



Victory Village Christian Academy

Student & Parent
Handbook

Heart Ministries, Inc. – Since 1970, For Jesus Christ and His Kingdom

www.victoryvillagechristianacademy.org

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Welcome to Victory Village Christian Academy!

In 1970, while pastoring the Emmanuel Baptist Church of Marion, Kansas, Bill and Carole Cowell expanded their ministry by taking teens into their home, along with their own five children. They wanted to model God's unconditional love by helping these young people with their needs and 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 own home, as others joined them with the same passion to help young people. Victory Village was established in 1972 on 107 acres of rolling sand hill and wooded land, between Hutchinson and Burrton. A Girl's Dormitory, School, Gymnasium and Chapel were all built, leaving plenty of room for gardens, hiking and running trails, and a picturesque landscape that one early worker described as being therapeutic in itself.

Numerous lives have been touched through the work at Heart Ministries and its subsidiary Victory Village Christian Academy. Victory Village Christian Academy uses a mixture of online curriculum (Apex Learning System) and traditional classroom instruction and interaction to provide each student with a focused and in depth learning environment where they can reach their potential. Students are provided with the skills and tools necessary to pursue higher education or careers of their choice. The Academy offers several electives and extracurricular activities including an athletic program. The athletic program includes 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. By choice the ministry does not receive financial support from the State, giving freedom to teach and model Christian principles.

The program and activities at Victory Village revolve around four important buildings; the dormitory where the girls live, the school where they study and learn, the gymnasium where they take part in extracurricular activities and athletics, and the chapel where we all meet for praise, worship and prayer. Though we are a Christian ministry, and everyone is expected to take part as we live out our faith, no one is ever forced to believe any certain doctrine, join a church or make any spiritual decisions or commitment against their will. Religious experiences and conversion are very personal matters that everyone must consider for themselves. Our hope is that our students will meet Jesus, form a relationship, and follow Him for the rest of their lives, but it must be voluntary and no one will ever be coerced to do so.

Our rules and guidelines are reasonable and not legalistic. They are administered and enforced lovingly, but at the same time there are many opportunities given for teens to learn how to make intelligent decisions for themselves. Only when a delicate balance is maintained between the two--the security of limits and the freedom of choice, will we see the desired results as our young people grow up and go out on their own. Our rules and guidelines are based on three things--Biblical absolutes, general decency and common sense. Unconditional love, grace and forgiveness are virtues that we hope will help students want to know Jesus personally.

The staff at Victory Village will do our best to help each student develop intellectually, physically, spiritually, and socially, just as Jesus grew in wisdom, stature, in favor with God and in favor with man (Luke 2:52). We look forward to getting acquainted with all who come, helping where we can, and seeing every student start on the road to realizing their dreams and achieving their potential.

For Jesus and His Kingdom,
The Staff of Victory Village

1 INTRODUCTION

1.1 MISSION STATEMENT

The Mission of Heart Ministries and Victory Village Christian Academy is to serve as the hands and feet of Jesus. Inspired by the Gospel of Jesus Christ, we seek to be a healing presence to our students, serving them without charge to their parents, by providing a clean and safe place to live, a good education, nutritious meals, training in life skills, outdoor and indoor activities and sports, opportunities to be involved in the ministry of helping others, and most important, an introduction to Jesus Christ, who will love them for a lifetime and forever. We affirm the worth and distinction of each person, rejecting and repudiating all prejudice, partiality and intimidation. As God loves all, we call on our staff and students alike to love each other sincerely, always striving to relate, instruct and correct, in a spirit of humility and compassion, building up, encouraging, and showing the Spirit of Jesus in 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).*

1.2 CONTACT INFORMATION

1.2.1 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)

1.2.2 Addresses

U.S. Mail: P.O. Box 2068, Hutchinson, KS 67504-2068

UPS & Federal Express: 201 S. Victory Rd., Burrton, KS 67020

Website: victoryvillagechristianacademy.org

Email: victoryvillage.vvca@gmail.com

1.2.3 Driving Directions

From Hutchinson:

- From the Buhler-Haven Rd. turn (east) on Ave. G.
- Turn (north) on Victory Rd.
- Victory Village is on the left (west) side of the road (3/8th miles)

From Wichita:

- Take K-96 to Haven
- Turn (north) on Haven-Buhler Rd. to Ave. G.
- Turn (east) on Ave. G.

- Turn (north) on Victory Rd.
- Victory Village is on the left (west) side of the road (3/8th miles)

From Newton:

- Take U.S. 50 West
- Turn (north) on Woodberry Rd (2 miles west of Burrton)
- Stay on Woodberry Rd till it merges into Ave G. (west)
- Turn (north) on Victory Rd.
- Victory Village is on the left (west) side of the road (3/8th miles)

From McPherson:

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

1.3 ADMINISTRATION



Rev. Bill & Carole Cowell

Founders

Bill – Bachelors of Science from Kansas State University, KS & Masters of Divinity from Wheaton College Graduate School, IL

Carole – Bachelors of Science in Education from Liberty University, VA



Kelli Rump

Executive Director & School Principal

Bachelors of Science in Sociology from Wichita State University, KS



Katy Nininger

Assistant Director & Athletic Director

Bachelors of Science in Biology from Sterling College, KS & Masters in Organizational Leadership from Colorado Christian University, CO



Heather Smith

Dormitory Director

Bachelors of Arts in Biblical Studies & Christian Ministries from Sterling College, KS

1.4 DISTINCTIVES

1.4.1 Christian

We shun labels. We are 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 youth, 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 positives elements in our faith, and that true Christianity is following Jesus and having a relationship with Him as Savior and Lord. We meet for worship, prayer, and Bible study and teaching on Sunday mornings at 10:30 a.m. No one is ever forced to become a Christian, 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 to each individual.

