

# *Victory Bible Christian School*

10245 Broad River Road 803-781-6970 [victorybible.info](http://victorybible.info) Pastor John Seydlitz, principal

## ADMISSIONS CHECKLIST

Thank you for your interest in Victory Bible Christian School. This document will guide you through the admissions process.

1. The school receives from you

- \_\_\_\_\_ Application for Admission and Forms Group A
- \_\_\_\_\_ Copy of child's birth certificate
- \_\_\_\_\_ Latest report card/standardized test results from previous school, if applicable
- \_\_\_\_\_ Enrollment fee\* (See Financial Policies for amount.)

\*This fee is refundable if VBCS does not admit student; nonrefundable if student does not enroll for other reasons.

2. The school reviews the admissions packet and contacts you.

- \_\_\_\_\_ Interview
- \_\_\_\_\_ Grade Placement Testing fee (\$35 per child)\* \*nonrefundable
- \_\_\_\_\_ Grade Placement Testing

3. The principal reviews the admission information, and the school notifies you of the grade your student will be admitted to.

4. The school receives from you

- \_\_\_\_\_ Copy of immunizations DHEC Form 1148 (see former school or doctor's office)
- \_\_\_\_\_ Forms Group B
- \_\_\_\_\_ Extended Care Registration, if applicable, with fee of \$10 (\$20 if after August 1)
- \_\_\_\_\_ Book fee (\$159 for K4/K5; \$255 for 1-12)\* \*nonrefundable
- \_\_\_\_\_ Transcripts—Fill out Transcript Release and send to your child's previous school.

5. Both parents attend an orientation meeting (if transferring after school year has started).

6. Congratulations! Admission is complete. You will receive an official welcome letter.

**Make checks payable to  
VICTORY BIBLE BAPTIST CHURCH**

# Victory Bible Christian School

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## SCHOOL INFORMATION AND ENROLLMENT POLICIES

### History

Victory Bible Christian School was founded in 1984 as a ministry of Victory Bible Baptist Church for church families who desired a Christian education for their children. Since its founding, the school has built an outstanding Christian and academic record and has grown to include grades K4-12. Since August of 1986, our school has chosen to use the Abeka DVD program, which has proven to be a tremendous tool for maintaining excellent academics in a variety of grades in a small school setting. Students enjoy both live and DVD teaching and receive high levels of personal attention and help. Our students consistently score well above the national average on standardized testing.

Victory Bible Christian School has two school verses, which help to highlight the philosophy with which we approach education: 1 Samuel 2:30—"Them that honor Me I will honor" and Colossians 2:3—"In whom [Christ] are hid all the treasures of wisdom and knowledge."

### Purpose and Mission

Victory Bible Christian School was founded for the sole purpose of ministering to families and their children by providing a quality education from a biblical perspective. God expects Christian parents to train up their children "in the way they should go." VBCS exists as a church school to support that role and to extend the teaching ministry of Victory Bible Baptist Church. Students are admitted with the understanding that they and their parents desire biblical convictions and godly lives. The school purposes to see children develop a personal relationship with Jesus Christ and become followers of Christ.

Victory Bible Christian School seeks to carry out its purpose by

- training students to fully believe God's Word, the Bible.
- teaching students to abide by God's Word in both belief and practice, in accordance with the doctrinal statement of Victory Bible Baptist Church as found in its church constitution. These doctrines and standards include but are not limited to those listed in our *We Believe the Holy Scriptures Teach*, which you will read and sign. Parents desiring to read the entire church doctrinal statement are encouraged to request a copy.
- providing a consistent example of godliness and wholehearted Christian living to students.
- teaching students to live by high moral standards and develop quality character.
- teaching students to live for God.
- teaching all subjects from a biblical worldview.

## **Enrollment and Reenrollment**

### ***Eligibility for Admission: K4-8th Grades***

Subject to space and pending completion of the admissions process, VBCS will enroll students in grades K4-8 who meet the following criteria:

1. The parents fully support and approve our school's purpose and mission.
2. The parents read, sign, and agree to abide by our school's policies, pay fees due, and complete the admissions process as outlined in the Admissions Checklist.
3. A student enrolling in K4 or K5 will be 4 or 5, respectively, by January 1 of the school year for which enrollment is requested. \*Note that students whose birthdays fall between September 2 and January 1 may or may not be admitted to the next grade if transferring to another SC school before 2nd grade. \*\*Early enrollment is dependent on the school's early readiness assessment.

### ***Eligibility for Admission: 9th-12th Grades***

Subject to space and pending completion of the admissions process, VBCS will enroll students in grades 9-12 who meet the following criteria:

1. The parents and students fully support and approve our school's purpose and mission.
2. The parents and students read, sign, and agree to abide by our school's policies.
3. The student meets *one* of the following criteria:
  - a. The student and/or student's family are members of Victory Bible Baptist Church in good standing.
  - b. The student is currently or previously enrolled in Victory Bible Christian School and is or was a student in good standing.
  - c. The student is transferring from another Christian school or Christian homeschool with like beliefs and practices and can provide transcripts.

