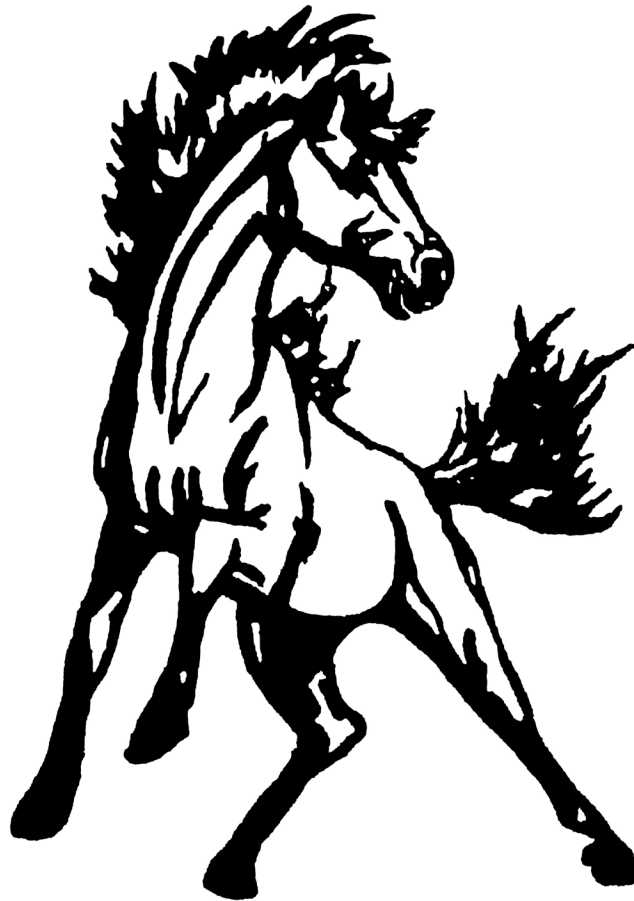


# Mavericks



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# About Our School

## 1.0 History

Victory Christian Academy was founded in 1986 by the pastor and congregation of Victory Baptist Church in accordance with God's mandate to *train up a child in the way he should go*, while providing the best education possible for our children. It was the vision and passion of our pastor, Dr. David J. Pipping, that the school be opened to other families of like faith, so that as many students as possible could receive the education and training needed to become able servants of our Lord Jesus Christ throughout their lives.

Graduates of Victory Christian Academy include physicians, nurses, youth pastors, missionaries, teachers, college professors, accountants, business owners, computer consultants, translators, and many, many other professionals and businesspeople who are a credit to the name of our Lord, Jesus Christ, to their families and communities, and to our school.

As God continues to provide all that is needed to maintain an excellent academic, spiritual and moral education for our children, VCA intends to continue to dedicate itself to the needs of our Christian Community.

## 2.0 Mission Statement

Victory Christian Academy is a non-denominational ministry providing the most complete and highest-quality academic education possible. This training is coupled with a thorough Christ-like character-building model woven throughout the curriculum and modeled by the entire staff so as to produce Godly leaders impassioned for God's glory, committed to the Great Commandment and the Great Commission.

## 3.0 Objective

The objective in building a Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7 *Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children... and of Proverbs 22:6 to Train up a child in the way he should go.*

Teaching is training. **Training for life must include training for eternity!**

Along with the institutions of the Godly home and the church, a Christian education is mandated by God to nurture, develop, and prepare children for a life of Christian service. Working closely with the home and church, Victory Christian Academy seeks to bring students to an acceptance and understanding of God's provision for salvation and eternal life through personal belief in the redemptive work of Jesus Christ. Using the standard of the inspired Word of God, the school also strives to teach children how they ought to live as believers.

The school sees its primary work as the explanation of the world through a Christian worldview. Since the whole world is a part of God's creation, and He is sovereign over all things, all academic subjects are taught and interpreted from a Biblical

perspective. For knowledge to be true and complete, the evidence of God's creation and control of the world must be included. Consequently, science becomes the study of God's creation, not the product of haphazard occurrences. Mathematics joins with science to unfold the orderly nature and structure of God's creation. History isn't the study of the human race's chance happenings over time, but a study of the events that God has ordained and controlled as part of His plan for His world. Every subject in the curriculum provides a special perspective on God's working in the world.

**As such, Attendance at Victory Christian Academy is a privilege, not a right. The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, morality, individual responsibility, personal integrity, and good citizenship.** (See Student Standard of Conduct, Section 16.6 and Addendum.)

#### **4.0 Church Affiliation**

Victory Christian Academy, founded in 1986, belongs to – and is a ministry of – Victory Baptist Church. Under our church's authority, VCA's Administrator, Dr. David Pipping is ultimately responsible for the school.

The student body of VCA represents approximately forty area churches of various denominations. **Every VCA student is required to be active in a Bible-believing church.**

#### **5.0 The School Principal**

The School's Principal has the ultimate decision-making authority in all areas. His or her responsibilities include the general supervision of the school and its programs, the establishment of school policies and procedures, and the provision of spiritual leadership, among others. The responsibilities of the principal include screening and admission of students, ensuring that policies and procedures are followed, scheduling and planning of school activities, supervision of school staff, and counseling with students and parents, among others.

#### **6.0 Diploma Programs Offered**

Victory Christian Academy offers a College Preparatory Diploma, for students who wish to be well-prepared to attend a college or university; a General Diploma, which has requirements close to those of a college preparatory diploma, but is less rigorous and usually sufficient for students who will be attending a junior college; a Vocational Diploma, for students who will prepare for a trade rather than attending a college or university; and a Certificate of Attendance for students whose disabilities prevent them from earning one of the other diplomas.

#### **7.0 Mascot: The Maverick**

In the mid-eighteen hundreds, a man named Samuel Augustus Maverick was looking for a way to make his fortune in the open lands of Texas. He had learned that, out of the vast ranges, there were thousands of unbranded cattle

that had become lost from various herds at one time or another. They had bred and produced thousands of others whose ownership could not be determined.

Maverick decided to begin rounding up these animals, most of whom were anything but tame, and to make up his own herds from them. This work was difficult and exhausting, but Maverick was a man of real grit and determination. He worked tirelessly and was eventually able to accomplish his version of the “American Dream.” The term “maverick”, as described in Webster’s Dictionary, is “a person who refuses to conform and acts independently; a member of a political party who will not toe the party line.”

We at VCA aim and desire to show students that they do not have to be “conformed to this world”, that the status-quo—whether in education or in their Christian lives—need not be enough, and that by their own “grit and determination” coupled with the grace of God—they can have lives of service pleasing to God, beneficial to society, and truly have “life more abundantly.”

## 8.0 Admissions

**Victory Christian Academy exists to serve the children of families who are looking for expressly Christian education and high academic standards.** Our goal is to produce well-educated, well-rounded, Godly men and women who are impassioned for God's glory and committed to the Great Commandment and the Great Commission. Students and parents are happiest when their goals are in harmony with ours and should carefully consider their reasons for wishing to enroll. VCA is not a corrective institution, and we do not encourage parents to attempt to enroll any student against his or her will. Neither is VCA intended as a place primarily for remediation, and parents should not enroll their students in hopes of a “quick fix” for a prompt return to the public system. VCA does not accept students who have had severe moral or disciplinary problems in previous schools. VCA does not accept students who have been married or divorced, students who are or have been pregnant, or students who are committed to lifestyles contrary to the Word of God. Failure by parents/student to fully disclose information regarding unfavorable student conduct, which is or would have been pertinent to administration’s decision to admit, will be grounds for non-admittance or immediate dismissal. VCA reserves the right to deny admission to students when the student’s academic or other records, references, or the initial interview and/or diagnostic testing results are unfavorable and indicate questionable success. VCA reserves the right to refuse enrollment or re-enrollment to any student without cause. **New students are admitted on a nine-week probationary status.** VCA expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities of VCA. Students are admitted with the understanding that a student who cannot adjust to the program at VCA may need to find another school that is better able to meet the needs of that student. VCA has a racially inclusive policy and, therefore, all programs are available to all applicants regardless of race, color, or national or ethnic origin.

Victory Christian Academy is an educational institution committed to developing students who are not only becoming educated in academic areas, but who are

growing in character as well. Therefore, since the Scripture says that “faith cometh by hearing, and hearing by the Word of God,” (Romans 10:16) and that God has “manifested His Word through preaching,” (Titus 1:3), **every student enrolled at Victory Christian Academy must be in regular attendance at Victory Baptist Church or another Christian church.** No student or parent should consider this requirement optional. **Parents or students who do not wish to participate in regular church services *should not enroll* at Victory Christian Academy.**

Most enrolling students should be able to provide a recommendation letter from their pastors. If an enrolling student is not currently in regular attendance at a Christian church, the administration may allow the student to enroll on the conditions that they begin attending immediately and that they provide verification of regular attendance (for example, Sunday School attendance records or letter from pastor). (Admissions Policy continued on next page.)

**Students who commit to attending another church but cannot demonstrate regular attendance at that church will be required to attend Victory Baptist Church if they wish to continue attendance in Victory Christian Academy.** Students who do not meet church attendance requirements will either be denied entry into the school or will be dismissed from the school.

## 8.1 Admissions Procedure

Parents/guardians and student must:

1. Visit the school and pick up application and handbook.
2. Read through this handbook thoroughly, including our Statement of Faith.
3. Request that **your pastor** fill out Pastor’s Recommendation form. (NOTE: For preschool students, the information requested on form may relate to the family, rather than the child, since the child is so young.)
4. Read and sign the Student Standard of Conduct, Corporal Correction Release, Medical Release, and all other forms provided with this handbook.
5. Submit the application accompanied by the registration fee (non-refundable) and *most recent report card*.

***Following fulfillment of these requirements, parents/guardians and student will be contacted to arrange an interview with the principal and/or pastor. Parents will subsequently be notified of acceptance and then must:***

6. Schedule a day (or more) for diagnostic testing.
7. Submit a recent physical, birth certificate, and up-to-date immunization record to the office before school begins.
8. Attend a **Parent Orientation program** at the beginning of school. (Parents of students who enroll after the beginning of the school year must meet with the principal, who will review school policies, procedures, and the A.C.E. program with the parents.) **This orientation is mandatory for all admissions.**

## 8.2 Re-enrollment

Students must re-enroll in order to reserve seating for the next term. However, it must be understood that re-enrollment is a privilege and not a

right. Students who wish to re-enroll must continue to be qualified under the policies stated in this handbook.

