

Virginia Beach Christian Academy Onsite Family Handbook

Welcome

VBCA is a remarkable academy that brings the excitement of cutting edge technology to the Christian school. Christian educators in a Christian environment training students in Christian principles and character, Biblical worldview and Christian service, are using an exciting and challenging curriculum which is offered via computer access, classroom activities, and one on one tutoring.

The use of diagnostic testing provides placement information for academic success. Personality assessment, motivational testing and functional gifts screening provide the additional information needed to understand each individual student's learning style and communication method. Understanding these learning patterns greatly assists the classroom teacher in working with each student.

Mission Statement

Virginia Beach Christian Academy, a ministry of the Pentecostal Life Center (UPCI), is dedicated to training our students to be faithful Christians, spiritually strong, academically equipped, motivated by a Biblical Worldview, and witnesses for the Lord, Jesus Christ.

Vision Statement

Virginia Beach Christian Academy, a ministry of the Pentecostal Life Center, is to implement the following by the year 2015:

- VBCA will be in excellent spiritual, academic, and financial health, a growing community of believers full of faith and hope for the future
- VBCA will provide onsite Christian educational services to 300 students in Tidewater
- VBCA will provide an adult literacy program for 100 adult students per year, taught in phases of 25 students per 13 week quarter
- VBCA will provide Christian educational services to 100 students worldwide via the distance learning program
- VBCA will provide Christian educational services to all UPCI foreign missionary children who need our services. We will provide services for them at our costs through the distance learning program

- VBCA will expand the operation of this academy to include Bachelor's degrees in four majors via the Texas Bible College Cooperative program

Statement of Faith We believe in:

- The inspiration of the Bible, equally in all parts and without error in its origin
- The one God who was the Father in creation, Son in redemption and the Holy Ghost in the Church, who is revealed to mankind in Jesus Christ, God manifest in the flesh, and who created man by a direct immediate act.
- The incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven and second coming of the Lord Jesus Christ
- The fall of man, the need of regeneration by the Holy Ghost and the resurrection of all: to life or damnation
- Salvation through believing the Gospel, evidenced by repentance, baptism in Jesus name, and receiving the gift of the Holy Ghost as in Acts 2:1-4, 37-39 (Thompson Chain, 1997).
- Walking in holiness, understanding that we are pilgrims and strangers, a peculiar people. We strive for holiness of heart, which will manifest itself through a personal lifestyle of holiness and purity, and in the fulfilling of the Great Commission, the Two Greatest Commandments, and the Cultural Mandate
- Commitment to living life in a manner that is pleasing to the Lord, striving to develop Christian Character traits that are manifest in the daily walk of our students and staff
- The importance of a Biblical Worldview and will strive to discipline our thinking and our actions to align with Biblical principles

THE ORGANIZATIONAL STRUCTURE

Pastor

Rev. Robert Thorp is the founding Pastor of the Pentecostal Life Center and is ultimately responsible for the church and all of its ministries. Brother Thorp is an ordained minister with the United Pentecostal Church International. He is retired from the United States Navy and is nearly finished with the requirements for his Bachelor's degree in Technology Education.

Minister of Education

Sister Kimberly Thorp is the principal of this academy. She has a Bachelor's degree from St Leo University (major: psychology, minor: sociology) and a Master's degree in education from Regent University where she is continuing her doctoral studies. She has been awarded a fellowship and has completed all but the

dissertation phase of her doctorate in education. Sis Thorp's primary focus has been the study of Christian school leadership and her current project is to address problems manifested by students in the classroom, determine the causes, and develop solutions, recognizing that there are often spiritual roots to physically manifested issues.

Admin Assistant

Sis Katrina Francis is our administrative assistant. She has an Associates Degree in Office Systems Management from Tidewater Community College. It is her responsibility to manage the office, interview new families, handle the finances and monitor adherence to state standards and codes. She moves from her office responsibilities to vaulting the gate and assisting wherever there is a need. Somehow, in the midst of it all she still manages to keep us on track.

Classroom Teachers

The classroom teachers are the professional educators who are responsible for the operation of the individual classrooms. They are well qualified to teach your children, having been trained extensively in our philosophy of education, as well as in the use of our unique curriculum. Continuing credits in child development, trends in education, communication and leadership are earned through modules. Their character is beyond reproach and they are examples of Christian love and leadership. Your child's classroom teacher is also your first contact when questions or concerns arise.

Teachers' Aides

The teacher's aides are the paraprofessionals who assist the teacher in the smooth operation of each classroom.

PHILOSOPHY AND OBJECTIVES

The Role of the Parent

“Hear, O Israel: The LORD our God is one LORD: And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates” (Deuteronomy 6:4-9)

“Train up a child in the way he should go: and when he is old, he will not depart from it” (Proverbs 22:6)

Clearly, it is the responsibility of the parent to teach and to train their own children. These and many other verses reiterate the responsibilities of the parents and provide the instructions needed to teach according to Biblical principles.

It is also very clear the not every family is in a position to teach their own children all of the subject matter required to receive a quality education. Neither is every child able to develop appropriate social skills in the homeschool environment. Thus, the need for strong, Biblically based Christian schools who do not replace the parent, but assist the parent in training their children for life – both here and in eternity.

The **responsibility of the VBCA parent** is to partner with the academy to provide a Christian education for their child. In doing so, the following is important:

- To provide a Christian environment at home – including a family altar and Biblical instruction for living
- To take your child to church a minimum of one day each week
- To provide a computer of sufficient quality to access the internet by DSL, then access the student's schoolwork at the academy
- To provide a quiet place for study and require study time in each subject each night (five minutes for levels 1-3; ten minutes for levels 4-7; fifteen minutes for levels 8-12) and to sign the planner indicating it has been completed
- To attend all conferences, open houses, programs and activities in order to show your child that you are committed to his education
- To provide clean uniforms in good repair and all necessary school supplies
- To provide transportation to and from school in a timely manner
- To make all payments, including yet not limited to tuition, fees, transportation, field trips, etc., by their due dates.
- To recognize that the staff is comprised of professional educators who have dedicated their lives to providing a Christian education for all students.
- To support the classroom teacher and the school's policies in the event that discipline is required.

The VBCA Student

Each student registered in this academy accepts specific responsibilities in order to meet the objectives necessary to receive an excellent education.

Student responsibilities are as follows:

- To endeavor to grow daily in your walk with God by reading the Bible, praying, and applying Scripture to your life
- To choose to develop Christian character by applying Biblical principles to situations and decisions
- To be thankful to your parents for the sacrifices made in order for you to attend this Christian academy
- To recognize the authority of the Pastor, Principal, and classroom teacher, showing respect, honor, and obedience
- To recite all Scripture passages in a timely manner
- To abide by the standards of conduct as stated in the registration forms
- To work diligently each day to complete all academic goals
- In the event that goals are not finished during the school day, complete them for homework
- To study for the appropriate time periods each evening
- To complete all projects, essays, and experiments on time
- To abide by the No Gripping policy, cheerfully ☺

The Calling of the Christian Academy

“O Lord, I beg you, let the man of God you sent to us come again to teach us how to bring up the boy who is to be born” (Judges 13:8, NIV).

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Participation in this school ministry is a privilege and not a right. The goal of this school is to selectively enroll students, training Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for the Gospel of Jesus and the highest standards of morality and Christian behavior.

