



## VICTORY ACADEMY OCALA NEW STUDENT INFORMATION PACKET

---

### **Victory Academy Admission Evaluation Process**

The first step to enrolling at Victory Academy is to obtain a New Student Information Packet. After reading through the entire packet and signing the agreement that you understand and will comply with our school's Christian mission and philosophy, the next step is to fill out an application. It must be completed and returned to the school office with a non-refundable fee of \$50. We accept Step Up, Gardner, Hope and AAA Scholarships.

The school will send for all your child's student records. If necessary, a date will then be set to administer an entrance evaluation to determine where your child is at academically in comparison to Victory standards. This fee is \$50. Your child's behavior records will also be reviewed. After these evaluation steps are completed, a date will be set for your child to spend an entire day at Victory Academy with the appropriate class to see how he/she will function in our environment.

The next step in the admission evaluation process is to schedule an interview with either the Headmistress or Principal to go over school policies as stated in the Handbook and to have a time for you to ask questions. It will also be discussed at this time if there are any objections to the Christian teaching your child will be receiving. After reviewing the application and all other required items, the Administrative Staff will then make the decision whether or not to admit your child. The Headmistress/Principal will then notify you of their decision. Every new student is placed on a 30 day probationary period while attending class for the final step in the admission evaluation process. If after that time period it has been determined that Victory Academy is not a good fit, then the student will be removed from the roll with no refund given.

# Prospective Parent Letter

Dear Prospective Parent(s) of Victory Academy,

We are pleased that you have shown an interest in our school and would like to take this opportunity to acquaint you with the particular tenets that make our school special and unique. These will include our Mission Statement, Purpose and Philosophy of Education, and Student Handbook.

Victory Academy Ocala, Inc.'s **mission** is to provide a Christian based classical education for children in Jr. Kindergarten through 12th Grade dedicated to nurturing and challenging the whole person; body, mind and spirit to the glory of God. To that end we commit to:

- creating a Christ centered environment for students and faculty alike
- employing teachers who seek to serve, excite and challenge students to think
- teaching students to serve and honor Christ in word and deed
- providing leadership which inspires and empowers the faculty and students to carry out our mission encouraging students to seek their God-given talents and use them for His glory
- associating with like-minded people and ministries who will further Victory Academy's religious purposes and beliefs



“...but grow in the grace and knowledge of our Lord and Savior Jesus Christ, to Him be the glory, both now and to the day of eternity. Amen.” 2 Peter 3:18

## **Parental Responsibility (*Deut 6; Eph. 6:4*)**

God has granted to parents the responsibility and authority for raising their children, including the responsibility of educating them. The heart of this education is the teaching of God's Word, with all areas of knowledge included. Victory Academy Ocala, Inc. seeks to assist parents in this God-given responsibility.

## **Goals for Victory Academy Ocala, Inc. “A Christ-Centered and Classical Education”**

Christ centered – Christian World View: *In all its levels, programs, and teaching, Victory Academy seeks to:*

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17)
- B. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40)
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15)

Classical: *In all levels, programs, and teaching, Victory Academy seeks to:*

- A. Emphasize grammar, dialectic, and rhetoric in all subjects (see definitions below)
- B. Teach subjects as they are integrated into the four periods of history: Ancients, Middle Ages, Renaissance/Reformation, Modern
- C. Encourage every student to develop a love for learning and live up to his academic potential
- D. Teach Latin 3rd-9th grades
- E. Provide an orderly and stimulating atmosphere conducive to the attainment of the above goals

## **Definitions:**

***Grammar: The fundamental rules of each subject; learning the facts, memorization (concrete thinking), “gaining knowledge”***

Grades K-5<sup>th</sup> would find students gathering facts, storing up large amounts of knowledge, dealing with concrete information, learning standards of truth, memorizing lists of basics from each curricular area, and engaging in hands on experiential learning.

***Dialectic: The ordered relationship of the particulars in each subject; how the facts work, the “why” stage (analytical thinking-understanding), “gaining understanding”***

Grades 6<sup>th</sup>-9<sup>th</sup> would find students gathering information into proper relationships, learning to reason, studying formal logic, putting parts together to form the whole, shifting from concrete to analytical, doing cross-curricular projects, discovery, and experiments.

***Rhetoric: How the grammar and logic of each subject may be clearly expressed; writing and speaking with eloquence (abstract thinking-wisdom), “gaining wisdom”***

Grades 10<sup>th</sup>-12<sup>th</sup> would find students using abstract thinking, delving deep into curricular materials, using knowledge and understanding in application to life issues, writing and presenting research. Students should use these methods: essays, oral presentations, debate, defense papers, cross-curricular projects, and written expression.

## **Why use a Classical approach and methodology?**

People with a Christian worldview developed the classical educational system.

The classical approach coheres better with a biblical view of man. Secular educational theory views man as inherently good and, if left to his own devices, will choose the right thing. The classical approach inculcates information, how to think and how to communicate, rather than leaving the students to their own devices to discover their own truth.

The Trivium model of classical education passes the biblical test. The model is comprised of three phases of learning: grammar, dialectic, and rhetoric. These are but new labels for progression in biblical concepts; gaining knowledge, then understanding, and finally wisdom.

The classical Christian methodology acknowledges God as the source of all knowledge. The classical approach establishes Scripture at every point as the foundation on which to build all knowledge.