### **8.3 Withdrawal**

A student may be withdrawn for any reason upon seven days written notice. Likewise, the school has the right, for any reason, to ask a student to withdraw upon seven days written notice. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

Students transferring from VCA must give the school at least three business days notice to prepare records and grades. It is our policy not to release any academic records until any outstanding balance on the account is paid in full. If for **any reason** you should withdraw your child from school, or if we ask you (for disciplinary reasons) to withdraw your child, all moneys paid, including curriculum fee, registration, and tuition are non-refundable.

### **8.4 Daily Schedule**

The Learning-to-Read Classroom is open beginning at 7:30 a.m. and students must arrive before 7:55 a.m. Classes begin at 8:00 a.m.; students are tardy if they arrive later than 7:55 a.m.

Students must be dropped off at the crosswalk between the church and the common area behind the church beginning at 7:30 a.m. Students in regular learning centers must line up with their respective learning centers to come in to school at 7:55 a.m. Students who are not in line ready to line up at 7:55 a.m. are tardy and may receive detention as a result.

The daily schedule for each individual classroom is available from the teacher.

## **9.0 Finances**

### **9.1 Fees**

A **Fee Schedule**, which details all fees for the school year, is available from the school office and online. (See also, Addendum Number 3).

VCA reserves the right to use funds generated by school fees in any way we deem appropriate or necessary.

### **9.2 Scholarships**

VCA participates in several scholarship/voucher programs. The Step Up for Students with Unique Abilities provides a scholarship for a student with a diagnosed disability to attend a participating private school. For more information, go to [www.stepupforstudents.org/scholarships/unique-abilities/](http://www.stepupforstudents.org/scholarships/unique-abilities/)

The Florida Corporate Tax Credit Scholarship program provides need-based scholarships for certain students wishing to attend a private school. For more information, go to [www.stepupforstudents.org](http://www.stepupforstudents.org).

Victory Christian Academy also offers a Character and Maturity Scholarship to students and families who are committed to excellence. This scholarship is based on active church involvement, regular school attendance, exemplary behavior, integrity, leadership, responsibility, and timely scholastic progress. This scholarship can apply as much as \$3000 per year toward a student's tuition fee. Applications are available from the principal.

### **9.3 Payments**

**A statement will be sent home at the beginning of each month.** Payments are due by the **1<sup>st</sup> of each month** and late after the 10<sup>th</sup>, at which time a late fee will be assessed. If payment is not received by the 15<sup>th</sup> of the month, the student will be dismissed from the academy.

### **9.4 Late Payments**

If for any reason you are unable to make your monthly payment, please call the school Principal to determine if other arrangements can be made for payment. Monthly payments must be paid by the **15<sup>th</sup> of the month** to avoid dismissal from the academy.

### **Dismissal for Non-Payment**

If monthly payments are not paid by the 15<sup>th</sup> of the month and arrangements have not been made with the school's administrator, students will be dismissed.

**\*\*Academic records will not be forwarded to another school until any outstanding balance on the account is paid in full.**

### **9.5 Refunds**

If for **any reason** you should withdraw your child from school, or if we ask you (for disciplinary reasons) to withdraw your child, all moneys paid, including curriculum fee, registration or re-enrollment, and tuition are non-refundable.

### **9.6 Miscellaneous School Expenses**

#### **9.6.1 Supplies**

Students must supply their own disinfecting wipes and hand sanitizer. A supply list is available from the school office or on the school's website.

Students also pay a \$25.00 schools supplies fee. (See the fee schedule, Addendum number 3.)

#### **9.6.2 Uniforms**

**Uniforms must be purchased from our approved providers.**

Uniform polo shirts, uniform pants, shorts, and skirts must be ordered through **Academy Sports, French Toast** or **Land's End**, and although parents may order directly from these suppliers, parents must order only those styles approved for Victory Christian Academy. (Please enquire at the school office for details.)



### 9.6.3 P.E. Clothes

All students in Learning Centers 1-2 who are taking physical education are required to have P.E. uniforms. Uniforms are reasonably priced and must be purchased through the school office. (See also Section 10.11)

### 9.6.4 School Pictures & Yearbook

School photographs are taken once yearly. Picture packages are made available for parents to purchase.

The school yearbook, *Hoofprints*, is published annually. Each *family* is required to purchase one yearbook per year. *Hoofprints* includes a section for advertisement; parents in business who are interested in an advertisement should contact the school office for more information.

### 9.6.5 Before/After Care (See also Section 12.5)

Currently Victory Christian Academy does not offer a formal Before- or After-Care Program. Some parents may make special arrangements with the school staff for limited before or after school care. Please see the principal for further information.

**Children must not be dropped off before 7:30 a.m. or picked up later than 3:15 p.m. Students who arrive earlier and 7:30 a.m. or are picked up later than 3:15 p.m. will be charged a fee of \$10.00 per quarter hour.** This fee will not be pro-rated; the fee will be charged to students who are on campus for any part of that quarter hour.

For any student who is not picked up by 4:30 p.m., the parents will be billed an additional \$25.00 fee.

### 9.6.6 Meals (See also Section 17.10)

VCA does not provide meals for students. It is the parents' responsibility to provide an appropriate lunch and at least one snack for each student each day. Parents are asked to make every effort to provide a **healthy lunch and snacks** for their students. The Student Government operates a small canteen with limited choices; the canteen is open at 1<sup>st</sup> break and at lunch time.

### 9.6.7 Graduation

Seniors will be charged a graduation fee which covers the cost of cap, gown, and diploma. An invitation will be selected by the senior class and approved by the principal. Seniors will be responsible for the cost of invitations. With the exception of a cake, which will be provided by VCA, senior parents are responsible for planning and paying all expenses for the reception. All plans must be approved by the school principal. (See also Section 15.6)

### 9.6.8 Senior Trip

Any senior trip is optional and incurs additional costs. Students may participate in fundraising to raise funds for their trip. All funds will be collected and saved in the seniors' account. The student's account cannot be billed for the trip.

### **9.6.9 Tutoring**

VCA can provide limited tutoring during the school day at a cost of \$25.00 per hour by arrangement with the principal. After-hours (after 4 p.m.) tutoring *may* also be available; fees are charged by the individual instructor and are due at the beginning of each lesson unless other arrangements are made with the instructor.

### **9.6.10 Piano Lessons**

Individual piano lessons are made available by Mrs. Myra Pipping for an additional charge of \$45 per month for weekly lessons, payable directly to the piano teacher at the beginning of each month.

### **9.6.11 ISC- International Student Convention**

All costs for the International Student Convention are the responsibility of the parent.

### **9.6.12 Repeat PACEs and Additional PACEs**

PACEs that are failed, lost, or beyond repair must be replaced at a cost of \$5.00 per PACE. Also, if a student exhausts the curriculum purchased for them during the year (usually 84 PACEs), additional PACEs must be purchased for \$5.00 each.

## **10.0 Academics**

### **10.1 A.C.E. Curriculum**

Victory Christian Academy uses curriculum provided by Accelerated Christian Education (A.C.E.). The A.C.E. program is an individualized, mastery-based curriculum designed to build character and integrity into the student at the same time that it provides a solid educational foundation.

Victory Christian Academy operates several Learning Centers which are under the authority of the principal and individual Learning Center Supervisors (or teachers). Monitors (or aids) assist the Supervisors in the Learning Center.

Utilizing the individualized curriculum from Accelerated Christian Education, students are motivated to learn in a caring and loving environment. New students are tested diagnostically, and the curriculum is then tailored to meet each student's individual needs. Godly character traits are integrated into the curriculum and modeled by our staff in order to produce wise and responsible adults.

Three factors are considered when deciding the level of curriculum in which a student is placed: diagnostic testing results, student ability, and parent goals.

**Because Accelerated Christian Education is a mastery-based program, most tests require a passing grade of 90%. A student may score as low as an 80% only under certain circumstances.**

## 10.2 Grading Scale

GPA is calculated on a 4-point scale.  
The grading scale for VCA is as follows:

90 – 100	A
83– 89	B
80 -- 82	C
79% or below	F

**Note: All grades are measured against an absolute of 100%. VCA does not mark on a “curve.”**

## 10.3 Accreditation

We feel it is beneficial to submit to “peer review” and analysis from outside Christian sources to assist in maintaining and improving our level of excellence. Therefore, we have sought and achieved accreditation by the *National Association for Christian Education*. We have also been recognized as a Model School by *Accelerated Christian Education Ministries* in Nashville, Tennessee.

Graduates of Victory Christian Academy have never been denied entrance to a college or university because they graduated from a Christian school. Registrars of such institutions are interested in the academic merits of individual students, not the name of their school of graduation. Thus, they evaluate each applicant’s academic aptitude through nationally standardized tests. VCA endeavors to provide the highest possible academic program and has produced students who perform in a superior academic fashion.

**VCA graduates have been accepted at the following colleges and universities, in addition to *many* others:**

Bryan College	Liberty University	University of South Alabama
Chipola College	Southeastern Bible College	University of South Florida
Clearwater Christian College	Tallahassee Community College	University of Tampa
Florida State University	Troy State University	University of West Florida
Houghton College	University of Alaska	Warner-Southern College
LeTourneau University	University of Florida	Baptist College of Florida

VCA students have also qualified for and completed some of the most demanding technical training schools in the United States Armed Forces.

## 10.4 Standardized Achievement Tests

VCA administers the highly-regarded “Iowa” National Norm-Referenced Test. These tests are used as a measuring tool to determine whether a student is achieving his academic potential.

## 10.5 College Entrance Exams

VCA students have scored very well when taking the ACT test for college entrance. In fact, VCA graduates have often ranked highest of any high school in the five county area serviced by Chipola College.

## 10.6 School Supplies

Contact the school office (or our website) for the most up-to-date school supply list.

## 10.7 Communication of Student Progress

### 10.7.1 Homework Assignment Slips

Students who have not completed their daily goals while at school may be required to take their work home. They must have the supervisor's permission and a Homework Assignment slip. **The homework slip is the primary means by which parents are notified regarding a student's homework.**

A parent signs the form to certify he is aware of the homework. This signature does not necessarily verify accuracy or completion of the work; that is ultimately the student's responsibility. However, parents must **sign** and **return** the slip, and should also allow time for students to complete homework during the evening.