The Responsibility of VBCA staff:

- To live a Christian life before the students. Although not perfect, each staff member must strive to live in Christian love and holiness, as students model their teachers

ACCREDITATION

Virginia Beach Christina Academy is a member of the Association of Christian Teachers' and Schools.

PHILOSOPHY OF EDUCATION

The Philosophy

It is the philosophy of this academy to seek God for each and every student. Although our goal is to meet the academic needs of our students, it is important to focus on their spiritual needs, as well. Discerning the level of spiritual maturity of each student is the priority. Working with each one for growth and development of his spiritual walk, is of primary importance. Our goal is to see each student in a personal relationship with the Lord, Jesus Christ and motivated by a Biblical worldview.

Our philosophy of education is based on the belief that God created each to be unique. There are different strengths and weaknesses – different talents and abilities, as described in Corinthians: “But all these (gifts) worketh that one and the selfsame Spirit, dividing to every man severally as he will” (I Corinthians 12:11).

Method

In order for learning to occur, the teaching method for each learning event must be unique to the child's individual learning style, his personality and functional gifts, and spoken in his love language.

Every student is tested prior to enrollment using the Diagnostic Test. This battery of tests does not determine how “smart” a child is. It simply determines what this child has already learned and mastered. It is possible for a child to have been “in the classroom” for a lengthy period of time, but does not necessarily mean that he has mastered the material which was presented in that classroom. Therefore, in our program, the student is placed on a level at which he can perform successfully, regardless of his age or transferring grade level. Should he “test out” at a level that is below his chronological age, we often find that the child is able to rebuild his lost self-confidence once he begins to master the material and score well on the mastery tests. Usually, the child will move rather quickly through his curriculum, at first, while he is catching up to his “grade level”. If a student is registered in our program early enough, and his motivation is strong, he can often “catch up to his chronological level.

In order for an individualized program to work, the curriculum in the core subjects must be individualized. Alpha Omega Publications offers the opportunity to meet individualized needs in core subjects. These include Math, Language Arts, History, Science, and Bible. Students work on their lessons at their own desks and/or at their computer stations. The classroom is quiet at this time of the day and offers the opportunity to concentrate without distraction. Students work on their lessons by reading the material and practicing the exercises. Students who need assistance, simply request help from the classroom teacher. Because the instructor is not teaching all subjects in a lecture style classroom, there is the freedom to work with each student who needs help on

an individual basis. Students using the computer for these subjects will work in the same manner, just using a different method of delivery.

Typically, core subjects will require the completion of ten units per year per subject. Students will complete one unit approximately every three weeks. Those who are “catching up” will move faster in the beginning. Some will move faster due to outstanding ability. Some may move through the course much slower due to learning disabilities that require a slower pace. Either way, the individualization of this program allows for the optimum pace for every single child. Thus, allowing for the optimum learning experience.

SCHEDULING FOR INDIVIDUAL NEEDS

Year-around or Traditional Scheduling

Striving to meet the needs of all of our students, VBCA provides for additional classroom time by offering a year-round-schedule for those families who choose this option. Students on the year-around program begin their school year in the end of July. They take the same holidays off school as the rest of the students. At the end of the marking period, however, there is a two week intersession. Students who are not at their chronological grade level OR who have not completed the minimum number of pacs will be required to attend intersession and will work on their academic requirements. Those who desire to attend intersession voluntarily, will have the opportunity to participate in the theme activities that are planned for enhancement. Of course, students will also have the opportunity to use the intersession days as off school vacation days.

Additionally, we offer the traditional schedule where our students begin their school year the end of August and finish in the beginning of June, taking the traditional days off for holidays and breaks.

The choice is yours! Both programs are assigned the same tuition and fees. However, a fee of \$60 will be assessed for each week of intersession attended.

CURRICULUM

Core Subjects

Students work on Math, Language Arts, History & Geography, Science, and Bible on a daily basis. Some students are working with pencil and paper in some subjects and on the computer in others. There are some students using computer curriculum for all subjects. Your child’s plan will be determined on an individual basis. If your child will be using the computer curriculum, you will be required to provide a computer at home for study and homework that is compatible with the remote program.

Other Subjects

PE is taught twice a week.

PE is an elective for 11th and 12th grade students (although most of our students prefer to participate even if they do not need the credits).

Drama: Our Christmas program is generally a musical, which gives us the opportunity to teach basic chorus and drama during the same class period, as well as to work on grace and poise under pressure. All students are required to participate in this program in some capacity. There are opportunities to work with lighting, costumes, set, and/or speaking, instrumental and singing parts.

Music: Music is taught one day each week and is required for students through eighth grade. Chorus is available to all students and is considered a fine arts elective for high school students.

Additionally, we have agreed to provide the opportunity for our students to receive professional music instruction on an elective basis. We provide the opportunity, location, and time, and the parents contract with the American Independent Music Association to provide instrumental instruction. Band and string instruments, percussion, and keyboard are offered. This program is an elective and is taught by a professional music teacher who travels from one Christian school to another. Students participate in recitals and competitions. The current cost of this program is about \$360.00 per year per student. Instruments and music books may be obtained through a local music store that rents to school students or from American Independent Music Association, the company which provides the instructors. The rental fee from AIMA is approximately \$20 per month and is the least expensive rental we have found. Of course, you might be surprised to find great bargains to purchase used instruments on e-bay or in the classifieds. Another great source is grandma's attic! (my grandson is playing his aunt's alto sax!). We do ask that parents try to remember that VBCA is not involved in the administration of the program and all of your questions should be addressed to AIMA.

An important note regarding musical instruction: Studies have confirmed that there is a significant relationship between those students who play musical instruments and higher SAT scores, higher GPA, and ultimately, higher income levels as adults. We are excited about the opportunity to bring this program into our academy!

This is considered to be a fine arts elective for all 9th – 12th graders.

Art is taught once a week to children in level eight and below and is an optional fine arts elective to all others. Students who select to participate in this elective are required to complete the course and will be graded according to the curriculum

requirements for this subject. Students in levels eight through twelve may participate in this course if they meet the criteria (pac level, number of pacs completed, etc).

Electives: The following courses are electives

US Constitution

Sign Language

Spanish

The Civil War

World Geography

Trigonometry

Speech: Essentials of Communication

Twentieth Century American History

Language – Essays

Child Development

Earth Science

Essentials of Math

Vietnam War

Fine arts electives include:

Web Design

Music

Mechanical drawing

Auto-cad

Art – drawing

Also available to adults only:

- ▶ GED Prep History & Geography
- ▶ GED Prep Language Arts
- ▶ GED Prep Math
- ▶ GED Prep Science

ADMISSIONS

Policies and Procedures

Print out the student handbook at www.plcvbca.org. This site contains enrollment information, as well as policies and procedures for the academy.

Return the completed application for enrollment to VBCA office along with the appropriate fee

Schedule a parent principal interview (allow at least one hour)

Be sure to bring your completed paperwork, your child's completed essay, and the testing fee.

Schedule a testing date for your child.

A letter will be sent informing you of the decision of the enrollment committee

In the event that your child is accepted, a follow-up interview will be scheduled to discuss the results of the testing and academic placement.

The registration fee is due at the follow-up interview.

Eligibility

Kindergarten students must be five years of age by September 30, to be considered for the kindergarten program. Students who reach the age of 21 during the school year may complete the current academic year, but will be enrolled in

the Distance Learning program available to adults if additional time is needed to complete their requirements.

New students who are in tenth through twelfth grades will not be considered for enrollment unless there are unique circumstances that predict success.

