

PARENT/STUDENT HANDBOOK

2025-2026

Welcome & Mission Statement

Welcome to Living Word Victory Christian Academy (LWVCA). We are honored that you have chosen to partner with us in the education and spiritual development of your child. LWVCA exists to provide a Christ-centered learning environment that nurtures academic excellence, godly character, and spiritual growth.

Mission Statement

Living Word Victory Christian Academy is committed to educating the whole child—spiritually, academically, socially, and emotionally—by integrating biblical truth with academic excellence to prepare students for purposeful living and lifelong success.

Statement of Faith & Christian Philosophy of Education

LWVCA is founded on biblical principles and the belief that God is the source of all truth. We believe that education is most effective when grounded in Scripture and guided by the Holy Spirit.

Our philosophy of education affirms that:

- Every child is created in the image of God and possesses inherent value
- Spiritual formation and academic instruction are inseparable
- Biblical truth provides the foundation for moral character and wise decision-making
- Education should prepare students to impact the world for Christ
- God ordained marriage for one man and one woman.
- Living Word Victory Christian Academy is dedicated to fostering academic excellence rooted in Biblical principles and a Christ-centered environment. As a discipleship-focused institution, we emphasize a Biblical worldview, Christian character, and strong academics. Students are prayerfully selected to uphold these values, nurturing both spiritual maturity and moral integrity.

Governance & School Leadership

LWVCA operates under a clearly defined governance and leadership structure to ensure accountability, order, and mission alignment.

- Board of Directors – Provides strategic oversight, policy governance, and fiduciary accountability
- Director of Schools – Oversees school operations, mission alignment, and leadership implementation
- Principal – Leads day-to-day academic and campus operations
- Administrative Team – Supports operational, student, and family services

This structure ensures effective leadership while maintaining clear boundaries between governance and daily management.

ADMISSION AND ENROLLMENT

"Let this mind be in you, which was also in Christ Jesus." Philippians 2:5

LWVCA admits students based on available space, academic readiness, and the ability of the academy to meet the educational needs of the student within its mission and program offerings.

Enrollment requires:

- Completed application
- Academic and behavioral records
- Parent and student agreement to LWVCA policies and values
- Children entering kindergarten shall be five (5) years of age on or before August 31 for the current school year and on or before August 15 for all school years/grades thereafter.
- Before a child can be admitted to the school, the following records must be obtained:
  • A vision test
  • A hearing test
  • An up-to-date immunization record or signed religious exemption
  • A copy of the child's birth certificate
  • A physical examination report from a doctor or the health department.
  • The immunization, vision and hearing tests can usually be obtained through your county health department at no charge.
- First Grade students must have completed a Kindergarten 5 class before entering first grade.

LWVCA reserves the right to deny or discontinue enrollment if a student's needs cannot be reasonably met or if policies are not upheld.

NONDISCRIMINATION

Living Word Victory Christian Academy admits students of any race, color, national origin, or ethnic origin and extends to all students the rights, privileges, programs, and activities generally available in a school setting. We do not discriminate based on race, color, nationality, or ethnic origin in the administration of our educational policies, admissions procedures, athletic programs, or any other school-administered activities.

STUDENT NEEDS

As part of the admissions process, families are required to disclose any academic, medical, or behavioral challenges their child may have experienced at home or in previous school settings. This transparency helps us ensure that we can provide the appropriate support and maintain a positive learning environment for all students.

CONTACT INFORMATION

It is vital that the school has up-to-date phone numbers and emergency contact information. Please notify the office of any changes to your phone number or email address.

CHANGE OF ADDRESS

Parents are responsible for immediately notifying the school office of any change of address or telephone numbers (home, business, and/or cell). It is imperative to have this information in order to contact parents in case of an emergency.

PARENT ORIENTATION AND INVOLVEMENT

Living Word Victory Christian Academy desires active and substantial parental involvement in the education of their students.

Several ways of participating are listed in the following activities:

• Parent orientation sessions prior to the beginning of each semester

• All scheduled parent/teacher information nights designed to better facilitate clear communication between school and families

• All scheduled parent/teacher conferences

• Daily monitoring and assisting with homework as assigned by the classroom teachers

• Parental workdays to assist with facility and playground maintenance

• School fund-raisers

Student Orientation

A student orientation will be held the first week of school in which students will be welcomed, encouraged and informed of the expectations that administration and teachers have developed for the current school year

REENROLLMENENT WITHDRAWAL AND DISMISSAL

RE-ENROLLMENT

- **Re-Enrollment for Current Students** Families of currently enrolled students are encouraged to re-enroll during the month of February. To secure placement for the upcoming school year. Re-enrollment forms must be completed and submitted with the registration fee by the last week of April.