### 10.7.2 Corrective Action Notices

Students who fail to live up to behavioral standards may sometimes receive detention (see Section 14.0). Those students will receive a Correction Action Notice (a.k.a. "detention slip"), which must be signed by the parent and returned to the school the following day. Students will serve detention **after school** on the day the Corrective Action Notice has been signed and returned to the student's supervisor.

### 10.7.3 Three and Six Weeks' Reports

Twice per quarter, supervisors will send home a three-week and six-week report. (This is different from the Progress Report/Report Card discussed below.) The reports will indicate what units a student has successfully completed and what he/she has left to do in order to complete the quarter successfully and to earn Honor Roll. The report must be signed and returned promptly as designated. Parents with questions should contact the supervisor.

### 10.7.4 Progress Reports/Report Cards

Report cards will be issued after the close of each nine (9) week period. Report cards will be sent home with students approximately one week after the end of each quarter. It is the parents' responsibility, not the school's, to ensure their student takes the report card home. End of the year report cards will be mailed.

### 10.7.5 Parent Orientations and Parent-Teacher Fellowships (also see 17.11)

Parent Orientation, Parent-Teacher Fellowships, and Parent-Teacher conferences promote good understanding between parents/guardians and faculty/administration of the school. **Every parent is expected to participate in these informative and helpful meetings.** We also urge parents to commit to praying for the school every day.

VCA schedules Parent-Teacher Fellowships at the beginning of the school term and usually at the end of each quarter. At these times,

parents are encouraged to discuss the progress of their student with his/her supervisor. Parent conferences other than at these times will be set up on an individual basis as needed.

#### **10.8 Academic Probation**

Any student may be placed on up to nine (9) weeks academic probation if their progress is unsatisfactory for an extended period. Parents will be notified in writing. Academic probation restricts students from breaks outside the learning center, most extracurricular activities, and any Student Government duties. At the end of the probationary period, an evaluation will be made by the supervisor and principal and appropriate action will then be taken.

#### **10.9 Athletic Eligibility**

A student must maintain at least "V" privilege weekly in order to play in that week's scheduled games. Should the student not maintain at least "V" privilege for a given week, although the student will still be required to attend daily practices, he or she will not be allowed to play in any game or travel with the team to the away games for that week.

#### **10.10 Scripture Memory**

Each month the student body is assigned a meaningful Scripture passage to memorize. A predetermined number of verses from the passage must be recited to the student's Supervisor or his/her designee each week with not more than four errors or prompts.

All students must meet this academic requirement. *Students cannot receive privileges without meeting this standard.* Also, the **minimum requirement for quarterly and yearly Honor Roll** is that students recite weekly verses on time at least **7 out of 9** weeks.

#### **10.11 Physical Education**

P.E. classes meet twice weekly. No high school student may be excused from the required P.E. course without a doctor's written excuse.

**The school P.E. uniform must be worn for P.E. class** and may be purchased in the school office. Uniforms should be taken home each day and washed.

#### **10.12 Honor Roll**

To obtain Honor Roll, either "A" or "B", each student must successfully complete three PACE's in each subject during a given quarter. "A" Honor Roll recipients must maintain an average percentage of 90-100 after completing their work for that quarter. "B" Honor Roll recipients must maintain an average percentage of 83-89 after completing their work for that quarter. Since Scripture Memory is an integral part of VCA's academic program, students must also recite their weekly Scripture passage, on time, 7 of the 9 weeks in each quarter. Students can earn yearly Honor Roll status by completing a minimum of 12 PACEs per subject area during the year and reciting verses as required in each quarter.

### 10.13 State & International Competitions

A most exciting and rewarding event for students each year is the annual A.C.E. Regional Student Convention (RSC). All students who have reached the age of thirteen by December 31st are required to participate. Students can prepare for competition in any of more than 140 events in the areas. Students are allowed to choose six performance events, such as music, athletics, speech, and dramatics. They may also choose six events that are non-performance, such as photography, needle/thread, and arts.

Students who place in first, second, or third place at RSC may have the opportunity to attend the A.C.E. International Student Convention. The International Student Convention is optional. Contestant guidelines are available to assist students in preparing for competition. Preparation begins in the fall. (See also Section 15.4)

### 10.14 Graduation Requirements

When a student begins the ninth grade, an Academic Projection for Graduation will be prepared for, and discussed with, the student's parents. This projection will be reviewed and/or updated annually.

Students are classified as Freshmen, Sophomores, Juniors, or Seniors based on the number of core curriculum (4 core subjects, plus Bible) credits remaining until graduation, *not on the number of years they have been in school*. Because of the nature of our curriculum, students may pass from one level to the next at any time during the year, as long as the appropriate credits have been earned.

To pass from Freshman to Sophomore status, students must complete 6 credits, 5 of which must be Math, English, Social Studies, Science, and Bible.

To pass from Sophomore to Junior status, students must complete 12 credits, 10 of which must be in Math (2), English (2), Social Studies (2), Science (2), and Bible (2).

To pass from Junior to Senior status, students must complete 18 credits, 14 of which must be in Math (3), English (3), Social Studies (3), and Science (3), plus any required credits in Bible.

#### 10.14.1 COLLEGE PREPARATORY DIPLOMA \* R=REQUIRED O=OPTIONAL

Students in this category are those who have the ability to prepare for college, and this is our standard course for most students. All students should give careful consideration to the entrance requirements of the type of colleges they plan to attend. Courses will vary among students. College catalogs should be referenced by candidates and parents to select specific courses necessary in high school to meet specific college entrance requirements. College admission and financial aid applications should be obtained by *the beginning of student's senior year*, and students should be making plans to take the ACT. The following course of study is adequate to prepare most students for college studies.

*\*Valedictorian and Salutatorian are selected from College-Preparatory Students only.*

<b>Required Subjects</b>		<b>Credit</b>	<b>Status</b>	
<b>Math</b> Min. Credits Required: 4	Algebra I	1	R	
	Geometry	1	R	
	Algebra II	1	R	
	Trigonometry/Pre-Calculus	1	R	
<b>English:</b> Min. Credits Required: 4	English I	1	R	
	English II	1	R	
	English III	1	R	
	English IV	1	R	
<b>Social Studies</b> Min. Credits Required: 4	World History	1	R	
	American History	1	R	
	World Geography	1	O	
	Civics	0.5	R	
	Economics	0.5	R	
	State History* (*if not previously completed)	0.5	R	
<b>Science</b> Min. Credits Required: 3	Physical Science	1	R	
	Biology	1	R	
	Chemistry	1	R	
	Physics	1	O	
<b>Bible</b> Min. Credits Required: 3	New Testament Survey	1	R	
	Old Testament Survey	1	O	
	Proverbs	1	R	
	New Testament Church History	1	O	
	Life of Christ	1	O	
	Foundations for Living	1	O	
<b>Spanish</b>	Spanish I	1	R	
	Spanish II	1	R	
<b>Typing</b>		0.5	R	
<b>Computer Lit</b>	See options page 17	0.5	R	
<b>Health</b>		0.5	R	
<b>Speech/Performance</b>				
<b>Fine Arts</b>	May include .5 credit Music	1	R	
<b>Music</b>		0.5	R	
<b>PE</b>		2 or 3	R	
<b>Electives</b>		As necessary	R	
				<b>Total minimum credits required: 26</b>

For Physics, the final course grade will be curved one letter grade because of the difficulty level of the course.

10.14.2

GENERAL DIPLOMA

R = REQUIRED

O=OPTIONAL

Required Subjects		Credit	Status	
<b>Math</b> Min. Credits Required: <b>4</b>	General Math (up to 2)	1 each		
	Algebra I	1	R	
	Geometry	1	R	
	Algebra II	1	R	
	Other Math	1	R	
<b>English:</b> Min. Credits Required: <b>4</b>	General English (up to 2)	1 each	R	
	English I	1	R	
	English II	1	R	
<b>Social Studies</b> Min. Credits Required: <b>3</b>	World History	1	R	
	American History	1	R	
	World Geography	1	O	
	Civics	0.5	R	
	Economics	0.5	R	
	State History	0.5	R	
	(if not previously completed)			
<b>Science</b> Min. Credits Required: <b>3</b>	General Science (up to 2)	1 each		
	Biology	1	R	
	Physical Science	1	R	
	Nutrition Science	0.5	O	
<b>Bible</b> Min. Credits Required: <b>2</b>	New Testament Survey	1	R	
	Old Testament Survey	1	O	
	Proverbs	1	R	
	New Testament Church History	1	O	
	Life of Christ	1	O	
	Foundations for Living	1	O	
<b>Typing</b>		0.5	R	
<b>Computer Lit</b>	See options page 17	0.5	R	
<b>Health</b>		0.5	R	
<b>Speech/Performing Arts</b>	May include .5 credits in Music	1	R	
<b>Music</b>		0.5	O	
<b>PE</b>		2 or 3 as	R	
<b>Additional Electives</b>		necessary	R	
				<b>Total Minimum Credits Required: 24</b>

**NOTE:** In Math and English, students should strive to complete as much work as possible above the minimum requirements. Conventionally taught classes such as choir, band, discipleshp, etc., may earn elective credit.



### 10.14.3 VOCATIONAL PREPARATORY DIPLOMA

VCA also offers a Vocational Preparatory Diploma. To earn this, a student must have completed at least through 8<sup>th</sup> grade in all subjects and have earned 24 credits. Students who graduate with this diploma are also encouraged to take the GED test before entrance into college.