There are other tenets regarding a Classical approach cited in the Parent/Student Handbook.

We ask that you read our Admissions criteria/standards for evaluating prospective students and our Student Handbook. After reading this letter, Admissions criteria, and Student Handbook and are in agreement with our school’s Christian mission and purpose, please sign on the following page that you agree. The next step is to fill out an application.

In Christ,

*Carey Jones*

Carey Jones  
Headmistress

I have read Victory Academy Ocala, Inc.'s Christian mission and purpose and the Parent/Student Handbook. I understand that my child will be taught in accordance with them. I acknowledge that this education may contradict personal beliefs and family lifestyle choices. I will honor Victory Academy's beliefs even if I disagree with them.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

6th and Up Student \_\_\_\_\_ Date \_\_\_\_\_

**\* Please submit this signed page with the New Student Application. Students applying for grades 6th - 8th must review letter, handbook, and Statement of Faith and sign as well. \***



# **PARENT / STUDENT HANDBOOK**

**2024 - 2025**

**Goodness Truth Beauty**

**328 NE 1<sup>st</sup> Avenue, Suite 100  
Ocala, FL 34470**

**352-622-4410**

**[info@victoryacademyocala.com](mailto:info@victoryacademyocala.com) (email)**

**[victoryacademyocala.com](http://victoryacademyocala.com) (website)**

# Table of Contents

<b>MISSION STATEMENT</b> .....	<b>3</b>
<b>VICTORY ACADEMY OCALA STATEMENT OF FAITH</b> .....	<b>4</b>
Statement of the Family .....	5
Goals for Victory Academy .....	5
Christ-Centered- Christian Worldview .....	5
Classical .....	5
Why use a classical approach and methodology to educate our students? .....	5
<b>ADMISSION REQUIREMENTS</b> .....	<b>7</b>
Admission Requirements for the student .....	7
Admission Requirements for the Parents .....	7
Additional Forms and Medications .....	7
<b>ATTENDANCE/TARDY GUIDELINES</b> .....	<b>8</b>
Grievance Policy .....	8
<b>STUDENT CODE OF CONDUCT</b> .....	<b>9</b>
Discipline policy .....	9
Illness Policy .....	10
Field Trip Policy .....	11
Birthday Policy .....	11
School Communication .....	11
Uniform Policy .....	12
<b>FUNDRAISERS</b> .....	<b>13</b>
<b>PARENT TEACHER FELLOWSHIP - PTF</b> .....	<b>14</b>
<b>BEFORECARE AND AFTERCARE</b> .....	<b>14</b>
<b>PARENT COOPERATION AGREEMENT</b> .....	<b>15</b>
<b>STUDENT COSTS FOR 2024-2025 SCHOOL YEAR</b> .....	<b>16</b>
Book Usage/Student Fees .....	16
Supply Fees .....	16
Student Tuition .....	16
BeforeCare/AfterCare .....	16
Logic School Additional Costs .....	17

Victory Academy does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, admission policies, scholarships, athletic programs or other school sponsored events.

Victory Academy is a drug, alcohol, and tobacco free zone. Drugs, alcohol, and tobacco products are prohibited on campus, at all school events on and off campus, including field trips, and the driving to and from all school events. This includes students, parents, other family members, chaperones, and visitors.

## Mission Statement

Victory Academy Ocala's **mission** is to provide a Christian based classical education for children in Jr. Kindergarten through 12th Grade that is dedicated to nurturing and challenging the whole person; body, mind and spirit to the glory of God. To that end we commit to:

- creating a Christ centered environment for students and faculty alike
- employing teachers who seek to serve, excite and challenge students to think
- teaching students to serve and honor Christ in word and deed
- providing leadership which inspires and empowers the faculty and students to carry out our mission encouraging students to seek their God-given talents and use them for His glory
- associating with like-minded people and ministries who will further Victory Academy's religious purposes and beliefs



“...but grow in the grace and knowledge of our Lord and Savior Jesus Christ, to Him be the glory, both now and to the day of eternity. Amen.” 2 Peter 3:18

## VICTORY ACADEMY VICTORY VERSES

### Proverbs 2:6-8 and 1 Corinthians 15:57

For the Lord gives wisdom, and from His mouth come knowledge and understanding. He holds VICTORY in store for the upright, He is a shield to those whose walk is blameless, for He guards the course of the just and protects the way of His faithful ones. But thanks be to God! He gives us the VICTORY through our LORD JESUS CHRIST.

## VICTORY ACADEMY OCALA STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God in its entirety and, therefore, is our final authority in matters of faith and practice. (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent. (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of our Lord Jesus Christ (John 10:33), His virgin birth (Is 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe that faith without works is dead (James 2:17, 26).

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 condemnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God. (Genesis 1:27-28) Rejection of one's biological gender is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man (biological male) and one woman (biological female) in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5, Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18, 22-24, Matthew 19:4-6, Mark 10:6-9, Hebrews 13:4)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20, 1 Corinthians 6:9-10)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31, Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the values of Victory Academy Ocala.