All married students, those expecting children, or those students who already have children, regardless of the student's age, will be registered in the Distance Learning program in order to complete their requirements. A student whose status changes during the school year will be immediately moved to the DLC.

Non-discrimination policy

This church and school shall have a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

Writing Assignment for enrollment/re-enrollment

The student essay is to be submitted at this time. The following are the essay requirements:

- Rising 2nd graders: Three sentences "Why I want to come to VBCA"
- Rising 3rd graders: Five sentences "Who Jesus is to me"
- Rising 4th graders: One page paper "My relationship with Jesus"
- Rising 5th graders one page paper "Why I want a Christian school"
- Rising 6th graders Two page paper "My testimony and Walk with God"
- Rising 7th graders two page paper "My relationship with Jesus & what I will do to make it stronger"
- Rising 8th graders two page paper "My Call to Christian Service"
- Rising 9th graders three page paper "The difference between obedience and honor"
- Rising 10th graders three page paper "My Biblical World View"
- Rising 11th graders four page paper "How VBCA has helped my walk with Jesus"
- Rising 12th graders Four page paper "My "gifting" and how God is using it for His glory"

The student essays are due at the interview, whether this is a re-enrollment or an enrollment. Students may choose a topic from a higher grade level but may not choose one below their grade level.

Returning students

Parents schedule a “re-enrollment interview” if they desire for their child/ren to be enrolled for the next academic year. Those parents who do not attend the interview will not be allowed to re-enroll their child. Students who apply for re-enrollment will receive priority consideration if the application for re-enrollment is received during the thirty day re-enrollment period.

Both parents and students must be present. The parents will meet with the school representative first. Any problem areas that may hinder the student’s ability to progress or assimilate into the program are discussed. Both the school’s representative and the parents are to believe they have reached agreement on the manner in which any problem areas are to be addressed in order to continue the process. As the interview continues, the student will meet with the representative.

What to bring to your interview:

Both parents	Handbook	Re-enrollment forms
Students	Student essays	Re-enrollment fees

The results of the interview will be submitted to the re-enrollment committee and all applicants will be informed by letter of their decision. Please remember that if you contract for next year and decide to withdraw, a \$200 termination fee will apply

Placement Tests

Included in the enrollment process is the student evaluation. A series of diagnostic tests will be administered to each student in order to determine proper academic placement. Personality assessment, motivational testing, and functional gifts screenings are also conducted at this time in order to inform the student’s teacher of the student’s learning style and communication method.

Additionally, a standardized national achievement test will be offered in the spring.

WITHDRAWAL POLICIES

Withdrawal and re-enrollment

Students who have withdrawn from this academy will not be considered for re-enrollment. Most often, academic progress has been hindered and students become difficult to motivate.

Notice

In order to progress through the curriculum, overcoming any learning gaps, it is strongly recommended that children who are enrolled in this academy remain through the

completion of their high school requirements. It is understood that all students are to be enrolled with the intention of remaining in the Academy for a minimum of a full academic year. However, we understand that occasionally, circumstances arise that would require a student to be withdrawn prior to the completion of the current academic year. A minimum seven-day written notice is required for withdrawal. The school has the right to ask the student to withdraw for any reason. A minimum seven-day written notice will be given. This provision is separate and apart from suspension or expulsion under this academy's discipline policies.

Tuition refund

You are signing a contract for a minimum of one year of school. Therefore, should a student be withdrawn for any reason, **tuition will not be refunded or waived**. Students will be provided with the option of continuing their coursework via Distance Learning or forfeiting their tuition. Students who are withdrawn due to military orders will be required to provide a thirty day paid notice prior to withdrawal, and a copy of the orders. Under these circumstances, parents may choose to request a "forgiveness of indebtedness", which will zero out your balance, or the Distance Learning option.

COST OF ATTENDANCE

General information

VBCA is dependent upon the tuition of the students and gifts of friends for operation expenses. All contributions are tax deductible. Tuition and fees are considered to be remuneration for services and are not considered to be tax deductible by the federal government.

Tuition and fees are based on the program requirements of your child and are reflected below. Tuition is an annual fee and is due in full prior to the first day of school. Families who prefer to make payments on their child/ren's account may do so by applying for an interest free loan from the academy. The necessary application forms are included in your package. There are several payment options available. You may choose a monthly plan with the following due dates: 1st, 10th, 15th, or 20th or semi-monthly plan (1st and 15th). Families may be denied the loan based on credit history.

Late payments

Payments are due on their due date and a \$5 per day late fee will be levied beginning with the first day. Any student whose account is ten days late will not be allowed to attend class until the account is current. The first two times are "graced". However, any family entering financial probation a third time will be transferred out of this academy.

Insufficient funds

Tuition payments may be made by check. However, there is a \$30 fee for returned checks no matter what the reason may be. The second time a check is returned, you will be required to make payments by cash or money order.

Ninth through Twelfth Grade

Tuition	\$3,250.00
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Fees:

Curriculum	440.00
Testing	60.00
<u>Computer use</u>	<u>150.00</u>
Total fees:	650.00

<u>Total Ninth through Twelfth Grade</u>	<u>\$3,900.00</u>
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Electives and instructional fees

Mechanical Drawing	55.00 plus supplies
Biology Lab	60.00
Physical Science Lab	60.00
Chemistry Lab	85.00
Physics Lab	95.00
Homework disks	15.00 each
Athletic fees	
Basketball	tbd
Bowling	tbd
Failed pacs	8.00 each
Replacement flags	3.00 each

Students will be charged for lost library books or any property damage for which they are responsible.

Fees for the music elective

The music fee is payable to the American Independent Music Association. Their plan offers instruction for band, strings, percussion, and keyboard. Their plan for next year is offered at 360.00 plus instrument, however, this price is not guaranteed.

Intersession

Students who are working below their academic level in any subject or have failed to meet the minimum qualifications for the prior weeks are required to attend intersession. Additionally, intersession is an optional elective for any students on the year round program who desired to attend. The fee for each intersession week is \$60.00 per week.

School Supplies

One area of frustration for parents, students, and staff is school supplies. Although a list is provided, many times students arrive the first day without their supplies. Often they will have items missing and at times will have used an item and won't replace it for months. So, new to VBCA this year is the opportunity to request that we "Do the

shopping for you!” Parents may choose to shop for themselves, or purchase a supply kit from us. We will provide everything on the student supply list EXCEPT their Bible. A price list will be provided for each grade level as soon as possible.

Missing supplies: Another major problem occurs when the student uses/loses his supplies. We send home a supply notice but have discovered them under offices, in cubbies, and buried in the back of a planner while the student comes to class day after day missing supplies. We will now provide the missing supplies and invoice the charges if the child has not brought them to class by the third school day.

Scholarship Opportunities

All scholarship applications must be submitted by June 1. Students selected to receive the scholarships will be notified by June 15th.

All scholarships require the student remain on excellent academic standing (minimum B average) and excellent disciplinary standing (A or C privilege 75% of the time). The parents are expected to maintain excellent financial standing (accounts paid on time and in the appropriate amounts), promote a supportive, working relationship with the academy faculty and staff, and maintain necessary internet and computer access. In the event that the student or parents fail to meet their obligation, a one quarter grace period will be allowed. At the end of the grace period, the family must have resolved the applicable issues in order to maintain scholarship status. Those who have done so, may continue to attend at the awarded rate. Those who fail to resolve the issues addressed will have their tuition cost returned to the basic rate.