### 10.14.4 AVAILABLE HIGH SCHOOL ELECTIVES

Course	Credit	Course	Credit	Course	Credit
<b><i>Bible Electives:</i></b>		<b><i>Language Electives:</i></b>		<b><i>Fine Arts Electives:</i></b>	
New Testament Survey	1	Spanish I	1	Music Theory	0.5
Old Testament Survey	1	Spanish II	1	Speech	0.5
Life of Christ	1	*Other languages may be		Chorus	0.5
Foundations for Living (LP)	1	Available at the principal's discretion			
New Testament Church History	1			<b><i>General Electives:</i></b>	
Successful Living (Proverbs)	1	<b><i>Business Electives:</i></b>		Physical Education	0.5
		Business Math	1	Sports	0.5
		Typing/Keyboard	0.5	Student Government	1.0
<b><i>Math Electives:</i></b>				Yearbook	0.5
Trigonometry	0.5	<b><i>Computer Literacy</i></b>		Discipleship	0.25
Business Math	0.5	Windows 11	0.25	Discipleship	0.25
College Math	1.0	Word 2021*	0.25		
Precalculus	1.0	Excel 2021*	0.25	Students may	
		PowerPoint 2021*	0.25	also earn credit	
<b><i>English Electives:</i></b>		Outlook 2021*	0.25	for certain	
English Composition I	1.0			well-executed	
English Composition II	1.0			Convention	
				projects.	
<b><i>Government Electives:</i></b>		<b><i>*Two courses make up</i></b>			
The Constitution	0.5	<b><i>1/2 credit</i></b>			
Collectivism	0.5				
<b><i>Science Electives:</i></b>					
Nutrition Science	0.5				
Origins and Science	1.0				
Intro to Physical Science	1.0				

### 10.15 Earning Credits/Moving from Grade to Grade

The A.C.E. curriculum is designed in such a way that 12 PACEs are required to complete one year's school work in each subject area. Students usually work in 6 or more subject areas, so most students will be required to complete about 72 PACEs per year in order to progress from grade to grade – 12 PACEs each in Math, English, Social Studies, Science, Word Building, and Bible. Additional PACEs, such as

literature, may be assigned for student enrichment. Graduation requirements may require that High School students do additional, or different, subjects. High School students must successfully pass 12 PACEs in a given subject area – Algebra, Biology, or World History, for example – in order to earn a credit (or 6 PACEs for ½ credit.)

Some students will complete more than 12 PACEs in a subject area. Students who work quickly, therefore, can pass from grade to grade *during* a school year. It is not uncommon for motivated high school students to complete their 4 years work in 3 years and graduate early. Nor is it uncommon for elementary students to complete their 8<sup>th</sup> level work earlier than their counterparts in public schools and therefore be ready to begin 9<sup>th</sup> level work – and earn the accompanying credits – earlier than they would in a lock-step public system.

**Students who do not make the necessary progress during the school year will not move from grade to grade simply because the summer break occurs.** They will move to the next grade when their **12 PACEs per subject area** are complete.

### ***“Catching up to their level”/ “Gaps”***

Some students come from other schools into VCA with gaps in their learning. The older the student, the more likely it is that he or she has a significant number of gaps. Diagnostic testing will be done to identify those gaps, and the school staff will design a plan for the student’s academic recovery, known as his “prescription.” Both students and parents must understand that *having* a plan and *completing* that plan are two entirely different things. While the first is valuable because it gives us hope and direction, the second requires diligent, committed effort, sometimes over a long period of time. Neither students nor parents should consider enrolling at VCA as a “quick fix” for long-standing problems. Virtually everything valuable is earned through diligent effort over a long period of time.

## **11.0 Learning Center Procedures**

### **11.1 General**

1. In order to preserve a quiet, structured learning environment, students are not permitted to speak with other students or to be away from their offices without permission. Students may not turn sideways or around in their chairs during class time, nor may they tip back in their chairs.
2. Activities not related to prescribed material are not to be conducted in office unless appropriate privilege level has been earned.
3. The Christian flag should be raised for supervisor guidance and/or academic questions of difficulties. The United States flag is to be raised for a monitor’s assistance in non-academic activities (scoring, getting checkups signed, sharpening pencil, etc.). Non-academic and non-procedural questions should be asked at break time.
4. No resource books may be taken home.
5. Gum is not allowed on school property.

## 11.2 Student Offices

1. Student offices are assigned and changed only by the supervisor and must be maintained neatly.
2. Each office is supplied by the school with star charts, goal cards, flags, and other necessary items. Students must further equip their offices with the items required on their supply lists, including such items as a magazine rack, pencil boxes, Bible, hand sanitizer, and disinfecting wipes. Some personal items may be placed in office but must first be pre-approved by the supervisor.
3. Students are not to sit on work surface of office nor lean against dividers.
4. Goal Cards are to be posted at all times. Card must be kept neat and up-to-date, using a navy blue pen. A fee of \$1.00 will be charged for replacement of a defaced card.
5. The Progress (Star) Chart is to be posted at all times and no marks are to be made on it (\$5.00 replacement cost)

## 11.3 PACEs

1. All curricula are the property of the school and are NOT to be shared among students.
2. Final tests will be taken the day following completion of the PACE. Results will be reported the next day and a new PACE issued.
3. All work is to be done in pencil unless otherwise instructed.
4. Work in English and Word Building PACE's must be done in *cursive* beginning with PACE 1025 and in Social Studies and Science beginning with PACE 1031. Computation ("work") must be shown in **all** Math and Science PACE's.
5. Use of calculators is not permitted until Math PACE 1075.
6. If a student fails to pass a final PACE test, he will be issued a new (repeat) PACE and the family account will be charged \$5.00.

## 11.4 Scoring Stations

1. Score Keys are to be handled carefully and returned to their proper places. Score Key answers are for scoring completed work only.
2. Students score by marking each wrong answer with a red "X". Pens are provided at the scoring table for this purpose. (Students are not allowed to

have red pens at their desks, and parents are strongly discouraged from having red pens available in the house.)

3. Students return to their offices and make appropriate corrections using their pencils.
4. Students re-check their answers with the score key, circling the "X" in red when they are sure that their new answer is correct. When the student has all his answers correct, scored, and rescored, he is to circle the page number, by which he pledges that he has honorable and honestly completed that page.
5. If necessary, the student is to repeat steps two and three until all answers are correct.

### 11.5 Testing

1. No PACE tests are administered on Mondays. No self-tests may be taken on Fridays.
2. Most PACE tests will be administered Tuesday through Friday mornings; most self-tests will be administered Monday through Thursday mornings.
3. Tests, whether self-tests or PACE tests are administered in the mornings shortly after classes begin.
4. Students should arrive at school on test day ready to take their tests, that is, with their *studying complete before classes begin*.
5. Students who arrive unprepared will suffer from lost class time and delays which could result in discipline. Parents should encourage students to arrive at school ready to take their tests in a timely manner.
6. Once a PACE, including the self-test, has been completed and scored, it must be turned in to the Supervisor for administration of the PACE test the next morning.
7. While students are **not** allowed to take PACEs home the night before the test, they are encouraged to **take notes and study** throughout the time the PACE is in their possession.
8. Tests are taken at the testing table, where students are required to be silent and respectful of other students and their work. Students who talk or disturb others while at the testing table may have their tests voided and/or receive additional discipline. Cheating of any kind during a test will result in automatic test failure and additional discipline.

## 12.0 Attendance

### 12.1 School Hours

School begins at 7:55 a.m. and dismisses at 3:00 p.m. However, on Wednesdays, school dismisses at 2:00 p.m. to allow time for staff meetings and church attendance. Students in Learning Centers 1 and 2 must be present to line up with their respective classes and come in at 7:55 a.m. Learning-to-Read students may be dropped off at their classrooms beginning at 7:30 a.m.

### 12.2 Absences

A **hand-written excuse** signed by a parent or guardian must be presented to the Supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Non-emergency appointments should be scheduled after school hours when possible.

***Absences are not excused until the supervisor receives a satisfactory explanation from the parent.*** Absences are normally excused for illness, death in the family, hazardous driving conditions, or other emergencies. Absences for other reasons are not excused unless arrangements have been made in advance with the supervisor *and* the student is fully on-track in his schoolwork.

Students at Victory Christian Academy are allowed up to **3 absences** which are parent-excused **during any 9 week period**. After that, a doctor's note will be required for all absences. Students who have excessive absences may (and likely will) be placed on In-School Suspension in order to allow them to become or remain current in their schoolwork. After 10 unexcused absences, students will be dismissed from Victory Christian Academy.

A student who has not been in school at least 3.5 hours in a school day will be counted absent.

### 12.3 Tardiness

Students who are not ready to line up and come in by 7:55 a.m. are counted late, and a detention will be issued. A student who arrives after 7:55 a.m. must sign in at the school office. Continued tardiness will necessitate a conference with the parents and the principal, possibly leading to revocation of student privileges and/or to suspension.

### 12.4 Early Dismissal

Students are permitted to leave early only with written permission from parent/guardian. **Parents must send a note** informing the supervisor of the reason for the early dismissal and the time the student will be picked up, so that appropriate homework can be assigned prior to the student's leaving. All students must be signed out in the VCA office.

**Note:** *Because of the critical nature of the schedule during the last hour of school, students should never be picked up between 2:30 and 3:00 p.m., except in case of dire emergency. Family members who arrive after 2:30 p.m. will be asked to wait until 3:00, so that their student can be fully prepared to go home.*

#### **12.5 Before/After School Care** (See also Section 9.6.6)

Currently Victory Christian Academy does not offer a formal Before- or After-Care Program. Some parents may make special arrangements with the school staff for limited before or after school care. Please see the principal for further information.

**Children must not be dropped off before 7:30 a.m. or picked up later than 3:15 p.m. Students who arrive earlier and 7:30 a.m. or are picked up later than 3:15 p.m. (2:15 p.m. on Wednesday) will be charged a fee of \$10.00 per quarter hour.** This fee will not be pro-rated; the fee will be charged to students who are on campus for any part of that quarter hour.

For any student who is not picked up by 4:30 p.m., the parents will be billed an additional \$25.00 fee.

#### **12.6 Drop Off /Pick Up**

*All students* must be dropped off and picked up at **sidewalk that extends from the back of the church building to the concrete pad.** Students will wait in the “common area,” which includes the picnic area and concrete pad, and be ready to line up at 7:55 a.m. promptly. Students not in line by 7:55 a.m. are counted late.

#### **12.7 School Closings**

A yearly schedule, which indicates holidays, early release days, etc., is provided each August. Closings due to inclement weather *will not necessarily* follow the closings of the schools in the four-county area we serve. Monitor VCA’s Facebook page, your email accounts, and texts from VCA for information on closings, and call the school to be sure.

#### **12.8 Releasing Students**

Only parents, guardians, or authorized adults listed in the school office may pick up students. A definite verification must be obtained to guarantee the individual’s identity. Because supervisors have no authority to release a student to anyone other than the people mentioned here, they must refer the individual to the school office.

**It is very important that the parent keep this authorization list updated in the school office.**

### **13.0 Dress Code**

#### **13.1 Uniforms** (See also Section 9.6.2)

Victory Christian Academy students wear uniforms to school. All uniforms are to be ordered from the **official VCA uniform provider.** For ordering information, please call the school office. **Uniforms ordered must meet the general school guidelines for modesty.** That is, they must be loose-fitting, properly hemmed, worn at the natural waistline, and so forth. To ensure that clothing is not form-fitting,

dresses, skirts, pants, and shirts must have a minimum of one inch of fabric that can be pinched on both sides of the garment without stretching the fabric.