We believe in the sanctity of God-given human life, that it begins at the moment of conception and that it is a violation of God's Sixth Commandment to purposefully and willfully end a life before birth. (Psalm 139:13-16)

We believe that in order to preserve the function and integrity of Victory Academy Ocala, Inc. as part of the local Body of Christ and to provide a biblical role model to Victory Academy Ocala, Inc.'s staff, students, and the community, it is imperative that all persons employed by Victory Academy Ocala in any capacity, or who serve as volunteers, agree to and abide by this Statement on Faith. (Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22)

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe. Victory Academy Ocala, Inc.'s Governing Board of Directors has final interpretive authority regarding the Bible's meaning and application as it relates to Victory Academy Ocala, Inc.'s faith, doctrine, practice, policy, and discipline.



## STATEMENT ON THE FAMILY

### ***Parental Responsibility (Deut 6; Eph. 6:4)***

God has granted to parents the responsibility and authority for raising their children, including the responsibility of educating them. The heart of this education is the teaching of God's Word, with all areas of knowledge included. Victory Academy Ocala, Inc. seeks to assist parents in this God-given responsibility.

## GOALS FOR VICTORY ACADEMY *"A Christ-Centered and Classical Education"*

### CHRIST-CENTERED - CHRISTIAN WORLDVIEW

*In all its levels, programs, and teaching, Victory Academy Ocala seeks to:*

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17)
- B. Provide a clear model of the Biblical Christian life through our staff and board (Matthew 22:37-40)
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15)

### CLASSICAL

*In all levels, programs, and teaching, Victory Academy Ocala seeks to:*

- A. Emphasize grammar, dialectic, and rhetoric in all subjects (see definitions below)
- B. Teach subjects as they are integrated into the four periods of history: Ancients, Middle Ages, Renaissance/Reformation, Modern
- C. Encourage every student to develop a love for learning and live up to his academic potential
- D. Teach Latin 3rd-8th grades
- E. Provide an orderly and stimulating atmosphere conducive to the attainment of the above goals

### ***Definitions:***

***Grammar: The fundamental rules of each subject; learning the facts, memorization (concrete thinking), "gaining knowledge"***

Grades K4 - 5<sup>th</sup> would find students gathering facts, storing up large amounts of knowledge, dealing with concrete information, learning standards of truth, memorizing lists of basics from each curricular area, and engaging in hands on experiential learning.

***Dialectic: The ordered relationship of the particulars in each subject; how the facts work, the "why" stage (analytical thinking-understanding), "gaining understanding"***

Grades 6<sup>th</sup>-8<sup>th</sup> would find students gathering information into proper relationships, learning to reason, studying formal logic, putting parts together to form the whole, shifting from concrete to analytical, doing cross-curricular projects, discovery, and experiments.

***Rhetoric: How the grammar and logic of each subject may be clearly expressed; writing and speaking with eloquence (abstract thinking-wisdom), "gaining wisdom"***

Grades 9<sup>th</sup>-12<sup>th</sup> would find students using abstract thinking, delving deep into curricular materials, using knowledge and understanding in application to life issues, writing and presenting research. Students should use these methods: essays, oral presentations, debate, defense papers, cross-curricular projects, and written expression.

## WHY USE A CLASSICAL APPROACH AND METHODOLOGY TO EDUCATE OUR STUDENTS?

People with a Christian worldview developed the classical educational system.

The classical approach coheres better with a biblical view of man. Secular educational theory views man as inherently good and, if left to his own devices, will choose the right thing. The classical approach inculcates information, how to think and how to communicate, rather than leaving the students to their own devices to discover their own truth.

The Trivium model of classical education passes the biblical test. The model is comprised of three phases of learning: grammar, dialectic, and rhetoric. These are but new labels for progression in biblical concepts; gaining knowledge, then understanding, and finally wisdom.

The classical Christian methodology acknowledges God as the source of all knowledge. The classical approach establishes Scripture at every point as the foundation on which to build all knowledge.

Classical methodology pays close attention to the developmental stages of a child's brain development and intellectual growth to maturity.

Classical methodology capitalizes on the strengths of God's creative work by requiring of a child what he is best equipped to do: memorization-grammar stage; argument-dialectic stage; analysis and expression-rhetoric stage.

Classical methodology is beneficial for students because the meeting of high standards and expectations will build self-respect and develop confidence. Emphasis on character building provides strength and a source of hope for all students.

Classical education's emphasis on mankind's common heritage is far more conducive to racial harmony than multicultural ideologies that segregate people into assorted categories.

The selection of classical is made after much reading, research, and prayer.

Classical education does not permit students to perform below their ability level and gives the instructor the tools to change the "who cares" attitude.

Classical education provides a way for the learner to acquire information, grasp it intellectually, and use it purposefully. It teaches them not to simply learn a subject but how to think.

Present schools who have adopted a classical education approach cite great strides in the academic and cognitive abilities of their students as compared to a modernistic approach.