In unique cases, a student who does not meet the above criteria may be admitted by recommendation from families of Victory Bible Baptist Church or Victory Bible Christian School. This will be decided on a case-by-case basis. All enrollments remain subject to the discretion of the pastor of VBBC and the principal of VBCS.

### ***Requirements for Admission: Previous Records***

Students with a record of previous suspension or expulsion from another school may not be allowed to enroll.

All students are required to provide records from their previous school.

### ***Requirements for Admission: Physical Exam***

Students enrolling in K4 or K5 in Victory Bible Christian School for the first time must have an up-to-date physical examination health form on file before they can be admitted to class. A K4-K5 student transferring from another school within the state of South Carolina during the current year may be admitted by transferring a physical examination health form to Victory Bible Christian School.

### ***Requirements for Admission: Immunizations***

South Carolina law requires that, prior to entry, attendance, or transfer to any South Carolina preschool or school (K-12), each student shall have on file an original South Carolina Certificate of Immunization (DHEC-1148). Students transferring to South Carolina schools from other states shall be allowed up to a maximum of 30 school days to obtain a SC DHEC 1148. Except for transfer students, no grace period can be granted.

### ***Requirements for Admission: Placement Testing***

All 1st–8th grade students new to Victory Bible Christian School will take a test to determine the best grade placement and academic recommendations. All 9th-12th grade students will be placed based on previous school records and testing if necessary. VBCS cannot guarantee placement in the grade applied for.

### ***Requirements for Admission: Transferring from Homeschooling***

When a student transfers from a home-education program to Victory Bible Christian School, parents should submit during admission a portfolio, including but not limited to, the following:

1. A log of educational activities which was made contemporaneously with the instruction and which designates by title the reading material used,
2. A copy of the most recent annual evaluation or report card,
3. Results from standardized testing, if available.

As with all students, grade placement cannot be guaranteed and depends on VBCS's grade placement testing.

### ***Reenrollment***

Reenrollment each year is by invitation. Students in good standing whose accounts are current and who are in support of the school and its policies can expect to be asked to reenroll.

### ***Withdrawal***

Withdrawal from school must be made in person by a parent in the school office. Records will not be released to the new school until the account is paid in full. Tuition will be owed through the end of the month during which withdrawal is made plus the month following withdrawal.

### ***Dismissal***

A student may be dismissed from school when he is found to be out of harmony with the rules and policies of the school or for other reasons outlined in the school's policies. Lack of parental support of the ministry or administration is also grounds for dismissal. Students who desire to be reenrolled after dismissal must wait until the following school year and meet with the principal for approval. A student who has been dismissed or asked to withdraw from enrollment will not be allowed to attend school-sponsored activities without prior approval from the principal.

### ***Non-Discrimination Policy***

Victory Bible Christian School admits qualified students as required by law, without regard to race, color, gender, or national or ethnic origin, to all the rights, privileges, programs, and activities generally made available to students at the school. VBCS does not discriminate contrary to the law on the basis of race, color, gender, or national or ethnic origin in the administration of its policies, scholarship and loan programs, and school-administered programs.

### ***Lifestyle and Sexual Preference Policy***

VBCS's desire is to partner with the home in providing a Christian education to children and developing godly character. In the event that a student's or family's lifestyle choices conflict with or are in opposition to the school's biblical lifestyle beliefs, the school reserves the right to dismiss an enrolled student and/or to decline the admission or reenrollment of a student. "Can two walk together, except they be agreed?" (Amos 3:3)

As a Christian school, VBCS reserves the right to select students (i.e. partner with families) on the basis of the school's religious beliefs and student's/family's personal conduct (lifestyle choices). This includes student and family religious commitment (especially in 7th-12th grades) and lifestyle choices (including, but not limited to, sexual orientation, same-sex relationships, and unmarried co-habitation).

*Parent/Guardian Agreement*

In applying, I understand and agree that

1. The enrollment fee is nonrefundable if I change my mind about enrolling for any reason. It is only refundable if the school does not admit my child.
2. I am completing the admissions process with the intention of my child attending Victory Bible Christian School.
3. My student will not be admitted unless I complete the admissions process, including signing school policies including but not limited to this document, the Application for Admission, the What We Believe statement, the Code of Conduct, the Discipline Policy, the Financial Policies and Tuition, and the Waiver of Liability.
4. If my child is admitted, I will attend Open House (or Orientation if transferring during the school year), the School Program, the end of the year Awards Program, Graduation Ceremonies, and Parent-Teacher Conferences (as requested by me or a school staff).
5. Victory Bible Christian School reserves the right to admit or reject students based on its Admissions Policies, and administrative decisions are final.
6. Reenrollment is at the discretion of Victory Bible Christian School, as outlined in the Admissions Policies.
7. Enrollment is not final until I receive a final admittance letter from Victory Bible Christian School and agree to any conditions described therein.
8. All the information I provide in the Application for Admission and other documents is true and accurate to the best of my knowledge. I understand that providing false information is sufficient grounds for the rejection of the applicant or expulsion/withdrawal of the student.

