

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

(Revised 2026)

**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 as we prepare 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 Victory Christian Academy 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, and is subject to the conditions in the VCA 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. All new students will be on a probationary status for the first quarter to determine their academic and behavioral performance. All students 12 years old and older will be required to sign the Student Policy Agreement Form. A parent will also be required to sign this form.

## **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 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 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 core 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 perform 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 the 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.

Upper level Math tests must show work (i.e. how the student solved the problem). If no work is shown, the problem will be marked wrong. Students will be reminded of this regularly.

Cheating on a PACE Test will result in an automatic failed test, and the parent will be contacted. The first offense will receive a warning. The PACE will be repeated. The second occurrence will result in suspension. The third occurrence will result in expulsion.

### **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 a PACE, the PACE may be discarded, and a replacement PACE issued. 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.

### **Writing Assignments**

All short-form writing assignments in the PACEs (paragraphs, essays, poems, etc.) must be completed at school. Research paper assignments will require a student to sign a form stating that their written work was done without the aid of AI and other forms of plagiarism. According to Merriam-Webster’s Dictionary, plagiarism is “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.”

## **Financial Policies**

### **Refunds**

Registration fees are non-refundable. Tuition refunds due to early withdrawal are on a case by case basis.

### **Registration Fee**

A Registration Fee of \$150.00 is charged for each student. The Registration Fee is due on the 1<sup>st</sup> 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 2<sup>nd</sup> - 11<sup>th</sup> 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 \$45 will be charged to all graduating seniors to cover the cost of caps, gowns and diplomas.

## **Tuition**

### **Kindergarten and Grades 1-12**

The annual tuition for active members of Victory Baptist Church is \$2,400. The annual tuition for non-members is \$2,645. 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%.

### **Summer School**

Dates, times and fees will be announced toward the end of each school year.

## **Delinquent Accounts**

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

# General Policies

## Arrival and Dismissal

Doors will unlock at 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 are not permitted to have a cell phone at school. If it is necessary for the student to have a cell phone for a particular reason, please let the staff know that your child will be bringing one to school. It must be turned in upon arriving at school. The cell phone will be returned to the student 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. (Small logos are permissible.) **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 one earring per earlobe 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.

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.

### **Medication Policy**

VCA will not administer prescription or non-prescription medications to children under our care. Medicines need to be administered by a parent at home. Exceptions to the Medication policy may be granted to parents of children with potentially life-threatening conditions (i.e. asthma or severe allergic reactions). Parents of such children should address their situation with the principal to develop a plan of action.

### **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.

### **Sick Policy**

Students must be fever-free for 24 hours, without the use of fever reducing medicines, before returning to school after being ill.

### **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. Dates and times will be announced prior to the start of summer school.

# 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 and Reference Books

VCA will supply all the required literature books and reference books. 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 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, one box of colored pencils and a water bottle or reusable cup with a lid. Students in Math PACE #1075 and higher should have their own calculator.

Students may not bring toys to play with on break time.

## 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 Banquet and 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**

### **Regional Convention**

ACE Regional Student Convention is held one week in the spring. 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.

### **Junior Convention**

Junior Student Convention is held one day in the fall of each year. 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

**Monday - Friday**  
**8:00 am – 2:30 pm**

### Hourly Schedule

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

## Courses of Study

	<u>Honors</u>	<u>College Prep</u>	<u>General</u>	<u>Vocational</u>
Bible	6	6	6	4
Math	7 or 8	7 or 8	6	8
English	8	8	8	8
Science	8	6	6	4
Social Studies	8	8	7	8
Computer Science	1	1	1	1
Speech	1	1	1	1
Music	1	1	0	0
Personal Finance	2	2	2	2
Foreign Language	4	2	0	0
Physical Education	2	2	2	2
Electives	3	3	5	2
<b>Total Minimum</b>	<b>51</b>	<b>47</b>	<b>44</b>	<b>40</b>