

**Victory Christian Academy is registered with:
Indiana Dept. of Education
College Board
Accelerated Christian Education (ACE)**

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**VCA is a ministry of Victory Baptist Church
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About

Mission Statement

We aim to develop Christ-like character and academic excellence in preparing each student to live for God's glory.

Philosophy & Objectives

Victory Christian Academy (VCA) is a ministry of Victory Baptist Church and exists to help Christian parents fulfill their God-given responsibility to give their children a Christian education (Deut. 6:7; Eph. 6:1-4). Our goal is to provide young people with the opportunity to receive a quality education with a biblical worldview and equip them to serve Christ. VCA operates a school for K5 - Grade 12.

Statement of Faith

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin;
2. The one God, eternally existent Father, Son, and Holy Spirit, Who created man by a direct act;
3. The preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and resurrection of all to life or damnation; and
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separation from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.

History of the School

Victory Christian Academy was originally named Temple Heights Baptist Academy when the school began in 1980. In 1984 the school was moved to Center, Indiana, and the name was changed to Center Road Christian Academy. In 1987 the school was once again moved to Kokomo, and its name changed to Victory Christian Academy.

Curriculum

VCA utilizes an individualized, mastery-based curriculum built on a biblical worldview in order to equip children for future service to God.

Admissions Policies

Nondiscrimination Statement

Victory Baptist Church and VCA will not discriminate against members, applicants, students, and others on the basis of race, color, national origin or ethnic origin. Admission to VCA is not a right; it is a privilege. It is subject to the conditions in this handbook as well as available openings.

School Admission

VCA is willing to assist any parent, or guardian, who desires a Christian education for their child and is willing to abide by the policies and procedures in this handbook. VCA is not a “reform school.” Students are expected to demonstrate a desire to follow Christ and submit to authority.

Prospective student families must meet with the Pastor and/or Principal. Upon acceptance, all necessary forms and fees must be submitted. Diagnostic tests will be administered to new students to determine the appropriate level of placement.

Re-enrollment

Any student who finishes a school year having met at least the minimum requirement of PACE work may apply for re-enrollment the following year, provided all fees have been paid. A student who has been withdrawn for financial reasons may re-enroll after all financial matters have been settled and registration fees have been paid in full. Students who have been withdrawn for other reasons will be considered for re-enrollment on a case-by-case basis.

Dual Enrollment

VCA students have an opportunity to receive an accredited diploma through ACE's Dual Enrollment Program. This is not state accreditation. Lighthouse Christian Academy (LCA), ACE's Distance Learning Program, has secured accreditation through Accreditation International (AI). VCA students may enroll in LCA in order to earn credits that apply to a diploma from LCA. There is an annual fee that must be paid to LCA as well as a graduation fee.

Expulsion

VCA reserves the right to immediately expel any student for severe violations of the regulations in this handbook. The student will first be counseled by the Senior Administrator and a meeting will be set up with the parents.

Gross, immoral behavior as well as foul or threatening language or gestures are grounds for immediate expulsion from the school.

Academic Policies

Academic Reports

VCA will do its utmost to keep parents informed about the progress of each student. At the end of each quarter a Progress Report will be issued showing which PACEs the student has completed and the grade they received on the test. Parents will also receive a report from the Iowa Assessment Test in the fourth quarter.

Each student in levels nine and above will receive an Academic Pro-

jection. This form will show the high school credits the student has earned as well as the credits needed for graduation. Parents and students must understand that graduation dates are not guaranteed. A student must complete all prescribed work in order to receive a diploma. It is possible for a student to graduate early.

Honor Roll

In order to qualify for Honor Roll, a student must complete at least three PACEs in each subject and recite their monthly Bible passages on time.

There are two types of Honor Roll: Pastor's ("A") and Principal's ("B"). A student must have a PACE Test average of 94% or higher in order to qualify for Pastor's Honor Roll. A student receiving a PACE Test average of 87-93% will qualify for Principal's Honor Roll. PACE Test averages will be rounded to the nearest whole number.

Students who meet all academic qualifications for Honor Roll but do not recite the monthly Bible passages will receive Honorable Mention.

Minimum PACE Work

All students must **pass a minimum of 9 PACE Tests in each subject annually in order to remain enrolled in VCA.** This means students must pass one test in each subject every four weeks (with the exception of Basic Literature which will be eight weeks). A student not fulfilling this requirement will be required to attend summer school or may be withdrawn after consultation with a parent or guardian.