Pastor’s Award

One student is selected each year to receive the Pastor’s award during the annual awards/graduation ceremony. The recipient of this award is presented a \$500.00 scholarship for the next academic year at VBCA. This award is based on performance the prior year and will not be revoked.

Christian Character Award

One student is selected each year to receive the Christian Character award during the annual awards/graduation ceremony. The recipient of this award is presented a \$500.00 scholarship for the next academic year at VBCA. This award is based on performance the prior year and will not be revoked.

Principal’s Award

One student is selected each year to receive the Principal’s award during the annual awards/graduation ceremony. The recipient of this award is presented a \$250.00 scholarship for the next academic year at VBCA. This award is based on performance the prior year and will not be revoked.

Ministerial Scholarship

Children of ordained (or licensed) UPCI senior pastors may apply for a pastoral scholarship of 20% reduction in the base tuition.

Children of ordained (or licensed) UPCI ministers may apply for a ministerial scholarship of 10% reduction in the base tuition.

Military Scholarship

Children of active duty military members may apply for the military scholarship – a reduction of 5% of the base tuition.

Academic Scholarship for returning students

Each year four returning students will be awarded academic scholarships of 10% reduction from the base tuition. These four students are selected based on their overall GPA and nomination by their instructor. Nomination criteria include attendance, behavior, punctuality, performing at grade level, and attitude. There will be one student chosen from each division.

Sibling Discount

A sibling discount is available to those families who have more than one child enrolled in the academy. The siblings must be living in the same home, be the responsibility of the same parents, and on the same contract. The same scholarship requirements apply.

First child: less 10%	Second child: less 10%
Third child: less 20%	Fourth child: less 30%
Fifth child: less 40%	
Any additional children: less 40%	

Child Development Center Scholarship

No more than two students will be awarded CDC scholarships. One is available for 100% reduction in base tuition and requires four hours internship “on the floor” each day. Students earn 1 credit per year for each two hour internship assignment.

The second CDC scholarship is a 50% reduction in base tuition and is awarded to a student who will intern for two hours each day. The two hour daily intern will earn one credit per semester.

Before and After Care

The child care center will be open for school aged children from 6:30am – 7:45am and from 2:30pm – 5:30pm on all school days.

Families who need before and after school care for their children may apply for the same. Spaces for care are limited and students must be registered in the program in order to

participate. Due to the state's strict regulations regarding the number of students enrolled in the program, it will be impossible for us to provide care on an "as needed" or "drop-in basis". Only those students registered on a full time basis will be eligible to participate.

The following weekly fees apply:

Before school only (arriving between 6:30-7:30)	\$20.00 per wk
After school only (departing between 2:45-5:30)	\$35.00 per wk
Both before and after school care needed	\$50.00 per wk

Kindergarten students who need after care will have no additional charges for care between noon and 2:30pm

Additional charges will apply if those students remain after 2:45.

There is NO CHILDCARE available on no school days. If school is closed child care for school aged children is also closed.

A time clock will be located in the front classroom and students are required to clock in and out as they arrive and leave for the day. The student's time will be tracked and parents will be invoiced for early drop offs or late pick ups. Also, this will serve as a "paper trail" when attempting to clarify any questions regarding attendance or tardiness.

GENERAL POLICIES AND PROCEDURES

Church Attendance

In an effort to work as a team with the student, parents, church and school to train your child for life, we require that all students attend church services on a regular basis (at least once a week). Please note in your child's planner that he has attended service that week, which service was attended and your initials. **Failure to abide by the church attendance policy will result in expulsion from this academy.** (Students who have not attended church at least once during the week will be ineligible for ANY privilege level during the next week. Obviously, unforeseen circumstances will be taken into consideration on a case by case basis.

In addition to church attendance and as a part of their educational process, students in the middle and upper level learning centers are asked to take notes on the message. Note taking serves a two-fold purpose. First, the students generally pay closer attention if they are required to take notes as opposed to day dreaming or visiting with friends. Secondly, it prepares them for taking notes when they get to college and must keep up with the instructors in lecture style classrooms. Sermon notes are factored into the student's grade for their devotional notebooks.

Length of the School Day

School begins at 8:00 am and concludes at 2:30 pm. Children may arrive up to thirty minutes prior to the beginning of the school day and leave within fifteen minutes of dismissal without incurring any additional charges for “late pick-up”

Tardiness

Punctuality is a lifelong habit. Employers, spouses, peers, etc. all appreciate punctuality. In an effort to teach your child responsibility in this area, at 7:55 am a 5-minute warning is given, followed by the beginning of the day at 8:00am. Any student not in his proper place for opening session will be considered tardy.

The first three tardy incidents will receive a single demerit. In the event that a child is tardy three times in a single semester, a 15 minute detention will be issued for the next three incidents. In the event that a child is tardy more than six times in a semester, he will be placed on probation. Additional incidents will result in dismissal from the onsite academy.

Demerits are issued no matter what the reason for the tardiness. We understand that there are times that traffic problems or carpooling issues arise. For this reason there is only a single demerit issued and the child may still make it through the day detention free. Dr and dentist appointments are excused for the student with the appointment as long as a return to school note is provided.

One important thing to remember is the fact that a child may arrive at school early and still be tardy. Students are to be at their seats and ready to go at 8am. If they are sitting in a corner playing with lego blocks and not listening when we tell them to get ready for opening, they may be tardy. The same applies for lunch break.

Dismissal

Class is over at 2:30pm. Students are allowed to leave the building at that time. If the parents have not arrived by 2:45, students will be required to return to the building and a late fee of \$1 for every minute will be charged.

Students who drive themselves to and from school are required to be off the property by 2:45pm.

Closed Campus

It is important for all students to abide by the policies established for arrival and departure. Students who desire to run to Food Lion, El Gran or Dollar General must do so prior to entering the building. Once a child has come inside the building, he will not be allowed to leave until the end of the school day or until he has been checked out by a parent.

A closed campus also means that there will be no guests for lunch or on campus other than parents. Additionally, no visitors will be allowed to join us or meet us on field trips.

Attendance

A written acknowledgment signed by the parent or guardian must be presented to the supervisor when a student returns to school after an absence. If a student fails to bring a note acknowledging his absence, he will receive a demerit. The note must still be brought in the next day in order for the child to be admitted to class. Because our program is individualized, a student who is absent will not miss out on instructional time, but will still be held accountable to the “due date” listed for his assignments, projects and reports.

In compliance with the compulsory attendance laws for the Commonwealth of Virginia, a student is required to be in attendance not less than 150 days per school year. In the event that a student is absent more than fifteen days per semester or thirty days in any given academic year, the academy is required to issue a failing grade for the year. There is no difference between excused or unexcused absences. Absence simply means that the child is not in school.

Summer School for traditional year students:

In the event that a student desires to complete additional pacs to get caught up or has failed due to attendance, Summer School may be offered as a Distance Learning Course. Students log in with a greeting message no later than 9am and remain on their home computers working diligently until noon when they log off with a closing message. Summer school is a six week course; dates will be announced.

Students who have failed due to absences or incomplete courses may earn passing grades if they meet the summer school requirements for logged on hours and minimum number of pacs completed.

Summer school tuition	\$750.00
Curriculum fees	8.00 each.

Please understand that this policy is established in order to comply with the Compulsory Attendance Laws for the Commonwealth of Virginia. Failure to comply could result in incarceration of the parents for failure to insure that their children are in school an adequate number of days and jeopardize this ministry for failure to comply with the law.

