

Victory Village Christian Academy

PARENT HANDBOOK



Welcome to Victory Village Christian Academy

In 1970, during their time at Emmanuel Baptist Church of Marion, Kansas, Bill and Carol Cowell expanded their ministry by welcoming teens into their home alongside their own five children. Their desire was to model

God's unconditional love by helping these young people with their needs and by introducing them to the best friend they could ever have — Jesus Christ.

Heart Ministries was incorporated in 1971, and the ministry soon grew beyond their home as others joined them with the same passion to help youth. Victory Village was established in 1972 on 107 acres of rolling sand hills and wooded land between Hutchinson and Burton. A girls' dormitory, school, gymnasium, and chapel were all built — leaving plenty of room for gardens, hiking and running trails, and a picturesque landscape that early workers described as therapeutic in itself.

Numerous lives have been touched through the work of Heart Ministries and its subsidiary, Victory Village Christian Academy. The Academy uses a blend of online curriculum through the APEX Learning System and traditional classroom instruction and interaction. This approach provides each student with a focused and enriching learning environment, helping them reach their full potential. Students are equipped with the skills and tools necessary to pursue higher education or the careers of their choice.

The Academy offers several electives and extracurricular activities, including an athletic program that features volleyball, basketball, and track. Victory Village Christian Academy is licensed by the Kansas State Department of Health and Environment, Division of Family and Children Services. As a choice-of-ministry institution, it does not receive state financial support — giving us the freedom to teach and model Christian principles.

The program and activities at Victory Village revolve around four key buildings: the dormitory where the girls live, the school where they study, the gymnasium where they participate in athletics and extracurricular activities, and the chapel where we gather for praise, worship, and prayer.

Though we are a Christian ministry and everyone is expected to participate in the life of faith, no one is ever forced to believe a specific doctrine, join a church, or make a spiritual commitment against their will. Religious experiences and conversations are deeply personal matters that each person must consider for themselves. Our hope is that students will meet Jesus, form a relationship with Him, and choose to follow Him for the rest of their lives — but it must be voluntary. No one is ever coerced.

Our rules and guidelines are designed to be reasonable and non-legalistic. They are administered lovingly, but with firm consistency. At the same time, many opportunities are given for teens to learn how to make wise, independent decisions. When a delicate balance is maintained between the security of boundaries and the freedom of choice, we believe our young people will grow into responsible, confident adults.

Our rules and guidance are based on three principles: biblical absolutes, general decency, and common sense. Unconditional love, grace, and forgiveness are virtues we strive to model, with the hope that they inspire students to seek a personal relationship with Jesus.

The staff at Victory Village is committed to helping each student develop intellectually, physically, spiritually, and socially — just as Jesus grew in wisdom, stature, and favor with God and man (Luke 2:52). We look forward to getting to know each student, offering help where we can, and seeing every young person begin their journey toward fulfilling their dreams and achieving their God-given potential.

For Jesus and His Kingdom,
The Staff of Victory Village

Introductions

Mission statement.

The Mission statement of Heart Ministries and Victory Village Christian Academy is to serve at the hands and feet of Jesus. Inspired by the Gospel of Jesus Christ, we seek to be healing presence of our students, serving them without charge to their parents, by providing a clean and safe place to live, a good education, nutritious meals, training and life skills, outdoor and indoor activities, sports opportunities to be involved in the ministry of helping others and most important an introduction to Jesus Christ, who will love them for the rest of their lifetime and forever. We affirm the worth and

distinction of each person rejecting and repudiating all prejudice partially and intimidation as God loves all. We call on all our staff and students alike to love each other sincerely, always drive in striving to relate, instruct and correct in a spirit of humility and compassion, building up, encouraging and showing the Spirit of Jesus and all that we do and say.. *Let us therefore make every effort to do what leads to peace and to mutual edification (Romans, 14:19.)*

Contact information

Telephone

School office 620-463-6112.

School fax 620-463-2631.

Dormitory Office. 620-463-6102.

Dormitory student phones. 620-463-3298 (Left) & 620-463-2298 (Right)

Dormitory Cell Phone 620-386-4088

Addresses

US Mail, PO Box 2068, Hutchinson, KS 67504-2068

UPS in Federal Express: 201 S Victory Rd. Burton, Kansas 67020.

Website: victoryvillagechristianacademy.org.

E-mail. victoryvillae.vvca@gmail.com

Driving directions

From Hutchinson.

- ❖ Haven Rd. Turn (east) on Avenue G.
- ❖ Turn (north) on Victory Rd.
- ❖ Victory Village is on the left (west) side of the road (3/8 mile)

From Wichita.

- ❖ Take K -96 to Haven.
- ❖ Turn (north) on Haven Bueller Rd. to Ave G.
- ❖ Turn E on Avenue G.
- ❖ Turn (north) into Victory Rd.
- ❖ Victory Village is on the left (west) side of the road (3/8 mile)

From Newton

- ❖ K US 50 W.
- ❖ Turn (north) on Woodbury Rd. 2 miles West of Burton.
- ❖ Stay on Woodbury Rd. till it merges into Avenue G (West).
- ❖ Turn (north) on Victory Rd.
- ❖ Victory Village is on the left (west) side of the road (3/8 mile)

From McPherson.

- ❖ K-61 to Inman.
- ❖ Exit on Cherokee Rd.
- ❖ Turn left (east) on the exit stop sign
- ❖ Turn left (south) on Main Street towards Buhler
- ❖ Stay straight through Buhler on Buhler Rd.
- ❖ Turn E on Avenue G.
- ❖ Turn (north) on Victory Rd.
- ❖ Victory Village is on the left (west) side of the road (3/8 mile)

1.3 Administration.



Rev. Bill & Carole Cowell

Founders

Bill- Bachelor of Science from Kansas State University Ks, & Master of Divinity – Wheaton College Graduate School. IL

Carole Bachelor of Science in Education from Liberty University, VA



Tish Horton

Executive Director & School Principal

Bachelor of Fine Arts (B.F.A.) Kansas State University



Arianna Valdois

Assistant Director / Assistant Principle

Bachelor of Fine Arts (B.F.A.) Kansas State University

Masters of Teaching English to Speakers of Other Languages (TESOL) , Azusa Pacific University



Ashley Penner

Dorm Director

Bachelors, Fort Hayes State University

DISTINCTIVES

Christian

We shun labels. We're interdenominational, and though we make no apology for our own Christian beliefs, we are still tolerant of those with different persuasions or who represent other religions. Many youths along with the rest of us, are turned off and disillusioned by negative legalistic Christianity and the fighting that often goes on within its ranks. We strive to provide an alternative to this and help youth to see the positive elements in our faith and that true Christianity is following Jesus and having a relationship with him. The Savior in Lord, we

need our worship, prayer and Bible study and teachings on Sunday mornings at 10:30 AM. No one is ever forced to become a Christian, to join a church or believe any certain doctrine. There are opportunities to make such commitments, and many do, but the decision must clearly be left into each individual.

Unconditional love

An important characteristic of Christian belief is that we should practice unconditional love. Students are not only given a second chance, but many times a 3rd, 4th, 5th or more. Victory Village provides a secure, loving Christian refuge and shelter from domestic violence, trauma, peer pressure, and involvement with illegal substances until more resistance is acquired to successfully stand the rigors and pressures of the everyday world. There is freedom to make appropriate choices, but also a reminder that a greater degree of freedom and trust increases one's responsibility to accept the consequences of these choices. We want our staff/facility to develop a personal relationship with each student and to work hard at showing true unconditional Christian like love.

Guidelines and Discipline Philosophy

Our rules and guidelines are based on biblical absolutes, such as the Ten Commandments, as well as standards of general decency and common sense. This is not a lockdown facility, and our rules are not unreasonably rigid or legalistic. A great deal of flexibility is built into our program, allowing for differences in background, personality, and the basic nature of each individual.