WITHDRAWAL

Withdrawals from Living Word Victory Christian Academy must be made by a parent in person. Registration is non-refundable. Book charges are non-refundable once ordered.

- **Student Records** Student records will not be released until all financial obligations are met and all library books have been returned or paid for. The office will provide the withdrawal form along with instructions.

DISMISSAL

- **Dismissal Policy** A student may be dismissed from Living Word Victory Christian Academy at any time if they—or their parent or guardian—are found to be out of harmony with the school's rules and policies. In such cases, no refunds will be issued for tuition or fees. All decisions regarding dismissal are final and not subject to appeal.

MEDICAL

GENERAL MEDICAL

- **Emergency Medical Release** An Emergency Medical Release Form must be on file in the school office before the start of each school year.
- **Immunization Requirements** All students must be properly immunized before attending class. Immunizations may be obtained from local physicians or health departments. A Tennessee State Immunization Certificate must be submitted to the school office prior to attendance, as required by law.

MEDICATIONS AT SCHOOL

- Medications CANNOT be sent to school with the child, this includes over the counter medications.
- The nurse cannot dispense ANY medication without a medicine authorization form completed and signed by a doctor.
- Parents must inform the school of any medical condition or prescribed medication taken by the child.
- Parents must always maintain up to date medications at school.

FEVER

- Children who have a fever of 100° F or higher will be sent home for the day.
- Children who have had a fever must be fever free for at least 24 hours before they can return to school

- Giving the child a fever reducing medication before they come to school in the morning, such as Tylenol or Ibuprofen does not equate to being fever free.

ILLNESS

- If student has been out of school with a diagnosed illness, a doctor's note instructing when the student can safely return to school is required.

DIAGNOSES

- The school must be made aware of any medical diagnosis.
- If the student has any medical or food allergies, the school nurse must be informed, including reaction symptoms. She will inform administration and office staff.

INCIDENTS AT SCHOOL

- If a medical incident occurs during school hours, a written Incident Report will be sent home, you may receive a call from the nurse or Principal for informational purposes as well. If the incident happens late in the day, the written report may not come until the next day. We will attempt to make the call to you; however.
- Students who vomit during the day will be assessed for fever, pain, lethargy. If they feel ok and are alert and active, they will not be sent home. If they vomit again, you will be called to pick them up.

ACADEMIC PROGRAM & CURRICULUM

LWVCA provides a structured academic program designed to promote intellectual growth and mastery of core subjects. Curriculum is selected to align with state standards while integrating biblical worldview principles.

ACADEMIC GOALS INCLUDE:

Mastery of foundational skills
Critical thinking and problem-solving
Personal responsibility and accountability
Spiritual development and moral integrity

Progress is monitored through assessments, teacher evaluations, and regular communication with families.
LWVCA also provides some student support services to assist with academic, social, and emotional development.

SERVICES INCLUDE:

Academic intervention
Behavioral support
Parent-teacher conferences

TECHNOLOGY

Technology is a tool for learning and communication. Students are expected to use all school-provided or approved technology responsibly and ethically.

Prohibited uses include:

- Accessing inappropriate content
- Cyberbullying or harassment
- Misuse of devices during instructional time

Violations may result in loss of technology privileges or disciplinary action.

TRANSPORTATION

PARENT RESPONSIBILITY

Parents are responsible for transporting their child to and from school, on time, each day.

REQUIRED FORMS

A completed **Transportation Form** and **Emergency Contact Form** must be submitted with your child's application. Only individuals listed on the Emergency Contact Form will be permitted to pick up students. This policy is strictly enforced—students will not be released to anyone whose name is not on either form.

DISMISSAL CHANGES

If there is a change to your child's regular dismissal routine:

- Notify the administrative office **by phone at least 24 hours in advance**
- Follow up with an **email confirmation**
- Include the **full name of the person authorized** to pick up your child

The authorized individual must present a valid photo ID (driver's license or military ID) at pickup.

CAR TAG REQUIREMENT

Always display the car tag provided by the school when picking up your child. If someone else is picking up your child, ensure they have the car tag and are listed on the Emergency Contact Form.

EXTENDED CARE

ARRIVAL AND DISMISSAL

- Students **may not** be dropped off before the official **Before Care** start time or remain on campus after the **After Care** end time.
- Any student on school grounds outside of their designated arrival or dismissal window will be automatically placed in Extended Care, and parents will be billed accordingly.
- Extended Care is designed to ensure the **safety and convenience** of both students and families.

PICK-UP

- Parents must drive to **The Caring Place**, park, and remain in their vehicle.
- A VCA staff member will respond to your call, open the door, and release your child to you.
- If someone other than a parent is picking up a child, written permission must be provided to the VCA staff in advance. The designated adult must present **official photo identification**.