1.4.2 Unconditional Love

An important characteristic of our Christian beliefs is that we should practice unconditional love. Students are not only given a second chance, but many times a third, fourth, fifth, 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/faculty to develop a personal relationship with each student, and to work hard at showing true, unconditional Christ-like love.

1.4.3 Discipline

Our rules and guidelines are based on Biblical absolutes such as the Ten Commandments, standards of general decency, and common sense. This is not a lock down facility, and the rules are not unreasonably rigid or legalistic in nature. A great deal of flexibility, allowing for differences in background, personality, and basic nature of each individual, is incorporated into our program. Some respond better to certain methods of discipline than others, so many factors must be considered. Discipline is for the purpose of correction and not for punishment. Staff/Faculty members are aware that rules and regulations without building positive relationships will likely equal more resentment and rebellion. In keeping the name of Heart Ministries, it is our conviction that a genuine and lasting change in behavior must come from within, and not from applying undue force from without. When students demonstrate irresponsibility and immaturity, it is our responsibility to provide outside controls until such time as they can develop inner self controls (discipline). When students demonstrate responsibility and grow in maturity, it is

our desire to grant them added freedoms. Staff/Faculty members must work hard to build positive relationships with students, and this takes time and patience. We also know that youth must be taught that there are consequences for improper behavior. Consequences that may be assigned when necessary include doing extra dishes and chores, having cell phones taken away for a reasonable length of time, and not being able to go on outings with the group. Methods of discipline that will not be used include corporal punishment, derogatory remarks about a student or their family, confinement in a locked room, withholding food, water, sleep or health needs, and isolation. Students must know they are loved unconditionally by all staff/faculty, if they are expected to respond in a positive manner.

1.4.4 Academic Learning

Students who come are at different places in their academic achievement, and to expect them to all perform on the same level would be both frustrating and unrealistic. Our core academic curriculum, including Math, Science, Social Studies, and English is taught through a combination of online curriculum and traditional teacher led instruction. Each student uses a laptop computer which belongs to the school. Many other required and elective subjects are also available through the structure through the teacher led and online curriculums available at Victory Village Christian Academy. Our school is registered with the Kansas State Department of Education, academic credits transfer to other private and public schools.

1.4.5 Financial Integrity

The administration of Heart Ministries is committed to the highest degree of financial integrity, being accountable to the State of Kansas, the Internal Revenue Service and to our private donors. Being a Christian mission work, no young person is ever turned away because a family is unable or unwilling to pay expenses. It is believed that all should have an equal opportunity to receive a right start in life, despite current or past circumstances. Parents are made aware of the costs and are encouraged to donate as much as possible. Government funds are not used for support. Contributions are solicited from churches, organizations, corporations, and individuals who are interested in the moral and spiritual welfare of youth. Heart Ministries is a 501-(c)-(3) organization and all donations are tax deductible.

1.4.6 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 in subjection 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 22:13-17). Examples in the Bible show leaders such as Joseph, Moses, Daniel, and others respecting governments in places where they lived. Though not supported by State or Federal tax money, it is still our responsibility and privilege to cooperate with local, state, and national regulatory agencies such as the Internal Revenue Service, and the Kansas Department of Health and Environment (KDHE), with whom we are licensed. All of our staff/faculty must be able to pass background checks, assuring everyone that our students are safe from any sort of neglect or abuse. Our goal is to be best licensed boarding school possible, not only meeting health and safety requirements

but even exceeding them. We want our facilities to be open to representatives from the County and State, and to be inspection ready at all times.

1.5 STANDARDS OF CONDUCT

Rules and regulations can be very stifling and discouraging, so we try not to have more than necessary. Everyone knows, however, that a school worth anything must have reasonable guidelines and expectations to follow. We emphasize relationships and want students and staff/faculty to form lasting friendships and genuine relationships together. Being a Christian school, we are also anxious for each one to have a personal relationship with God through Jesus Christ. We try not to be unreasonably strict in our requirements, believing that true Christianity is not following a list of rules, but rather of having a personal relationship with Jesus Christ.

Based on what the Bible teaches, we try to model and encourage the fruit of God's Spirit – love, joy, peace, patience, gentleness, goodness, faith, humility, and self-control, along with virtues of morality, obedience, fidelity, Bible reading and study, worship, prayer, sincerity, honesty, integrity, worship of God, good citizenship, friendliness, and trust. Also, according to the Bible, we oppose drunkenness, lawlessness, sexual perversions, adultery, and marital infidelity, sexual relationships apart from a lifetime commitment of marriage, jealousy, envy, greed, hatred, fighting, gossip, stealing, lying, idolatry, covetousness, murder, deceit, rebellion, and disobedience. The Bible tells us to be gracious and kind toward others, including those who may be different from us. We are not to judge them (Matthew 7:1) and Christian love must always characterize our relationships (Romans 14:13). We must avoid a critical and unchristian attitude toward other Christians and ministries who have different standards and practices, and also be kind and tolerant toward those who do not share our allegiance to Jesus Christ.

1.6 GUIDELINES FOR ALL AT VICTORY VILLAGE

The spirit of Heart Ministries is the Spirit of Jesus Christ. We seek to follow God's will and methods, with due respect for the Bible and for the civil laws that govern our society. Jesus was compassionate, understanding, and without condemnation toward others. "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 for unconditional love to be shown toward all. With students coming from a variety of cultural and family backgrounds, each person should learn to be tolerant of different ideas and show respect and non-judgmental and non-condemning spirit.