***My signature on the line below indicates that I have completely read this document and commit to the agreement above.***

*Parent or Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_

*Parent or Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_

Staff: \_\_\_\_\_

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## APPLICATION FOR ADMISSION

This application does not guarantee admission but provides information for VBCS to begin the admissions process. Final approval of all enrollments is based on administrative policies and is at the discretion of the principal of VBCS.

I am seeking admission for the 20\_\_\_\_-20\_\_\_\_ school year.

I am seeking admission to

\_\_\_\_ Half-Day K-4 \_\_\_\_ Half-Day K-5 \_\_\_\_ Full-Day K-5 \_\_\_\_ 1st-8th \_\_\_\_ 9th-12th

Child's name: \_\_\_\_\_ Male  Female   
Last First Middle

Name child goes by \_\_\_\_\_

Birth date: \_\_\_\_\_ Requesting enrollment in grade \_\_\_\_\_

*K4 and K5 students must turn 4 or 5, respectively by January 1 of the school year for which they are applying.*

*Child must be completely potty trained and not dependent on pull-ups.*

Student resides with  Mother/Father  Father only  Mother only  
 Father/Stepmother  Mother/Stepfather  Guardian  
 Other (please specify relationship to child) \_\_\_\_\_

### Parent information:

Father  Stepfather  Male Guardian

Mother  Stepmother  Female Guardian

Name: (Mr.) \_\_\_\_\_

Name: (Mrs.) \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Church Background: \_\_\_\_\_

Church Background: \_\_\_\_\_

If parents are divorced or separated, which parent currently has legal responsibility for School related decisions \_\_\_\_\_ School fees \_\_\_\_\_ Receiving School Communications \_\_\_\_\_

What are the current custody arrangements? \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

*If parents are divorced, a copy of the court document showing legal custody arrangement is required for the student's file.*

If applicable, please provide all STEPPARENT information:

Relationship to Student: _____	Relationship to Student: _____
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Home Phone: _____	Home Phone: _____
Cell Phone: _____	Cell Phone: _____

Is either parent a member of Victory Bible Baptist Church? Yes  No

Does the student have siblings enrolled at VBCS? Yes  No

Name(s) and age(s) of sibling(s), whether enrolled in VBCS or another school:

\_\_\_\_\_

Name of previous school: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Reason for transfer or withdrawal? \_\_\_\_\_

Has your child ever been expelled, dismissed, suspended, or refused admission to another school? \_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Has your child ever had any disciplinary difficulties? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the academic level of previous schoolwork? Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor \_\_\_

Has your child ever failed school? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Describe any special physical, academic, or behavioral needs: \_\_\_\_\_

Describe any allergies or special medical needs: \_\_\_\_\_

Describe your reason(s) for putting your child in a Christian school: \_\_\_\_\_

How did you hear about Victory Bible Christian School? \_\_\_\_\_

**I (We) give the following references as to my (our) person and character:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

**Victory Bible Christian School admits qualified students as required by law, without regard to race, color, gender, or national or ethnic origin, to all the rights, privileges, programs, and activities generally made available to students at the school. VBCS does not discriminate contrary to the law on the basis of race, color, gender, or national or ethnic origin in the administration of its policies, scholarship and loan programs, and school-administered programs.**

**Signatures of Parents or Guardian:**

BOTH parents are required to sign, including parents who are divorced or separated but share custody.

*We verify that the information provided in this application is complete and accurate. In making application for my/our child to attend VBCS, I/we have read and understood the school's policies and agree to submit myself/ourselves and my/our child to the requirements outlined therein.*



**Father** \_\_\_\_\_

**Date** \_\_\_\_\_



**Mother** \_\_\_\_\_

**Date** \_\_\_\_\_



**Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_



# STUDENT RECOMMENDATION FORM (Grades 7-12 only)

Name of Student \_\_\_\_\_ (Applying for School)  
(Please print) LAST FIRST MIDDLE

Please complete this top portion of this form and give it to an adult (not a relative) who knows your student well. I give my permission for the following information to be released to VBCS. I understand that it will be treated confidentially and will not be released to me.

\_\_\_\_\_  
Signature of Parent

**To the Reference:**

This student is seeking admission to Victory Bible Christian School, a church school which offers instruction from pre-school through twelfth grade. We would appreciate your observations. If you wish to discuss this student personally rather than complete this form, please check here [ ] and complete the bottom portion. We will contact you.

How long and in what capacity have you known this student? _____ _____
How does this student demonstrate evidence of good character? _____ _____
Would you want your child to attend school with this student? _____ Why or why not? _____ _____
What are this student's greatest strengths? _____ _____
What are his/her weaknesses? _____ _____
I recommend this student: Yes _____ No _____ With this reservation _____ _____
Additional comments: _____ _____ _____

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Relationship to student \_\_\_\_\_

**PLEASE MAIL THIS FORM DIRECTLY TO THE ADDRESS BELOW**  
**VICTORY BIBLE CHRISTIAN SCHOOL**  
**Admissions**  
**10245 Broad River Road**  
**Irmo, SC 29063**

If you have any questions, please call 803-781-6970. Thank you for your help with this student's application process.