Monthly Bible Passage

Each month there will be a selected Bible passage which must be recited on time by the student in order to qualify for Honor Roll. All passages must be recited to a staff member. The passage will be approximately 8-12 verses in length. Students under the age of thirteen may recite half of the passage at a time.

PACE Procedures

A PACE (Packet of Accelerated Christian Education) is the name of the workbooks published by ACE Ministries, Inc. It can be thought of as a chapter taken from a conventional textbook. Students are to per-

form all activities in a PACE before taking the PACE Test. PACEs are not considered complete until they have been scored, corrected, and scored again to ensure answers are correct. Most PACEs have a Bible verse which is to be memorized by the student. This must be done using the King James Version of the Bible. Some PACEs will have activities that require a Supervisor's initials. Students must do all PACE work in pencil. When a student is completely finished with the entire PACE, he/she may request permission to take the PACE Test. If the test is passed with a minimum score of 80%, the student is issued the next PACE. If the test is failed (a score below 80%), the student must repeat the entire PACE. Repeat PACEs must be completed in the same way as the original PACE. After a student completes the repeat PACE, he/she may take the PACE Test again. This process will be repeated until the student passes the PACE Test with a score of 80% or above.

Students, not parents, are to perform all the activities. VCA strongly recommends that every student be quizzed before each Checkup and Self Test.

In order to complete a year's worth of work in 180 days, each PACE, from beginning to test, should take no more than 15 school days.

PACE Tests

All PACE memory work must be recited to a Supervisor, and all written work required in PACE must be turned in before the test may be taken. If the student needs extra study time to prepare for the test, they will be allowed only one study day.

Cheating on a PACE Test will result in an automatic failed test, and the parent will be contacted.

Scoring Violations

It is important that students score their PACE work carefully and honestly. Staff will randomly inspect PACEs to ensure the students are scoring properly. If more than 20 scoring "violations" are discovered in one PACE, the PACE will be discarded, a new PACE will be ordered, and it will be billed as a "Failed PACE" on the next statement.

Standardized Achievement Testing

VCA will administer the Iowa Assessment Test every spring for students in grades 2-11. The test will inform parents of the academic progress of their child compared to national norms. VCA will administer the CoGAT to every second, fifth, and eighth grade student. This test will indicate the approximate academic ability of the student. These tests are required for all students.

We recommend every sophomore and junior college-bound student take the PSAT at a local public high school. VCA recommends every senior take the SAT and/or the ACT.

Financial Policies

Refunds

Registration fees, tuition, and any other monies are non-refundable.

Registration Fee

A Registration Fee of \$125.00 is charged for each student. A family will not be charged for more than four students. The Registration Fee is due on the 1st of June. Students that enroll after this deadline will be charged the Registration Fee upon enrollment. PACEs will not be issued until the fee is paid in full.

After June 1, available spaces in the school will be filled on a first-come, first-served basis.

Iowa Assessment Test Fee

A fee of \$40 will be on the first statement of the year to cover the Iowa Assessment Test. This test is required of all students in 2nd - 11th grade.

Failed PACE Fee

A failed pace Fee (\$3.50 per PACE) will be added to the next statement after a failed test.

Graduation Fee

A graduation fee of \$35 will be charged to all graduating seniors to cover the cost of caps, gowns and diplomas.

Tuition

Full-Day Kindergarten and Grades 1-12

The annual tuition for active members of Victory Baptist Church is \$2,000. The annual tuition for non-members is \$2,200. Families with more than one student will receive discounts on annual tuition as follows: 2 students - 10%; 3 students - 15%; 4 or more students - 20%.

Half-Day Kindergarten

Kindergarten will be offered as half-day or full-day. The annual tuition for active members of Victory Baptist Church is \$1,500 for half-day Kindergarten. The annual tuition for non-members is \$1,650 for half-day Kindergarten. Discounts for multiple students in a family are the same as for grades 1-12. (Full-day Kindergarten will be the same tuition as grades 1-12.)

Summer School

The fee for summer school is \$100 per student. This is due on the first day of summer school. There are no discounts for more than one student in a family. See calendar for summer school dates. The hours will be 8:00 a.m. - 2:30 p.m. Students enrolled in summer school will be expected to be at school during those hours.

Delinquent Accounts

To stay enrolled at VCA, all accounts must be current, or arrangements made for paying outstanding balances. A \$25 late fee will be charged for payments not received within 2 weeks of the due date. New PACES will be withheld until tuition payments are up to date. Diplomas will be withheld until all accounts are settled.