We understand that some students respond better to certain methods of discipline than others, and many factors must be considered. Discipline is intended for correction, not punishment. Our staff and faculty recognize that rules and regulations, without the foundation of positive relationships, often lead to resentment and rebellion.

True to the spirit of Heart Ministries, we believe that genuine and lasting behavioral change must come from within, not from external pressure or force. When students demonstrate irresponsibility or immaturity, it is our responsibility to provide appropriate external controls—until they are able to develop inner self-discipline.

As students grow in maturity and demonstrate responsibility, it is our desire to grant them added freedoms. Building positive relationships with students requires time and patience, and our staff is committed to that effort.

We also recognize that youth must be taught that actions have consequences. When necessary, appropriate consequences may include extra chores, temporary loss of privileges (such as cell phone use), or not participating in group outings.

However, there are forms of discipline we will **never** use. These include:

- Corporal punishment
- Derogatory remarks about a student or their family
- Confinement in a locked room
- Withholding food, water, sleep, or access to health needs
- Isolation as punishment

Above all, students must know they are loved unconditionally by all staff and faculty. This foundation of love is essential if we expect them to respond positively and grow in character.

Academic Philosophy and Curriculum

Students who come to us are at different points in their academic journey. Expecting them all to perform at the same level would be both frustrating and unrealistic. At Victory Village Christian Academy, we recognize and respect these differences.

Our core academic curriculum includes math, science, social studies, and English. These subjects are taught through a combination of online learning and traditional teacher-led instruction. Each student is provided with a school-owned laptop to support their learning.

In addition to core subjects, a wide range of required and elective courses is available, also delivered through both structured online platforms and direct classroom instruction. This blended approach allows us to tailor education to each student's needs and learning style while maintaining a high standard of academic excellence.

Financial Integrity and Commitment

The administration of Heart Ministries is committed to the highest degree of financial integrity, ensuring accountability to the State of Kansas, the Internal Revenue Service, and our private donors. As a Christian mission, no young person is ever turned away due to a family's inability or unwillingness to pay expenses. We believe that everyone should have an equal opportunity to receive a fresh start in life, regardless of their current or past circumstances.

Parents are made aware of the costs involved and are encouraged to contribute as much as possible. However, government funds are not used to support the ministry. Instead, we seek contributions from churches, organizations, corporations, and individuals who share our commitment to the moral and spiritual welfare of our youth.

Heart Ministries is a 501(c)(3) organization, and all donations are tax-deductible.

Cooperation with Government Regulatory Agencies

Jesus said, "Give to Caesar the things that are Caesar's, and to God the things that are God's." (Matthew 22:21) The apostle Paul wrote, "Every person is to be subject to the governing authorities. For there is no authority except from God, and those which exist are established by God." (Romans 13:1) The apostle Peter wrote, "Submit yourselves for the Lord's sake to every human institution, whether to a king as the one in authority, or to governors. Honor all people, love the brotherhood, fear God, honor the king." (1 Peter 2:13-17)

Biblical examples show leaders such as Joseph, Moses, Daniel, and others respecting the governments in place where they lived. While we are not supported by state or federal tax money, it remains our responsibility and privilege to cooperate with local, state, and national regulatory agencies.

We are licensed by the Kansas Department of Health and Environment (KDHE) and comply with all regulations, including those set by the Internal Revenue Service. All staff and faculty are required to pass background checks to ensure the safety and well-being of our students, safeguarding them from any form of neglect or abuse.

Our goal is to be the best licensed boarding school possible, not only meeting health and safety requirements but exceeding them. We aim to keep our facilities open to inspection by county and state representatives and to always be inspection ready.

Standards of Conduct

Rules and regulations can often feel stifling and discouraging, so we try to maintain only the necessary guidelines. However, it is clear that a school worth its name must have reasonable expectations and guidelines to follow. At Victory Village Christian Academy, we place a strong emphasis on relationships, aiming for students and staff/faculty to form lasting friendships and genuine connections.

As a Christian school, we are especially passionate about helping each individual cultivate a personal relationship with God through Jesus Christ. We strive not to be unreasonably strict in our requirements, believing that true Christianity is not about following a list of rules, but about nurturing a personal relationship with Jesus Christ.

Drawing from Biblical teachings, we seek to model and encourage the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, humility, and self-control. We also encourage virtues such as morality, obedience, fidelity, Bible reading and study, worship, prayer, serenity, honesty, integrity, good citizenship, friendliness, and trust.

According to the Bible, we oppose behaviors such as drunkenness, lawlessness, sexual perversions, adultery, marital infidelity, sexual relationships outside the lifetime commitment of marriage, jealousy, envy, greed, hatred, fighting, gossip, stealing, lying, idolatry, covetousness, murder, deceit, rebellion, and disobedience.

The Bible teaches us to be gracious and kind towards others, including those who may be different from us. We are not to judge others (Matthew 7:1), and Christian love must always characterize our relationships (Romans 14:13). We must also avoid a critical and unchristian attitude towards other Christian ministries that may have different standards and practices. Furthermore, we are called to be kind and tolerant toward those who do not share our faith in Jesus Christ.

Guidelines for All of Victory Village

The spirit of Heart Ministries is the spirit of Jesus Christ. We seek to follow God's will and methods with respect for both the Bible and the civil laws that govern our society. Jesus was compassionate, understanding, and without condemnation towards others. As the Bible tells us, "For God did not send His Son into the world to condemn the world, but that the world through Him might be saved." (John 3:17). Likewise, it is our desire to show unconditional love towards all.

With students coming from a variety of cultures and family backgrounds, it is important that each person learns to be tolerant of different ideas and demonstrate a non-judgmental, non-condemning spirit.

We desire a relationship of mutual respect between the staff and students of Victory Village. Wholesome and appropriate speech, kindness, and gentleness make for a more pleasant environment for everyone. We ask that everyone avoid arguments, use appropriate language, refrain from using God's name in vain, and avoid criticism, sarcasm, or any other inappropriate speech. Honesty, trust, and dependability are expected of all.

Victory Village Christian Academy is an alcohol, tobacco, and drug-free campus. We encourage a healthy lifestyle that includes proper diet, exercise, and freedom from addictions to drugs, alcohol, and tobacco. Music, books, posters, and games related to the occult, gangs, illegal drugs, or immorality should not be brought to Victory Village Christian Academy.

It is easy for personality clashes and irritations to occur when we live and work together in close proximity. We ask everyone to work hard at showing understanding, appreciation, and respect for each other. Bullying, intimidation, and damaging property or personal possessions will not be tolerated.

Our guidelines for interpersonal relationships are rooted in the following scriptures:

- "Let all bitterness, wrath, anger, clamor, and evil speaking be put away from you, with all malice. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you." (Ephesians 4:31-32)
- "Let the words of my mouth and the meditation of my heart be acceptable in Your sight, O Lord, my strength and my Redeemer." (Psalm 19:14)
- "And whatever you do, in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him." (Colossians 3:17)



Victory Village Christian Academy School

Calendar 2025-2026

- Move in days – Monday August 18th & Tuesday August 19th
- **Director will communicate exact move in day and time with parents**
 - ❖ School Fall Semester Begins Wednesday August 20th @ 8:00 am

Thanksgiving Break – Begins Monday November 24th @ 4:00pm through Sunday November 30th 10:00am

- Dorm Closes Monday November 24th @ 4:00pm
- **ALL STUDENTS MUST BE GONE BY THAT TIME**

Fall Semester Ends/Christmas Break- Begins Thursday December 18th @ 4:00pm through Monday January 12th @ 10:00am

- Dorm Closes Thursday December 18th at 4:00pm
- **ALL STUDENTS MUST BE GONE BY THAT TIME.**