We desire a relationship of mutual respect between staff and students at Victory Village. Wholesome and appropriate speech, kindness and gentleness make it more pleasant for all. We ask everyone to please avoid arguments, to be appropriate with words, not using God's name to curse, avoiding criticism, sarcasm, cynicism, and other inappropriate speech. Honesty, trust, and dependability are expected. Victory Village Christian Academy is an alcohol, tobacco, and drug free campus. In a positive way we encourage a healthy lifestyle, including proper diet and exercise, along with 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 such close proximity, and we ask everyone to work hard at showing understanding, appreciation, and respect for each other. Bullying, intimidation, and damaging other's property and personal possessions will not be tolerated. Our guidelines for all inter-personal relationships are found 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 mediation 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 3:23).

2 THE ACADEMY

2.1 SCHOOL CALENDAR

Fall Semester Begins – *Friday, August 23rd @ 8:00 a.m.*

- Move in Days – *Wednesday, August 21st & Thursday, August 22nd*
 - o Executive Director will communicate exact move in day and time with parent.

Thanksgiving Break – *Begins Tuesday, November 26th @ 4:00 p.m. through Sunday, December 1st @ 8:00 p.m.*

Fall Semester Ends/Christmas Break – *Begins Friday, December 13th @ 4:00 p.m. through Tuesday, January 7th @ 8:00 a.m.*

- *Dorm closes Friday, December 13th @ 8:00 p.m.*
 - o *All students must be gone by that time*
- *Graduation – Friday, December 13th @ 3:00 p.m.*

Spring Semester Begins – *Tuesday, January 7th @ 8:00 a.m.*

- *Dorm reopens Monday, January 6th @ 10:00 a.m.*

Spring Break – *Begins Thursday, March 13th @ 4:00 p.m. through Monday, March 24th @ 8:00 p.m.*

- *Dorm Closes Thursday, March 13th @ 8:00 p.m.*
 - o *All Students must be gone by that time.*
- *Dorm reopens Sunday, March 23rd @ 2:00 p.m.*

Easter Break – *Begins Thursday, April 17th @ 4:00 p.m. through Tuesday, April 22nd @ 8:00 a.m.*

Spring Semester Ends – *Friday, April 25th @ 4:00 p.m.*

Field Day – *Thursday, April 24th @ 8:00 a.m.*

Family Dinner & Recognition Night – *Friday, April 25th @ 5:00 p.m.*

Summer Semester Begins – *Thursday, May 1st @ 9:00 a.m.*

**If Summer School is deemed necessary by the Administration.*

Memorial Day Break – *Begins Friday, May 23rd @ 3:00 p.m. through Saturday, May 31st @ 10:00 a.m.*

- *Dorm closes Sunday, May 25th @ 4:00 p.m.*
 - o *All Students must be gone by that time.*
- *Dorm Reopens Saturday, May 31st @ 10:00 a.m.*

Summer Semester Ends – *Friday, June 20th @ 3:00 p.m.*

- *Dorm closes Friday, June 20th @ 8:00 p.m.*

- All Students must be gone by that time.

Parents and Students are asked to respect the School Calendar. All adjustments should be cleared with the organization's Director prior to arrival or departure (ex. Emergency, delayed airline, etc.) via email. Students are allowed one overnight home visit each month after the first month the student has been enrolled at Victory Village Christian Academy. Parents may visit and are encouraged to visit Victory Village Christian Academy. Parents are expected to call their daughters often while they are enrolled at Victory Village Christian Academy. Make all travel/vacation plans following the School Calendar as closely as possible. We understand that sometimes one day makes a significant difference in air fares, any accommodations need to be cleared well in advance with the organization's Director via email, and this includes picking up or dropping off students from the airport or bus stations.

*****All outings or departures must be approved a week in advance via email with the organization's Director.*****

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

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

*We do not advise students riding the bus alone.

2.2 GUIDELINES FOR THE SCHOOL & CHAPEL

2.2.1 Dress

Dress for school (including chapel) may be casual and in style, following principles of general decency and common sense. Students are expected to appear neat, clean, and well groomed. Do not wear night clothes, spaghetti straps with visible straps, booty shorts, cleavage shirts, illicit content, anything that shows the stomach, or bring blankets to school/chapel.

2.2.2 Tardiness & Absentees

- The school day begins at 8:00 a.m. everyone should arrive at least five minutes early. Being late without an excuse from the dormitory staff will result in a tardy and will be disciplined according to the set school Tardy Policy.
- All classes start promptly five minutes past each scheduled time listed on each student's class schedule. Any tardiness or absentees will be disciplined by each individual teacher, consecutive tardy or continued tardiness will be disciplined by the administration.
- Use of the bathroom should be done between classes in the five minute transitional break, keeping in mind any tardiness (except deemed emergencies) will result in discipline.
- No student is to go outside the school building during school hours without permission.
- A bell will mark the end of each class period. A warning bell will sound when there is one minute remaining to each transitional break. The tardy bell will ring to mark the beginning of each class.
- No student will be allowed access to their lockers during class. All necessary supplies for use in a given class should be stored or obtained during the five minute transitional break. Students are allowed to carry a backpack around to carry school supplies.

2.2.3 Cumulative Grades

Any student with a cumulative grade (averaged of all classes) of 73% or less will be grounded from everything and will not be permitted to participate in athletic competitions until that percentage is brought up. However, participation in athletic practices will still be permitted. Likewise, a student with 5+ past due cumulative assignments, or 2+ assignments in one given class will also be considered cumulatively grounded. All cumulative grounding will receive the same consequence. Further grounding for other reasons will be specific to each teacher, athletic coach, dorm staff, and the administration.