Transportation

The academy does not provide any transportation. However, in the event that a parent desires to carpool, we will make every effort to help with phone numbers of neighboring families.

School Closings

Virginia Beach Christian Academy will close when faced with weather conditions that warrant the same as a safety precaution for students and staff. As a general guideline, if the Virginia Beach Public Schools are closed or delayed, we will be closed or delayed. A

closing announcement will be placed on our voicemail and on the website at www.plcvbca.org. We will make every effort to place this announcement on the voice mail by 6:00am. We understand that there are students attending this academy from four different cities. If we have made the decision to open school on a day that conditions in your city pose a safety hazard to you and your children should you venture out, we ask that you use wisdom and remain at home. In this case, students are expected to complete their computer goals and paper goals. We will make every effort to send pacs home with your children IF the weather conditions are forecast in enough time for us to take such action.

Office Hours

You may reach the academy by phone between the hours of 6:30am and 5:30pm on all school days. The office is open from 7:30am – 1:00pm on all school days and our church secretary is available during those hours. You may also reach us via e-mail at kthorp@plcvbca.org. We ask that you try to avoid calling the school between 2:15 and 3:00. This time frame is extremely hectic with students preparing to leave and Last minute paperwork needing to be finished before dismissal. Thank you.

If you desire a conference or an appointment with Pastor, Sis Thorp, or your child's instructor, please try to schedule the same with the secretary. She will set your appointment for the most convenient time possible. If your situation is of an urgent nature, please indicate this to the secretary and she will get you in at the earliest possible time. It is also important to let the secretary know the nature of your meeting so that any records, paperwork, or research can be completed prior to your arrival. Thank you for your understanding and cooperation in this area.

There will generally be someone in the office between 9am and noon, Monday through Friday, during the summer months. The office is closed during all school breaks, on all major holidays, during both VA District Youth Camps and VA District Camp meeting.

In the event that you have a tuition payment due on a date that the office is closed, you may either slip your payment under the front door, in the mailbox, or leave it with the preschool staff.

Medical Guidelines

A medical report must be filled out by your physician and submitted to the school office before your child may enter Kindergarten. All students must be vaccinated against polio, measles and diphtheria. Immunization records must be on file in the church office before a student may attend. Students transferring from other schools should have their medical information included in the records that are sent to us. Students participating in team sports must have a current sports physical.

In instances where a student needs medical attention, the Principal will call the Parent, emergency contact, or the Emergency Medical System.

No staff member will be allowed to administer any medicine, aspirin, etc to any student for headaches, fever, or other reasons without parental authorization.

Neither will any student be allowed to possess any medication on his/her person. All medicines must be kept and administered at the school office. The only exception to this rule is medication for asthmatics, such as inhalers, which have been prescribed by the doctor, there is documentation on file and the parent has requested that the child be able to carry the inhaler on their person in case of emergencies. These medications may not be shared with other students.

School Parent Communication

Since VBCA is a joint effort between home and church, purposed to fulfill God's will in our youth, close communication between the school and the parent is a necessity. Student planners are used by every student in second through twelfth grades. Daily goals are recorded, highlighted upon completion and initialed by the supervisor or monitor. A parent signature is required in a planner each day or a demerit will be issued. If a goal is not highlighted, it is homework! Notes home, etc will be placed in the zip-lock pocket in the back and will require your signature, as well.

Conflict

It is very rare for a Christian school and one of their families to have a conflict that cannot be resolved between the two parties involved. Should the situation arise, however, that a parent OR the school believe that we are at an impasse and unable to resolve a conflict, it is understood that neither party will bring lawsuit against the other party to be addressed in the courts. The policy at this academy is to enter into binding arbitration rather than a court of law. Registration in this academy requires that you agree to enter into binding arbitration in the event of an unresolved conflict. This is consistent with the Scriptures (I Cor 6:1-7).

Visitors

All visitors, whether in the building or in the outside play areas, are required to sign in at the front desk and must state their reason for being here. Those persons without valid reasons will be asked to leave.

Personal Property

The following items are allowed only with special permission and screening:

Cameras	Calculators	Toys or games
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If these items are brought to school without permission and used without screening, they will be confiscated by the Principal, teacher or teacher's aide and will not be returned to the student. The parent must sign for them to take them home. The student will be issued demerits and may lose the privilege of bringing the above named items in the future.

The following items are not allowed on campus at any time and their possession will result in confiscation by the principal, teacher or teacher's aide. The items must be retrieved by a parent and the student will receive an automatic 30 minute detention.

Chewing gum	Radios/tape players	electronic dictionaries
Worldly music	make-up/nail polish	

The following items are not allowed on campus at any time. Their possession will result in immediate dismissal from this academy

Narcotics	alcohol	tobacco products
Guns	knives	gang related items

LUNCH PROCEDURES

Facilities

Students and staff bring lunches from home. There is no refrigeration available. However, the use of ice packs will keep lunches cool. A microwave is available.

Lunch guests

Parents are welcome to join their children for lunch if they desire. Please make arrangements with the office in advance so that we can cut down on some of the confusion by informing your child's teacher and friends that there will be a visitor

Lunch Rush

High school students (grades 9-12) may participate in lunch rush IF the appropriate paperwork is on file in the office and if the child has "A" privilege for the week. Lunch rush allows the student to pick up lunch from Pizza Hut, Food Lion, Long John Silvers, El Gran Rodeo, and Jumbo Chinese. These restaurants are all located in Kempsville Plaza. Students must go in pairs and are required to sign in and out and be back within fifteen minutes. Students are not allowed to purchase lunch or lunch items for a friend and sharing is not permitted. Students who violate the letter OR the spirit of the "law" will not be allowed to participate in this program in the future.

Breaks

All students 2nd grade through 12th will have the opportunity to take a break every day beginning at 9:45am. The length of break is determined by their performance level. Kindergarten and Level 1 students have several breaks throughout the day to wiggle, giggle, and play around. Some of their breaks are quick trips to the bathroom. Others are recess breaks where they are running and playing hard. They are also given one snack break each morning at around 10:00am.

INCENTIVE PROGRAM

Students in 2nd through 12th grades have the opportunity to earn privileges based on the level of responsibility that they have displayed the previous week. These areas of responsibility include completed pacs, completed projects and essays memory verses, church attendance, etc.

Application for Privilege

Students who have quoted their monthly Scripture, presented their speech, and are current on their goals, have the option of applying for privilege.

STUDENT DRESS CODE

Uniforms

Our uniform policy has been established in order to promote a learning environment in which students can focus on things that are truly important. It eliminates the focus on what someone is or is not wearing, the outlandishly awesome haircut that one of the guys got the night before, or the really radical way one of the girls has her hair going every which way. Schools who have adopted uniform policies have seen dramatic improvements in test scores. It has been proven to be much more economical for families to clothe their children when uniforms are used at school, and present the kind of professional appearance that we want to train our students to adopt for themselves.

We would also like to take this opportunity to remind parents and students, alike, that our responsibility here is to train leaders. Part of leadership training is to understand that there is a time and a place for the things that we do and wear. Some activities are not a sin, just unsuitable for certain environments. Showering is clearly an acceptable and desirable practice, but should not be performed while wearing a raincoat. Conversely, walking in the rain should not be undertaken while in the same state of undress associated with the shower.