**Uniforms worn to school should be clean, pressed (if necessary,) and in good repair.** Parents and students are responsible to see that the uniform is clean and worn properly.

Students must arrive at school in uniform and are not permitted to change clothes after school unless permission is specifically granted by their Supervisor. Uniform shirts must be buttoned at all times, with the exception of the top collar button which may be left undone if the student desires.

VCA does not have a required uniform jacket; however, all dress code requirements having to do with modesty, printing, logos, etc., are applicable to all jackets and outer wear. Students may **not** wear pull-over sweatshirts, jackets, or sweaters that cover their uniforms.

Boys in Learning Centers 1 and above must tuck in their shirts and must wear belts. If girls choose to tuck in their shirts, they must also wear belts. Students in Learning-to-Read are not required to tuck in shirts or wear belts.

Students in the lower grades who are allowed to wear jumpers may wear turtle-neck tops as well as the uniform shirts with those jumpers. Turtlenecks must be in the prescribed uniform colors, that is, white, navy, red, dark green, khaki, or burgundy.

Students in any grade who choose to wear t-shirts under their polo shirts must also adhere to the uniform colors: white, navy, red, dark green, khaki, or burgundy.

Sweaters worn with uniforms must also be in uniform colors and must button or zip (**no pullover** outerwear is allowed.)

## 13.2 Personal Appearance

**All Students:** All students must dress in a manner reflecting the modesty and values appropriate for any Christian. We do this as a matter of testimony, making every effort to “*dress modestly, with decency and propriety,*” as people who live to please and honor God. (I Timothy 2:9-10.) All clothing, whether school uniforms, P.E. uniforms, or “dress-down,” must be loose-fitting and modest. Any jewelry worn must be conservative and minimal. Jewelry, hair, and clothing styles suggestive of the counterculture or the occult are unacceptable and may not be worn. Hair color must be a naturally occurring color. No tattoos are permitted. No body piercings are permitted. Ear-piercings are not permitted except as described for females below.

### **Male:**

**Hair:** Hair must be kept clean, neat, and trimmed at all times. Hair must be trimmed at the top of the ear, not touching the collar in back, and not extending beyond the top of the eyebrow in front. Sideburns may be no longer than the middle of the ears. No facial hair is permitted. Hair color must be a naturally occurring hair color.

Jewelry: No earrings, body piercing, or other body rings are permitted on male students. Other jewelry must be conservative and minimal. No more than one or two bracelets or necklaces may be worn at one time. No tattoos are permitted.

**Female:**

Make-up, and jewelry: All should be conservative and minimal. Make-up and lipstick choices should be neutral/natural in a blush palette.

Jewelry, hair, and clothing styles suggestive of the counterculture or the occult are unacceptable and may not be worn. Hair color must be a naturally occurring color. One or two earrings may be worn in each earlobe, and no body piercings, tattoos or henna, or brandings are allowed. No more than two (2) necklaces permitted to be worn at one time.

Pre-K through LC1 girls should wear shorts under their uniform jumpers and skirts to maintain modesty while playing in the playground or in the gym.

**13.3 Shoes:**

Student's shoes should be such that a student is safe when walking on stairs, sidewalks, etc., so dress shoes or tennis shoes are required. ("Crocs" are considered beachwear and may NOT be worn as an alternative.) All shoes must have backs. Shoes with high heels are not safe and should be avoided. Boots, except as listed below, may not be worn. No boots, including but not limited to, hunting boots, combat-style boots, chukka boots, or "uggs" may be worn. No shoes with deep treads may be worn.

We also want shoes to look attractive with our school uniforms, as we want our students to look neat and tidy from "head to toe." Therefore, we are permitting and encouraging students to wear tennis shoes or "Keds" style shoes. Tennis shoes that are acceptable are ones with the primary standard shoe colors (i.e. white, black, brown, blue, gray). Some examples of unacceptable colors are green, pink, yellow, neon, purple, etc. Standard shoe colors will look nice with our uniforms while some of the wilder colors will not. Shoes which "light up" are also not allowed, nor are those with wheels in the soles. Please be conscious of these considerations when shopping.

**Boys:**

- May wear tennis shoes, deck shoes, dress shoes, and western-style boots in good repair
- May NOT wear flip-flops, sandals, crocs, or backless shoes
- Must wear socks with shoes
- "Crocs" are beach shoes and may NOT be worn.

**Girls:**

- May wear tennis shoes, dress shoes, dress sandals with back straps, and western-style boots in good repair
- "Keds" style canvas shoes
- May NOT wear flip-flops, beach shoes, sandals without strap across the back, or high-topped tennis shoes (with shorts or skirts.)
- "Crocs" are beach shoes and may NOT be worn.



### 13.4 Casual Dress Days:

Periodically, students will be permitted to wear clothing other than the school uniform for a special day or for a reward. Every Friday is a casual day for Pre-K and Kindergarten (Learning to Read) students. Learning Centers 1-2 may "purchase" a casual dress day with merits (usually 250 merits) the first Friday of every month.

**On Casual dress days**, boys & girls may wear:

- Tennis shoes, slacks, jeans, T-shirts, and long shorts and skirts and dresses (within 2"-3" of the middle of the knee cap or the thickest part of the knee when standing).
- All must be neatly hemmed and have a professional appearance. Waist bands must be at natural waist (no hip-huggers) and **be worn** at the natural waist.
- Clothing will be said to be "professional" if it meets all the guidelines here and is clean, free of holes, fraying, or other treatment intended to provide a sloppy appearance to the clothing.
- All styles must fit appropriately so that undergarments on top and bottom are not visible due to the cut of the garment, or visible through the clothing either due the sheerness of the fabric or the tightness of the fit.

***Apparel must be modest, conservative, and loose-fitting.*** To ensure that clothing is not form-fitting, dresses, skirts, pants, shorts, and shirts must have a minimum of one inch of fabric that can be pinched on both sides of the garment without stretching the fabric.

- Shirts/tops left untucked must be long enough to cover skin and undergarments at all times – no matter what the activity. Dresses, shirts, and blouses must be loose-fitting and must come within 3 fingers (2") of the neckline (clavicle bone) in front, and within a handbreadth (4") from the bottom of the neck in back.
- Dresses and skirts must be loose-fitting with hemlines no higher than 2"-3" of the middle of the kneecap or the thickest part of the knee when standing). Slits in dresses and skirts may open no higher than 2"-3" of the middle of the kneecap or the thickest part of the knee when standing).
- Shoes or sandals (as described in the regular dress code) or tennis shoes may be worn. No flip-flops.
- T-shirts may be worn. All printing must be tasteful, appropriately placed, and must not glorify un-Godly ideas or values. Christian T-shirts with Godly messages are encouraged. T-shirts with animated trademarked or copy-written animated or live-action characters are not permitted. (The administration has the right to veto or approve any dress code policy.)
- Modest, reasonable, and tasteful sports team apparel may be worn.

Students may **NOT** wear the following:

- Any form-fitting clothing
- Any clothing intended to make the item tight-fitting.
- Leggings (alone), "sweats," pajamas, or other extremely casual clothing.
- Cargo pants or shorts
- Flip-flops
- Pants, slacks, or shorts with printing. (Logos addressed separately below.)

### 13.5 LOGOS

Any printing or brand logo must be tasteful, discreetly placed, and no more than 2 – 2½ inches in diameter. Neither should any print or logo glorify un-Godly ideas or values.

### 13.6 Dress Code Violations

A Dress Code Violation note will be issued on the first violation, providing the clothing worn is modest and guidelines were not properly understood. If a clear violation of dress code is evident, a detention will be issued. Detention time will double if the same area of dress code is violated again. If a student comes to school immodestly dressed, his or her parents will be called to provide a change of clothing or to take the student home in order to change. Students who repeatedly violate the dress-down dress code may lose that privilege permanently.

**Important Note: These guidelines are to be adhered to at school and at ALL school functions, including, but not limited to, Open House, Awards Banquet, all fellowships, field trips, fundraisers, awards ceremonies and banquets, graduations, and ball games. For certain special occasions, such as the Jr./Sr. banquet, administration will provide specific *written* guidelines applicable to that particular event. Students who fail to meet all guidelines as stated here will not be allowed to participate in any of these events until the dress code guidelines are met.**

## 14.0 Discipline

VCA is dedicated to training children for life in a program of study and activities that are Christ-centered. We believe that “all things should be done decently and in order” (1 Cor. 14:40) and that our students should be taught to accept the responsibility to “walk honestly” (Romans 13:13) before all men. The school’s ability to educate properly is directly related to using controls with the child. A child who can not/will not be directed cannot be educated. Therefore, rules and programs have been established to permit learning and to teach self-discipline. They are detailed so a full understanding may be obtained. They seem strict only to those whose tendency is to stray outside the boundaries of rules and procedures. Each student will find freedom as well as security within the boundaries of the rules and procedures. All students are to maintain the attitude that attendance at VCA is a privilege and not a right.

Discipline is maintained by staff in a firm, consistent, and fair manner, tempered with love. We endeavor to use discernment and good judgment. The staff encourages high standards of conduct in the Learning Center through kindness, love, and a genuine regard for each student. Students are taught that the Lord Jesus Christ expects us to be disciplined in all areas of life.

**VCA is not a corrective institution.** Consequently, we ask that no child be enrolled with the idea that we will reform him. It is our goal to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

Students must conduct themselves in a Christ-like manner at all times. Gripping, grumbling, or talking back to the teacher are un-Biblical and serve no purpose in resolving conflicts; therefore, they will not be tolerated. Students are both allowed and encouraged to make a respectful appeal when conflicts arise; however, after their respectful appeal has been made, they must accept the judgment of the teacher. Any such appeals are to be made

during breaks or after school, never during class time. Griping, grumbling, talking back, or treating staff members disrespectfully will result in demerits, office referrals, and/or suspension.

*Children, obey your parents in everything, for this pleases the Lord. (Colossians 3:20)*

*Obey your leaders and submit to their authority. . . (Hebrews 13:17a)*

*Chasten thy son while there is hope, and let not thy soul spare for his crying. (Proverbs 19:18 KJV)*

Because rules and discipline are a necessary part of education, if your child complains about either one, please follow this procedure:

1. Support the school and your child's teacher. Reassure your child of the staff member's love and remind him or her that we are all to obey God-given authority.
2. Realize that your child's reporting is emotionally biased and likely does not include all the facts.
3. Realize that the school has reasons for every rule and that rules are enforced lovingly and without partiality.
4. Support the Administration and call the school for more information.