2.2.4 Reports

Parents will receive access codes to the online gradebook where they can have a continual update on how their daughter is doing academically. At the end of each trimester (Fall, Spring, & possibly Summer) parents will receive an official report card. Parents are free to contact the school administration at any point to discuss their daughter's education.

2.2.5 Physical Education (P.E.) & Athletics

Students are required to participate in P.E.

- P.E. happens the last 45 minutes of each school day.
- Students are expected to have appropriate clothes and shoes (athletic shorts and tennis shoes) for P.E. Failure to wear appropriate clothes during P.E. will affect the student's P.E. grade, which could affect their cumulative grade. Victory Village provides a pair of athletic clothes for students who do not have any, this provided clothing must be returned before the student leaves Victory Village Christian Academy.
- Students will not be permitted to return to the dorm before P.E. to retrieve clothing. If students do not have the appropriate clothing they will be given items to wear that are appropriate and will be subject to a consequence for not taking responsibility.
- Students are permitted to store athletic clothing in their assigned locker in the school.

Students are NOT required to participate in the athletic sports (Volleyball, Basketball, & Track). However, each student is strongly encouraged to do so.

Volleyball – Offered in the Fall

Basketball – Offered in the Winter

Track – Potentially offered in the Spring (Subject to the given year and conditions)

Cross Country – Potentially offered in the Spring (Subject to the given year and conditions)

Soccer – Potentially offered in the Spring (Subject to the given year and conditions)

2.2.6 Homework Guidelines

Education is very important at Victory Village Christian Academy and all students are expected to try their best to achieve their highest potential. The Teachers and Staff are there to encourage and provide support, but it ultimately falls to the student to take responsibility for their success. Most classes at Victory Village Christian Academy require daily homework that is to be completed outside of regular school hours, if the daily work is not finished while in school. Any homework that is not completed or turned in on time, according to the individual teacher standards for each class, will be considered late and thus labeled missing or overdue. These missing or overdue assignments may be counted towards the student's cumulative grade and affect what will be required of them at a later point.

2.2.6.1 Cumulative Grounding

All students cumulatively grounded due to school related work should be aware of the following expectations and regulations.

- Grounded due to overdue work, students are expected to be at the dining room table working on homework during any “down” hours during the evening in the dormitory

during a week day. This includes directly after school or athletic practice till dinner, directly after dinner until 8:30pm. On the weekends, Friday directly after school or athletic practice until dinner, directly after dinner until 8:30pm. Saturday students will be woken at 7:00am and will need to work on their homework until 8:00am. After this they will be responsible to get ready for the day, eat breakfast, and complete their deep cleaning by 10:00am. After chores are complete students must go to the dining room table until meal times, directly after meals students return to the dining room table till 8:30pm. Sunday students will be required to go to the dining room table from 7:00am-8:00am, and then again directly after lunch until dinner, and after dinner until 8:30pm.

- Students that are grounded for any reason, not just cumulatively grounded, lose the privilege of dessert and snack box times and out-going and in-coming (except from parents) phone calls until all work causing grounding is complete according to the online grade book or discipline is complete due to other grounding reasons, which will be checked by the Administrator the next day of school for cumulatively grounded and by the Dorm Director for other grounding reasons. Students who are grounded also lose the privilege of incoming and outgoing mail until all grounding reasons are no longer in affect.

2.2.7 Academic Requirements for Graduation

A diploma from Victory Village Christian Academy represents completed work and not just time spent in school. Credits earned in previous secondary education schools are accepted when provided as official transcripts.

- 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

A wide variety of courses are available for students to take through the program offered at Victory Village Christian Academy and are designed to meet academic requirements.

To maintain a high standard of performance, befitting a private Christian School, we must require regular school attendance and satisfactory academic performance. On top of the state required credits per student, Victory Village Christian Academy also requires high school students to be enrolled in a Bible class each semester as well as all students are required to attend daily chapel sessions, and physical education periods.

3 THE DORMITORY

3.1 GUIDELINES FOR THE DORMITORY

The dormitory is the home away from home. We will try to maintain it as much as possible like a family residence. In order for this to work, everyone must be willing to cooperate and do their part. The Dormitory Staff want to get to know the student personally and help all they can. Victory Village Christian Academy asks all students and families to respect and join our efforts to make the Victory Village Dormitory a safe, clean, and happy place to live.

3.1.1 Dorm Rules

1. Be Respectful

2. Obey the 1st Time
3. Speak the Truth in Love
4. No Female-Female Relationships

Each of the following rules are delved into deeper detail in the following pages.

3.1.1.1 Things to Bring

- One set of bedding for a twin size bed, plus a water proof mattress pad and pillows (Max 3 pillows)
- Enough clothing for a week
- Blankets and/or quilt or bedspread (Max 3 Blankets, including comforter)
- A small bedside lamp
- Towels and wash cloths (Not to exceed four sets)
- Laundry basket
- Makeup and hair products (Will need to send more throughout the year)
- Personal Hygiene products (Will need to send more throughout the year)
- Jeans and shorts (Including athletic shorts for P.E.)
- Shirts, sweatshirts, sweaters, and rain jacket
- Pajamas or other acceptable nightwear, robe or sweatpants
- Good clothes for church or dressy occasions
- Underwear and socks
- Shoes (Including tennis shoes for P.E. and dress shoes for church and other nice occasions)
- Swimsuit (Must be modest or student will be asked to wear a shirt overtop)
- Closet Shoe Hanging Holder
- 6 storage cubby boxes (11 inch or smaller)
- Clothes pins
- A travel size (carry-on) duffle bag for outings sport events, and breaks
- Winter coat
- Water bottle
- Hangers
- Alarm Clock

DO NOT over pack, student will be sharing a closet with a roommate. Students are also only allowed to keep two Rubbermaid (24”L x 18 ½” W x 15 ¾” H or 18 Gallon) tubs of storage at Victory Village, any excess will be sent home (possibly at the expense of the parents). Keep in mind that temperatures in Kansas may range from below zero in the winter to over 100 in the summer.