## ADMISSION REQUIREMENTS

### Admission Procedure for New Students:

- A.** The first step to enroll your child at Victory Academy is to obtain a **New Student Information Packet**. Read through the entire packet and sign the agreement page at the close of the Prospective Parent Letter, stating that you understand and will comply with Victory Academy's Christian mission and philosophy. The next step is to fill out an application. It must be completed and returned to the school office with a non-refundable fee of \$50. We accept Step Up for Students and AAA Scholarships.
- B.** The school will then send for all of your child's student records. If necessary, a date will be set to administer an entrance evaluation to determine where your child is academically in comparison to Victory's standards. The fee is \$50 and paid the day of testing. Your child's behavior records will also be reviewed.
- C.** After these evaluation steps are completed, a date will be set for your child to spend a day or part of a day at Victory Academy (shadow) with the appropriate class to see how he/she will function in our environment. If you are applying after the school year has been completed, your child will need to attend for a day during the Victory/Gifts summer program or be allowed to attend class in the fall for a pre-determined probationary period.
- D.** Next step, an interview will be arranged with the Headmistress/Principal to go over school policies as outlined in the Parent/Student Handbook and allow time for you to ask questions. Also, to be addressed is, if you have any objections to the Christian teaching your child will be receiving.
- E.** After reviewing the application and all other required items, the Administrative Staff, after much prayer, will then make the decision whether or not to admit your child to the Academy. The Headmistress/Principal will then notify you of their decision.
- F.** Every **new** student will have a **30 day probationary period** of attending class for the final step in the admission evaluation process. If during that time period, it has been determined that Victory Academy is not a good fit, for whatever reasons, the student will be removed from the roll with no refund given.

### Additional Admission Requirements for the Student:

- A.** A child must be four years old by August 1<sup>st</sup> and **completely** toilet trained at the time of entering Jr. Kindergarten for K-4.
- B.** A child must be five years old by August 1<sup>st</sup> to begin the fall term in which he would be entering Kindergarten for K5. (Each child will be individually assessed to determine best placement)
- C.** If a child has successfully completed the previous school year and his school work and behavior compare favorably to the comparable grade at Victory Academy, plus he/she fared well on the entrance evaluation if administered, the child will likely be placed in the grade for which he is applying. However, if it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he repeat the previous grade. Final decision is the Victory Administration's.

### Admission Requirements for the Parents:

- A.** Though not required to be Christians, the parents of students attending Victory Academy Ocala, Inc. should have a clear understanding of the biblical philosophy and purpose of Victory Academy Ocala, Inc. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways and the Bible curriculum within the school's program.
- B.** The parents must be willing to cooperate with all the written policies of Victory Academy Ocala. This is most important in the area of discipline (see Discipline Guidelines) and school work standards, and to engage in active communication with the respective teacher(s) and administration.

## ADDITIONAL FORMS and MEDICATIONS

- A.** All students attending Victory Academy Ocala must have on file with the school office, either a current immunization record or an exemption statement according to Florida Code, before entering school in the fall. Standard immunization record forms may be obtained from your child's physician. They must also have a current school physical not over a year old.
- B.** All students attending Victory Academy Ocala must have a birth certificate on file and have completed the Emergency Contact Information (included in application).
- C. Non-Prescription** medicine will only be administered by the **parent/guardian** during the school term. **Prescription** medicine must be accompanied by a **letter** and **prescription** from a licensed doctor and will be administered through the Office by Office personnel. Medicine must be brought to the office by the parent/guardian and kept in the office. No medicine may be brought in by the child in a backpack or otherwise.

## ATTENDANCE/TARDY GUIDELINES

A student enrolled in Victory Academy Ocala is expected to be present and on time to school every day school is in session. Attendance records for all students are kept by the individual classroom teachers and submitted to the office to be reported on the student's report card each quarter. Excessive absences except for illness and family emergencies will be brought to the attention of the principal and a conference may become necessary. If your child will be absent or signed out early, you are to notify the office through GroupMe, via private message. 15 or more unexcused absences in a 90 day period, a student is considered a habitual truant, per Marion County School Board.

Definitions:

1. *Full-day absence*: a day in which a student is absent from school for 3 ½ hours or more
2. *Half-day absence*: a day in which a student is absent from school between 1 and 3 ½ hours
3. *Tardy*: any time a student is not dropped off at school by the time carline closes at 8:15 AM

**4th tardy** – parent contacted by the office

**5th tardy** and all **subsequent tardy days during that quarter**, the child will not be admitted to class and the parent will be responsible for his/her child that day – NO EXCEPTIONS.

Tardiness creates difficulties for the classroom teachers as instruction begins at 8:15. Carline is open from 8:00 to 8:15. All students who are tardy must report to the office **with** the adult driving him/her and get **signed in**. The student will then be given an admit slip to class.

## GRIEVANCE POLICY

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Victory Academy Ocala operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

*General Guidelines:*

Victory Academy Ocala will always endeavor to follow the principles of **Matthew 18:15**: "If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church...."

***Classroom/teacher related issues:***

1. All concerns about the classroom must **first** be presented to the teacher by the parent and not to other parents.
2. If the problem is not resolved, the parents may then bring the matter to the administration with the teacher and sometimes the child being present.
3. If the problem is still not resolved, the parents should then appeal the decision to the Victory Academy School Board.

***All non-classroom/teacher related issues:***

1. If the problem does not involve the classroom teacher, the parents are to take the matter to the administration and not to other parents.
2. If the problem is not resolved, the parents should then appeal the decision to the Victory Academy School Board.

Proverbs 11:13 A gossip betrays a confidence, but a trustworthy man keeps a secret. Proverbs 26:20 "Without wood a fire goes out; without gossip a quarrel dies down." Proverbs 26:22 "The words of a gossip are like choice morsels; they go down to a man's inmost parts." **Gossiping** about our grievances only hurt the people concerned, the school, and greatly exacerbates the problem. Please, with God's help refrain from gossiping with others when you have a complaint.

## STUDENT CODE OF CONDUCT

Students are expected to demonstrate basic Christian standards of behavior and conversation as specified in the Bible.