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## REQUEST FOR EARLY ADMISSION TO K4/K5

*Fill out this form only if*

- *you are applying for K4 or K5*
- *your child's birthday falls between September 1 and January 1*
- *you wish for your child to enter school a year early*

We (I) the undersigned sole guardians (guardian) for the following child:

\_\_\_\_\_, date of birth \_\_\_\_\_, and age \_\_\_\_\_  
ask that special permission be granted to enroll our child in \_\_\_ K4 / \_\_\_ K5 for the \_\_\_\_\_ school year at Victory Bible Christian School. We (I) understand that if permission is granted by the school, this does not guarantee that my child will be accepted at the same grade level upon transfer to any other school.

I understand that early admittance to K4 or K5 is at the discretion of Victory Bible Christian School based on the school's assessment of the student's readiness.

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Staff: \_\_\_\_\_

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## WE BELIEVE THE HOLY SCRIPTURES TEACH

- *that the Bible* in Its original documents is the inspired Word of God. It has been preserved by God for us today, and It is final in Its content, and without error in Its statements.

- *that there* is one God eternally existent and all-powerful, Creator of heaven and earth and all things, Who is manifested to us in three persons—Father, Son, and Holy Spirit.

- *that the Lord Jesus Christ* is God's only begotten Son, fully God in the flesh, who came and lived a sinless life here on our earth.

- *that Jesus Christ* gave up His divine life willingly as the complete and sacrificial payment for every person's sins, and that He bodily arose again from death after three days.

- *that every person* needs Christ as Savior because all people are lost apart from Him.

- *that every person* who chooses of his own free will to believe God's record of His Son, trusting in the Lord Jesus Christ as Savior, is sure to go to Heaven. A person's salvation can never be removed, lost, or changed in any way. A believer is eternally secure because his salvation is by grace through his faith in Jesus Christ and has been accomplished through the *finished* work of Christ rather than by his own works (as all false religious systems teach by subtlety.)

- *that this* trust in Christ bringing one salvation is *not* Biblical saving faith unless it is trust in Christ alone, i.e. Christ + baptism, or Christ + obedience, or Christ + surrender do not = Christ *alone*.

- *that*, having trusted in Christ, a believer should partake in believer's baptism and communion and get involved in living for Christ at a local, Bible-believing and Gospel-preaching church.

- *that it* is the duty of every Christian to preach the Gospel of the Lord Jesus Christ.

- *that* sign gifts were temporary and *fully ceased* when God's written record was complete. These include the charismatic gifts such as speaking in tongues, or the Apostolic gifts such as miraculous healing or raising of the dead.

- *that it* is God's will in the present church age that He be revealed to us through His Word and the convicting and enlightening work of the Holy Spirit who indwells every believer at the moment of his salvation.

- *that the* Lord Jesus Christ will return at any moment to catch His bride, the Church, away.

- *that the* only form of marriage recognized by God is the union of one man with one woman.

***I have read and agree to abide by this statement of beliefs. I understand these beliefs will be taught at Victory Bible Christian School.***

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Staff: \_\_\_\_\_

# **Victory Bible Christian School**

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## **FINANCIAL POLICIES AND FEES**

### ***Tuition Payments***

Tuition for the 2018-2019 school year is as follows:

K4	\$1425 annually*
Half-Day K5	\$1900 annually*
Full-Day K5	\$2375 annually
1st-12th grades	\$2840 annually*

\*Note that this is a 5% discount for paying the full tuition on or by August 1.

Parents may choose to divide the tuition into 10 monthly payments, as follows:

K4	\$150 monthly
Half-Day K5	\$200 monthly
Full-Day K5	\$250 monthly
Grades 1-12	\$299 monthly

Monthly payments are due on or by the 1st business day of the month from August through May. Payments made after the 10th calendar day of the month are considered late and will be charged a late fee.

Tuition payments, whether made monthly or annually, are nonrefundable.

### ***Tuition Discounts***

#### ***Multiple Child Discount***

two children:	15% discount on tuition
three children:	30% discount on tuition
four or more children:	same price as three children

#### ***Church Member Discount***

Families who have been members in good standing of Victory Bible Baptist Church for more than two years should inquire about this discount.

### ***Extended Care***

#### ***Regular Extended Care***

Extended care is available, as follows:

Before school (K5-12th grade student)	opens at 7:10 AM	\$35/month
After school (full-day K5-12th grade)	closes at 5:00 PM	\$85/month

Registration fee: \$10/family annually before August 1; \$20 annually after August 1  
Extended care fees are due with tuition payments.

#### ***Occasional Extended Care***

Families needing only occasional care may pay hourly fees at the rate of \$3/hour for each student needing care. There is no prorating unless total care is less than 15 minutes, in which case \$1.50 will be assessed. Fees are due on the day the care is given.

### ***Extended Care Charge Discounts***

Families with more than one child enrolled in extended care may take 10% off their extended care charges.

Single-parent families may choose to receive either free before school or free after school care for children in grades K5-6.

### ***Early Drop-off***

Please do not drop students off before 7:00 AM as there may not be school personnel on the property.