****You will also receive a school packing list along with your other paperwork from the Executive Director.***

3.1.1.2 Optional Items to Bring

- Pictures
- One large poster or picture for wall (Must be approved by the Dormitory Directors, anything hung on walls must be able to be mounted on the twine diagonals with clothes pins)
- Radio, CD Player, or iPod (Cannot connect to Wi-Fi or have the ability to connect)
- CD’s & Books (Wholesome only; nothing satanic, blasphemous, sexual, drug or alcohol related)
- Photo Album

- Jewelry
- Hobby Items/Materials/Musical Instruments/Etc.
- Cell Phone (There are strict guidelines surrounding the use of any student cell phone, failure to follow these guidelines may result in temporary to permanent loss of this privilege)
 - All electronics and devices that connect to the internet (Cell phones, tablets, gaming devices, iPod Touches, and DVD Players) must be turned into the dorm office each night at In-Room Time. Electronics will be handed out daily after chores & homework are done (Depending on Level). Students may not be permitted their device for a number of reasons: discipline, levels, timing, etc. for a certain time frame. Students and parents need to be aware of this, as it is at the full discretion of the administration at Victory Village Christian Academy.
 - If Electronics are hidden from staff, it is gone forever! There are student land line phones available to the students. Students receive three 15 minute phone call privileges a day. For the first two weeks of being at Victory Village all calls (10 mins each) must be done in the office and on speaker phone-monitored by the Dorm Staff.
 - Parents may request their daughters be put on a restricted call list which limits the people that they are allowed to call or that may call them. Further information on this can be requested through the Victory Village Executive Director.

Students are encouraged to mark all items with their name. Items will be checked upon arrival and thereafter as necessary. Items in excess or that are unacceptable will be sent home with parents or shipped home (Possibly at parents expense). Victory Village Christian Academy is not responsible for lost, stolen, or damaged items. It is the student's responsibility to take care of their own property.

3.1.1.3 Care Package Items (Ideas)

- Hand written notes
- Photos
- Gum/Mints
- Hygiene products (Shampoo, Body Wash, Conditioner, Face Wash, & Toothpaste)
- Nail Polish
- Lotions
- New Shirts
- Water Bottles
- Drink Mixes
- Cash or Gift Cards for use on outings
- Puzzles
- Crafts
- Sticky Notes
- Mechanical Pencils (or Refill Lead)
- Hair Ties
- Headbands
- Chapstick
- Sports Shoes in season
- Birthday gifts (if celebrated while with us)
- Décor items for rooms

- Stickers
- Journals
- Books for fun reading (Approved content)

3.1.1.4 Things NOT to Bring

- Illegal items or substances (Tobacco, alcohol, or illegal drugs)
- Music, books, or games with violent, immoral, or satanic themes
- Glue, Scissors, or Knives
- Weapons of any sort
- Posters, music, or anything with objectionable content
- Laptop Computers
- Booty shorts, shirts that show cleavage, or clothing with illicit content

3.1.1.5 Right to Inspection

Though Victory Village Christian Academy respects a student's privacy, the Staff/Faculty must reserve the right to search without notice for any prohibited items and remove anything they feel may be harmful or inappropriate for dormitory or school life. Victory Village is under no obligation to return prohibited items to the student and may destroy them or turn them over to law enforcement officials in the event of anything evidencing criminal activity. Students are allowed to keep a private journal that will not be inspected except in health emergency situations. However, if private journals are shared with any other student it no longer is private and will be read of any Staff/Faculty member at any moment notice.

3.1.1.6 Grounding

Any student that is grounded due to dormitory restrictions or regulations they can expect the following stipulations to be implemented, further stipulations may be applied on an individual basis.

- Confined to students room
- Bathroom and room doors must remained closed, students are not allowed to sit in the door way of their room and expect that to count as being in their rooms.
- Students are allowed to come out for meals, but must return directly following the meal.
- Students are not allowed snacks, out-going phone calls, or mail privileges while under grounding stipulations.
- Students will be instructed on when to come out for Medication, or Medication may be brought to them depending on the given situation. Prayer Time may also be restricted depending on the given situation.

3.1.1.7 Respect of Property

Students are asked to respect the buildings and contents of all Victory Village Christian Academy property and to refrain from destructive behavior. Do not slam doors or hit the walls. Victory Village was built and paid for by loving, hard-working people, who gave out of love for God and for youth. Students are responsible to pay for and possibly replace damage that they do to the building, its contents, and to the property of others.

3.1.1.8 Teamwork

Staff and students will work together as a team to keep the dormitory and school clean. Both inside and outside of the buildings must be kept clean and attractive at all times. Victory Village Christian Academy must be ready for visitors and inspections at any

time. There will be a time during the week, probably on the weekends, when Dorm Staff and students will cooperate together in a deep cleaning of the dorm. A good attitude and spirit of cooperation can make this a fun time.