Spring Semester

- Dorm reopens Monday January 12th @ 10:00 am
- ◆ **School Spring Semester Begins Tuesday January 13th @ 8:00 am**

Spring Break – Begins Thursday March 12th @ 4:00 pm through March 23rd @8:00am

- Dorm Closes Thursday March 12th @ 4:00pm
- **ALL STUDENTS MUST BE GONE BY THAT TIME**
- Dorm reopens Sunday March 22nd at 10:00 am

Spring School Semester Ends Thursday April 30th @ 4:00pm

Family Dinner & Recognition Night Friday May 1st @ 5:00pm –

- All Parents are required to attend
- Dorm closes and Student will spend the weekend with family and return Sunday May 3rd. between 4:00 -6:00pm

Field Day Saturday May 2nd 10:00-2:00 PM

- **Family & Student required to attend 10:00-2:00pm**
- **Family and Student Required to attend Graduation 5:00pm**

◆ **Summer School Semester Begins Monday May 4th @ 8:00am**

- **Summer Semester ends Friday June 19th @ 4pm**
 - Dorm Closes June 20th @ 4:00pm
 - **ALL STUDENTS MUST BE GONE BY THAT TIME**

Parent and Student Guidelines for School Calendar and Visits

Parents and students are asked to respect the school calendar. Any adjustments to arrival or departure times (e.g., due to emergencies, delayed flights, etc.) should be cleared with the Dorm Director in advance, preferably via email.

Students are allowed one overnight home visit each month, beginning after the first month of enrollment at Victory Village Christian Academy. Parents are encouraged to visit Victory Village Christian Academy and are welcome to do so.

Parents are also expected to call their daughters frequently during their enrollment at Victory Village Christian Academy. All travel and vacation plans should be made in accordance with the school calendar to the extent possible. We understand that occasionally, a one-day difference may make a significant impact on airfare costs.

Any accommodations, including arrangements for picking up or dropping off students at the airport or bus station, must be cleared well in advance with the Executive Director via email.

*****All outings are departures must be approved the week in advance via e-mail with the Executive Director, or Dorm Director******

Below is a list of local transportation ports within close distance of Victory Village.

- ❖ Mid-Continent Airport in Wichita, (40 miles)
- ❖ Amtrak in Hutchinson, (15 miles)
- ❖ Amtrak in Wichita (40 miles)

*** We do not advise students to ride the bus alone.**

Tardiness and Absenteeism

- The school day begins at 9:00 AM. Being late without an excuse from the dormitory staff will result in a tardy, and students will be disciplined according to the school's tardy policy.
- Classes will begin promptly, with a 5-minute grace period after the scheduled start time. Any tardiness or absenteeism will be addressed by the individual teacher. Consecutive tardies or continued tardiness will be handled by the administration.
- Bathroom use should be limited to between classes or during the five-minute transition break. Any tardiness (except for emergencies) resulting from bathroom use will be subject to discipline.
- Students are not permitted to leave the school building during school hours without permission.
- A bell will mark the end of each class period. A warning bell will sound one minute before each transition, and the tardy bell will signal the start of each class.
- Students will not be allowed access to their lockers during class. All necessary supplies for each class should be gathered or stored during the five-minute transition break.

Cumulative Grades

Any student with a cumulative grade average of 73% or lower (across all classes) will be grounded from all extracurricular activities and will not be permitted to participate in athletic competitions until their grade improves. However, they will still be allowed to participate in athletic practices.

Similarly, a student with 5 or more past-due assignments across all classes, or 2 or more past-due assignments in a single class, will also be considered "cumulatively grounded." All cumulative grounding will result in the same consequences.

Further grounding for other reasons, such as behavioral issues or academic performance, will be determined on an individual basis by the respective teacher, athletic coach, dorm staff, or administration.

Parent Access to Grades

Parents will receive an access code to the online gradebook, allowing them to stay updated on their daughter's academic progress at any time. At the end of each trimester—fall, spring, and possibly summer—parents will receive an official report card.

Parents are welcome to contact the school administration at any point to discuss their daughter's education and academic performance.

- **PE Participation:** Students are required to participate in Physical Education (PE).
- **PE Schedule:** PE takes place during the last 45 minutes of each school day.
- **Appropriate Clothing:** Students are expected to wear appropriate clothing and shoes (athletic shorts and tennis shoes) for PE. Failure to wear appropriate clothing will impact the student's PE grade, which could, in turn, affect their cumulative grade. Victory Village provides athletic clothing for students who do not have any. These provided items must be returned before the student leaves Victory Village Christian Academy.
- **Retrieving Clothing:** Students will not be allowed to return to the dorm before PE to retrieve clothing. If students do not have the appropriate clothing, they will be provided with suitable items to wear, and they will face consequences for not taking responsibility.
- **Storage of Athletic Clothing:** Students are permitted to store their athletic clothing in their assigned lockers at school.
- **Athletic Participation:** While students are not required to participate in sports such as volleyball, basketball, or track, participation is strongly encouraged.

Sports Offered:

- **Volleyball** – Offered in the fall.
- **Basketball** – Offered in the winter.
- **Cross Country** – Potentially offered in the spring (subject to the year and conditions).
- **Soccer** – Potentially offered in the spring (subject to the year and conditions).
- **Track** – Potentially offered in the spring (subject to the year and conditions).

Homework Guidelines

Education is a priority at Victory Village Christian Academy, and all students are expected to strive for their highest potential. While teachers and staff are here to encourage and support students, it ultimately falls to the student to take responsibility for their success.

Most classes at Victory Village Christian Academy require daily homework to be completed outside of regular school hours. If daily work is not finished during school hours, it is the student's responsibility to complete it on time. Any homework that is not completed or turned in on time, according to the individual teacher's standards for each class, will be considered late and labeled as "missing" or "overdue." These missing or overdue assignments may affect the student's cumulative grade, and they will be required to make up the work at a later time.

Cumulative Grounding

All students who are cumulatively grounded due to school-related work should be aware of the following expectations and regulations:

- **Grounded Due to Overdue Work:**
 - Students who are grounded for overdue work are expected to be at the dining room table, working on homework during any "down" hours in the dormitory on weekdays. This includes the time directly after school or athletic practice, through dinner, and after dinner until 8:30 PM.
 - On weekends (Friday and Saturday), students must begin working on homework directly after school or athletic practice until dinner, and after dinner until 8:30 PM.
 - On Saturdays, students will be woken up at 7:00 AM and will work on their homework until 8:00 AM. Afterward, they are responsible for getting ready for the day, eating breakfast, and completing their deep cleaning chores by 10:00 AM. Once chores are

complete, students must return to the dining room table to continue working until mealtimes. After meals, they will return to the dining room table to work until 8:30 PM.

- On Sundays, students will be required to work at the dining room table from 7:00 to 8:00 AM, and then again directly after lunch until dinner, and after dinner until 8:30 PM.
- **Loss of Privileges:**
 - Students grounded for any reason—whether for overdue work or other disciplinary issues—will lose the privilege of dessert, snack box time, and outgoing and incoming phone calls (except for calls from parents) until all required work is completed (as reflected in the online gradebook) or until the disciplinary grounding is completed. Cumulative grounding will be reviewed by the administrator the next school day, while other reasons for grounding will be reviewed by the dorm director.
 - Students who are grounded will also lose the privilege of receiving incoming or outgoing mail until the grounding is no longer in effect.

A diploma from Victory Village Christian Academy represents the completion of required coursework and not just time spent in school. Credits earned from previous secondary education institutions are accepted when official transcripts are provided.

Required Credits:

- **English** – 4 credits
- **Math** – 3 credits
- **Science** – 3 credits
- **Social Studies** – 3 credits
- **Health/Physical Education** – 1 credit
- **Fine Arts** – 1 credit
- **Electives** – 6 credits

Victory Village Christian Academy offers a wide variety of courses that are designed to meet academic requirements and maintain a high standard of performance, consistent with a private Christian school.