When a student's attitude is not in accord with school policies and principles, he/she may be placed on probation. Parents will be called for a conference. If the administration feels the student's attitude has not changed within two weeks, parents may be asked to withdraw the student.

Because of their testimony before younger children, high school students in particular are trained to adhere to the school's philosophy and Christ-centered program. This philosophy is outlined in Philippians 4:8, which instructs Christians to be involved in only those things which glorify Christ: *Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. (Philippians 4:8)*

#### **14.1 Demerits & Corrective Actions/Detention**

Paramount rules at VCA are "Do those things which are right" and "Do not disturb others." Therefore, demerits are earned for disturbances and broken rules. Three or more demerits in one day result in a detention after school:

1 demerit	=	No penalty
2 demerits	=	No penalty
3 demerits	=	15 minutes detention (usually half of lunch period*)
4 demerits	=	30 minutes detention (after school)
5 demerits	=	45 minutes detention (after school)
6 demerits	=	60 minutes detention (after school)
7 demerits or more		may result in corporal correction

When three or more demerits are earned by a student, a Corrective Action Notice is sent home. The notice must be signed by a parent and returned to the supervisor the next day. Detention time will be served on the day following the issuance of the Corrective Action Notice when the notice is returned.

**Frequent demerits are an indication that a student may need direction in developing principles of character.** Conferences with the supervisor, principal, and parents are sometimes necessary to encourage this character development.

## 14.2 In-School Suspension

If the administration feels that detentions are not achieving the desired result, a student may be placed on In-School Suspension for a specified period of time, not to exceed five days. Parents will be notified if this occurs. In-School Suspension should be considered the last disciplinary resort before expulsion and is very serious. Among other things, In-school suspension requires that the student be separated from other students in the Learning Center. He/she will be assigned increased academic work and will not be allowed to participate in non-academic activities.

*Note regarding break-time or lunch-time for in-school suspension:*

Students on in-school suspension **must** bring a lunch and/or snack which needs neither refrigeration nor heating, because students will have no opportunity to go to the snack bar or to heat up a meal.

## 14.3 Corporal Discipline

The Bible clearly teaches the use of corporal discipline:

*Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him. (Proverbs 22:15)*

We believe that certain offenses are best corrected through the use of corporal discipline. These include, but are not limited to, fighting and other “hands off” rule violations, flagrant disrespect to those in authority, deliberate cheating, deliberate lying, the use of foul language, and repeated violations in any area which other forms of discipline have failed to correct. Parents are required to sign a **Corporal Correction Release** form upon enrollment, which outlines VCA policy in this area. The following procedure applies when corporal discipline is deemed necessary:

1. The offense will be investigated and then thoroughly discussed with the student.
2. A staff member will discuss spiritual applications with student.
3. A reasonable number of firm strokes, not to exceed 5, will be administered at school by the principal or administrator using a simple, flat paddle.
4. A staff witness will be present.
5. A student will not be physically restrained.
6. After applying the strokes, the person administering the correction will pray with student and assure him/her of their love.

7. A written report will be made of the date, offense, and number of strokes, name of individual administering the correction, and name of staff witness. A copy of the report will be sent home to parent and one will be placed in the student's permanent record.

Note: When Corporal Correction is deemed necessary, it will be administered as soon as possible after the offense to ensure effectiveness. Parents are not notified prior to a paddling, but afterward.

#### **14.4 Suspension & Expulsion**

If Administration determines that a student's misbehavior is serious enough to warrant suspension or expulsion, a conference will be called with the parents. Such misbehavior includes, but is not limited to, those listed in the **Standard of Conduct** (16.6) section of this handbook. The student will be permitted to relate his account of a matter, and an attempt will be made to follow Biblical guidelines in determining what course of action is best for the student, while maintaining the integrity of the school.

### **15.0 School Activities**

#### **15.1 Open House**

Our school Open House is scheduled at the beginning of each school year for parents and students. This is an opportunity for parents to meet their children's supervisors, see their Learning Centers, and to meet other parents. **Open House is preceded by Parent Orientation, a requirement for all VCA parents.**

#### **15.2 Christmas Program**

Each year the students at Victory Christian Academy practice for and perform in a Christmas Program of some kind. Often this performance is presented as a Dinner/Theater. All high school and junior high students are encouraged to be involved. Under certain circumstances, elementary students may also be given the opportunity to participate.

#### **15.3 Field Trips**

Educational field trips will be scheduled periodically to enhance student education. A field trip is also scheduled at the end of each quarter for students who achieve Honor Roll. Interested parents are welcome to attend. **All students, parents, and chaperones must abide by VCA's dress code.**

#### **15.4 A.C.E. Regional & International Students Conventions**

A most exciting and rewarding event for students each year is the annual A.C.E. Student Conventions. Students who have reached the age of thirteen by December 31st are required to participate in the A.C.E Regional Student Convention.

Students can prepare for competition in any of more than 144 event areas, including academics, athletics, music, platform, and arts & crafts. Contestant guidelines are available to assist students in preparing for competition. (See also Section 10.7.11) (for guidelines see [www.aceschooloftomorrow.com/isc](http://www.aceschooloftomorrow.com/isc))

Preparations begin early in the year, and every student **must** select and work on projects in several different academic and performance areas. Students must meet project deadlines at various times throughout the academic year. The Supervisors will assist with guiding and informing the students and their parents, but it is up to the student and his or her parents to see that projects are being worked on and completed as directed by the school staff.

Students who earn First, Second, or Third Places in the regional competitions may be eligible to attend the International Student Convention (ISC) in May. This is an outstanding experience as students have the opportunity to travel to different parts of the country and to meet students from all over the globe. Students who elect to participate in group events (for example, choir, basketball, or PACE bowl teams, etc.) should always plan to attend ISC, since the attendance of others may depend on their attendance.

Since the Regional Student Convention is a required event, the cost is divided by eight and added to the parent's bill. Parents make payments for RSC August through March. Students who fail to prepare adequately may be barred from attendance at RSC. However, no funds will be refunded if they are unprepared to go. Also, these students are still required to attend school every day during the convention and may be permanently dismissed from VCA if they are absent on any day during that week.

### **15.5 Annual Awards Ceremony**

At the end of each school year, a potluck Awards Banquet is scheduled for parents and students as a celebration of our students' accomplishments throughout the year. Outstanding students and staff are rewarded with certificates, plaques, and/or trophies. For most students, this banquet is one of the highlights of the entire year. (See also section 17.1) Please ensure that students, parents, and guests know and abide our Dress Code for this event.

### **15.6 Graduation**

Each year graduation ceremonies are held for both the kindergarten and senior classes of VCA. (See also section 9.6.8)

### **15.7 Student Organizations**

Several organizations and clubs for students provide opportunity for school spirit and Christian service: Student Government Association (SGA), Yearbook, Journalism, Athletics, Drama, Music, and others. All activities and student/parent notices must be approved by the principal.

### **15.8 Christian Leadership Training**

#### **15.10.1 Opening Assembly**

Students will participate in an opening assembly daily where pledges are recited, the monthly Scripture passage is read aloud, a devotional is presented, Congratulations slips are distributed and announcements are made. See pledges below.

### **15.10.2 Chapel**

Weekly chapel services are held each Tuesday during which time students are challenged to discover how God's Word applies directly to his/her life. Local pastors, businessmen, and staff members preach and teach the Word of God. Students must bring a Bible to all devotional, chapel, and special meetings.

### **15.10.3 Christian Americanism**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and their natural outgrowth, which is love for our flag and our country.

As part of Christian Americanism, students recite these pledges\* at each opening exercise and sometimes at other functions:

#### **Pledge of Allegiance to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

#### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

#### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**\*Because we value and adhere to the principles stated in these pledges, recitation of these pledges is in no way optional.**

## **16.0 School Policies**

### **16.1 Exception Clause**

An exception for one to any policy in this handbook does not necessarily mean an exception to a policy for anyone else.

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

VCA has a racially inclusive policy and, therefore, all programs are available to all applicants regardless of race, color, or national or ethnic origin.

### **16.3 Closed Campus Policy**

VCA has a closed-campus policy. Students may not leave school grounds during school hours without permission. Visitors are not permitted on school property without first checking in at school office and receiving permission to be on campus. *All visitors, whether family members or their representatives, must*

*adhere to the standards for Christian modesty outlined in this handbook whenever they are on campus.*

#### **16.4 Visitor Policy**

Visitors are welcome but **must adhere to clothing standards of VCA** and must **obtain permission** from the office before proceeding to other areas of school property.

#### **16.5 Medical Treatment Policy**

No staff member will be allowed to administer medications (including prescription) to any student for headaches, fever, or other reasons without parental authorization in writing. All prescription medications must be kept and administered in the school office. Students are permitted to have one dose of non-prescription medication in their possession.

School staff is trained in First Aid and will treat minor injuries when necessary. Generally, parents will be called only in case of an emergency or when their child is vomiting and/or has a temperature above 99.5 degrees. **No student who has a fever, head lice, or other contagious condition or illness should attend school.**

A Medical Release form for emergency medical treatment must be signed and submitted to school office.

#### **16.6 Student Standard of Conduct Policy\*** (See Addendum)

Our goal is to produce graduates of the highest character and integrity, adults who are genuinely ladies and gentlemen and men and women of honor who are leaders for the Lord. A vital part of being Christ-like is learning to respect those in authority over you.

A method of expressing this respect is by responding with a “yes, sir” or “no, sir”, “yes, ma’am,” or “no, ma’am”. This will be expected. Hebrews 13:17 says, “Obey them that have rule over you,” and students can use this as their guide when making decisions. Staff members are Christian adults who exercise their authority with restraint and grace, and the students are required to respectfully obey them, especially in situations not specifically detailed here.

In accordance with Scripture and our goals for our students spiritual, intellectual, and moral development, students in Victory Christian Academy are expected to refrain from talking about or engaging in cheating, stealing, vandalism, swearing, listening to ungodly music, immorality, homosexuality, gambling, smoking, drinking alcoholic beverages, using illegal drugs, or any other unbiblical conduct. This list is not inclusive and not limited to school property or to school functions. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, cleanliness, morality, and honesty. Proper language includes not only refraining from cursing and using the Lord’s name in vain, but also vulgar and slang expressions which are offensive. Students must agree to strive toward unquestionable character in dress, conduct, and attitude on campus and off, and must sign the Standard of Conduct form (Grades 7-12).