3.1.1.9 Student Rooms

Students may NOT rearrange furniture in their rooms or add additional furniture without permission. Nothing should be placed over the floor vents or it will interfere with the heating and air conditioning. Do not take curtains down and do not hang up blankets over the windows. Posters and pictures may be placed on the wall, as long as they are appropriate, limited in number, and have been approved by the Dormitory Director. Placing on the walls can only be done via the clothes pins and NO tacks, tape, or other adhesive should be used. If the Dorm Staff find something posted that they feel is inappropriate, the student will be asked to take it down or the staff may remove it themselves. NEVER write anything on the walls or on the furniture. Students are allowed a water bottle in their room with only PLAIN water in it. No glasses, plates, bowls, or other kitchen ware is allowed in the rooms. It is a State Regulation that NO food is allowed in student rooms. If food is found in rooms it is gone forever. If dishes are found in room those specific students will have consequences. Gum and mints are permitted in student rooms. No students (other than roommates) are allowed in each others room. This is a safety measure and will be strictly held to. Student are not to be jumping or hanging on the furniture in their rooms or in the dormitory as a whole.

3.1.1.10 Male Visitors & Male Staff

Men are not to visit any student's room, unless accompanied by a staff member. If anyone is visiting in a student's room, other than their roommate, the door to the room MUST be kept fully open to the hallway.

When guests (Visiting groups or individuals) are at the dorm NO TV is allowed & students MUST stay in dining room with guest entire time they are present (Does not pertain to family visits).

No Males (other than a students father) are allowed to be alone at any time with any of the students while they are enrolled at Victory Village Christian Academy.

- Visitors in General: All visitors to the Victory Village Christian Academy campus must be monitored at all times. No one is permitted back to the student rooms without permission and accompaniment by a Victory Village staff member.

3.1.1.11 Dress

Students at Victory Village Christian Academy are expected to dress appropriate and modest at school and church. No slippers & PJ's are permitted to be worn outside of the dormitory. If staff feels students are dressed inappropriately, they will be asked to change. Booty shorts are not allowed, shirts with spaghetti straps need to always be covered, all shirts that show cleavage, stomachs or bras are not to be worn while at Victory Village Christian Academy.

Due to State Regulations, socks (and/or shoes) must be worn at all times in doors at Victory Village. Due to rocks and stickers students are also encouraged to wear shoes/sandals at all times outdoors.

3.1.1.12 Laundry

Students will be assigned a day to do their laundry. Each student is responsible to wash and dry their laundry on their assigned laundry day. It is very important to stay on schedule so everyone will be able to do laundry once a week. It is the responsibility of the

students to communicate with their fellow laundry day mates on when and how they are going to manage getting all their laundry done on time. The students are allowed to start their laundry at 5am on their laundry days. Sheets must be washed every week, blankets & comforters must be washed every other week. The students must wash their bedding first- blankets, sheets, and pillowcases. Once their bedding has been washed they can then begin their clothes. If a student needs something washed in a hurry, and cannot wait until their assigned day, please talk to the staff for special permission. Students will be instructed by the dormitory staff on proper loading and washing techniques. Students are asked not to overload the machines, clothes will not get clean and the machines may be damaged. Students are asked to remove clothes from the washers and dryers immediately after they are finished. Failure to get all laundry done and back in room before Prayer Time will result in a consequence.

After all bedding is washed students are expected/required by state regulations to make their beds. The bed needs to be decked with, a mattress pad, clean sheets (fitted), pillow & pillow case, and at least one clean blanket. Their beds should be made and all laundry folded and put in its proper place by 10:00pm. If a student refuses to make her bed before going to bed, staff will make it and the girl will owe the Dormitory \$5.00.

3.1.1.13 Pets

No pets of any kind are at Victory Village Christian Academy. Victory Village does have a couple animals of their own, a few cats, and a few small school pets for all the students to enjoy, however, no additional pets will be allowed. Other than the school pets, none of the Victory Village pets are allowed indoors.

3.1.1.14 Outdoors Activities

Walks, runs, or other outdoor activities are among many of the fun things offered at Victory Village Christian Academy. Students are permitted access to the numerous trails on the property with permission and supervision of staff/faculty. For safety reasons, students are not permitted to go off of the property or on the public road without the accompaniment of a staff/faculty member.

3.1.1.15 Piercings or Tattoos

No student should do body piercing or tattoos to themselves or another student while enrolled at Victory Village Christian Academy. Any piercing or tattoos done must be by a professional and only with permission of parents through the Victory Village Executive Director. If piercings are discovered without permission of parents or Victory Village Directors, they will be asked to be removed.

3.1.1.16 Cutting or Dying Hair

Any cutting or dying of hair must be by permission of parents through the Victory Village Executive Director. To obtain proper permission the student must fill out an appropriate form, submit it to the Executive Director and get approval from parents of any cutting or dying of hair.

3.1.1.17 Hygiene

Victory Village wants all students to take care of their health and to follow good hygiene practices. Showers must be taken and underclothes changed daily. If a student chooses to participate in athletic sports, the student is required to shower within a 24 hour period/daily. All Level 1 students will be placed on a shower chart.

3.1.1.18 In-Room & Lights-Out

In-Room time is 9:00pm Sunday through Saturday. Lights-Out is 10:00pm Saturday through Sunday (unless specified differently by the Dormitory Director). If a student is in someone else's room after In-Room time they will be disciplined. If anyone other than a student's roommate is in their room they and the guilty party will be disciplined – if this continues to be an issue the door will be taken off and further consequences assessed. Prior to In-Room times there will be a mandatory prayer time each evening. Failure to attend will result in discipline, unless a student is already under a room grounding which prevents them from attending.