In addition to the state-required credits, Victory Village Christian Academy requires all high school students to be enrolled in a Bible class each semester. Furthermore, all students are required to attend daily Chapel sessions and participate in physical education periods.

Regular school attendance and satisfactory academic performance are essential for graduation.

Guidelines for the Dormitory

The dormitory at Victory Village Christian Academy is a home away from home. We strive to maintain an environment that feels like a family residence. For this to work, it is essential that everyone cooperate and contribute to maintaining a positive atmosphere.

The dormitory staff is dedicated to getting to know each student personally and providing support in any way possible. We ask that all students and families respect our efforts to create a safe, clean, and happy living space within the Victory Village dormitory.

Dorm Rules

- **Be Respectful**
- **Obey the First Time**
- **Speaking the Truth in Love**
- **No Female-Female Relationships**

Further details on each of these rules can be found on the following pages.

Things to bring

- One set of bedding for twin size bed, plus a waterproof mattress pad and pillows.(Max 3 pillows)
- Enough clothing for a week.
- Blankets and or quilt or bedspread. (Max 3 blankets including a comforter)
- A small bedside lamp.
- 3 Towels and 3 washcloths. (not to exceed 4 sets)
- Laundry basket
- Makeup and hair products. (parents will need to send more throughout the year)
- Personal hygiene products (parent will need to send more throughout the year)
- Jeans and shorts, including athletic shorts for PE
- Shirts, sweatshirts, sweaters and a rain jacket
- Pajamas or any other acceptable night wear. Robe or sweatpants
- Good clothes for church or dressy occasions.
- Underwear and socks.
- Shoes (including tennis shoes for PE, dress shoes for church and other nice occasions).
- Swimsuit no 2 piece (must be modest or students will be asked to wear a T-shirt over the top)
- Closet shoe hanging holder
- 6 storage cubby boxes (11 inches or smaller)
- Clothes pins
- A travel size. Carry on duffel bag for outings, sporting events and breaks.
- Winter coat
- Water bottle
- Hangers
- Alarm clock
- 2 Rubbermaid storage totes.

Dormitory Storage Guidelines

Students will be sharing a closet with a roommate. Each student is allowed to keep **two Rubbermaid tubs** (18-gallon size, measuring 24" L x 18 ½" W x 15 ¾" H) for storage. Any excess items will be sent home at the possible expense of the parents.

Please note that temperatures in Kansas can range from below 0°F in the winter to over 100°F in the summer. Be mindful when packing for varying weather conditions.

**** You will also receive a school packing list along with other paperwork from the executive director.**

Optional Items to Bring:

- **Pictures**
- **One large poster or picture for the wall** (must be approved by the dormitory director. Anything hung on the walls must be mounted on twine with clothes pins.)
- **Radio, CD player, or Device Specifications**
MP3 players must meet the following criteria:
 - **No Wi-Fi capability,**
 - **No memory card slot or external storage access,**
 - It must be a **basic MP3-only device** with no internet or app functions.
 - New with nothing loaded
- **CDs and books** (must be wholesome; nothing satanic, blasphemous, sexual, drug, or alcohol related.)
- **Photo album**
- **Jewelry**
- **Hobby items, materials, musical instruments, etc.**
- **Cell phone** (There are strict guidelines surrounding cell phone use. Failure to follow these guidelines may result in temporary or permanent loss of privilege.)

At Victory Village Christian Academy (VVCA), we are committed to upholding a Christ-centered environment in all aspects of student life, including music. As such, all music played on campus, in VVCA vehicles, or on personal devices must align with Christian values and promote spiritual growth.

Approved Music Only

Only Christian/Instrumental music is permitted on VVCA premises. This includes music played:

- On the radio,
- From MP3 players or similar devices
- Around campus grounds
- In any VVCA-owned vehicles.

Student MP3 Players

Students who wish to use an MP3 player while at VVCA must adhere to the following guidelines:

1. Christian/Instrumental Music Only

All music on student MP3 players must be Christian/instrumental. Any music not aligning with Christian values is not permitted.

2. MP3 Players Policy

To maintain the integrity of this policy, students will be required to use a designated MP3 player that will be:

- Purchased by family
- Kept at VVCA for the duration of the student's enrollment,
- Not taken home or transferred between home and VVCA

3. Music Loaded by Staff

To ensure all content is appropriate, music will be loaded onto the device by a VVCA staff member only.

4. Device Specifications

MP3 players must meet the following criteria:

- **No Wi-Fi capability,**
- **No memory card slot or external storage access,**
- It must be a **basic MP3-only device** with no internet or app functions.

There are several affordable and compliant options available online.

Compliance

Students found with unapproved devices or music will be subject to disciplinary action, and the device may be confiscated. This policy is in place to maintain a Christ-honoring atmosphere and protect students from inappropriate content.

Electronics:

- All electronic devices that connect to the internet (cell phones, tablets, gaming devices, iPod touches, and DVD players) must be turned in to the dorm office each night at room time. Electronics will be handed out daily after chores and homework are completed.
- Depending on the level of discipline, students may not have access to their devices for various reasons, including discipline levels or timing. This is at the full discretion of the administration at Victory Village Christian Academy.
- If electronics are hidden from staff, they will be permanently confiscated.
- **Landline phones** are available for students to use. Students receive three 15-minute phone calls per day for the first two weeks at Victory Village. All calls must be made in the office, on speakerphone, and will be monitored by dorm staff.
- Parents can request that their daughters be placed on a restricted call list, limiting who is allowed to contact them. Further details can be requested from the Executive Director.

Other Notes:

- Students are encouraged to label all personal items with their name.
- All items will be checked upon arrival, and anything in excess or deemed unacceptable will be sent home (possibly at the parents' expense).
- Victory Village Christian Academy is not responsible for lost, stolen, or damaged items. Students are responsible for the care of their own property.

Care Package Ideas:

- Handwritten notes
- Photos
- Gum or mints (**NO food except for snacks that are sent for the semester**)
- Hygiene products (shampoo, body wash, conditioner, face wash, toothpaste)
- Nail polish
- Lotions
- New shirts
- Water bottles
- Drink mix (e.g., flavored water packets)
- Cash or gift cards for outings
- Puzzles
- Craft materials
- Sticky notes
- Mechanical pencils or refill lead
- Hair ties
- Headbands
- Chapstick
- Sports shoes (seasonal)
- Birthday gifts (if celebrated during their time with us)
- Decorative items for their room
- Stickers
- Journal
- Fun reading books (content must be approved)

Things Not to Bring:

- Illegal items or substances (tobacco, alcohol, illegal drugs)
- Music, books, or games with violent, immoral, or satanic themes
- Glue, scissors, or knives
- Weapons of any kind
- Posters, music, or anything with objectionable content
- Computers, laptops, or tablets
- Booty shorts, shirts that show cleavage, or clothing with inappropriate content
- No Spaghetti strap shirts

Right to Inspection:

Victory Village Christian Academy respects students' privacy; however, the staff and faculty reserve the right to search students' belongings without prior notice for any prohibited items. Items deemed harmful or inappropriate for dormitory or school life may be removed. Victory Village is under no obligation to return prohibited items and may either destroy them or turn them over to law enforcement if they are found to be associated with criminal activity.

Students may keep private journals, which will not be inspected unless there is a health or emergency situation. However, if a private journal is shared with other students, it is no longer considered private and may be read by staff or faculty at any time.

