school will provide the "Victory Baptist School Concussion Information Sheet" (VBSCIS) to the parents of every Student Athlete which informs them of the nature and risk of concussion and head injury along with the actions to be taken by the school to minimize the risks and effects of concussions and head injuries. Victory Baptist School will maintain a copy of the VBSCIS signed by each

Student Athlete's parent(s) or legal guardian(s) for that school year. The full policy and signature form is located in the school office.

### **9.10 Deference**

We respectfully request that, out of deference to school personnel (both administrative and faculty), parents and students please refrain from contacting these persons about school-related matters on the Lord's Day, Wednesday evening prayer services, or during school-related extracurricular activities. In order to exhibit honor and sensitivity for personnel, the school requests that parents minimize calls to faculty/staff homes. Phone calls during regular business hours are welcome and will be returned as soon as possible.

### **9.11 Dress Code**

As a Christian school, we desire our families and overall ministry to reflect "Christ-likeness." This includes our dress standards. We ask that parents and visitors to our school follow our example while on school property.

When parents come to campus to pick up their children early, we ask that ladies not wear short-shorts, tops with bare midriff or back, or strapless tops. We ask that men wear shirts and long shorts or pants.

All clothing, book bags, lunch boxes, or any other items students in middle-high school bring or wear to school should be generic in nature, such as stripes, flowers, etc. These items should not contain logos or wording that are demeaning to Christian or moral values. "Pop stars" or other worldly characters are not allowed. Jewelry should also follow

these guidelines. Boys are not allowed to wear jewelry except for watches and medical alert bracelets. Jewelry for girls should not be excessive and girls may wear no more than two sets of small earrings. Earrings may only be worn in ears. Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

### Middle-High School Girls

All girls are required to wear the VBS school uniform each day. The uniforms include a logoed polo, skirt, and uniform pants. Undershirts are required under the white polo. Undergarments that can be seen are not permitted. The length of the skirt or skort, including slits, should come to the top of the knee (all the way around) and should be modest when sitting. The uniform pants should be loose-fitting.

Knee socks, tights, or leggings (not athletic) may be worn but must be solid burgundy, gray, black, or white in color. No-show socks may be any color. Tennis shoes or other shoes may be any color and should be closed toed. If lace-up, tennis shoes must be worn with laces in the shoes and tied. Students may wear sandals with a back strap.

Young ladies in 6th grade and above may wear minimal, conservative make-up. Jewelry and nail polish must also be minimal and conservative. Fads or excesses in hairstyles and colors are not permitted, including hair extensions and inappropriate coloration. Tattoos are not allowed (temporary or permanent).

## Middle-High School Boys

All boys are required to wear the VBS school uniform each day. The uniforms include a logoed polo and long pants (skinny or cargo style pants are not permitted). Shirts must be worn tucked in with a black or brown belt. Only short-sleeved white t-shirts with no writing may be worn under uniform shirts.

Crew or knee socks may be worn but must be solid burgundy, gray, black, or white in color. Tennis shoes or other shoes may be any color and should be closed toed. If lace-up, tennis shoes must be worn with laces in the shoes and tied. Sandals, flip-flops, Crocs, or other open toe or backless shoes are not allowed. Socks are required.

Hair should be cut in a traditional, masculine style with hair off the ears, off the collar, above the eyebrows, and evenly tapered all around. Fads or excess in hairstyles or colors (including shaven heads, punk, bowl, and razor designed cuts) are not permitted. Sideburns may not be worn lower than the middle of the ear. Young men should be clean-shaven at all times. Boys are not allowed to wear jewelry except watches and medical alert bracelets. Tattoos are not allowed (temporary or permanent).

## Casual Day

Occasionally, students are allowed to wear clothing other than uniforms. On those days, students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of VBS. Blouses or tops should have modest necklines and should cover backs and shoulders (no spaghetti straps, halter tops, etc.). Undergarments that can be seen are not permitted. Girls must wear skirts that meet uniform skirt guidelines and

boys are not allowed to wear “skinny” jeans. Sweatpants are not allowed. All students should follow the guidelines listed in the uniform requirements for shoes, socks, jewelry, hair, etc.

### Extracurricular Activities

If shorts are worn to athletic events or other school-sponsored events, they should be long shorts and should not be tight fitting material. Girls may wear modest, loose-fitting capris or slacks. **No “skinny” or tight fitting jeans are allowed for boys or girls.**

### Formal Event Dress Code (Junior-Senior)

Students will be required to sign and return a Dress Code Agreement in order to purchase a ticket to the event. Upon receiving the D.C. Agreement, the administration reserves the right to ask a student to leave the event and change before returning if the dress code has not been followed. Female students will be asked to have their dress approved before the event.