### 1. The Three Pillars of Honoring GOD in All You Do:

#### A. LOVE

**Luke 10:27** Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and love your neighbor as yourself.

**I Corinthians 13:4-8** Love is patient, love is kind. It is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, and always perseveres. Love never fails.

#### B. RESPECT

**I Peter 2:17** Show proper respect to everyone, love the family of believers, and fear God...

**To Teachers:** First time listeners, obedience, words, actions

**To One Another:** Personal space, words, actions

**Self:** Being your best, attitude, appearance

#### C. RESPONSIBILITY

**Luke 12:48** To whom much is given, much shall be required.

**Work:** Homework, classwork, organization, clean desk

**Time:** Use wisely in all areas

2. Chewing gum is not allowed unless special permission is given. Music devices, distracting toys/tools are not allowed on the school grounds unless first cleared by the Administration. Cell phone use is not allowed unless special permission is given by a teacher or administrator. It must be kept in the student's backpack upon arrival and not taken out until back in the vehicle at the end of the school day. If this policy is disobeyed, the phone will be put in the office and parents notified. After 2 repeated offenses, the student will not be allowed to bring the phone to Victory. Absolutely no guns or knives are allowed on school grounds, toy or otherwise.
3. Students are expected to treat the school's materials and facilities with respect and care. This includes all books distributed to the students. Parents will be charged for lost or damaged books and any damage to school property.
4. We believe that teaching students to do their own work and keeping their eyes on their own papers should begin in the Grammar School years. Cheating is unacceptable at Victory Academy and is defined as: plagiarism or copying an answer from another's paper or working with others on an assignment that was intended to be completed individually. It also involves presenting something as yours that was written by someone else.
5. Use of all restrooms and locker rooms will be as follows: Those marked boys/men will only be used by biological males from birth and those marked girls/women will only be used by biological females from birth.
6. Children are not allowed to share food or drinks. Sodas are only allowed on special occasions. Please send in healthy snacks and lunches. Please make sure your child eats breakfast before coming to school. No refrigerator or microwave use unless medically necessary and overseen by staff.

## DISCIPLINE POLICY – A CULTURE OF GRACE

The kind and amount of discipline will be determined by the teachers, and if necessary, the Principal/Dean of Students. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), restorative of fellowship, no lingering of attitudes, swift, and purposeful. Love and forgiveness will be an integral part of the discipline of a student as well as encouragement to make choices that will be honoring to God. Most discipline problems are to be dealt with at the classroom level.

**I. Office visits:** There are five basic behaviors that will automatically necessitate discipline from the Principal/Dean of Students:

1. **Disrespect** shown to any staff member.
2. **Dishonesty** in any situation including lying, cheating, and stealing.
3. **Rebellion** described as outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger or otherwise with the intent to harm the other student(s).
5. **Bullying**, aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort that is physical and/or verbal.
6. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

The Principal/Dean of Students will determine the nature of the discipline and may require restitution, janitorial work, detention, parental attendance during the school day with their student, or other measures consistent with biblical guidelines which may be appropriate. The following procedures will be observed when a student is sent to the office at any time during the course of the school year:

1. The first two times a student is sent to the Principal/Dean for discipline, the student's parents will be contacted immediately afterward by phone and email and given the details of the visit. The parents' assistance and support in averting further problems will be sought. Consequences will be determined by Administration/Staff.
2. The third office visit will be followed by a conference with the student's parents, Principal/Dean, Teacher, and student (if necessary) and may result in a detention or other means of discipline as determined by Administration.
3. Should the student require a fourth office visit, a **two-day suspension** will be imposed on the student. This may be an in school suspension as will be determined by Administration.
4. If a fifth office visit is required, the student may be **expelled** from the school.

**II. Expulsion:** Victory Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student may be expelled.

**III. Serious Misconduct:** Should a student commit an act with such serious consequences that the principal deems it necessary, the office-visit process may be bypassed and **suspension or expulsion** imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

**IV. Re-admittance:** Should the expelled student desire to be re-admitted to Victory Academy at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.

**V. Re-enrollment:** At the discretion of the principal, a student may not be accepted for re-enrollment for the coming school year. Should this be necessary, a meeting will be arranged with the parents to let them know the reason(s). Refusal to re-enroll is not equivalent to suspension or expulsion. Therefore, if the reasons for non-acceptance are rectified, the Headmistress/Principal may allow immediate re-admittance.

## ILLNESS POLICY

**Colds:** Please keep your child at home if he has a fever over 100.4 degrees or is experiencing discomfort that would interfere with his ability to perform in school (i.e. uncontrollable coughing, severe lack of energy).

**Fever:** The child should remain at home with a fever over 100.4 degrees. The child can return to school after he has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin)

**Diarrhea/Vomiting:** A child with diarrhea and / or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

**Conjunctivitis (pink-eye):** Follow your doctor's advice for returning to school.

**Infectious Skin Disease:** A student should remain home until the skin disease has cleared up and a doctor note has been provided giving the student permission to return. Any open or oozing sores must be kept covered at all times.

**Lice:** A student should remain at home until all lice and nits are gone. School staff will recheck when the student returns.

I hereby release and agree to hold Victory Academy Ocala harmless from, and waive on behalf of myself and my child all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the school, or that may otherwise arise in any way in connection with any services received from Victory Academy Ocala. This liability waiver and release extends to the school together with all administration, teachers and staff.