Grounding:

Any student who is grounded due to dormitory restrictions or regulations will be subject to the following stipulations. Additional stipulations may be applied on an individual basis:

- The student will be confined to their room.
- The bathroom and bedroom doors must remain closed. Students are not allowed to sit in the doorway of their room and consider it as being in their room.
- Students are permitted to come out only for meals and must return directly to their room after eating.
- While grounded, students will not have access to snacks, outgoing phone calls, or mail privileges.
- Students will be instructed on when they may come out for medication, or medication may be brought to them depending on the situation. Prayer time may also be restricted, based on the circumstances.

Respect of Property

Students are expected to respect all buildings, furnishings, and property belonging to Victory Village Christian Academy. Destructive behavior, such as slamming doors or hitting walls, is not permitted.

Victory Village was built and is maintained through the generosity of loving, hardworking individuals who gave out of their love for God and their desire to support youth. As such, students are held responsible for any damage they cause to the building, its contents, or the personal property of others. In some cases, they may be required to repair or replace damaged items.

Teamwork

Staff and students are expected to work together as a team to keep both the dormitory and school buildings clean and well-maintained, inside and out. Victory Village Christian Academy must remain clean, attractive, and ready for visitors or inspections at any time.

Each week—usually on weekends—dorm staff and students will participate in a **deep cleaning** of the dormitory. With a good attitude and a spirit of cooperation, this can be a positive and even enjoyable experience for everyone involved.

Student Rooms

- **Furniture & Layout:**
Students may **not rearrange** the furniture in their rooms or add any additional furniture without prior permission.
- **Vents & Windows:**
Nothing may be placed over **floor vents**, as this interferes with heating and air conditioning. Do **not remove curtains** or hang blankets over windows.
- **Wall Decorations:**
Posters and pictures are permitted as long as they are:
 - **Appropriate**
 - **Limited in number**
 - **Approved by the Dormitory Director**All decorations must be hung using **twine and clothespins**. No tacks, tape, or adhesives of any kind are allowed.
If staff find anything deemed inappropriate, students will be asked to remove it, or staff may remove it directly.
- **Writing & Marking:**
Students must **never write** on walls or furniture.
- **Food & Kitchenware:**
 - Only **plain water** in water bottles is allowed in student rooms.
 - **No glasses, plates, bowls, or kitchenware** are allowed in rooms due to state regulations.
 - **Absolutely no food** is permitted in student rooms. Any food found will be confiscated permanently.
 - **Gum and mints** are allowed.
- **Room Access:**
 - Only **assigned roommates** may enter each other's rooms. This is a **safety policy** and will be strictly enforced.
- **Behavior:**
Students must not jump or hang on furniture, whether in their own rooms or elsewhere in the dormitory.

Male Visitors & Male Staff

- **Room Access:**
No male visitors are allowed in any student's room **unless accompanied by a Victory Village staff member**.
- **Room Visitation Rules:**
If any visitor (other than a roommate) is in a student's room, **the door must remain fully open** to the hallway at all times.
- **Guest Visits in the Dorm:**
When guests (visiting groups or individuals) are present in the dormitory:

- **TV use is not allowed**
- Students must remain in the **dining area with guests** for the entire duration of the visit
(This rule does not apply to family visits.)
- **One-on-One with Male Staff or Visitors:**
No male—**other than a student's father**—is permitted to be alone with a student at any time during her enrollment at Victory Village Christian Academy.
- **General Visitors:**
All visitors to the Victory Village campus must be **monitored at all times**.
No one is allowed in student rooms without prior permission and **must be accompanied by a staff member** at all times

At Victory Village Christian Academy (VVCA), students are expected to dress modestly and appropriately at all times, particularly during school hours and church services. Our dress code is designed to reflect respect—for oneself, for others, and for the learning environment.

General Dress Guidelines

To maintain a respectful and distraction-free atmosphere, students are required to adhere to the following standards:

- Pajamas and slippers are permitted only within the dormitory and are not to be worn in public areas.
- **Booty shorts are strictly prohibited.**
- Shorts must be at least fingertip length when arms are relaxed at the sides. If not, spandex shorts must be worn underneath.
- **Shirts with spaghetti straps are not allowed.**
- Tops must not expose cleavage, midriff, undergarments (including bras), or be cropped in any way.
- Jeans and shorts must be free of holes above the knee.
- **If a staff member deems any clothing inappropriate, the student will be required to change immediately.**
- **Swimsuits must be 1 piece (no bikini or 2 piece allows)**

Footwear Requirements

- In accordance with state safety regulations, socks and/or shoes must be worn at all times while indoors.
- When outdoors, students are strongly encouraged to wear shoes or sandals to prevent injuries from rocks, stickers, and other hazards.

Formal and Casual Dress Expectations

For all formal events, including banquets, ceremonies, and special services, the following modesty standards must be observed:

- **Strapless dresses are not permitted.**
- **Spaghetti straps are not allowed.**
- All shoulder straps must be at least three fingers wide.
- Necklines must provide full coverage—no visible cleavage is allowed.
- Open-back dresses are not permitted; backs must be fully covered.
- Dress length must reach at least fingertip length when standing with arms at the sides.

All formal attire must be approved by the Executive Director and/or Dorm Director. Students may be required to change if their outfit does not align with these expectations.

Laundry Guidelines

Each student at Victory Village Christian Academy will be assigned a specific **laundry day**. It is the **student's responsibility** to complete all of their laundry during their assigned time and to stay on schedule so that every student has access to the machines once per week.

General Expectations:

- **Laundry may begin as early as 5:00 AM** on the student's designated laundry day.
- Students must coordinate with others assigned to the same day to ensure that all laundry is completed in a timely manner.
- **Bedding must be prioritized:**
 - Sheets (fitted and flat), pillowcases, and mattress pads must be **washed weekly**.
 - Blankets and comforters must be **washed every other week**.
- Students **must wash bedding first**, then may begin washing clothes afterward.
- **All laundry must be completed and returned to the student's room before prayer time.** Failure to do so will result in consequences.

Special Laundry Needs:

If a student urgently needs to wash something before their assigned day, they must **request special permission** from dormitory staff.

Laundry Procedures:

- Students will receive training from dorm staff on **proper washing and drying techniques**.
- **Do not overload machines**, as clothing will not wash properly and machines may become damaged.
- Clothing must be **promptly removed** from washers and dryers when finished.

Bedding Requirements (per state regulations):

After bedding is washed, students are required to **make their beds properly**. A properly made bed includes:

- A mattress pad
- Clean fitted and flat sheets
- A pillow with a clean pillowcase
- At least one clean blanket

All **laundry must be folded and put away** in its proper place, and beds made by **10:00 PM** on laundry day.

PETS

No personal pets of any kind are allowed at Victory Village Christian Academy.

Victory Village does have a few school-owned animals—including a couple of cats and small pets—for all students to enjoy and help care for as part of the campus experience.

 Important Note:

No pets, including Victory Village animals, are permitted inside any campus buildings.

Only authorized school pets are allowed on the premises, and no additional animals will be permitted under any circumstances.

Outdoor and Indoor Activities

Victory Village Christian Academy offers a variety of fun and engaging **outdoor and indoor activities** for students to enjoy during their free time.

Outdoor Activities:

- Activities such as **walks, runs, and other outdoor games** are regularly available.
- Students may use the **trails on the property** but only **with staff or faculty permission and supervision**.
- For safety reasons:
 - **Students are not allowed to leave the property** or go onto **public roads** without a staff or faculty member accompanying them.

Indoor Activities:

Students also have access to several **indoor recreational options**, including:

- Carpetball table
- Ping pong table
- Craft/Game Room

Activity Supplies:

- **Craft and game supplies provided by the school must remain in designated activity areas** and are **not permitted in student rooms**.
- If a student brings **personal games or supplies**, they must:
 - Be **clearly labeled with their name**
 - Be stored **neatly in their room**

Piercings & Tattoos

Victory Village Christian Academy maintains guidelines regarding body modifications in order to promote safety, cleanliness, and respect for parental authority.