### Outerwear

School spirit hoodies or jackets may be worn all day. For 6th grade students and above, only VBS hoodies or jackets with the VBS logo may be worn all day. **All other outerwear must be taken off upon arrival to school.**

### Spirit Wear

All students may wear spirit wear on Fridays. Spirit wear shirts and sweatshirts are sold through the school. Boys may wear either uniform

pants or jeans but jeans must be in good condition without frays and holes. Girls may wear uniform skirts, uniform pants, jean skirts, a solid khaki skirt, or a solid black skirt. Skirts may not have a slit. Slits may be sewn closed or covered with additional fabric. All students should follow the guidelines listed in the uniform requirements for shoes, socks, etc. Students who do not choose to participate in spirit wear should wear uniforms.

## **9.12 Electronic Devices/Acceptable Use of Technology**

Subject aids such as calculators are not used for schoolwork unless the classroom teacher has given permission for their use. The Bring Your Own Device (BYOD) Program (see appendix) allows only students in the ninth grade and above to use laptop computers or iPads. They are for classroom use only. Middle school students will sign an Acceptable Use of Technology agreement for their usage of the school computers. Students are not allowed to use electronic devices in place of their Bibles for chapel.

Students are not allowed to use cell phones, iPads, or other electronic devices/games while at school unless they are being used for the classroom and under the direct supervision of a faculty member. They should only be used to communicate with parents with permission of and under supervision of a faculty member whether at school or on away games or overnight trips. Parents who need to contact their children while at school should call the school office and leave a message for the student. Contacting the student directly via cell phone or electronic communication will cause the student to violate the cell phone/electronic device policy.

Cell phones may be kept in a student's possession (purse or pocket) as long as the device is turned off and the student is following school policies. Teachers may have a designated location for student phones while in the classroom. Cell phones must be given to teachers when leaving the classroom to go to the restroom.

Students are not permitted to use the internet or camera functions of the device at any time while on the school grounds or participating in a school function, including sporting events, unless permission has been granted by a faculty member. Students should be reminded that posting explicit photos or videos of themselves or another student could constitute a criminal act.

The following consequences will result if these policies are violated:

- First offense – The student will receive a warning from the teacher or administrator.
- Second offense – The student will receive 3 demerits and the device will be confiscated for the remainder of the day.
- Third offense – The student will receive 6 demerits and the device will be confiscated. The student will not be allowed to bring the device back to school for 30 days. Parents will be notified.
- Fourth offense – The student will receive 10 demerits and the device will not be allowed to be brought back to school for the remainder of the school year. Parents will be notified.

VBS assumes no liability for lost or stolen phones or other devices.

### **9.13 Exams**

Students in 7th grade and above have the following semester exams:

7th – English and Math

8th – English, Math, History, and Science

9th-12th – English, Math, History, Science, Spanish and Bible

Although 6th grade does not take exams, they will follow the same exam schedule and will take regular chapter or unit tests during this time.

Students in 9th grade may exempt one exam per semester if the student has a grade of at least a “95” in that subject for the semester. Students in 10th grade may exempt two exams per semester with a grade of “95” in that subject for the semester. Students in 11th grade may exempt three exams and seniors may exempt all exams. Please note that AP, GA Virtual, and Dual Enrollment classes are not included in this exemption.

Nine absences will result in students being required to take the semester exam regardless of the final semester average. **This is a cumulative number that includes both excused and unexcused absences and accumulated tardies.**

## **9.14 Field Trips**

A limited number of field trips will be scheduled for middle-high school students. Scheduling and planning of field trips is the responsibility of the classroom teacher. Students will only be allowed to be transported to and from field trips on school transportation or by their own parents. Parents are usually welcome to come; however, if there is limited space, parents and/or siblings may not be able to attend.

Sixth grade students and above attend a Leadership Camp at the beginning of each school year.

The sixth grade class has an overnight trip to Columbus, Georgia. The trip is scheduled in the spring of each year.

The eighth grade class has a trip to Washington, D.C. This trip is 4-5 days and is scheduled in the spring of each year.

The tenth grade class takes a mission trip each year during second semester. The senior class will have a senior class trip in the spring.

### **9.15 Handbook Cooperation Agreement**

The Handbook Cooperation Agreement **must be signed by the parents and the student and be on record in the school office.** This agreement can be found on ParentsWeb and in the school office. **All students in sixth grade and above are also required to sign the Handbook Cooperation Agreement.**

### **9.16 Honor Society**

Victory Baptist School is a member of the Georgia Association of Christian School Christian Honor Society. There are chapters for Jr. High (7th-8th) and Sr. High (9th-12th). Grade evaluations are based on grades earned beginning in the 7th grade. Character evaluations will be made in the areas of scholarship, leadership, service, honesty, cooperation, responsibility, humility, submissiveness, and consideration. Teachers evaluate students and nominations for induction are made to the administration. Evaluation and inductions are held based on the grades and performance in the preceding semester. In order to remain in good

standing, the minimum 85 average must be maintained. Students whose academic averages fall below the requirement are placed on a watch list and then on inactive status. They are automatically returned to active status the next grading period in which their grades are 85 or better.