## FIELD TRIP POLICY

All K4 and K5 students will need to have a parent, family member, or guardian accompany them on all field trips. Some field trips may require all parents to attend with their child. No siblings are allowed on field trips unless it is an all school/all family field trip.

1. All children need to be in their own seat and wearing a seat belt as required by law.
2. When required, all children need to be in an appropriate car seat.
3. Travel from school and to the event and including the return trip must be done without any extra stops unless an emergency presents itself or previously approved by the Administration
4. Speed limits must be observed at all times.
5. Absolutely no texting is allowed while driving your vehicle as required by law.
6. In the event that it becomes necessary for you to talk on your cell phone, pull over at a safe place to do so. Please, no talking on cell phones while driving.

### Logic School Annual Trip (6th - 8th)

1. Any student behind in **tuition/fees** will **not** be allowed to attend unless the account is paid current.
2. Any student who is failing and not willing to improve grades will not be eligible to attend.
3. Only parents/guardians, not siblings are allowed to go on trips unless a special exception is made per Administration.
4. All students going on the trip must participate in the trip fundraisers.

## BIRTHDAY POLICY

Every child may bring a treat for the entire class on their birthday. If planning a party away from school, please invite the entire class and not just some to avoid hurt feelings. Gender specific parties should include all boys or all girls. We are building community and relationships at Victory. Please help us do this by following these guidelines. No one likes to be left out.

## SCHOOL COMMUNICATION

GroupMe, SchoolCues, and Facebook are the vehicles that Victory Academy uses for all Classroom and Schoolwide communication. Classroom teachers will use GroupMe and SchoolCues and the Administration will use those as well as the Victory Facebook. All parents are asked to check each one daily to be kept abreast of all school and classroom activities and updates. Parents should use these mediums to communicate your needs to the classroom teacher and Administration.

## VICTORY ACADEMY UNIFORM POLICY

Our uniform policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process.

Our goal is to honor God in all we do. The uniform code addresses security. On field trips, it aids teachers in keeping track of everyone. On the playground or in the school, teachers and staff can clearly identify students from outsiders.

Students will wear clothing according to their God – given biological gender.

Students are expected to be in uniform while on campus unless otherwise specified by the administration. The administration is responsible for the interpretation of the policy, and the enforcement of the policy is the responsibility of parents, administration, and staff. All clothing must be presentable: clean, no holes, or excessive wrinkles. Make sure your child's name is on all outerwear and ties. Please refer to the Lands' End Catalogs for our specific school dress code. The Grammar School will use the Eagle logo (K4 - 5th) and the Logic School (6th and up) will use the VA logo.

### GIRLS

**Chapel:** Dress uniform must be worn on Chapel days and must reflect the following:

- school plaid, navy or khaki jumper or dress skirt **mid-thigh or longer**
- white, light blue, light yellow collared dress blouse (long/short sleeves) with logo
- school plaid or navy cross-tie (from Lands' End only) for K4 - 5<sup>th</sup> grades
- girls 6<sup>th</sup> grade and up do not wear cross-ties
- for cold days - navy blazer or sweater
- all shirts must be tucked in during the day
- tights worn under skirts/jumpers must be solid navy, black, or white.

**Daily Wear:**

- polo or collared shirt/blouse with logo, color of choice
- dresses, shorts, skorts, pants, skirts, jumpers, school plaid, navy, khaki, black, or gray
- shorts, skorts, skirts, dresses and jumpers must be **mid-thigh or longer - no exceptions**
- all shirts must be tucked in during the day unless designed to wear out
- all clothing with belt loops must be worn with a belt
- nice jeans may be worn on very cold days – 45 degrees or colder but NOT on Chapel days
- tights or leggings worn under skorts, skirts, jumpers, dresses (mid-thigh or longer)- **solid** colors (your choice)

### BOYS

**Chapel:** Dress uniform must be worn on Chapel days and must reflect the following:

- navy, khaki, black, or gray **long** pants
- white, light blue or light yellow dress shirt (long/short sleeves) with logo must be tucked in
- K4 - 5<sup>th</sup> school plaid or navy Velcro ties (from Lands' End only)
- Logic School (6<sup>th</sup> – 8<sup>th</sup>) navy and yellow wide striped tie (purchased from Victory Academy only)
- for cold days - navy blazer or sweater
- all shirts must be tucked in during the day
- belts worn with pants having belt loops
- socks required

**Daily Wear:**

- polo or collared shirt with logo, color of choice
- all shirts must be tucked in during the day
- uniform style pants/shorts in navy, khaki, black, or gray (**no** cargo or sweat pants)
- belts worn with all pants having belt loops (K4, K5, and 1<sup>st</sup> Grade are exempt)
- nice jeans may be worn on very cold days – 45 degrees or colder but NOT on Chapel days

**DRESS TO EXPRESS:** This occurs once a week, usually on Fridays. Children are allowed to wear **school appropriate** clothing that is not a uniform.

**For girls:** skorts, shorts, skirts, tunics (long shirts), and dresses must be **mid-thigh** or longer. Clothing must be modest (**no** tank tops or similar, no blouses showing cleavage). Solid color leggings or tights may be worn under clothing that is **mid-thigh or longer**. Clothing must be neat, not interfere with regular school activities, and not call undue attention to themselves. Graphics on shirts must be Christ honoring.