- **Students are not permitted to perform body piercings or tattoos** on themselves or on others at any time while enrolled.
- **Any piercings or tattoos must be done professionally and only with written parental consent and the approval of the Victory Village Executive Director.**
- If any **unauthorized piercings or tattoos** are discovered:
 - The student will be **required to remove** or cover them as directed by staff or administration.
 - Parents will be notified immediately.

This policy exists to ensure student health, safety, and to respect family values and school standards.

Cutting or Dyeing Hair

Victory Village Christian Academy requires that all **haircuts and hair dyeing** be done **only while students are at home on an approved home pass**.

- **No hair cutting or hair dyeing is permitted on campus** or during the time a student is actively attending Victory Village.
- This policy is in place to maintain consistency, avoid distractions, and ensure changes are made under the supervision and approval of parents or guardians.

Students must arrive at Victory Village with an appropriate hairstyle and maintain that style throughout their stay unless changes are made during an authorized home visit.

Hygiene

At Victory Village Christian Academy, we prioritize the health and well-being of all our students. It is essential that each student follows proper hygiene practices to promote personal cleanliness and a respectful environment.

- **Showers:** Students are required to shower daily, including a change of undergarments.
- **Athletic Participation:** If a student participates in athletic activities, they are required to shower **within 24 hours** of their participation to maintain proper hygiene.
- **Shower Chart:** All **Level 1** students will be placed on a shower chart to ensure consistency and accountability in hygiene practices.

Victory Village encourages all students to adopt healthy habits that support their physical and mental well-being.

In-Room & Lights Out

- **In-Room Time:** Students must be in their rooms by **9:00 PM** each evening, Sunday through Saturday.
- **Lights Out:** Lights must be out by **10:00 PM**, Sunday through Saturday, unless specified differently by the Dormitory Director.

- **Roommate Policy:** Students are not allowed to have anyone in their room other than their assigned roommate after **in-room time**. If any student is found in someone else's room during this time, both the student and the individual they were with will be disciplined.
- **Repeated Violations:** If violations of the in-room policy continue, the student's room door may be removed, and further consequences will be applied before in-room time.
- **Mandatory Prayer Time:** There will be a mandatory prayer time each evening. Failure to attend prayer will result in disciplinary action, unless the student is already grounded and unable to attend.

Meals & Snacks

- **Mealtime Expectations:** Mealtimes at Victory Village Christian Academy are a time for good conversation and relationship-building. Students are required to attend all meals in the dining room.
 - **Breakfast:** Served at **7:30 AM**, Monday through Friday. Students must be on time. After prayer, students must remain at the table for at least **5 minutes** before leaving.
 - **Lunch:** Served at **12:00 PM**, Monday through Friday. Students must be on time and stay for at least **15 minutes** after prayer before leaving.
 - **Dinner:** Time varies daily. Students are expected to remain through prayer and any announcements made by staff. Staff will inform students of the expected times and guidelines.
- **Meal Etiquette:** Students are not allowed to share or trade meal items with others. They must finish their main meal before having dessert or leaving the table. Any unfinished portions of the main meal will be saved for the next meal.
- **Snack Times:**
 - **Afternoon Snack:** One snack will be provided after school.
 - **Evening Snack:** One additional snack will be provided after study time, as time permits.

Students must consume all snacks in the **dining room**. Snacks may not be shared or traded. Students are allowed to keep snacks in their personal **snack box**, which must be able to close. Any snacks that do not fit in the box will not be allowed.

- **Earning Snacks:** Snacks for the personal snack box are earned with **points** from the confetti system throughout the week.

Chores

- **Daily Expectations:** Students are responsible for keeping their rooms and bathrooms neat and clean every day, except Sundays. Sunday is designated as a day of rest, and no work (aside from dishwashing) is expected. However, if a student's room is found in disarray by Sunday evening, they must clean it before lights out.
- **Dishwashing:** Students are assigned specific times each week to help with the dishes. They will be instructed on how to properly clean, wash, and put away all dishes and food. Dishwashing is a team effort and is essential for maintaining a clean environment.
- **Other Chores:** All chores must be completed before a student is allowed to participate in other activities or leisure time. There are many tasks involved in keeping the dormitory and school

running smoothly. Therefore, students will be expected to assist with various chores around the grounds, Chapel, school, and dormitory to ensure cleanliness and organization on a daily basis.

- **Failure to Comply:** Refusal or failure to complete daily chores will result in disciplinary action.

Youth Group & Devotions

- **Mandatory Attendance:** Apart from Sunday morning chapel and youth group, students will also have weekly devotion times scheduled in the dormitory during evenings or weekends. These devotion times are mandatory, similar to Sunday services or youth group. Students are expected to attend and remain respectful during these times.
- **Participation:** While students are not required to read aloud or answer questions, they must participate by staying alert and respectful toward others. Full engagement and respectful behavior are expected during these devotion times.
- **One-on-One Bible Study:** Students have the option to request a one-on-one Bible study with one of the staff members. This will be assigned by the Dormitory Director once a student expresses interest. Participation is optional and does not affect their participation in other programs.
- **Service Projects:** Service projects are an integral part of the Victory Village experience. All students are expected to be present and involved in each service project unless they are under strict discipline for a specific reason. Participation in these service projects is an important part of their spiritual growth and community involvement.

Relationships, Dating, and Sexuality

At Victory Village Christian Academy, one of our core beliefs is that all people are created in the image of God. Understanding the significance of this truth is essential, especially when it comes to a young person's understanding of sexuality. We are committed to providing a safe and supportive environment where every student is respected and valued, regardless of their feelings or experiences related to sexual orientation. While no one is condemned or judged for their feelings, we are dedicated to helping students develop a proper understanding of sexuality based on biblical principles.

The Bible teaches that God created male and female, and that the purpose of marriage is the union of one man and one woman, designed to bear children and remain together ideally until death. Although sin has marred this ideal, resulting in issues like divorce and the breakdown of traditional marriage, we still hold to God's original design as an attainable ideal.

We hope our students will look forward to the time when they meet the person God has intended for them to marry and begin preparing themselves for this future. A crucial part of this preparation is developing a healthy understanding of sexuality and the importance of waiting until marriage for its full expression.

Though some may disagree, Victory Village believes that same-sex relationships are not part of God's intended design. Therefore, we have a **no female-to-female relationship policy**. It's important to note that experiencing attractions to someone of the same sex doesn't necessarily indicate that a person is homosexual, lesbian, or bisexual. These feelings might arise due to

admiration, cultural influences, or past experiences, but it is important that students understand that these feelings are not an excuse for acting on them in a romantic or sexual way.

We ask that no student engage in promoting “gay pride” or any form of LGBTQ+ culture through posters, clothing, or other expressions. Additionally, students may not engage in physical acts such as sleeping together in the same bed or touching each other for the purpose of sexual gratification.

As for interactions with boys, students may not have one-on-one, unsupervised visits with boys. If a boy wishes to visit, he must first ask for permission, and the visit must take place in a public area with staff supervision. Boys are not allowed in students’ rooms or on walks without a staff member present. Further requirements regarding interactions with boys, dating, and visiting may be determined at the discretion of the Victory Village directors.

Level System Overview

Victory Village operates on a **level system**, which determines the number of privileges and activities a student is allowed to participate in. **The higher the level, the more privileges and opportunities are granted.** A student’s level is determined by factors such as **behavior, attitude, completion of chores, and overall compliance** with academy expectations.

Details regarding **each level’s specific requirements and associated benefits** can be found in the **Appendix** of this handbook.

Outings

Victory Village Christian Academy outings are a special and privileged experience for students. These outings are designed to be both enjoyable and enriching, providing students with opportunities to engage in activities outside of their daily routine. However, it is essential that students maintain a high level of respect and good conduct to ensure that these privileges continue.