Senior High Honor Society Members are required to complete two extra community service hours.

### **9.17 Library**

VBS offers a library facility available for use by students on a regularly scheduled basis.

### **9.18 Music Lessons**

Victory Baptist School offers its students the opportunity to receive private piano lessons. Enrollment space is limited. For those families who enroll in piano lessons, information regarding details of lessons will be given at the beginning of the school year. Fees for these lessons are paid to the school and are in addition to regular school tuition. Usually these fees are not prorated or adjusted when a child discontinues lessons, since enrollment space was granted expecting completion of the course. A book fee may be charged and will vary according to the pace of the individual child's progress.

### **9.19 ParentsWeb**

As a service to the parents, VBS provides a web-based information system called ParentsWeb. This tool is designed to provide information about the assignments for a class and the grades received in a class. The

assignments are subject to adjustment during the week and more detailed assignments are posted as needed. Grades are reported on work completed within a matter of a few days after the completion of the task. Parents are asked to check ParentsWeb weekly for updates, announcements, and school calendar details.

## **9.20 Parent-Student Open House**

There will be an open house for parents and students before school begins to acquaint students with their teachers and classrooms as well as to allow parents to meet the teachers. The dates for these events will be on the annual school calendar.

## **9.21 Parent-Teacher Meetings and Conferences**

There will be scheduled parent-teacher meetings throughout the school year. The dates for these meetings will be on the annual school calendar. If a parent needs to meet with the student's teacher at times other than the scheduled meetings, please contact either the classroom teacher or the school office so that we can schedule a time for you to come in.

## **9.22 Permanent Records**

Office personnel will be instructed to release confidential records only with proper written permission granted by the individual for whom the records exist or their legal guardian.

Should the school cease operation, the permanent files will be housed in the offices of Victory Baptist Church.

### **9.23 Prohibited Articles**

Alcoholic beverages, cigarettes, tobacco-related products, narcotics, prescription drugs (unless kept in the school office), literature of a questionable nature, knives, guns, weapons, and explosives are not permitted on school property.

### **9.24 School Programs**

There will be a high school graduation ceremony at the end of the school year.

The dates of the school programs will be on the annual school calendar. We welcome help from parents who are willing to sew costumes, paint scenery, and prepare refreshments.

### **9.25 Snacks/Lunch**

Middle and high school will need to bring a lunch each day. They may also bring a snack or money for a snack from the vending machines.

We order lunches several times a week from local area restaurants and students may participate if they choose. Lunch ordering is done through ParentsWeb.

### **9.26 Social Functions**

Victory Baptist School will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

## **9.27 Social Media Policy**

Victory Baptist School recognizes the role of social media in today's culture. Although it certainly may be used in very positive ways, social media (Facebook, Twitter, Instagram, etc.) also provides students with temptations to use it in a negative way. The purpose of this policy is to protect students, set school guidelines for appropriate use of social media, and encourage parents to take an active role in their children's usage of social media sites.

Students may not:

- Post inappropriate or threatening messages about or to another student, faculty member, or administrator.
- Post explicit or damaging pictures or videos of themselves or another student or person.
- Use negative or abusive language against the school or employees of the school.
- Use social media to share homework, quiz, or test answers.

If this policy is violated, phones and devices will be confiscated from students and may be examined, including, but not limited to, numbers called, pictures and videos stored, as well as text messages sent and received. Inappropriate materials found will result in disciplinary action.

## **9.28 Solicitation**

The administration and leadership of the ministry prohibits any group or individual solicitation of products or services to our school families through the classroom or internet or to our staff and faculty by contact

through teacher “mailboxes,” internet or other on-campus means. Do not use family phone numbers for solicitation.

## **9.29 Special Church-Related Events**

While school families are always welcome to participate in Victory Baptist Church-sponsored events and activities, occasionally, the church will sponsor a special event or activity and specifically invite participation by school families. On such occasions the school may choose to offer limited incentives to encourage participation; however, such events will be infrequent and principles of deference will be used in endeavoring to produce maximum reasonable benefit with minimum school and family disruption.