**For boys:** shirts must have sleeves, leggings must be a solid color. Clothing must be neat, not interfere with regular school activities, and not call undue attention to themselves. Graphics on shirts must be Christ honoring.



**5<sup>th</sup> Grade & Logic School:** It is **mandatory** that all 5<sup>th</sup> grade and Logic school students purchase **PE uniforms ONLY** through Victory at the start of the school year. PE is twice a week so we encourage you to purchase 2. All students must wear a PE uniform during PE unless given special permission from the Administration.

**FURTHER DETAILS AND CLARIFICATION:**

- Shoes must have backs or straps & flat soles (no flip flops or high heels).
- Socks are worn with tennis type shoes and always on Chapel day.
- Hair must be kept trimmed and **out of the student's eyes** with a well-groomed appearance, a **natural** color, and not be a distraction.
- Ear piercings must be on earlobes only. Other piercings are not acceptable.
- No visible tattoos
- The Administration has the final authority regarding interpretation of uniform code.

**POLICY FOR NON-COMPLIANCE OF UNIFORM CODE:**

If your child is not in the proper uniform as specified above and cited in the Lands' End Catalogs for Daily and Chapel Wear, the following procedures will take place:

**For K4 - 4th grades:** For the first two infractions, you will be notified via SchoolCues. For the third and subsequent infractions your child will be sent to the office and you will be notified to bring the appropriate uniform. This is per quarter.

**For 5th - 8th grades:** For the first two infractions, you will be notified via SchoolCues. For the third and subsequent infractions, your child will be given silent lunch and pick up trash during recess. This is per quarter.

**For Dress to Express:** After the first infraction, your child will lose his/her privilege for a month.

## VICTORY ACADEMY FUNDRAISERS

Victory Academy Ocala is dedicated to keeping our tuition cost low. In order to do this and establish a stable financial base in which to operate from, we must have fundraisers throughout the year to meet our budget requirements. We need and require all families to participate in our fundraisers. That being said, here are the possible fundraisers for our upcoming school year:

**Double Goods Popcorn, Candy Grams, Snowball Shop,** and the **Spring Auction** are a few of the Fundraisers held at Victory.

Each family is encouraged to purchase **school photos, yearbooks,** and **Kona Ice slushies** as all of these are fundraisers to help the school as well.

**Other:** There will be other fundraisers during the year which will be announced when determined. Everyone's participation will be needed to make them successful.

Should you decide not to participate in any of the **major fundraisers,** a **\$100 fee** will be assessed per fundraiser and added to your monthly statement.

Thank you for your understanding and support. We are doing our best to keep costs down for you.

## PARENT TEACHER FELLOWSHIP – PTF

Victory Academy is about relationships among all of us! We are one family serving one another as we all serve our Savior, Jesus Christ. **1 Peter 4:10** tells us that, “Each one should use whatever gift he has received to serve others.” We use these gifts at Victory through volunteering/serving at our school. Our goals are the following:

1. To serve as a connection between teachers and parents and provide a venue where the two may interact on issues facing our students.
2. To continually improve and enhance the quality of our school.
3. To develop between teachers and parents united efforts that will secure for our children the highest advantages in physical, mental, social and spiritual education.
4. Assist with school fundraising, classroom projects, teacher appreciation week, and other various events including community service projects.
5. To encourage and stimulate parental participation in the community of Victory Academy.

Each family enrolled at Victory Academy is a member of the PTF and serves with their child’s class. Parents help out in the classrooms, plan events, and coordinate projects. This active involvement ensures the continued excellence of Victory Academy for our students. A minimum of 20 hours per school year is required per family. Your time adds worth to our school. As a way to encourage every family to invest this much appreciated time, we have assessed a value of \$ 25 per hour. Donations of needed supplies or of cash toward special projects may also be part of the 20 hours. Any hours not completed at the end of the school year will be due before year end grades and testing scores are released.

6. The PTF functions under the authority of the Administration and School Board. It is made up of an Executive Committee which includes the teacher and the parent representative for each grade level. All parents participate with their child’s assigned class.

## BEFORECARE AND AFTERCARE

**BeforeCare and Aftercare** are services provided by Victory Academy to assist parents with their **working hours only** and not for any other reasons. BeforeCare starts at 7:30 and ends at 8:00 am. The cost is \$5.00 per morning pre-paid.

**Aftercare A:** 1:15 - 3:00 **SHARP** Cost is \$10 per day or \$90 per month pre-paid.

**AfterCare B:** 1:15 - 5:30 **SHARP** Cost is \$25 per day or \$175 per month pre-paid.

**AfterCare C:** 3:00 - 5:30 **SHARP** Cost is \$25 per day or \$175 per month pre-paid.

If you arrive after 5:30 pm more than 2 times, you will not be allowed to continue this service. If payments are not kept current each month, you will not be allowed to continue this service until the account is brought current.