Most of the items required for student uniforms are to be purchased at Rose's Uniform Company, located in Woods Corner Shopping Center at the intersection of Kempsville Rd and Centerville Turnpike. Some items, such as socks, shoes and belts may be purchased elsewhere. The following breakdown lists the uniform requirements. Those items marked with an * may be purchased at the store of your choice. All other items must be purchased from Rose's. Please note that some parents have purchased uniforms that they thought were the same from other outlets (JC Penney, etc.). These are not the same color and the sweaters are not the same style (round neck vs. V-neck). Additionally, they are not the same quality and will need to be replaced much quicker than the more durable uniforms purchased at Rose's. Uniform items purchased elsewhere are unacceptable and will result in an "out of uniform" correction.

ALL BOYS – uniform requirements

Daily Uniform – to be worn Monday through Friday

Gray pants

White oxford dress shirt with the school emblem on the front

The tie is to be worn on Wednesdays and the top button is to be buttoned.

Black belt

Pullover sweater OR the optional blazer are required between November 1 through March 31, but may be worn all year. The school emblem is on both of these items

- Navy socks
- Black shoes – no boots

Boys PE uniform – to be brought to school on Tuesdays and Thursdays

VBCA T-shirt (Rose Uniform)

VBCA sweatshirt (November 1 through March 31) Rose Uniform

- White socks and white tennis shoes
- Blue jeans (must fit at the waist and not be baggy – safe pants)

Hair must be neatly cut and combed so as not to present a shaggy appearance. The length is to be above the natural hairline and off the ears at all times. Hair should not cover the eyes. No “worldly haircuts will be allowed (i.e. Long strips in the middle, huge spikes, etc) No hair coloring is allowed

Students are to be clean-shaven. There is to be no stubble, beard, mustache, etc. Sideburns are to be mid-ear or above. Students who seem to have problems remembering that they need to shave will be give the opportunity to handle that problem here when they arrive. Razors, shaving cream, etc are kept here at the school and these young men will need to shave after arrival.

ALL Girls – uniform requirements**Daily Uniform – to be worn Monday through Friday**

Plaid jumper & white blouse with blue piping (through 4th grade) w/shorts under

Or

Plaid skirt & white oxford dress shirt with the school emblem on the front

The tie is to be worn on Wednesdays and the top button is to be buttoned.

Pullover sweater OR the optional blazer are required between November 1 through March 31, but may be worn all year. The school emblem is on both of these items

- Navy socks
- Black shoes – no boots

Girls PE uniform – to be brought to school on Tuesdays and Thursdays

VBCA T-shirt (Rose Uniform)

VBCA sweatshirt (November 1 through March 31) Rose Uniform

- White socks and white tennis shoes
- Denim skirt – wide enough to allow freedom of movement for PE
- Shorts under the PE skirt is optional, but should be seriously considered

Hair should be neatly combed to present an attractive appearance. A barrette, headband, or ponytail, etc. must be used to keep the hair out of the student’s face. “Fad” hairstyles are not allowed. Students will be expected to display modesty at all times, including not attempting to draw attention to themselves by unusual styling.

Lipstick, eye shadow, nail polish (other than clear polish or clear nail hardener), hair coloring, and other makeup shall not be used. Due to overwhelming abuses in the past, students will not be allowed to use treatments for chapped lips on campus unless specifically authorized by a parent’s note. Chap stick must not be

colored, glittered, shaded, shines, etc etc. No artificial nails are allowed to be worn by students.

Skirt length should be below the knee at all times – this includes the PE uniform.

General uniform standards

In an effort to maintain a uniform appearance, avoid distractions in the classroom and remain out of the courtroom, VBCA has established a general uniform standard. Some may feel that these standards are quite strict. However, we have been advised by our legal team that the easiest way to avoid trouble is to draw the line at ‘nothing’. In other words, should a young lady come to class with blonde highlights in her hair, a single pair of small posts in her earlobes, a small necklace, light makeup and pastel nail polish, and a young man comes in with green hair, nine hoops in his ears (one complete with a nine inch chain attached) a large swastika hanging from his neck, white face paint and a black tear drop, and long black painted fingernails, I would have to allow birth students to attend, or neither of them to attend. Consequently, counsel has advised us to allow none of the above – even in what would be considered moderation. Therefore: the following applies:

No jewelry whatsoever shall be worn. This includes canvass or fabric bracelets, necklaces, earrings (including posts), piercings of any type, etc. A wristwatch and a class rings that is made for the student is acceptable. This does not include a class ring made for a boyfriend or girlfriend and given to the other to indicate they are “going out”, but the student’s own classring. An engagement ring is acceptable IF a letter from the parents of both parties is provided for our files, indicating that the young people have their parents’ blessing.

Shoes and socks shall be worn at all times. The uniform code is “black dress shoes”. Shoes must be shoes. NOT boots of any kind. Tennis shoes are only authorized during PE or during extended outdoor breaks.

Unauthorized modifications of the school uniform must not be made without specific written approval of the Pastor or Principal. The sleeves on long sleeve shirts are not to be rolled up. We recommend that the short sleeve shirts be purchased. This way the lower sleeves do not turn dark gray from the pencil rubbings and the kids aren’t tempted to roll up the sleeves when they get hot.

Underwear must be worn at all times and be appropriate to the student’s needs. Young ladies are to wear slips and the boys need to wear white t-shirts under their shirts. You will be considered out of uniform if you are not wearing either of the above, or if we can see the design on your printed t-shirt through the dress shirt.

Blouses and shirts must be tucked in at all times in order to present a neat and clean-cut appearance.

Out of uniform

A student must be in uniform to attend. This means:

Uniforms must be purchased at Rose Uniform Company. This assures that all uniforms are of the same color, texture and durability.

Please save your receipts. If you have purchased a pair of pants and they wear out before the end of the school year, Rose will replace them at no cost to you.

Students should arrive at school completely dressed. Their hair should be combed, shirts buttoned and ties should be on prior to coming through the front door. Any student not coming into the front door completely dressed will be asked to go back outside and finish what should have been accomplished at home.

A note from the parent does not excuse a student for not being in uniform. It is suggested that each student have an “extra” of each item in case it is “in the laundry”, etc.

Corrections: A student with a uniform that is not clean or with items added, missing, or substituted to his uniform will be dealt with as follows:

Day one: 2 demerits

Day two: 45-minute detention

VBCA reserves the right to “simply send the student home the first day” if we have a recurring problem

Please remember that a child’s tie and sweater (11/1 through 4/1) are part of his dress uniform.

A spare tie is definitely a wise purchase. Keeping one in the glove compartment of the car will save him/her many headaches.

The sweater is mandatory. The blazer is optional. It is required that a student have either one or the other.

STANDARDS OF CONDUCT

Courtesy

Students are to treat others with proper respect, and are to show proper deference to those in authority. Conduct such as talking back, sarcasm, complaining, gossiping, etc. are unacceptable and will not be tolerated. Students are taught that they may speak their concerns with those in authority if they abide by three simple rules:

The right timing

The right attitude

The right tone of voice

Students who continue to have difficulty with this area of their character will be corrected each time the offense occurs. Those who do not make adequate progress in this area will face stricter corrections as necessary. Those students who continue to behave in ways that show lack of respect for authority, disrespect and dishonor will be asked to leave or will be refused future enrollment. Examples of the respect for authority that is expected are:

All responses will contain ma’am or sir. Yes, sir. Yes, ma’am. Etc.

The first time Pastor walks into the room each day, the students will stand to show respect for the office.