### ***Late Pick-up***

Regular students not picked up by 3:30 PM will be assessed for extended care at the hourly rate described above. Extended care students not picked up by 5:00 PM will be assessed at the rate of \$5 for each 5 minutes late (part or whole). If a parent has an emergency and notifies the school, care past 5:00 PM may be given at the regular hourly rate at the discretion of the caregiver.

### ***Payment Methods***

Parents may make checks payable to Victory Bible Baptist Church.

Cash payments should be made in the presence of a staff person and a receipt obtained.

### ***Transfer Students***

Students who transfer to VBCS during the school year will be charged tuition for all months in which any days are attended plus one more month.

Students who transfer out of VBCS during the school year, or who are withdrawn, expelled, or dismissed, will be charged tuition for all months in which any days were attended plus one more month.

All assessed school fees are due.

Extended care fees for students enrolled in extended care will be due for the same months for which tuition is owed.

No student records will be transferred until the account is paid in full. By signing the initial Application for Admission or the annual Reenrollment Application, you are authorizing the school to withhold report cards and other records until tuition and other fees outlined in this policy have been paid in full.

### ***Late Fees and Past Due Accounts***

Tuition and/or extended care payments made after 3:30 PM on the 10th of the month will be assessed a late fee of \$20.

Tuition and/or extended care payments not paid by the end of the calendar month may result in dismissal of the student from school until the account is up to date.

Families facing extraordinary financial hardship should explain their situation to the school administration to see if a payment plan can be agreed upon.

Students may not participate in the annual Awards Program or Graduation Exercises if their accounts are past due. Report cards and school records will not be released or transferred if accounts are past due.

Students may be denied reenrollment on the basis of poor payment history.

VBCS reserves the right to assign all delinquent accounts to a third-party agent/agency for collection and to file with the appropriate credit reporting agencies any balances uncollected beyond 90 days.

### ***Returned Check Fee***

There will be a fee of \$35 for all returned checks.

**Enrollment/Reenrollment Fee**

The enrollment fee of is due with the student's completed application or reenrollment form. This fee will be refunded only if the school does not admit the student.

Early enrollment	by May 1	\$180
Enrollment	by July 1	\$190
Late enrollment	after July 1	\$220

**Multiple Students Enrollment/Reenrollment Fee Discount**

The enrollment fee for families enrolling more than one child is due as stated above.

Early enrollment	by May 1	\$299
Enrollment	by July 1	\$309
Late enrollment	after July 1	\$379

**Testing Fee**

The fee for grade placement testing for newly enrolling students is \$35 per student and is nonrefundable.

**Book Fee**

The annual book fee is due by June 10 and is nonrefundable. This fee changes from year to year and will be on the Reenrollment Application.

2018-2019 book fees

K4-K5	\$159
1-12	\$255

**Headphone Fee**

Each student is supplied with two pairs of headphones by the school. If additional pairs are needed later, the fee is \$10 per pair.

**Lunch Fee**

Students needing utensils, plates, or cups for their lunch will be charged \$.25 per item.

**Graduation Fee**

K4-K5	\$10
High school	\$75

Fees include graduation regalia and, in high school, a reception room.

*I understand and agree to abide by the financial policies of Victory Bible Christian School. Fees and charges are subject to change without notice. I understand that in the event of withdrawal, transfer, or expulsion, I will owe full monthly tuition for any month in which at least one day was attended plus one extra month's tuition plus all other fees assess. If I do not adhere to these Financial Policies or am more than 30 days delinquent on my account, my child may be dismissed from school. By signing this statement, I am authorizing Victory Bible Christian School to withhold report cards and student records until tuition and other fees are paid in full. In addition, my signature authorizes Victory Bible Christian School to deny students participation in the end of year Awards Program and Graduation Exercises unless the account is paid in full.*

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Staff: \_\_\_\_\_

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## CODE OF CONDUCT

God calls Christians to be shining lights in a dark world; therefore our obedience to the instructions in God's Word is of utmost importance. VBCS upholds high Christian character as the goal of every student. Students are taught respect, honesty, obedience, compassion, diligence, and appreciation. We want our students to think on "whatsoever things are pure, lovely, and of good report."

Students enrolled in Victory Bible Christian School cannot, whether at school or in their personal lives, use or participate in the use of tobacco, alcohol, illegal drugs, or abuse of legal drugs.  
use profanity, racial slurs, or coarse or obscene language.  
participate in immoral practices, including but not limited to sexual behavior outside marriage, homosexual practices, pornography, sexting, or off-color conversation or jokes.  
participate in gambling.  
participate in modern social dancing.  
listen to music that is ungodly in word, sound, or appearance of the performers, including heavy metal, rock, rap, Christian rock, and most pop music.  
watch ungodly television or movies, play ungodly video games, or use ungodly websites, including but not limited to those with sexual content, indecent or obscene language, gratuitous or graphic violence, or unbiblical viewpoints.

Students with negative attitudes toward the school, its policies, its staff, or spiritual matters may not be allowed to reenroll.