## PARENT COOPERATION AGREEMENT

**As a parent/guardian of a child attending Victory Academy Ocala, I support the principles listed below:**

1. I fully assent to Victory Academy Ocala teaching and acting according to their stated Statement of Faith, Statement on the Family, and Philosophy of Education.
2. I will support the beliefs, ideals, curriculum, and teaching methodology of Victory Academy Ocala.
3. I will support the discipline policy of the school as stated in the Parent/Student Handbook.
4. I understand that the school, after consultation with parents, has final responsibility for deciding the placement of my child in the proper grade level.
5. I will be financially responsible to pay my **Tuition/fees** by the **1st** of each month and to pay for any lost books or damages caused to school property by my child.
6. If problems regarding my child's education arise, I will discuss matters directly with my child's teacher first, and if not resolved, then the administration; avoiding gossip or negative talk with others. I will attempt to resolve such difficulties in a manner consistent with Biblical principles as stated in **Matthew 18:15-17**.
7. I will support the school and its policies concerning uniform policy, student conduct and all other matters outlined in the Parent/Student Handbook.
8. I will assume my part of the responsibility of my child's education by **1. Supervising assigned homework 2. Keeping regular communication with my child's teacher 3. Daily checking SchoolCues and GroupMe communications 4. Arriving to school and picking up my child on time.**
9. I will impress upon my child that he/she must follow a standard of conduct in accordance with high Christian principles by respecting and obeying willingly those in authority, striving for academic excellence, refraining from dissension, and maintaining high moral standards in words and actions both in and out of school.
10. I will support, to the best of my ability, the various activities of the school including the school fundraisers. I will support Victory Academy through prayer and time, as I am able.
11. Should I decide to withdraw or not enroll my student after fees are paid, I understand that all fees (Application, Book Usage and Supply etc.) are non-refundable knowing that the Academy has established a budget based on enrollment. I understand that the Book Usage and Supply fee do not constitute ownership of books but rather enable my student to use the books for the duration of the school year.
12. I understand that all parents are automatically a part of Victory Academy's **Parent Teacher Fellowship**. This organization exists to enhance our school through fundraisers, special events, and fellowship with other school families. I will support this group to the best of my ability.
13. My family will volunteer 20 hours over the course of the school year. For all hours not donated by May 23<sup>rd</sup>, a \$25 per hour fee will be due before year end grades and scores are released.
14. All families will be assessed a \$150 fee per semester to cover supplies such as paper towels, computer paper, etc. This will be done in August and January. This fee is usually covered by the various scholarships.

## VICTORY ACADEMY STUDENT COSTS FOR 2024-2025

<b>New Student Application Fee:</b>	\$50 (non-refundable)
<b>Re-enrollment Application Fee:</b>	\$50 (non-refundable)

### **STUDENT BOOKS:**

K3/4	Grades	\$300
K5 – 2 <sup>nd</sup>	Grades	\$475
3 <sup>rd</sup> - 5 <sup>th</sup>	Grades	\$500
6 <sup>th</sup> – 8 <sup>th</sup>	Grades	\$550

### **STUDENT TUITION: 10 Months: August 1 – May 1**

K4 5 Day	\$4250 Annual	\$425 Monthly
K5	\$5250 Annual	\$525 Monthly
1st - 5th	\$6250 Annual	\$625 Monthly
6th - 8th	\$7250 Annual	\$725 Monthly

**Classroom/Restroom/Office Supply Fee**            \$150 per semester (August & January)

### **Grammar School Technology Fee**

K5 - 3 <sup>rd</sup>	Grades	\$750
4 <sup>th</sup> - 5 <sup>th</sup>	Grades	\$175

### **Student Testing Fee**

3 <sup>rd</sup> -8 <sup>th</sup>	Grades	\$50
----------------------------------	--------	------

**Student Placement Assessment Fee**            \$50 (if applicable)

**Speech/Language/Reading Therapy Services**    \$45 per session (if applicable)

<b>BeforeCare</b>	7:30 – 8:00	\$5 per day (pre-paid)
<b>AfterCare A</b>	1:15 – 3:00	\$10 per day or \$ 90 per month (pre-paid)
<b>AfterCare B</b>	1:15 – 5:30	\$25 per day or \$175 per month (pre-paid)
<b>AfterCare C</b>	3:00 – 5:30	\$25 per day or \$175 per month (pre-paid)

We will be accepting **STEP UP FOR STUDENTS, Hope, and AAA Scholarship** toward tuition and fees for the coming school year. All tuition and fees not covered by scholarships will be the parents'/guardians' responsibility. You will be required to set up a monthly auto draft (bank, credit/debit) through SchoolCues as part of your registration requirements.

### **ADDITIONAL COSTS:**

Grammar School: There are additional costs throughout the year including but not limited to field trips, t-shirts, class parties, events, etc.

Logic School: There are additional costs throughout the year including but not limited to Camp Catalyst (first week of school), PE uniforms, first Friday lunches, field trips, class party supplies, events, t-shirts, Logic School trip (optional), etc. See the following page for more detail.

### **Disclaimer:**

**The Parent/Student Handbook of Victory Academy Ocala, Inc. does not serve to contractually bind Victory Academy Ocala, Inc. in any way. This handbook is subject to change without notice by Victory Academy Ocala Inc.'s Administration and/or Board.**

## **LOGIC SCHOOL ADDITIONAL COSTS**

There are additional costs for Logic School during the school year that consist of but not limited to the following:

Camp Catalyst – first 3 days of school: \$100 - includes T-shirt, lunch, and miscellaneous other costs

First Friday Lunches (1st Friday of each month): Various

PE Uniforms (5th -8th ): \$24 (ballpark)

Field Trips: Various

Kona Ice: Once a month - \$3.00

Donations for events and school Parties

Logic School Annual Trip (Optional): \$1000-\$1500 - Fundraisers held during the year (student must participate to receive any funds)