General Policies

Arrival and Dismissal

Students should arrive no earlier than 7:30 a.m. on Monday – Friday. School starts promptly at 8:00 a.m. **Students are expected to be in school every day during school hours. They are not to leave until school is dismissed at 2:30 p.m., except for the rare occasion. Please try to make appointments outside of school hours.**

Attendance

The State of Indiana requires every school to provide at least 180 days of educational instruction.

Absences

Regular attendance at school is of the utmost importance and students are expected to be present each day that school is in session. Absences will be recorded as excused or unexcused.

Examples of excused absences:

- Illness/injury (doctor’s note required after 3 days of missed school)
- Doctor/dental/counseling appointments (doctor’s note required)
- Family emergencies
- Death in the family
- Impassable roads due to inclement weather
- Participation in educational activities that aren’t part of regular instruction

Examples of unexcused absences:

- Family vacations
- Oversleeping or being tired
- Personal grooming appointments (i.e. hair, nails, tanning, etc.)
- Missing school without communicating to the staff

Indiana state law considers students to be habitual truants when they have 10 or more unexcused absences in an academic year. There may be legal consequences for habitual truants.

Tardy/Early Release

A student is tardy if he/she arrives at school after 8:00 AM. Driving students who need to leave during the school day must have a **written** note from the parent.

Reporting an Absence or Tardy to the School

On the day of the absence/tardy, a parent should notify the school before 8:00 a.m.

Make-Up Work for Absences

It is necessary for students to complete all missed goals while absent in order to stay on track with school work for the year.

Cell Phone Policy

Students' cell phones are not permitted in the learning center. All cell phones must be turned in upon arriving at school. They will be returned to the students at the end of the day.

Courtesy

The staff asks everyone to remain "library quiet" while at the school during PACE work time. Only students and parents will be allowed in the school. All others must remain outside. These rules are designed to give every student a quiet environment in which to study and take tests.

Dress Code

All students will be required to wear VCA shirts/sweatshirts in the Learning Center at all times. The registration fee will cover the cost of 5 T-shirts/student. Parents will be responsible for the cost of any additional shirts, sweatshirts or hoodies that are desired. These shirts and sweatshirts **must be ordered through the school only**; order forms will be included in your registration packet. Payment must be made with cash or check only. These are the only shirts/sweatshirts/hoodies that will be allowed in the Learning Center.

Boys and girls may wear **loose-fitting** jeans, cargo pants or slacks with no writing or pictures. **No ripped or torn jeans are permitted. Leggings are not loose fitting!** Knee length cargo or athletic shorts may

be worn, but they **must be loose fitting**. Girls may wear skirts that come to at least the top of the knees and are **loose-fitting**. Undergarments must not show.

Visible body piercings and tattoos are prohibited (with the exception of pierced ears for girls). All dyed hair must be a natural color.

Boys must have a conservative haircut that does not touch their eyebrows or earlobes and does not go past their shirt collars. Facial hair must be neatly trimmed.

Girls must also have a conservative haircut. Students are not permitted to wear facial jewelry while at school.

If a student does not abide by the dress code, the parent will be contacted and asked to bring appropriate clothing.

Extracurricular Activities

Parents are strongly encouraged to provide their students with a wide range of extracurricular activities such as music lessons, sports activities, art classes, etc.

Lunch Policies

Students must provide their own lunches and water bottles. Students that drive to school will not be permitted to go out for lunch. However, parents are welcome to come and eat with their child or take them out for lunch.

Parental Involvement

VCA is committed to assisting parents in educating their children. VCA strongly encourages parents to schedule a conference after every grading period to stay up-to-date on your child's progress.

Please do not wait to address any concerns, complaints or criticisms; address these in love as they arise.

Safety

School doors will be locked at all times with the exception of arrival, dismissal and break times. At any other time, please ring the doorbell and wait for someone to open the door.

In case of fire, students will exit the building at any of the marked exits. In case of severe weather, they will take shelter in the rest rooms or kitchen.

VCA will not search a student's belongings without the student's and/or parent's permission. If a staff member has a suspicion of any illegal materials or activities on school property, local law enforcement will be contacted immediately without notice to the student and/or parent.

School Closings

In the event of a school closing we will send out a text to each family. Students must complete their daily goals at home in order to stay on track.

Student Drivers

Student drivers are expected to be very cautious while driving on school grounds. Parents' written permission for both driver and rider is required for another student to ride home with a driving student. Student drivers will not be allowed to leave school to get lunch.