Students will stand to participate in the worship during chapel and during the Scripture reading

Classroom Behavior

In order that the very best learning situation exists, there are rules of order which must be followed

Talking among students is allowed only during monitored class discussions, at break, or lunch. Students with proper privilege are the only ones who may leave their seats without permission. The rule is “quiet”.

Currently, the classroom must double as a lunchroom. It is important that all food and drinks be kept at the tables provided and the mess cleaned up properly. Lunch boxes will be stored under the desks and food is never to be eaten in the student offices.

Students are expected to keep their office area clean and neat and are to assist in maintaining cleanliness in the common areas.

Chewing gum results in an automatic 30-minute detention. Gum and carpet do not mix

Due to the gum and the half-eaten mints that were scraped off the offices at the end of the year, no food, mints, breath mints, candy, etc, etc is to be eaten in the offices.

Calculators are allowed when students have reached specific places in their pacs. No other calculator use is allowed without specific permission from the instructor.

Dictionaries are a part of the student’s school supplies and necessary for his learning. Electronic dictionaries are not allowed, however, as most of them allow for electronic note passing and often come equipped with games which may be too tempting to resist when the student is beginning to wear out.

Only activities directly related to learning of prescribed instruction should take place in the student’s office, unless he has earned the privilege.

Students who have written a note to a friend at home and desire to deliver that note prior to the beginning of the school day may request initials before school starts in order to verify that the note was written at home. All other notes will be confiscated and demerits or detentions given. No note writing or passing during the school day will be allowed. Kids who spend time writing notes in class are kids who end up with homework at the end of the day. **ALL confiscated notes become the property of VBCA and will be posted on the classroom bulletin**

board for all to see. This is not only a deterrent to note passing, but is great for eliminating gossip.

Personal Hygiene

Students should arrive at school fresh, clean and ready for the day. Uniforms should be clean and neat. "Shout" works on those sleeves turned gray by pencil lead and some of the kids are pressing military creases in the blouses and shirts to earn extra points. Hair should be washed and combed properly and teeth should be brushed. If your child is old enough, deodorant is a must. Eating a good breakfast starts the day off right.

Due to the high number of students and staff who suffer from allergies and asthma, we have asked that perfume, after-shave, body lotions, etc (all the smelly stuff) be put on lightly before the student arrives. We have also requested that students not add additional "doses" during the school day. Please understand that this can be a serious health hazard to those who are asthmatic and may be triggered by these odors. Thank you for your understanding and cooperation in this area.

Cheating

Cheating can be a very serious offense and we treat it as such. We understand that occasionally, students just "miss it" at the scoring station. A single demerit here and there is usually all it takes to help them to remember to be more cautious. However, there are other times when it is painfully obvious that the student did not score properly.

According to our instructions, any time a student has fifteen scoring violations in any given pace, we are to consider it cheating and treat it as such. The pac will be reissued; the student will be charged \$8.00 (even if he must erase it) and a detention given.

Occasionally, a student will hide a red pen in his office so he doesn't have to go to the scoring station, put extra markings in his pac to code the answers, bring a pencil to the scoring station and fill in the blanks, bring a score key home, ask a friend for answers or any number of creative ways to slide by. Often it takes them longer to think of the scheme and implement it than it would to just do the work. When a student cheats, we use the opportunity to train the child in the Scriptural imperatives of honesty and integrity. Your child may receive a single demerit, several demerits, a one-hour detention or even a Saturday School based on the number of occurrences and the severity of the problem. Our goal is to train him for eternity!

Stealing

Other student's offices are off limits to all students. Consequently, any student who has in his possession any item belonging to another without specific permission will receive the appropriate correction. This includes "borrowing without permission". Very simply stated: don't touch what isn't yours.

Vandalism

Students are judged on the care they take of school property and facilities which they use while at school. Every effort has been made to provide a pleasant, neat, sanitary atmosphere. If anyone destroys or defaces school property, it is an act against all of the

students for whom these facilities are provided. Disciplinary action will be taken in these cases which will include full payment for any damage which has been done. It is important to remember that even little jokes can be vandalism (smearing super glue on the commode seat in the rest room was kind of cute in the mind of the child, but we never could get it scraped off and the seat had to be replaced).

Language

For Christians, it is desirable that students not only refrain from cursing and using the Lord's name in vain, but also from vulgar and slang expressions, which may be offensive. By-words will be treated the same as actual cursing. Students are asked to refrain from speaking in a foreign language or using sign language other than those times when they are actually in their language class session or have specific permission to do so. Often the students will speak or sign words that are unclean and they have no idea what they have said.

Physical Contact

This academy follows the "six-inch" guideline for physical contact. This simply means that students should maintain a minimum distance of 6 inches from each other. Obviously, there are times that students will accidentally touch or bump into one another, especially during PE when playing basketball, volleyball, etc. However, it is imperative that students keep their distance. There is to be no kissing, hugging, hand holding, slapping, poking, punching, kicking, etc. Just because it is not named above, does not mean that it doesn't count. Six-inch violations will be dealt with according to the nature of the offense, the frequency of those offenses and whether or not there was malice involved.

Worldly Pursuits

Students of this school are expected to refrain from talking about or engaging in the following: cheating, swearing, smoking, gambling, rock music, and worldly dancing. Additionally, drinking alcoholic beverages, using or talking about marijuana or narcotics, participating or glorifying gang or secular music stars or activities (signs, drawings, etc of gang or music related items) and any other activities considered worldly are also prohibited. Students who participate in such activities on or off campus are subject to subject suspension and/or expulsion.

Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

The importance of walking in Biblical purity and holiness cannot be overemphasized. This academy embraces the highest standard of morality. Consequently, students that are sexually active will face the consequences of those actions. Any student, male or female, that commits fornication or is involved in any homosexual activity faces expulsion from this academy. There may be circumstances that would offer the opportunity for suspension and disciplinary probation rather than expulsion. However, many factors

would need to be taken into consideration \in order for this to occur. If a student is suspended rather than expelled, and allowed to return to the student body after his suspension is completed, he will be immediately placed on disciplinary probation. Any further cause for disciplinary action will result in immediate expulsion. (it is important to remember that disciplinary probation prohibits a student from attaining Honor Roll status. The grade point average will reflect the appropriate GPA, but he will not be awarded "Honor Roll" due to the lack of integrity and honor in his walk with God)

In the event that a pregnancy results from this immoral sexual activity and the circumstances warrant suspension rather than expulsion, the student will immediately be transferred to the Distance Learning Program and offered the opportunity to completing his/her education, yet meeting the need of removing the student from the daily contact with the rest of the student body.

If the father of this child is also a student at this academy, he will face the same measures that the girl faces and will be removed from the student body.

It is important to remember that the church, the home, and the school, have a responsibility to instruct and encourage our children to walk away from sin and toward the high calling of God. We are to stand as "gate-keepers" and do all in our power to help them remain on the paths of righteousness. It is also our responsibility to address sin and confront it when necessary. The staff of this academy will stand in judgment if we allow sin to run rampant in the academy and do not address the spiritual condition of these students. Additionally, it is our responsibility to hold each student accountable for his or her own actions, and assist them when facing the consequences of these actions.

A standard of conduct form and pledge will be filled out and signed by every enrolling and re-enrolling student and acknowledged by the parent.

DISCIPLINARY POLICIES

General statements

This is not a corrective institution. Consequently, we ask parents not to enroll their child with the idea that we will reform him. We are here to work with the home and church – not to replace them. No matter how good the school is, nothing replaces mom and dad. We must work together.