3.1.1.19 Meals & Snack Boxes

Meal times are times for good conversation and building of relationships. Students are required to come to the table for all meals. Breakfast is served at 7:30am Monday-Friday, students are expected to be on time to breakfast. Furthermore students are required to remain for 5 minutes after prayer before leaving the breakfast table. Lunch is served at Noon Monday-Friday, students are expected to be on time and are required to remain for 15 minutes after prayer before leaving. Dinner varies on time served each day and students are only expected to remain through prayer, serving, and any other announcements. Weekend meals vary on times and rules, students will be made aware of what is expected of them by staff ahead of time. Students are not to share or trade meal items with one another. They are expected to eat their whole meal before having dessert or leaving the table. Any part of their main meal that is not finished will be saved for the following meal.

There are two scheduled snack box-times (Wednesdays & generally Sundays) these are the only times that students will have access to their snack boxes. Times on these snack times will be determined by the Dormitory Staff working the shift. Furthermore, at these snack times the students must consume their snacks at the dining room table. Students are not allowed to share or trade their snacks with other students. Students are allowed to keep snacks of their choice in their snack boxes. However, the snack boxes have to be able to close. Any snacks that do not fit in their personal boxes they will NOT be allowed to keep. Parents cannot supply snacks for snack boxes unless their daughter is on Level 2-4. However, parents of Level 1's may bring snacks for everyone on special occasion by approval from the Executive Director. All parents are permitted to provide snacks for their daughters on move-in days.

3.1.1.20 Chores

Students are expected to keep their rooms and bathrooms neat and clean everyday (except Sundays). Sundays are a day of rest and no work (outside of dishes) is expected of the students. However, if a student has a wreck of a room come Sunday night, they will be expected to clean it before lights out. Students are assigned times to help with dishes each week; they will be taught how to properly clean and put away all dishes and food. All chores must be done before the student is allowed to participate in other activities or leisure time. There is a lot that goes into making a home run smoothly and effectively. Therefore, to have this happen, the students will be expected and required to assist with other chores in keeping the grounds, chapel, school, and dormitory clean and organized on a daily basis. Refusal to help with these daily chores will result in discipline.

3.1.1.21 Youth Group

Currently there is not a youth group of regular attendance. However, in the past on Wednesday nights, the Dormitory Staff will take students to a youth group meeting at a

local church in Hutchinson. This is designed to be an opportunity to meet other youth and form friendships outside of Victory Village. All Victory Village students are expected to attend these Wednesday night meetings, when they occur, and remain respectful of the local churches property and meeting hall.

3.1.1.22 Evening Prayer Time, Bible Studies, & Service Projects

Apart from Sunday morning chapels and youth group there are weekly devotion times scheduled at the dorm in the evening or on the weekends. Much like Sunday services or youth group, these times are mandatory. Students are expected to attend and remain respectful. They do not have to read out loud or answer questions, but they must participate by staying alert and being respectful to others.

Students are able to request a one-on-one Bible study partner with one of our staff, this will be assigned by the Dormitory Director once the students express interest. This is not mandatory or an expectation of the program.

Service Projects are a common occurrence here at the Village. All students are expected to be present and involved in each service project, unless under a strict discipline for a given situation.

3.1.1.23 Relationships, Dating, & Sexuality

One of the core beliefs of Victory Village Christian Academy is that we are all created in the image of God. Understanding the importance of this truth is critical to a young person's sexuality. No one is looked down on or condemned because of what they may feel is their sexual orientation. However, Victory Village wants to help everyone to have a proper understanding of sexuality, and do what we can to eliminate much of the confusion that has developed in our society over this matter. The Bible says that God made male and female, and ordained that one man and one woman be united together in marriage, bear children and ideally remain together until death. Unfortunately, the image of God within both men and women was marred when sin entered into the human race, and divorce, and other irregularities in marriage are quite common, but we believe God's original plan and purpose is still an ideal and attainable. It is hoped that our students might look forward to the time when they will meet the man God would have them marry, and that they would be preparing themselves even now for that happy future event in their lives.

An important part of being prepared is having a proper understanding of sexuality and why it is important to wait until marriage for its full expression. Though some will disagree, we believe that same sex relationships are unnatural and that they are not God's plan. Because of this belief Victory Village has a ***NO female-female relationship Policy***. It is possible for someone to be attracted to and develop sexual feelings for another of the same sex, but this does not mean they are homosexual or lesbian, or even bi-sexual.

These attractions often happen as a result of having been abused, out of admiration for someone of the same gender, by idolizing a popular personality, movie star or entertainer, or by following cultural trends. We do not want or allow girls dating other girls or acting out sexually with them, any more than we would want them to have sexual relationships with boys at Victory Village. We ask that there be no display of "gay pride," promotion of gay culture through posters, clothing, or in other ways. Girls may not sleep together in the same bed, or touch each other for the purpose of sexual gratification. Boys who want to visit must first ask permission to do so, and then stay in the public areas at the dorm. Boys are not allowed to go into the students rooms, or to go on walks without a staff member present. Further requirements on boys, dating, and visiting may be required. It is upon the discretion of the Directors.

3.1.1.24 Level System

Victory Village operates off of a level system. Depending on the level a student may be on, this will determine that amount of privileges and activities the students is allowed to participate in. The higher the level the more privileges and opportunities. Levels are determined by behavior, attitude, chores, etc. In the Appendix of this handbook is a copy of the requirements of each level and the benefits associated with that level.