Summer School

Summer school is provided for students who need extra time to finish their year's work, and for students who are not at grade level. Summer school is held for 2 weeks after the close of the school year. Dates will be announced at the beginning of each school year.

School Supplies

PACEs

VCA will supply all the PACEs necessary for every student. The cost is included in the annual tuition (with the exception of repeat PACEs).

Literature Books, Reference Books & DVDs

VCA will supply all the required literature books, reference books and DVDs. Parents are responsible to replace any lost or damaged literature books. Literature books must not be marked in. Literature books may be taken home; however, reference books and DVDs must remain at school.

Miscellaneous Items

Each student in 2nd grade and up will need: a King James Version of the Bible, pencils, erasers, ruler, and one box of colored pencils. Students in Math PACE #1075 and higher should have their own calculator.

Students may not bring toys to play with on break time. Cell phones are to be turned in to a supervisor upon arrival and will be returned at the end of the day.

Graduation

VCA offers 4 levels of diplomas. Although VCA is not state accredited, our graduates may receive an accredited diploma through ACE's Dual Enrollment Program provided by Lighthouse Christian Academy (LCA), ACE's Distance Learning program. LCA is accredited by CITA (Commission on International and Trans-Regional Accreditation) and SACS (Southern Association of Colleges and Schools). Students must complete a course of study prescribed by LCA.

Parents and the principal choose an academic program based on several factors. Because the program is individualized and based on the quantity of work accomplished, a graduation date will not be guaranteed. A student may graduate up to a year early if he/she completes the requirements for an Honors Diploma. A student who completes the requirements for a College-Preparatory Diploma may graduate up to a semester early. Students completing a General or Vocational course of study may not graduate more than two months early.

Graduation and Awards Ceremony

VCA will host a Graduation and Awards Ceremony at the end of the academic year. The ceremony will be held to recognize individual student achievement and all High School graduates.

Student Conventions

Great Lakes Regional Convention

ACE Regional Student Convention is held the first week in May at Adrian College in Adrian, Michigan. Regional Conventions are a challenging, inspirational, and fun-filled destination where students develop God-given gifts and talents in preparation for a dynamic ministry. Students select from over 140 events in five exciting categories including Music, Speech/Drama, Athletics, Arts, and Academics. This convention is for youth 13 years of age and older.

Great Lakes Central Junior Convention

Junior Student Convention is held one day in November at Bird Lake Bible School in Bird Lake, Michigan. Junior Convention is for students who are 9 years old by August 1 up to 12 years old. Students compete in similar events as Regional Student Convention.

Appendix A

Daily Schedule

Half-Day Kindergarten

Monday - Friday 8:00 am - 11:00 am

Full-Day Kindergarten - 12th Grade Students

Monday - Friday 8:00 am – 2:30 pm

Daily Schedule for Grades 2-12

Opening Exercises	8:00 - 8:05 am
First Hour	8:05 - 9:10 am
Break.....	9:10 - 9:30 am
Devotions.....	9:30 - 9:45 am
Second Hour	9:45 - 11:05 am
Lunch	11:05 - 11:40 pm
Third Hour.....	11:40 - 12:55 pm
Break.....	12:55 - 1:15 pm
Fourth Hour	1:15 - 2:25 pm
Dismissal	2:25 - 2:30 pm

Appendix B

PACE Procedures

- Familiarize yourself with the goals and vocabulary words for the entire PACE.
- Read the first page and all the vocabulary words to a Supervisor before beginning work in the PACE.
- Students should read all information and instructions before doing any activity.
- Score properly. Never “write in” the answers, or simply change the answer.
- Reread information about answers missed, and ask questions
- Rescore by checking the corrected answers. If any answer is still wrong, make sure the student gets help.

Checkup & Self Test

- Read all questions before working the activities. The student should immediately know the answer.
- Reread the text about any question not immediately known and completely understood.
- Once the activities are begun, **do not look back in the PACE.**
- If any activity is incorrect, the student should not proceed until all the concepts are mastered.

Students should be able to pronounce and understand **every** word in the PACE.

General Guidelines

- Work in every PACE every day.
- Memorize vocabulary pronunciations and definitions.
- Score properly, and correct answers properly.
- Ask questions often.

Appendix C

Grade and GPA Scales

<u>Test Scores</u>	<u>Letter Grade</u>	<u>GPA</u>
98-100%	A+	4.0
96-97%	A	4.0
94-95%	A-	3.7
92-93%	B+	3.3
89-91%	B	3.0
87-88%	B-	2.7
85-86%	C+	2.3
82-84%	C	2.0
80-81%	C-	1.7