HOURS OF OPERATION

- **Program Hours:** 6:00 a.m. – 6:00 p.m. on all regular school days *(Closed on early dismissal days, the day before Christmas break, the last day of school, Teacher In-Service days, scheduled holidays, and any day school is not in session.)*
- **Before Care:** 6:00 a.m. – 8:00 a.m.
- **After Care:** 2:30 p.m. – 6:00 p.m. All students must be picked up by **6:00 p.m.** If a child is not picked up by that time, staff will contact the emergency numbers listed on the student's Emergency Form.

ATTENDANCE

"Moreover, it is required in stewards that a man be found faithful." — I Corinthians 4:2

To ensure students gain the greatest benefit from their education, consistent attendance is essential. While there may be valid reasons for a student to miss school, parents should understand that minimizing disruptions to the school's daily routine directly supports student success.

As a courtesy, you will be notified when your child has accumulated five absences. Parents may submit notes for any reason, and those absences will be excused. However, after five parent-

submitted notes, only absences accompanied by a doctor's note or due to a death in the family will be excused.

TARDIES

- **Students should arrive on campus by the designated start time.**

Reporting an Absence Parents/guardians must notify the school if a student will be absent. Please call the Admin Office and provide:

- Student's name
- Teacher's name
- Reason for the absence
- A contact number for questions during the school day

ATTENDANCE COMMUNICATION

- Attendance data will be included in progress reports and report cards.
- Teachers will review attendance records during Parent-Teacher Conferences.
- The Attendance Clerk will contact parents directly with any concerns.

EARLY DISMISSAL PROCEDURES

- Parents should send a signed note to the school office the morning of the early dismissal (or earlier).
- Students cannot be dismissed after 2:00 p.m. due to car rider traffic. Please plan accordingly.
- To be considered present for the full day, a student must attend a minimum amount of instructional time.
- Whenever possible, schedule medical appointments outside school hours.

HOMEWORK

Homework is an essential part of LWVCA's academic program. Teachers assign homework with clear purpose and intention. To support church attendance, homework is not assigned on Wednesdays or during extended school breaks. Homework must be completed by student (with minimal help in lower grades) and turned in on time. Adults DO NOT complete homework.

REPORTING PERFORMANCE

PROGRESS REPORTS

Progress Reports are issued after the 4½-week mark of each nine-week grading period. Reports are sent digitally and must be signed within 3 days of receipt.

REPORT CARDS

Report Cards are issued at the end of each nine-week grading period. Report cards are also sent digitally and must be signed within 3 days of receipt.

STUDENT CONDUCT

***"He that hath no rule over his own spirit is like a city that is broken down, and without walls."* — Proverbs 25:28**

CONDUCT

LWVCA is committed to Christ-centered education and character development. Enrollment is a privilege, not a right. Students are expected to conduct themselves in ways that honor God, themselves, their families, and their school.

DISCIPLINE

A respectful and orderly classroom is essential for learning. LWVCA encourages self-discipline and Christ-like behavior. Students are expected to follow the Biblical principle: **"Do unto others as you would have them do unto you."**

LWVCA enforces a **zero-tolerance policy** for:

- Bullying
- Violence or threats
- Fighting
- Possession of weapons or dangerous items

CORRECTIVE MEASURES

LWVCA seeks to develop Christlike character, self-discipline, and respect for authority. Students are expected to conduct themselves in a manner that reflects biblical values and promotes a safe learning environment.

Each class uses a behavior management system and discipline is:

- Corrective rather than punitive
- Administered fairly and consistently
- Intended to restore behavior and encourage growth

Serious or repeated misconduct may result in disciplinary action up to and including suspension or withdrawal.

✨ DRESS CODE

"Let your light so shine before all men, that they may see your good works, and glorify your Father which is in heaven." — Matthew 5:16

MANDATORY UNIFORM REQUIREMENTS

Our dress code reflects the biblical principles of:

- **Modesty** – I Timothy 2:9; II Timothy 2:22
- **Appropriateness** – Philippians 4:5
- **Identification** – Colossians 3:16–17; I John 2:15–16

Because clothing can influence behavior and attitude, the following guidelines outline the acceptable attire for school and school-related activities.

1. Students are expected to dress modestly in uniform, neatly, and appropriately for a Christian academic environment. The dress code is designed to promote respect, safety, and focus on learning.
2. Specific guidelines are communicated annually and must be followed consistently.

VISITORS & VOLUNTEERS

To ensure a safe and focused learning environment, all visitors—including parents and relatives—must first report to the school office in *The Caring Place* upon arrival. All visitors must sign in on the Visitor's Sign-In Sheet before entering the school, no matter the purpose of their visit.

Once signed in, you will receive a Visitor's Pass, which must be worn at all times while on campus, and you will be escorted to your visit location.