3.1.1.25 Outings

Victory Village Christian Academy's outings are designed to be an enjoyable and privileged experience for the students. However, it is up to the students to maintain a level of respect and good conduct to ensure that these added privileged outings continue to happen. Shopping, the Library, Bowling, the Theatre, or a whole host of other outings is specifically designed to meet the student's interests as well as give them something to look forward to outside of Victory Village. Dorm Staff & Faculty will take students on these outings.

Shopping - occurs approximately once a month. Students are taught how to manage their money through creating a shopping list and budgets before each months shopping trip. Failure to create a shopping list and budget could prevent the student from going shopping that month. NO bags or purses can be taken on shopping trips, ONLY a wallet can be taken.

Library – students are on occasion allowed to go to the campus library to check out books. Students are limited to checking out two books each time they go to the library.

3.1.1.26 Student Accounts & Money

Each student has a Victory Village checking account. Students are able to earn money while at Victory Village through various means (Confetti, Newsletters, Gifts, etc.). All money that students earn will be put into their checking account and can be withdrawn upon approval. The level that a student is on affects the amount of money and times a student can withdraw from their account.

If a student is expelled from Victory Village Christian Academy the money that is left in their account will remain the property of Victory Village Christian Academy.

4 THE CHAPEL

4.1 SUNDAYS

Victory Village Christian Academy's church services begin at 10:30am at the Village Chapel and usually end around 11:30am. Everyone is expected to cooperate and participate in the services. The Chapel is a house of prayer and worship, and respect for God should be shown by one's conduct and participation while there. Students are asked to not talk to each other or sleep after the service begins. Students are asked to participate by using the Bibles, song books, listen to the messages, read and pray voluntarily, and do their best to assume an attitude of reverence. Victory Village will not force anyone to believe, however, we ask that the student and families keep an open mind to what is said, even if they do not agree with it. Frequently throughout the school year, the students and dormitory staff will travel to different churches within the state and share what the Lord has been doing through the work at Victory Village Christian Academy. On

these trips students are sometimes asked to give testimonies or sing songs, students may decline speaking on these trips, but still expected to attend.

5 APPENDIX

5.1 LEVEL SYSTEM

5.1.1 Level 1: JUST OUR PROGRAM

Expectations & Requirements to move to Level 2

Completion of daily Chores (No Refusal to do Chores)

On Time to Meals

Participation in Chapel Services (Singing, Reading, Paying Attention, Sitting Up, etc.)

Staying in Rm. @ In-Rm. Time

Lights out @ Lights-Out Time (Overhead light must be off)

Dressing appropriately for School, Church, and Outings

Weekly doing laundry and bedding to completion (Folding and putting away, making bed properly)

Displaying proper hygiene and cleanliness (Showing every other day or daily if in athletics). Level 1 students are on a shower chart.

Respectfully speaking with and treating ALL people (In the manner with which the person they are interacting with see/feel respected)

Obtain a minimum of 5 hours of volunteer service (Nothing paid or that recognition is received. Also, no service hours can be obtained by doing regular daily chores i.e. dishes)

Limitation to Level 1

No Personal Devices (See device regulations)

No Extra Outings

No Paid Work Options

CANNOT withdraw money from Victory Village checking account

No acquiring of confetti (program points)

Not allowed snacks from parents, even from Care Packages

5.1.2 Level 2

Expectations & Requirements to remain on Level 2

Continuing to fulfill all Level 1 Expectations & Requirements

Benefits of Level 2

Earning of Confetti (program points) up to 5 a day

Ability to do extra jobs for money (Newsletters & Chore Jobs)

Able to withdraw from checking account upon approval

Ability to partake of morning cup of coffee or tea

Ability to partake of evening tea

May have snacks sent to them from parents

Expectations & Requirement to move to Level 3

Participation in (1) Athletic Sport or (1) Other Extracurricular Activities of equal commitment/requirement level (Praise Band, etc.)

Completion of a minimum of 10 volunteer service hours (Separate from the hours obtained in advancing to Level 2, and hours that the student does not receive payment or recognition. Also, no service hours can be obtained by doing regular daily chores i.e. dishes)

Earn a minimum of \$200 from work done, or equivalent confetti while enrolled at Victory Village

5.1.3 Level 3

Expectations & Requirements to remain on Level 3

Continual fulfillment of Level 1 & 2 Expectations & Requirements

Benefits of Level 3

All Benefits from Level 2

Plus...

Earn added Personal Device Time (8:15pm-9:15pm Saturday-Thursday, No students, on any level, are allowed personal devices on Fridays)

Added Confetti (program points) up to 10 a day

If 16 years or older able to apply for a job outside of VVCA

Expectations & Requirement to move to Level 4

Obtaining a minimum of 20 hours of volunteer service (Separate from the hours obtained in advancing to Level 2, and hours that the student does not receive payment or recognition. Also, no service hours can be obtained by doing regular daily chores i.e. dishes)

Earn a minimum of \$325 while enrolled at Victory Village and maintain a minimum of \$125 in the student's VV checking account in order to move to and stay on level 4.

If a student's VV checking account drops below \$200, they will be automatically moved down a level. The purpose for this expectation is to encourage the student to begin saving their money for life decisions after Victory Village (college, career, car, etc.).

Participation in at least 2 Athletic Sports or (2) Other Extracurricular Activities of equal commitment/requirement level (An off campus job would count as 1 extracurricular activity)

5.1.4 Level 4

Expectations & Requirements to remain on Level 4

Continual fulfillment of Level 2 & 3 Expectations & Requirements

Benefits of Level 4

All Benefits from Levels 2 & 3

Earn added Confetti (program points) up to 20 a day

Able to present desired benefits for approval by Directors