*I have read and understand the Code of Conduct of Victory Bible Christian School and agree that I and my child will support it and abide by as long as my child is enrolled in Victory Bible Christian School. I understand that my child may be expelled or not asked to reenroll as a result of breaking this Code of Conduct.*

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

*Grades 7-12 students must sign.*

Staff: \_\_\_\_\_



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## DRESS CODE AND UNIFORM INFORMATION

VBCS uses a dress code and school uniform in keeping with its desire for students to have a Christian testimony and demonstrate a distinction between genders. Students should recognize their worth as individuals created in the image of God and show respect for self and God in the way they dress. The goal of our dress code is to maintain a neat, clean, positive, and modest appearance in all things.

Students arrive and depart from the school campus dressed in school uniforms according to the guidelines below during normal extended school hours of 7:00 AM -5:00 PM and during other special school activities.

### Girls—

1. Uniform skirts or jumpers
  - a. K4-2nd grade wear uniform scooters or skirts/jumpers. Scooters must be no more than 2" above the knee. Skirts/jumpers must touch the floor when kneeling.
  - b. Grades 3-12 must wear uniform skirts/jumpers that touch the floor when kneeling.
  - c. Skirts, jumpers, and scooters must be loose around the fullest part of the hips.
  - d. Garments must be worn with proper foundation garments underneath.
  - e. Skirts may be worn with leggings underneath provided the skirts still meet dress code requirements.
  - f. Garments must not be torn or frayed, have holes, or be severely stained.
2. Uniform blouses
  - a. K4-12 must wear uniform blouses that are loose around the fullest part of the upper body.
  - b. Blouses must be worn with a neutral color undershirt that prevents undergarment straps from showing.
  - c. Garments must be worn with proper foundation garments underneath.
  - d. Garments must not be torn or frayed, have holes, or be severely stained.
  - e. Pullover and button-up sweaters may be worn in the classroom.
3. Athletic, casual, or dress shoes with heels one inch or less
  - a. Athletic and casual shoes must be worn with visible socks.
  - b. Dress shoes must be worn with footies, tights, or hose.
  - c. Shoes must be clean, neat, and stay securely on the foot during normal activity.
4. Accessories and hairstyles
  - a. Jewelry must not be gaudy or worn in excessive amounts. Limit to no more than one necklace, two bracelets, one pair of earrings, or two rings at a time. No dangling earrings due to headphone use. No ankle bracelets or toe rings. No body piercings, tattoos, or fake tattoos.
  - b. Hair should be kept clean and odor free. No unnatural hair colors or multiple hair colors. Hair accessories should not be excessive. No fad styles or styles developed to identify with a fringe group or gain unusual attention.

- c. Book bags, purses, lunch boxes, and other objects brought to school should uphold the school's Dress Standard and Code of Conduct.

## **Boys—**

1. Uniform pants
  - a. K4-12 must wear uniform pants that fit properly.
  - b. Uniform pants must be worn with a belt unless there are no belt loops.
  - c. Uniform pants must not be torn or frayed, have holes, or be severely stained.
2. Uniform shirts
  - a. K4-12 must wear uniform shirts tucked in.
  - b. Uniform shirts must not be torn or frayed, have holes, or be severely stained.
3. Athletic, casual, or dress shoes
  - a. Shoes must be worn with visible socks.
  - b. Shoes must be clean, neat, and stay securely on the foot during normal activity.
4. Accessories and hairstyles
  - a. Jewelry must not be worn except for a watch and one ring. No bracelets, earrings, or necklaces. No body piercings, tattoos, or fake tattoos.
  - b. Hair should be kept clean and odor-free. Hair must be cut short enough to be off the eyebrows, ears, and collar. Sideburns should be no longer than the middle of the ear. No unnatural hair colors or multiple hair colors. No fad styles or styles developed to identify with a fringe group or gain unusual attention.
  - c. No facial hair.
  - d. Book bags, wallets, lunch boxes, and other objects brought to school should uphold the school's Code of Conduct and Dress Code.

## **Clearly Not Allowed For All Students**

1. Unisex or opposite sex clothing
2. Denim jackets
3. Pictures, logos, writing, branded children's characters or cartoon characters, overly prominent brand labeling, or other promotions on clothing or objects. (We are not referring to small, decorative stitching or appliqués for girls.)
4. Clothing that distracts or interferes with the classroom environment.

If there is ever a question, school administration retains the authority to make a complete and final decision which students must abide by.

**School Uniform Link**

You may view and order school uniforms through the link at [www.victorybible.info](http://www.victorybible.info). You may also request catalog information from the school office upon enrollment.

***I have read the school dress code and agree to cooperate in making sure my child is dressed by the guidelines contained herein.***

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Staff: \_\_\_\_\_

# Victory Bible Christian School

10245 Broad River Road 803-781-6970 [victorybible.info](http://victorybible.info) Pastor John Seydlitz, principal

## DISCIPLINE POLICY

The Bible teaches that children need both guidance and correction. Ephesians says, "Bring them up in the nurture and admonition of the Lord." Proverbs says, "The rod and reproof give wisdom." As an extension of the Christian home, Victory Bible Christian School believes that lack of discipline equals neglect of a child's needs. VBCS practices biblical discipline, as follows:

### **K4-K5**

K4 and K5 uses a discipline ladder, as follows:

- a teacher's look
- a quiet reprimand
- head down on desk
- stand by desk
- talk in hallway with teacher
- loss of recess or other activity privileges
- call to parents

### **Grades 1-2**

First and second grade uses *the same* discipline ladder as above, with the addition of

- visit to principal's office, as outlined below.