## **9.30 Student Accident Insurance**

Victory Baptist School carries student accident insurance which provides coverage on all VBS students for injuries that occur:

- On school grounds during the hours and days that school is in session
- While participating during any type of school recreational or intramural program
- While participating in interscholastic sports (including football)

This is a brief summary of coverage, and only the actual policy contract provisions determine a covered injury. Policy information is located in the school office.

## **9.31 Student Drivers**

Students who drive to school must remember that campus-parking permission is granted through the administration and that on-campus driving is not a right, but a privilege which may be revoked at any time for failure to follow safe driving procedures.

The following rules apply to any student driving on campus:

- Loitering in the parking lot before or after school is not permitted. Students are not allowed to sit in their cars or their friend's cars. Students should enter the school and report to either their first period class or if arriving after school has begun, report to the school office.
- While on campus, students shouldn't play loud music that can be heard outside of the car.
- Reckless behavior in or around cars or reckless driving may result in the student's parking privileges being revoked.
- Students are not to allow other students to ride with them unless it is a sibling or there is written permission from the parents of both passenger and driver on file in the office.
- Students are not to go to their cars during the school day unless they have checked out of school. Access to cars is limited during the school day and the student must have a pass from the school office.

Appropriate application forms and a registration fee of \$20.00 (due each year) must be paid before a student is given permission to drive on campus. A copy of a valid Georgia driver's license, proof of insurance, and the parent's written approval will be needed for student-driver permission. Forms are available in the school office.

Students needing the DDS Certificate of School Enrollment form should notify the office 3 days in advance of when the form is needed.

## **9.32 Textbooks**

The *A Beka Book* and/or *Bob Jones University Press* curriculum, written from a Christian perspective, are predominantly used in all classes. All books and textbooks are the property of Victory Baptist School; however, the safe keeping of assigned books is the responsibility of the individual student to whom they are assigned. Books are required to be covered for the school year. Students who damage or lose assigned books or library books will be responsible to pay for replacements.

All students are required to purchase a King James Bible as part of the required textbooks for school. The print should be large enough to be read without difficulty.

### **9.33 Visitors**

Parents of VBS students are always welcome at the school and should feel free to make an appointment to visit the school and/or the classrooms. Parents or other visitors who come to the school during normal school hours for any reason are asked to go to the school office to sign in. It is not possible for us to be well enough acquainted with all of the parents who have children in our school to recognize them, and we do not allow strangers to be in the building during school hours unless they are escorted. Also, for safety reasons, prospective students will not be able to shadow during the school day.

Friends or former VBS students may visit the school but visitation will be limited to lunch time and this may be restricted during certain peak times (end of the semester, other school vacation days, etc.). Student visitors should obtain permission from the school before visiting. They must check in at the school office before proceeding to the lunchroom. Also, please be reminded that students visiting VBS will be expected to comply with appearance regulations of current students.

## **10. VICTORY BAPTIST SCHOOL POLICY ON BIBLICAL BELIEFS AND MORAL PRINCIPLES**

Victory Baptist School (VBS) is a uniquely religious, non-secular educational institution that seeks to provide an academically-strong Christian education based on a biblically-sound worldview. The philosophy of Victory Baptist School is based on God's Word and is centered on the Lord Jesus Christ, which provides the foundation for every area of our ministry (I Corinthians 3:10-11). We strongly believe in teaching from a Biblical perspective because God's Word is the foundation for all other learning. One of the goals of VBS is to work with parents/guardians within the framework of Holy Scripture (the Bible, the inspired Word of God: II Timothy 3:16, II Peter 1:20-21) to promote Godly character, attitudes, and actions so that students will learn how "that the man of God may be perfect, thoroughly furnished unto all good works" (II Timothy 3:17).

Victory Baptist School believes that the Bible sets forth absolute truth by which Christians are to live. VBS expects and requires that both students and parents/guardians support the school in its distinct mission, purpose, philosophy, goals, and Biblical beliefs. In relying on the teachings of Holy Scripture, VBS believes that the Bible clearly prohibits sexual immorality of any type including, but not limited to, pornography, homosexuality, or any other sexual activity outside the Biblical marriage of one man and one woman (Genesis 2:18-25).

On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle or moral

principles that the school teaches, Victory Baptist School reserves the right, in its sole discretion, to refuse admission to an applicant or, if already enrolled, proceed with appropriate measures, including the withdrawal or dismissal of a current student. This includes, but is not limited to, students or parents/guardians living in, condoning or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or who, in the opinion of the school administration, refuses to support in word or spirit the Biblical, moral principles of the school as stated in its policies or throughout this handbook (Genesis 2:18-25, 19:5, 13, 23-25, 29; Leviticus 18:1-30; Romans 1:26-32; 1 Corinthians 5:1, 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4). All Bible verses mentioned in this policy are given as examples and are not an exhaustive list.