Any student who observes questionable activities or overhears conversation, which is contrary to the policies of the academy, must immediately report the matter to a supervisor. **THIS IS NOT TATTLING!** It has been said, “The only thing necessary for



the triumph [of evil] is for good men to do nothing..." and "... Anyone, then, who knows the good he ought to do and doesn't do it, sins." *James 4:17*

\*Prospective students who do not wish to abide by these policies should not enroll. Current students who choose not to adhere to this Standard of Conduct will be subject to suspension and/or expulsion.

### **16.7 "Hands Off" Rule/ "6-inch Rule"**

Except for supervised contact sports, students should maintain an appropriate distance (**usually a minimum of six inches**) from other students at all times. No physical contact will be allowed between members of the opposite sex. Demerits, paddling, and/or suspension will result, depending on the severity of the offense.

### **16.8 Cellular/Wireless Phone Policy**

Students are allowed to have cell phones under the following conditions only:

- Phones are to be powered off at all times, including while traveling on any VCA bus or transportation.
- Phones are to be kept inside of book bags, not on a student's person.
- Phones may be used only in cases of extreme emergency (for example, an accident of some kind) or when a student traveling back after a ball game is given specific permission by a staff person to call ahead for his or her ride.

Students in violation of cell phone policy for the first time will have their phones confiscated and returned only to a parent. **Repeat offenders will have their phone confiscated and not returned!** Students may also receive detention or be suspended if phones are improperly used.

*Note: Phones which are found to contain profane songs, texts, or images are subject to **confiscation and subsequent destruction**. Parents are responsible to make certain that any phone provided to their child be used according to the principles and values expressed herein. (See section 17.2 for additional information.)*

### **16.9 Social Networking/Internet**

The Student Standard of Conduct states that all VCA students must show to God, to their parents, to the staff, to each other, and to the community a life that is above reproach both at school and away from school. Therefore, any and everything posted to a Facebook or other social networking site must reflect Biblical character as outlined in the Standard of Conduct. **Parents should have all passwords and should closely monitor what their students are doing on the internet at any time.** The Student Standard of Conduct includes the following statement and is signed by both student and parent: "I agree to abide by the ... standards of conduct and other regulations expected of each student enrolled in this Christian program as long as I am a student at VCA. I understand that failure to abide by these standards could result in discipline, suspension, or expulsion." Social networking and internet use are included under the guidelines of this Handbook and Student Standard of Conduct.

### **16.10 Electronics Policy**

NO electronics of any kind may be brought to school or to any school function without the express written permission of the principal. Any electronics brought onto school property, onto any school vehicle, or to any school function in violation of this policy are subject to confiscation (temporary or permanent,

depending on circumstances) or destruction. NO electronics will be returned to the student. Parents, after meeting with the principal, MAY have the article returned *if* bringing it was a first offense and material on the device is not considered by the administration to be harmful to the student or others. This policy includes, *but is not limited* to any type of computer, iPad, or tablet, iPod, MP3, smart watch, or other digital storage device, camera, electronic game, CD, DVD, player for CDs or DVDs. **Parents are responsible for seeing their students abide by this policy.**

#### **16.11 Off Limits**

- Other student offices or Learning Centers
- School offices (except for official business)
- Automobiles and parking areas during school hours
- Locker rooms unless specific permission has been granted
- All Victory Baptist Church Buildings

#### **16.12 School Property**

Defaced, missing, or broken property will be replaced at the offending student's expense.

#### **16.13 Searches**

VCA reserves the right to search a student's person, belongings, purses, backpacks, lockers, desks, or vehicles when we have reason to suspect that a student possesses an unapproved item. A search may be conducted without the student's or parents' permission. Registration of a student constitutes parental consent to such searches. Searches by staff will not violate standards of Christian modesty. If anything on the student's person or among his belongings violates state or federal laws, law enforcement authorities will be contacted. If the administration suspects the use of alcohol or illegal drugs by a student, parents will be contacted and may be asked to pay for a drug test. Refusal to submit to a test or failure to pass the test will result in immediate expulsion without refund of fees.

#### **16.14 Student Drivers**

**Students of legal age may drive their vehicles to school only after providing current driver's license and insurance information to the school office.**

***No student is allowed to ride with another to or from school or any school activity without administration approval and without the written consent of both the driver's parents and the passenger's parents. NO EXCEPTIONS.***

Students must park in the parking area next to the soccer field, near the gym entrance.

Students must arrive at school in uniform and ready for school.

Students must leave their vehicles immediately upon arrival and not return to their vehicles until after school, at which time they are to leave the premises immediately.

Loitering in and around vehicles before, during, or after school is forbidden. See section 16.16.1 "Automobiles" for additional information.)

### **16.15 Student Work Schedule**

Due to the degree of difficulty of the high school academic program, we strongly suggest that high school students not work more than 20 hours per week outside the home. If a student demonstrates difficulty in academics, we advise discontinuing outside employment.

### **16.16 School Telephones**

School phones are for official school business only. Students are not allowed to use the phones during the day; in case of an emergency or other urgent need, the student's supervisor will contact the parents.

Students may not receive phone calls at school, but our school staff will be happy to take a message from a parent to a child. Under some circumstances, students may occasionally be allowed to receive phone calls from parents **ONLY**, and we ask parents that students be taken out of class to answer the telephone **only in the event of an emergency**.

### **16.17 Transportation**

#### **16.17.1 Automobiles**

**All motorists** who drive onto campus are required to have **valid driver licenses** and **current insurance**, must obey posted speed limits, must abide by the pick-up and drop-off procedures listed herein (see section 12.6), keep radios/stereos turned down low, and respectfully abide by the VCA standards for dress and conduct.

Students driving on campus must provide a copy of their current valid driver's license and insurance to the school office.

No student will be permitted to ride to/from school or any school activity with another student without the **written consent** of the driver's parents, the passenger's parents, and school administration.

#### **16.17.2 Buses**

Currently VCA does not provide busing for transportation to or from school for any students. Our school buses are used for transportation to and from field trips, ball games and similar events.

All school rules regarding dress code and appropriate behavior are in effect whenever students are on buses. Seating may be assigned. Students on all VCA buses are to remain seated at all times, except while boarding or leaving the buses. Loud talking or extending anything from the windows is forbidden.

### **16.18 Parties**

Off-campus parties are not school-sponsored unless parents receive a notification letter from the principal.

### **16.19 Withdrawal Policy**

A student may be withdrawn for any reason upon seven days written notice. Likewise, the school has the right, for any reason, to ask a student to withdraw

upon seven days written notice. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

Students transferring from VCA must give the school at least three business days notice to prepare records and grades. It is our policy not to release academic records until any outstanding balance on the account is paid in full. If for **any reason** you should withdraw your child from school, or if we ask you (for disciplinary reasons) to withdraw your child, all moneys paid, including curriculum fee, registration, and tuition are non-refundable. (See also Sections 8.3 and 9.5)

## 17.0 Additional Information (listed alphabetically)

### 17.1 Annual Awards Ceremonies

Gifts, certificates, plaques, and trophies are awarded at the Annual Awards Banquet held at the end of each school year. An Athletic Awards ceremony is also held either at the end of a season or at the end of the year. (See also Section 15.5)

The following are a few examples of the awards a student might earn:

- Christian Character Award—Upper level High School boy and girl
- Meritorious Student Award—Students who shows 7 ideal character traits of a student; chosen by their supervisors.
- Highest Subject Average—Students in each section who have the highest average in an individual subject
- "A" Honor Roll; "B" Honor Roll—Students who complete a year's work in all subjects with an "A" or "B" average
- Scripture Memorization—Students who have recited the weekly Scripture on time every week
- Outstanding Achievement—Students who have completed 120% of a year's work
- Perfect Attendance—Students who attended school every day
- Individual Character Awards
- NSDAR Good Citizenship Award—To a fifth grade student for good citizenship
- Woodmen of the World American History Award—High School student for highest grade in American History

### 17.2 Books/Electronics/Magazines/Music/Miscellaneous Items

**Gum** is not allowed on the VCA campus or in any of the school vehicles.

**Books** and **magazines** must be approved by the supervisor upon arrival at school or they will be confiscated.

Students are not allowed to bring radios, cassette tapes, CDs, iPods, or any other electronics intended for music-listening to school or on the buses unless prior, specific permission has been granted by the principal. Only music/audio and videos which glorify the Lord are to be discussed or played while at school or at school functions.

**Anything potentially harmful to the owner or others**, including, but not limited to, weapons, drugs, alcohol, printed materials, or any recorded sounds or images

containing harmful material in the form of un-godly music, lyrics, pictures, ring-tones, etc. **will be confiscated and not returned.** (These sounds and images could be stored on cell phones, cameras, iPods, mp3 players, video games, cassettes, and a variety of other electronic storage devices.) It is the responsibility of the parent to see that the student never has materials like this in his or her possession, and therefore, they will never be brought to school.

Please note that items like this, that is, items deemed to be harmful to the student by the school administration, **will be confiscated and destroyed, regardless of their cost. Under no circumstances will they be returned** to the student or his/her parents, as they represent an assault on the very purpose and integrity of VCA.

Guns, matches, knives, laser pointers, video and/or electronic games, and fireworks are not permitted on school property. Such items will be confiscated and not returned to student.

Students may be suspended for possession of above items on school property or at school functions.

### **17.3 Dual Enrollment**

VCA has a dual enrollment policy with Chipola College. Students who have met the academic requirements may be eligible to attend Chipola during their junior and/or senior year and earn high school and college credit for the course. Please check with the principal regarding courses that may be taken.

### **17.4 Emergency Drills**

Fire and tornado drills are held periodically during the school year. Fire escape routes are posted in each room. Students should review them often. When the signal is given, all activities should cease and the exits should be made promptly using the following procedure:

- Walk quickly, in a single file line, without running or pushing, to the designated areas
- Supervisors are to be sure that all windows and doors are closed
- Do not talk inside or outside the building
- Attendance is taken by the supervisor to be sure all students are accounted for
- When the signal is given, students may re-enter the building

### **17.5 Fundraising**

All fundraising activities must be approved by the principal.