### **Grades 3-6**

Third through sixth grades use *the same* discipline ladder as above with the addition of

- after-school detention
- visit to the principal's office, as outlined below.

### **Grades 7-12**

Seventh through twelfth grades will use verbal reprimand, hallway talk, before or after-school detentions, or visit to the principal's office, as outlined below.

### **Visit to the principal's office**

In grades 1-12, this will be automatic for lying, cheating, or stealing. Other visits to the principal's office will be limited to cases in which every other avenue of correction available to the teacher has been exhausted. Many students attend Victory Bible Christian School for years without ever visiting the principal for discipline.

A visit to the principal's office may end in corporal punishment administered by the parent (never by school staff). If this is needed, these steps will be followed:

1. The parent or guardian will be called to come to the school office. At the teacher's discretion, the child may be left in class or told to wait outside class until the parent arrives.
2. With the parent present, the principal will clearly discuss the offense with the child from a Scriptural perspective.
3. The parent will administer physical discipline, not to exceed three strokes, using a flat paddle. Two staff members will be present.

4. There will be no physical restraint. If a child refuses to submit to the parent, in the best interests of the school, your child may be withdrawn from the school.
5. After the discipline is administered, staff, parent, and child will pray together.
6. Child will be assured of love and forgiveness.

I, \_\_\_\_\_,

(names of all parents or guardians)

believe that discipline is necessary for the welfare of a child as well as the entire school. I have read the above Discipline Policy and give my agreement and consent, pledging my support to this Scriptural approach to discipline. I understand that this approach is meant to correct wrong behavior, uphold authority, and set appropriate boundaries in a child's life. I agree that the administration and staff of Victory Bible Christian School have the authority to discipline my child according to the guidelines outlined in this Discipline Policy. I will come to the school to deal with discipline matters as requested by a teacher or administrator. This Discipline Policy will be in effect for as long as my child is enrolled in or attending Victory Bible Christian School.

Name of child: \_\_\_\_\_

*Parent or Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_

*Parent or Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_

Staff: \_\_\_\_\_

# *Victory Bible Christian School*

*10245 Broad River Road 803-781-6970 victorybible.info Pastor John Seydlitz, principal*

## **MEDICAL AUTHORIZATION AND WAIVER OF LIABILITY**

I give permission for my child whose name is listed below to take part in all school activities, including recreational activities and sports.

I further give permission for my child whose name is listed below to take part in field trips and other off-campus outings and authorize Victory Bible Christian School to arrange transportation for such field trips.

I authorize Victory Bible Christian School to release my child to the care of any person listed on the School Pick-up Authorization form, and I authorize Victory Bible Christian School to release my sick child to the care of any person listed as an emergency contact. I agree to hold harmless and indemnify Victory Bible Christian School and Victory Bible Baptist Church, Inc. of Columbia, its employees, volunteers, board of directors, and agents for any and all liability that may result while the child is in this person's care.

Should I authorize my child to be transported to or from Victory Bible Christian School or any school activity by an employee or agent of Victory Bible Christian School, I agree to hold harmless and indemnify Victory Bible Christian School and Victory Bible Baptist Church, Inc. of Columbia, its employees, volunteers, board of directors, and agents for any and all liability that may result from any incident involving my child prior to pick up and after discharge from transport.

I authorize Victory Bible Christian School, its teachers, assistants, staff, administrators, and agents to administer acetaminophen to my grade 1-6 child whose name is listed below after giving verbal permission over the phone, and, furthermore, to administer to my grade K-6 child whose name is listed below any medication I send from home according to the written instructions I will also send.

I authorize Victory Bible Christian School, its teachers, assistants, staff, administrators, and agents to administer acetaminophen to my grade 7-12 child whose name is listed below, and, furthermore, for my grade 7-12 child whose name is listed below to self-administer any medication I send from home.

I authorize Victory Bible Christian School, its teachers, assistants, staff, administrators, and agents 1) to obtain emergency medical or dental care for the minor child whose name is listed below when in the judgment of said teachers, assistants, staff, administrators, or agents, such treatment is immediately necessary and attempts to reach me and my emergency contact have failed OR the need is so immediate that there is no time to make such an attempt and 2) to authorize any x-rays; anesthetics; surgery; or hospital or clinic service required in the estimation of a physician. It is understood that this authorization is given in advance to encourage said hospital and/or said physician to exercise their best judgment as to the treatment of child in an instance when the parent/guardian and emergency contact is unreachable to provide consent to treatment.

I further hereby release, discharge, and agree to hold harmless and indemnify Victory Bible Christian School and Victory Bible Baptist Church, Inc. of Columbia, its board of directors, employees, volunteers, and its agents, from any and all liability, actions, causes of action, costs, expenses, compensation, damages, claims or demands resulting from actions authorized in this document.