Outings such as shopping trips, library visits, theater outings, and other activities are intended to cater to students’ interests while providing a rewarding experience. A staff member or faculty member will accompany students on all outings to ensure safety and supervision.

Shopping Trips

Shopping outings take place approximately once a month. Before each shopping trip, students are taught essential skills like budgeting and money management. Students must create a shopping list and budget for the trip, which will help them stay organized and prepared. **Failure to prepare a shopping list and budget may prevent the student from participating in the shopping outing for that month.**

Please note the following guidelines for the shopping trip:

- **No bags or purses** are allowed to be taken. Students may only bring a **wallet** to carry money and essential items.
- Students are expected to behave respectfully during the outing and follow all instructions given by the staff and faculty accompanying them.

Student Accounts & Money

At Victory Village Christian Academy, each student is provided with a personal checking account. This account serves as a way for students to manage and track any money they earn while attending the academy. Students can earn money through various activities, including confetti points, newsletters, gifts, and other needs. All money earned will be deposited into the student's checking account.

Account Withdrawals

Students can withdraw money from their account with approval. However, the frequency and amount of withdrawals allowed are influenced by the student's current level and standing at Victory Village. The academy reserves the right to monitor and control withdrawal requests based on the student's behavior, responsibilities, and privileges.

Expulsion Policy

If a student is expelled from Victory Village Christian Academy, any remaining funds in their checking account will become the property of Victory Village Christian Academy and will not be refunded.

The Chapel

Sundays at Victory Village Christian Academy

Church services at Victory Village Christian Academy are held every Sunday at 10:30 AM at Victory Chapel and typically conclude around 11:30 AM. All students are expected to cooperate and actively participate in the services. The chapel is a sacred space for prayer and worship, and respect for God is expected through one's conduct and participation.

Guidelines for Chapel Service:

- Students are asked to refrain from talking to each other or sleeping once the service has begun.
- Active participation is encouraged, including using Bibles and songbooks, listening attentively to the message, and voluntarily engaging in prayer and Bible reading.
- A respectful and reverent attitude should be maintained throughout the service.

Victory Village Christian Academy does not force anyone to adopt specific beliefs, but we encourage all students and families to remain open-minded to the messages shared, even if they may not fully agree.

Church Visits and Testimonies:

Throughout the school year, the student body and dormitory staff may travel to different churches within the state to share what God is doing through the work of Victory Village. During these visits, students may be asked to give a testimony or sing songs. While students are not required to speak, attendance is mandatory.

Level System

Level 1: Girls on Level 1 are considered to be at risk to themselves or others due to specific behaviors, such as:

- **Self-harm:** Examples include cutting, burning, hitting oneself, pulling out hair, or engaging in other actions that cause physical injury.
- Noncompliance with program expectations.
- Running away or attempting to leave campus without permission.
- Causing harm to peers or staff.
- Following therapy protocols that restrict the student's ability to leave campus.

Administrative Example: As part of protocol, girls at this level may lose access to all personal belongings.

Restrictions

The following restrictions apply to students on Level 1:

- Personal devices are prohibited.
- Shower Chart
- Participation in extra outings is not allowed.
- Not allowed to attend youth group.
- Paid work options are unavailable.
- Students cannot withdraw money from their Victory Village checking account.
- Confetti (program points) cannot be earned.
- Snacks from parents (including care packages) are not permitted.
- Participation in study time is mandatory.
- 1 Family visit on Campus per month no over nights unless it is at the scheduled dorm closing

- Students may be subject to behavior-based protocols, including:
 - Sharps watch (monitoring access to sharp objects).
 - Runaway watch.
 - Boundaries protocol.
 - Loss of belongings protocol.

Expectations to Advance to Level 2

To progress to Level 2, students must:

- Cease all self-destructive behaviors, including self-harm.
- No longer require behavioral protocols, including sharps watch, runaway watch, boundaries protocol, or loss of belongings protocol.
- Engage positively with peers and staff.
- Demonstrate compliance with prescribed medications (med compliance).
- Actively participate in therapy and adhere to therapy protocols.
- Exhibit a positive attitude and willingness to progress within the program.
- Show clear effort and improvement in both behavior and attitude.

Level 2: Level 2 is designed for students demonstrating progress and actively engaging in the practice phase of their development. It provides a structured balance of guidance and privileges to foster growth and accountability. All students begin the school year on Level 2.

Limitations

- No personal devices allowed.
- Students must follow the **shower chart**.
- Paid work options are unavailable.
- No off-campus shopping trips or outings reserved for Level 3 and higher.

- Study time is mandatory for the first 4 months of the program then is dependent on academic standings. If ungrounded level 2 can have study time or a quiet activity in their room
- Parents may provide snacks at the start of the semester, (Aug and Jan) but students are responsible for purchasing additional snacks using **confetti (program points)**.

Benefits

- Earn up to **2 confetti points per day**.
- Participate in minimal outings (e.g., youth group, therapy outings, A/B rewards).
- Participate in 2+ incentives in the dorm
- Enjoy a morning cup of coffee/tea or partake in evening tea.
- Permitted to withdraw money from their Victory Village checking account. **20.00 per month cap**
- May order snacks through the dorm director using personal funds.
- Allowed to take **1 snack** from the snack box in the evening on weekdays, and **2 snacks** on weekends.
- Eligible to attend a Sunday church outing with a staff member upon director approval.
- 1 Overnight outing with family 1 day outing monthly with staff or family (no back to back visits)

Expectations & Requirements to Advance to Level 3

To progress to Level 3, students must:

- **Master Level 2 skills:** Demonstrate proficiency and consistency in meeting Level 2 expectations.
- Display leadership and make positive choices in both the dorm and school settings.
- Show compliance and respect toward staff.
- Must participate in one full sports season
- Earn a minimum of \$150.00 from work done, or equivalent confetti while enrolled at VVCA
- Show respect toward peers, avoiding conflict and fostering positive relationships.
- Exhibit positive behavior at the dorm and school:
 - Comply with dress code requirements.
 - Engage actively in classes.
 - Maintain proper hygiene and cleanliness.
 - Keep personal space tidy.
- Stay caught up on schoolwork and avoid being grounded, with rare exceptions.
- Complete **5 hours of volunteer service** around the dorm:
 - Service hours must not include daily chores, director-planned projects, tasks completed while grounded, or during school hours.
 - Hours require approval from directors and must meet standards of effort and attitude.
 - Negative attitudes or poor effort in completing service hours may result in hours being denied.

Level 3 :Girls on Level 3 have surpassed basic expectations, demonstrating leadership, reliability, and significant personal growth. They adhere to dorm rules, maintain hygiene, respect staff and peers, and consistently exhibit positive behavior while working toward greater independence.

Limitation to Level 3

- **Level 3 is close to independence but is not able to demonstrate full independent skills such as a job.**

Benefits

- Earn up to **5 confetti points per day** to recognize positive contributions and efforts.
- Gain opportunities to complete extra paid tasks, such as chore jobs and newsletters.
- Receive snacks sent by parents at any time, without restrictions.
- Attend shopping trips and participate in Level 3 and Level 4 activities.
- Access to most outings, fostering engagement and exploration.
- Ability to request outings with staff members or approved adults.
- Enjoy **30 minutes of device time on Friday and Saturday** with prior approval from parents.
- Unlimited access to snacks from the snack box throughout the day.
- Set **in-room time** at **9:30 PM** (or 30 minutes after prayer time).
- Retain all privileges available to Level 2 students.
- Permitted to withdraw money from their Victory Village checking account. **20.00 per month cap**
- Experience special dorm perks throughout the year, provided by the director.
- Eligible to shop in the thrift room outside of designated birthday access. - 10pts per item
- Level 3+ incentives in the dorm
- If not grounded able to spend quiet time outside of room (cannot distract others)
- 2 Over night outings with family 1 outing with family or staff (no back-to-back visit)

Expectations & Requirements to remain on Level 3:

- Continue fulfilling all Level 1 & 2 Expectations & Requirements.