### **17.6 Incentive Program**

As an incentive to promote learning achievement, VCA has established a privilege program. Each student may earn higher levels of privilege as he demonstrates greater levels of responsibility. The three levels of privilege are indicated by the initials of the school name: "V-C-A". The lowest level of privilege is "V" privilege, the highest privilege level is "A".

### **Level “V” Responsibilities**

1. Complete 1.5 PACE’s/units per week during current quarter
2. Maintain academic balance
3. Accumulate no more than 45 minutes of detention in the previous week
4. Memorize and recite weekly Scripture selection

### **Level “V” Privileges**

1. Morning breaks of 15 minutes (instead of 10)
2. May read approved literature after 1:00 p.m. when goals are completed and engage in approved extra-curricular activities (eligible for sports)

### **Level “C” Responsibilities**

1. Complete 2 PACE’s/units per week during current quarter
2. Maintain academic balance
3. Accumulate no more than 35 minutes of detention in preceding week
4. Memorize and recite the weekly Scripture selection
5. Present a monthly oral report

### **Level “C” Privileges**

1. Morning breaks of 25 minutes
2. May read approved literature in office
3. May ask supervisor’s permission to go to “privilege room” after lunch
4. May be out of seat without permission for Learning Center functions
5. May participate in approved activities: errands, office aid, etc.

### **Level “A” Responsibilities**

1. Same as Level “C”
2. Accumulate NO detention time during preceding week
3. Read an approved book and give both a written and an oral report of the book
4. Must be involved in some form of Christian service on a regular basis at school

### **Level “A” Privileges**

1. Same as Level “C,” *plus*
2. May leave office and Learning Center for approved activities or projects under the supervision of staff
3. May attend approved off-campus functions of a spiritual, educational, or family nature with supervision
4. May dress down on Fridays without using merits.

*In addition*, students who have “Earned A-Privilege” (as opposed to having received a privilege upgrade) may be released at noon on Fridays with parental permission. Again, this privilege is NOT available to those who have upgraded to A-Privilege, only those who have earned it by fulfilling all of the requirements.

Students who believe that they have fulfilled the responsibilities for a level of privilege should assume responsibility for filling out an application for privilege on the Friday preceding the anticipated week of privilege. The privilege application must be completed and submitted that Friday.

### **17.7 Insurance**

Parents are responsible to provide accidental insurance coverage for school and school functions.

### **17.8 Lawsuits**

We believe the Bible says that lawsuits between believers are wrong; thus VCA agrees not to sue believers, and parents agree not to sue VCA for any reason.

### **17.9 Lost & Found**

Items found around campus will be turned into the school office.

### **17.10 Lunch**

Students may bring lunches from home or purchase pre-packaged food items from the canteen. Microwaves are available for heating food. Students may also purchase water, juices, chips, etc. Soft drinks are not available for sale at VCA. Students 6th grade and younger are not permitted to eat snacks with high sugar content or drink sugary drinks. Students should eat in assigned areas and properly dispose of trash before leaving area.

### **17.11 Parent Orientation**

At the beginning of each school year, orientation meetings are held for the parents of new and returning students. **New Parent Orientation** is REQUIRED for all parents of new students. **Yearly Parent Orientation** is required for parents of all VCA Students. NOTE: Students of parents who choose not to attend the appropriate orientations will not be allowed to begin classes until the Orientation has been made up in a meeting with the principal. The timing of that meeting will be at the principal's discretion.

Both new and returning parents may be unaware that VCA has both a Parent Orientation PACE and an introductory DVD, entitled "Presenting ACE," designed to enhance your understanding of our curriculum, its history, and its application in our classrooms. We highly recommend that all parents and concerned family members take advantage of these excellent tools. If you have not yet had the opportunity to view these things, or if you have family members who would benefit from more information about A.C.E., please contact our office.

### **17.12 Re-enrollment**

Students must re-enroll in order to reserve seating for the next term. However, it should be understood that re-enrollment is a privilege and is entirely at the discretion of the school's administration.

## STUDENT STANDARD OF CONDUCT PLEDGE

I understand that it is a privilege, not a right, to attend Victory Christian Academy. As a student at Victory Christian Academy, I pledge to uphold VCA standards by refraining from talking about, or engaging in, cheating, stealing, vandalism, swearing, the use of indecent language, smoking, gambling, drinking alcoholic beverages, using narcotics, immorality, homosexuality, listening to music that does not agree with the principles stated in God's Word, or any other unbiblical conduct. I understand that this list is not inclusive and is not limited to school property or to school functions.

I understand that proper language includes not only refraining from cursing or using the Lord's name in vain, but also from vulgar and/or slang expressions which are offensive, and I agree to do so.

I will maintain Christian standards in courtesy, cheerfulness, kindness, cleanliness, morality, and honesty.

I will show respect for others at all times and will behave in an orderly way.

I will strive to be of unquestionable character with regard to attitude, dress, conduct, and all other areas of my life.

*I will not give even the impression* to students, parents, staff, or the community that I am not in harmony with the goals, aims, and standards of Victory Christian Academy.

I understand that any student who observes questionable activities or overhears conversation contrary to the policies of this Academy should immediately report this matter to a teacher, realizing the potential threat of harm these activities or conversations may pose to those involved and to others. I understand that this is not tattling. It has been said, "*The only thing needed for evil to triumph is for good men to do nothing*" and the Word of God says: ". . . to him that knoweth to do good, and doeth it not, to him it is sin. (James 4:17)

I agree to abide by the above standards of conduct and other regulations expected of each student enrolled in this Christian program as long as I am a student at VCA. I understand that failure to abide by these standards could result in discipline, suspension, or expulsion.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Revised 7/2011*



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## **Statement of Faith**

(2 pages)

### **The Bible**

We believe the Scripture, both Old and New Testaments, is verbally inspired of God and is inerrant in the original writings and is the Christian's final authority in faith and conduct. (*2 Peter 1:16-21; 2 Timothy 3:16-17*)

### **God**

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three Persons -- Father, Son and Holy Spirit. (*Genesis 1:1; Deuteronomy 6:4; Matthew 28:18-20*)

### **The Person and Work of Christ**

We believe that, by the miracle of the Virgin Birth, the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, in order to reveal God and to redeem man; that He died for our sins (the sins of all men) as a substitutionary sacrifice and arose bodily from the dead for our justification; and that He is now exalted at the right hand of God, Head of the Church and Lord of the individual believer, fulfilling His ministry as our Great High Priest and Advocate. (*John 1:1-3, 14, 18; Hebrews 1:1-3; Colossians 1:13-20*)

### **The Ministry of the Holy Spirit**

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ; that He convicts the world of sin, regenerates the believing sinner, and baptizes him into the Church, which is the Body of Christ.

We believe that He indwells, guides, instructs, and empowers the believer for godly living and service, and that He seals and keeps him until the Lord comes. We believe that He bestows spiritual gifts upon each person and fills those who are yielded to Him.

We believe that each believer has received one or more spiritual gifts so that he might exercise them for the strengthening and outreach of the Body of Christ. We believe that some of the gifts mentioned in Scripture were for the founding of the church and, therefore, were temporary in nature. While we recognize that God may give any gift to the church at any time, we believe that apostleship, prophecy, and tongues are foundational gifts and are not being given today. (*Acts 5:3-4; John 15:26-27; 16:14; 1 Corinthians 12:7-13; Ephesians 1:13-14; 4:30*)

### **Salvation**

We believe that salvation is the free gift of God (neither merited or secured, in part or in whole, by any virtue or work of man) to be received only by personal faith in the Lord Jesus Christ, in Whom all true believers have, as a present possession, the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish. (*Ephesians 2:8-9; Jude 24-25*)

### **Man**

We believe that man was created in the image of God, but that he sinned, incurring not only physical death, but also spiritual death, which is separation from God and which is inherited by every member of Adam's race. We believe that man is subject to the power of the devil and has within himself no possible means of recovery or salvation. (*Romans 1:18-32; Ephesians 2:1-2*)

### **God's Creation of the World and Man**

The Triune God, Father, Son and Holy Spirit, alone has existed from eternity past, and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms but was created by God. Man, male and female, was created with dignity, in that they are made in God's image, and created in humility, in that their purpose is to glorify God and enjoy Him forever.

### **The Church**

We believe that the true Church is composed of all who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit; that those who are thus members of the true Church will be eligible for membership in the local church; and that baptism by immersion and the Lord's Supper are to be observed by the church during the present age.

The decision to participate in baptism and the Lord's Supper will be on an individual basis, but this participation is not to be regarded, in any sense, as a means of salvation. (*1 Corinthians 12:12-13, 27; Matthew 28:18-20*)

### **The Blessed Hope**

We believe in the personal, imminent, and premillennial coming of our Lord, first to receive His own to Himself and, later, to set up His earthly kingdom and to reign over the redeemed of Israel and all the nations of the world. We believe that this blessed hope has a vital bearing on the personal life and service of the believer. (*Titus 2:13; 2 Thessalonians 1:6-10; 1 Thessalonians 4:13-5:11; 1 Corinthians 15:50-58*)

### **The Christian's Walk**

We believe that we are called with a holy calling to walk not after the flesh but after the Spirit, and so to live in the power of the indwelling Spirit of God that we will not fulfill the lust of the flesh.

We believe that the flesh, with its fallen, adamic nature, which in this life is never eradicated, must be kept by the Spirit (through our walk of faith) constantly in subjection to Christ, or it will surely manifest its presence in our lives, to the dishonor of our Lord. (*Colossians 1:28; 1 Peter 1:14-16*)

### **The Eternal State of Man**

We believe that the souls of those who have trusted in the Lord Jesus Christ for salvation do, at death, immediately pass into His presence and there remain in conscious bliss until the resurrection of the body at His coming for the Church, when soul and body, reunited, will be associated with him forever in glory.

We believe that unbelievers will be punished with everlasting separation from the presence of the Lord and the glory of His power. (*Revelation 20:22; 1 Corinthians 3:10-15; 2 Corinthians 5:1-10*)

**Marriage:** God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (*Gen 1:26-27.*) Rejection of one's biological sex is a rejection of the image of God within that person.

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (*Gen 2:18-25.*) God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*1 Cor. 6:18; 7:2-5; Heb 13:4.*) God commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (*Matt. 15:18-20; 1 Cor. 6:9-10.*)

In order to preserve the function and integrity of Victory Christian Academy as part of the local Body of Christ, and to provide a Biblical role model to the students and staff of Victory Christian Academy and the community at large, it is imperative that all students, all persons employed in any capacity, and all who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality. (*Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22.*)