Should legal action on behalf of my below-named child be taken for any reason against Victory Bible Christian School and/or Victory Bible Baptist Church, Inc. of Columbia, Inc. of Columbia, or any employee, volunteer, or agent thereof, and Victory Bible Christian School, Victory Bible Baptist Church, Inc. of Columbia, or its agents be found not at fault, I agree to pay any attorney fees, court fees, damages, or other costs that Victory Bible Christian School and/or Victory Bible Baptist Church, Inc. of Columbia or its agents should incur to defend such action.

This Medical Authorization and Waiver of Liability will be in effect for as long as my child whose name is listed below attends and is enrolled in Victory Bible Christian School.

Child's Name \_\_\_\_\_

*Parent or Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_

*Parent or Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_

Staff: \_\_\_\_\_

# *Victory Bible Christian School*

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## EMERGENCY HEALTH AND ACCIDENT FORM

Father's Name \_\_\_\_\_ and phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ and phone \_\_\_\_\_

Any other numbers at which a parent might be reached:

\_\_\_\_\_

Emergency contacts—if parents cannot be reached

\_\_\_\_\_ Relationship with child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

OR

\_\_\_\_\_ Relationship with child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

To enable us to care for your child in an emergency when you and your emergency contacts cannot be reached:

Child's doctor \_\_\_\_\_ Phone \_\_\_\_\_

Child's dentist \_\_\_\_\_ Phone \_\_\_\_\_

Provider \_\_\_\_\_ Policy ID \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_



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## PHOTO RELEASE

Victory Bible Christian School may photograph and/or videotape our students in a variety of school-related activities. Student recognition programs, academic programs, and extra-curricular activities are a few examples of these activities. These photographs and/or videotape footage may be used in communication and advertising tools such as school newsletters, calendars, websites, print ads, and other communication media. Highlighting achievements and celebrating special days is an integral part of keeping parents informed and involved and interacting with the community.

Please sign below if you give permission for your child to be photographed and videotaped in this manner. **\*\*Note that photographs and videotapes showing students in groups of four or more are exempt from this policy and may be used by the school as stated above regardless of consent.**

PLEASE SIGN ONE RELEASE BELOW.

### CONSENT TO STUDENT PHOTO RELEASE

I, the parent/guardian of (student name, please print) \_\_\_\_\_ have read and understood the Photo Release policy and DO PERMIT Victory Bible Christian School to use photographs, videotapes, and/or images of my child under these terms and conditions. I expressly waive any and all rights to compensation and/or royalties, etc. for the use of said photographs.

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

### REFUSAL OF STUDENT PHOTO RELEASE

I, the parent/guardian of (student name, please print) \_\_\_\_\_ have read and understood the Photo Release policy and DO NOT PERMIT Victory Bible Christian School to use photographs, videotapes, and/or images of my child under these terms and conditions. I understand that group photos, videotapes, and images, defined as those containing four or more students, are excluded from this refusal.

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Staff: \_\_\_\_\_

# Victory Bible Christian School

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## SCHOOL PICK-UP AUTHORIZATION

Victory Bible Christian School will release your child into the care of custodial parents and emergency contacts (in the case of illness). Victory Bible Christian School also allows high school students with a valid driving license to drive themselves to and from school provided they follow school policies. If there are other people who have permission to pick up your child, please name them here:

\_\_\_\_\_ Relationship to child \_\_\_\_\_  
\_\_\_\_\_ Relationship to child \_\_\_\_\_  
\_\_\_\_\_ Relationship to child \_\_\_\_\_

Victory Bible Christian School will also release your child to any other person you specify by written, signed note (or, if a last-minute change is made, phone call) to the teacher on the day they are to be picked up by that person.

*I authorize Victory Bible Christian School to release my child named below into the care of custodial parents, persons named on this paper, emergency contacts named on the Emergency Health and Accident Form, and, on the date it is sent, any person named by written note or phone call.*

Child's name \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Staff: \_\_\_\_\_

# *Victory Bible Christian School*

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## AFTERSCHOOL/BEFORE SCHOOL REGISTRATION PLAN ENROLLMENT FORM

Family Name: \_\_\_\_\_ Number of Children Enrolling \_\_\_\_\_

I am enrolling for (Check One):

**A:** After School Care *only* \_\_\_\_\_

**B:** Before School Care *only* \_\_\_\_\_

**C:** Before and After School Care \_\_\_\_\_

My registration fee of \$10 (\$20 after August 1) is enclosed. Make checks payable to Victory Bible Baptist Church.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# *Victory Bible Christian School*

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## **REQUEST FOR STUDENT RECORDS**

This is to notify you that as of (date) \_\_\_\_\_,  
(child's name) \_\_\_\_\_, born \_\_\_\_\_,  
has transferred from your school to Victory Bible Christian School, 10245 Broad River Rd.,  
Irmo, SC 29063.

Please forward all academic and health records to Victory Bible Christian School, including but  
not limited to

- grades from enrollment date to withdrawal with grading scale
- attendance records
- standardized test scores
- record of credits earned
- any other data pertinent to correct placement

The parent's signature gives (name of school) \_\_\_\_\_  
permission to fax or mail the named student's records to Victory Bible Christian School.

*Parent or Guardian* \_\_\_\_\_ *Date* \_\_\_\_\_