Expectations & Requirements to move to Level 4:

- Reliably complete daily chores without reminders.
- Demonstrate patience with peers and remain unprovoked (neither instigating nor responding to instigation).
- Participate in one athletic sport or one extracurricular activity of comparable commitment (e.g., Praise Band).
- Complete a minimum of 10 volunteer service hours (distinct from Level 3 requirements, unpaid and uncredited, unrelated to regular daily chores).
- Must participate in one full sports season
- Earn a minimum of \$150.00 from work done, or equivalent confetti while enrolled at VVCA

Level 4 :Girls on level 4 are on set for transition outside of Victory. They've mastered basic program skills, continue refining therapy skills, and are considered trustworthy. They show leadership, reliability, and go the extra mile when needed

Benefits of Level 4:

- Retain all benefits from Levels 2 and 3.
- Earn additional personal device time, up to 30 minutes per day with parent approval (this is not guaranteed and is dependent on scheduled evening) 60 minutes on on weekend day.

- Receive additional program points (“Confetti”), up to 10 points per day.
- Permitted to withdraw money from their Victory Village checking account.**20.00 per month cap**
- If aged 16 years or older, gain eligibility to apply for an off-campus job.
- Able to be dropped off for a salon or spa service (parent approval required) and picked up after by staff.
- Able to have unlimited access to snack box
- In room time is 10:00pm
- Level 4 outings
- Level 4 exclusive incentives
- Able to present desired benefits for approval by Directors
- 3 Overnight outings with family 2-day outings with family or staff

Expectations & Requirements to remain on Level 4

- Continual fulfillment of Level 2-4. Expectations & Requirements
- Passion Project- Level 4 girls must think of a passion project they would like to see completed. They will work with the staff and directors to see this project from start to finish

Victory Village Christian Academy

Heart Ministries

Extracurricular Program:

Mission of the Extracurricular Program

The mission of the extracurricular program at Victory Village Christian Academy is to foster Christian character while pursuing excellence in athletics and academics. Through these activities, we aim to develop leadership, discipline, and faith in athletes, preparing them for success both on and off the field.

The Activities Program at Victory Village focuses on cultivating these traits in athletes through participation in competitive sports. All athletes are expected to uphold a standard of excellence and adhere to the policies outlined in the **Heart Ministry Student Policy Handbook**.

The Outside Participant Program is designed for students who may not have access to other leagues or programs but wish to engage in extracurricular activities at Victory Village. These participants will be held to the same expectations and policies as Victory Village students.

Participation in the athletic activities of Victory Village is a privilege, and as such, athletes are expected to treat it with respect. Any disregard for the program's guidelines or policies will result in dismissal from the program, at the discretion of the Victory Village Christian Academy administration and the Athletic Director.

Exceptions

- **Exclusivity in Athletic Participation:** Participants may not be involved in any other athletic leagues or programs during their time with Victory Village teams and their scheduled seasons.
- **Liability Waiver:** All participants must sign a waiver acknowledging that Victory Village and Heart Commentary will not be held liable for any injuries or accidents occurring during practice, games, or transportation to and from sanctioned events.
- **Commitment to Standards and Policies:** Participants agree to fully commit to the extracurricular standards and policies set forth by Victory Village Christian Academy.
- **Attendance Expectations:** Participants are required to attend all scheduled practices, games, and additional team events while involved in the athletic program at Victory Village.
- **Commitment Document:** Athletes and their parents must sign a document committing to the Victory Village Christian Academy athletic program. Failure to fulfill this commitment, unless approved by VVCA administration or the Athletic Director, will result in the participant being excluded from further VVCA activities. Signed documents will be available for future athletic directors or coaches upon request.
- **Random Drug Testing:** Participants agree to undergo random drug testing, conducted by an approved VVCA staff member. Failure to pass the drug test will result in immediate dismissal from the athletic program and notification to the participant, parent, and appropriate authorities. The participant may be allowed to rejoin the program during the next sport, provided they show effort and lifestyle changes. Acceptance back into the program is at the discretion of VVCA administration and the Athletic Director.

Victory Village Christian Academy

Heart Ministries

Covenant of Commitment

As a Victory Village student, I commit to the following:

1. **Glorify God:**
I will strive to glorify God in my actions on and off the court, field, and stage.
2. **Respectful Attitude:**
I will strive to glorify God in my attitude with my teammates, coaches, teachers, staff, and opponents.
 - o I understand that maintaining a positive attitude is my responsibility. Aggression or temper tantrums will be addressed by the coaching staff and athletic director at their discretion, and I understand that I could be disciplined for my actions.
3. **Unselfishness in Practice and Games:**
I will strive to give unselfishly in both practice and games.
4. **Full Effort:**
I will give 100% in practice and during games.
5. **Team Perseverance:**
I will do my best not to give up or allow my team to give up.
 - o I understand that if I walk out of practice or fail to attend, I will be disciplined and may not be allowed to participate in the next game. Further consequences may be determined by the coach and athletic director.
6. **Conflict Resolution:**
If I have an issue with another player, I will bring the issue to the coach and will not discuss it with other players on the team.
7. **Personal Care:**
I will take care of myself by eating properly, sleeping well, and conditioning my body.
 - o I understand I am expected to eat at least two full meals daily. Failing to eat can negatively affect my performance and my team's performance.
 - o I understand that I am expected to get sufficient sleep. On the nights before games, I will be in bed by 10:30 PM, including Friday nights.
 - o I understand that failing to meet these guidelines may affect my playing time.
8. **Respect for Coaching:**
I will allow my coach to do the coaching and will treat my teammates with respect and equality.
9. **Drug Testing:**
I understand and agree to be randomly drug tested throughout my time at Victory Village Christian Academy.
 - o Results of these drug tests will be available to my parent/guardian at any time.
 - o I understand that if I test positive, I will be immediately suspended from all extracurricular activities at Victory Village Christian Academy until that sports season is over. I may return only at the discretion of the administration and athletic director if I demonstrate significant lifestyle changes.
10. **Accountability:**
I, along with my parent/guardian, will be accountable to this covenant of commitment.
 - I understand that failure to abide by this commitment may affect my ability to participate in further Victory Village Christian Academy extracurricular activities.

Participant Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Victory Village Christian Academy

Heart Ministries

Waiver of Liability

I, _____ (Parent/Guardian First & Last Name),
hereby give permission for my daughter, _____ (First & Last Name),
to participate in any extracurricular activities while attending Victory Village Christian Academy
(VVCA). I acknowledge that there may be potential risks of injury or accidents that could occur during
practice, performances, games, or while being transported to and from sanctioned events.

By signing below, I agree to **not hold Victory Village Christian Academy or Heart Ministries
accountable** for any injuries, illness, or accidents that may occur during my daughter's participation
in the a forementioned activities.

Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Acknowledgement of Expectations

I, _____ (Parent/Guardian) have read the entire handbook and
understand that I and my student, _____ (Student), are asked to abide by the
expectations and regulations contained within this handbook. Failure to do so may result in my
student being asked to leave Victory Village Christian Academy.

As mentioned previously in this handbook, all communications about arrivals, drop-offs, departures, etc., throughout the year are to be emailed directly to the organization's director/dorm director. The email addresses shown below are the best addresses to be used for the purpose of Victory Village Christian Academy reaching and communicating with me regarding my student.

Parent/Guardian Email Address(es):

Email address

Email address

My signature below is my agreement and acknowledgment of everything contained within this handbook.

Parent/Guardian 1 Signature:

Date: _____

Parent/Guardian 2 Signature:

Date: _____

Student Signature:

Date: _____