Visitors and volunteers entering the school premises or participating in school functions must follow all school policies:

- **Smoke-Free Campus:** Smoking is not permitted anywhere on campus or at school events.
- **Dress Code:** Parents and volunteers must adhere to the student dress code. Clothing with inappropriate language or images, or attire that is revealing, is not allowed inside school buildings. Political adornment or advertising on hats and/or clothing is strictly prohibited.
- **Location:** Only visit the area you signed up to visit.

COMMUNICATION

"Let the words of my mouth, and the meditation of my heart, be acceptable in Thy sight, O Lord, my Strength and my Redeemer." —Psalm 19:14

At Living Word Victory Christian Academy, we value strong communication between home and school. Your involvement is vital to your child's success, and we offer several ways to stay connected:

PARENT-TEACHER CONFERENCES

- Parents may request meetings with teachers at any time.
- Formal conferences are held each **fall and spring**.
- Attendance at scheduled conferences is part of our educational partnership agreement.

CONTACTING TEACHER AND THE PRINCIPAL

Teachers are available for phone calls only during their scheduled breaks. For timely communication, we recommend using one or more of these communication techniques:

- Sending a note via MySchoolWorx
- Leaving a message with office staff
- Writing a note and sending it with your child
- Emailing through MySchoolWorx
- Calling during school hours

ADDRESSING QUESTIONS & CONCERNS

The academy values working in partnership with families through open, respectful communication to support student success. We understand that concerns may arise and parents are encouraged to address concerns promptly using the following process:

1. Contact the classroom teacher in myschoolworx or leave a message in the office.
2. If unresolved, contact the Principal
3. If necessary, escalate to the Director of School.

This process ensures clarity, respect, and effective resolution. If a conference is needed please follow this procedure:

- Schedule appointments through the office so teachers can give you their full attention.

COMMUNICATION FROM SCHOOL

We use multiple tools to keep families informed and engaged in their child's academic journey:

- Student Folder: Sent home nightly with homework, behavior notes, event reminders, and other updates. Please check it daily.
- Behavior Management System: Used in every classroom to track and report student behavior. We encourage parents to monitor and follow up as needed.
- Grade Tracking: Updated grades are available in MySchoolWorx every Tuesday morning.
- Additional Communication Methods:
    - Notes in MySchoolWorx
    - Notes sent home with your child
    - Phone calls from staff
    - Discipline or incident reports
    - Event flyers, "Save the Date" notices, and updates via MySchoolWorx

EXTRA-CURRICULAR ACTIVITY

CLUBS

Living Word Victory Christian Academy offers a variety of student clubs for grades 2 through 7. This year's clubs include:

- Chess
- 4-H
- Good News Bible Club
- Choir
- Homework Club
- Yearbook

In order to participate in clubs, students must maintain good grades and good conduct.

Clubs meet at 2:30 p.m. on either Tuesday or Thursday (a schedule will be provided) and dismiss at 3:50 p.m.

Once enrolled in a club, students cannot switch clubs until the next semester; however, poor behavior or bad grades are cause for dismissal from club attendance.

INCLEMENT WEATHER

For the safety of students and staff, LWVCA may close due to hazardous weather conditions. Closures are based on the safety of roads, parking lots, and walkways—not on decisions made by the Clarksville-Montgomery County School System.

Decisions are typically made before 6:00 a.m. In some cases, a delayed opening (1–2 hours later) may be announced. On delayed days, dismissal will occur at the regular time.

Inclement weather may begin to fall at later times in the day, warranting early dismissal from school. In such cases, early dismissal will be communicated to parents by methods identified below:

Changes to the school schedule due to weather (snow, ice, heat, etc.) will be communicated via:

- Rapid telephone notification
- Local radio and television stations

Parents may choose to keep their children home if they feel travel is unsafe. These absences will be marked as lawful if reasonable.

SAFETY DRILLS

Fire, intruder, tornado, earthquake, and evacuation drills are conducted regularly in accordance with state law.

STUDENT IMAGES

Photos of students participating in school activities—including field trips—will appear in the VCA Yearbook, on the school website, and in other school communications such as flyers, by enrolling your student at LWVCA you give us permission to do so.

LIVING WORD VICTORY CHRISTIAN ACADEMY STATEMENT OF COOPERATION



Handbook Acknowledgment Form

I acknowledge that I have read and understand the policies outlined in the Living Word Victory Christian Academy Student–Parent Handbook. I agree to support and abide by these policies as a condition of enrollment. We also understand that the administration and school board of LWVCA reserve the right to alter any of the regulations and procedures in this handbook at any time if deemed necessary.

_____ Date: _____/_____/_____

Parent /Guardian Signature

We ask that parents please sign, date, and return this page to the student's classroom teacher no later than the end of the September of the current school year. Your support and cooperation is greatly appreciated.