Corporal correction by the staff of this academy is not part of our discipline policy. However, we do believe in the Scriptural principle of spanking when handled in a proper manner. We encourage parents to correct their children at home any time a correction at school occurs. Therefore what is handled by a 30-minute detention here, should be followed up by a correction of some sort at home.

All new students are admitted on probation for the first six weeks

Students must at all times conduct themselves in a manner becoming a Christian

There are two basic rules

- Love the Lord your God with all your heart, mind, and strength
- Love your neighbor as yourself

There is a no griping policy – quit complaining and thank God for your opportunity

If your child comes home complaining about a policy or discipline, please follow the procedure below:

- Give the staff the benefit of the doubt

- Realize that your child is reporting from an emotionally biased position

- He may not have ALL of the information

- Human nature reports incident in a manner that helps us “look good”.

- Realize that we have a reason for our rules and they are enforced without favor

- Support the school – even if it sounds crazy – and call us for all of the facts

- We make mistakes, too. If we have, we are not too proud to ask forgiveness and we try to make things right.

Discipline

The school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept a given responsibility to “walk honorably before all men.” Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. We consistently work to be sure that we have a balance of positive reinforcement and strive to motivate the students to appropriate behavior. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life. Scripture is used any time correction or encouragement are given. It is important that our children know the corrections they are being given are consistent with training them for a Christian walk.

Kindergarten and first grade

Kindergarten students earn demerits when they break the rules. The first five demerits are “grace”. The sixth one earns a detention. The child simply sits quietly in his office for ten minutes and then begins with a clean slate. Those students who have earned no demerits for the day may shop in the treasure box prior to leaving.

Grade one students may only earn 3 demerits prior to earning a detention...

Detention in these classrooms is served immediately so the child remembers the offenses and realizes the “cause and effect” principle. Children may also serve “time out” or loss of park or playtime, if the situation merits it.

DETENTIONS

Elementary, Middle and High school students

The paramount rule is “do not disturb”. Demerits are given for disturbances or broken rules. The first two demerits are “grace”. Mark three results in a fifteen-minute detention (4=30; 5=45; 6=60, etc.). When a student receives a detention, a slip is sent home with the student to be signed by the parents and returned the following morning. **The student will then serve the detention after school.** The student must submit a written paragraph indicating why he earned the detention and how he will avoid doing so in the future. This paragraph must be signed by the parent and returned in the communication envelope. Often the detention will include cleaning a rest room, or other portions of the classroom, writing sentences, or other written work. **Students will be charged twenty cents for each minute of detention. The fee is to accompany the detention slip when it is returned the morning after it is earned.** (A post-dated check will be accepted and held). The goal is to make detentions an unpleasant experience, which will result in changed behavior. The fee is to be paid by the student and goes to the teacher. Students who have earned more than five detentions in any given quarter will be placed on disciplinary probation and future detentions will be served as Saturday school.

In-school suspension

In-school suspension is reserved for those situations when a student has been corrected more than once or twice for the same offense without making the necessary progress OR if a student’s action was of a serious nature and it is necessary to be sure the child understands the severity of the problem

The student is separated from the rest of the students for the prescribed number of days. He does not participate in breaks, PE or lunch activities with the rest of the student body, and hopefully, learns to make the necessary behavior changes as a result of his isolation.

Out of school suspension

The policy of this academy is to avoid OSS as much as possible. We believe that we have simply given the child the opportunity to take a few days vacation and then tried to convince ourselves that it is a corrective action. There may be occasions when OSS may be warranted, but this is extremely rare and would be used as a “wake up call” for a child who is nearing the end of his stay with us.

Saturday School

When a child is required to attend a Saturday School, it is usually a result of many other failed attempts at correcting the problem. Saturday School is scheduled from 8am – noon.

Saturday School is a corrective action and is normally served at the Pastor's home. The student will work in the yard mowing, weed whipping, cleaning up after the dogs, moving stuff...pretty much whatever Pastor can think of for them to do. The goal is to work them so hard, they never want to go through it again.

There is a \$40.00 fee for Saturday school as it requires Pastor to rearrange his schedule or a staff member to come in and oversee the activities. In the event that it is a staff member, we are required to pay overtime hours. Thus, the fee. We ask that the student attempt to earn the money to pay for Saturday School himself. It is also important to understand that by the time a student is required to attend a Saturday School, we have exhausted all other means of training. He will be placed on disciplinary probation and his standing in this academy is "shaky" at best.

Transfer to Distance Learning Program

In the event that the other methods of correction fail to have the desired affect on the child, he will be transferred to the Distance Learning Program for the balance of the year. This option allows the parent the opportunity to take the time necessary to make a wise decision for the child's schooling. The pressure to locate something immediately is off.

Disciplinary Probation

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation. The parents are to be called for a conference. If the administration feels that the situation has not changed within two weeks, the parents will be asked to withdraw the child or transfer him to the DLP.

Expulsion

In the event that a child is not responsive to the efforts regarding detentions, discipline, etc, he will face expulsion from this academy. Additionally, there may be those incidents that are of such a nature that expulsion will be immediate and without warning (i.e. The child is found to be using drugs and comes to school with them).

Searches for suspicious, illegal, or unauthorized materials

Occasionally, there are students who desire to push the limits. Often, when this happens the student brings to school items that are prohibited, or participates in activities that are prohibited. It is therefore, important that both students and parents understand that this academy reserves the right to search the student's person and belongings in the event that the school suspects the student possesses an unapproved item. The search may be conducted with or without the student's or the parent's permission. Registration of your child constitutes parental consent to such searches.

Merits

No discipline policy is complete without providing students with the opportunity to reap rewards in the event of appropriate behaviors. Clearly, adequate recognition for a job well done is required. Students thrive and excel when they realize that their good works are being noticed. Consequently, we have a system of merits and rewards that re-enforce

positive behaviors. The incentive program noted earlier is just part of that re-enforcement. Students earn merits each time they pass a test, perform scoring procedures properly through the next score check, etc. They even earn a big lollypop on Friday if they made it through the week homework free.

Students spend their merits in the merit store, which is open on the first Thursday of each month. Donated knick-knacks, cookies, brownies, school supplies, etc. are all sold for merits.

ACADEMIC POLICIES

Progress Reports

This school operates on a quarter systems. The first progress report will be given to the parents during the parent/teacher conference at the conclusion of the first nine-week period. Subsequent progress reports are given to students to present to their parents in the communication envelope. The communication envelope and report card are to be returned to the school the next day. Both require the parent's signature. A copy will be sent home for you to keep once we have received the signed original. The final report for the year will be mailed to the parents at the end of the academic year when all of the financial obligations have been met. Students required to attend summer school sessions will receive their report cards at the end of the summer requirement.

Grading Policy

Students are to complete a minimum of five pacs per semester. The test will be 60% of the grade. The self-tests are averaged and count for 25%. Reports and projects are worth 10%, and the oral presentations are 5%. Students who do not earn 80% on their test, will be given the opportunity for a day of review and issued the alternate test. Student's who still are unable to pass their test, will have earned a zero and must begin their pac all over again. The scores and letter grade equivalents are as follows:

94-100	A	79-87	C
88-93	B	70-78	D

Honor Roll Requirements

In order to obtain honor roll status, the student must complete the minimum number of pacs required per semester. Additionally, the student must accumulate an average score of at least 88%, recite all of the monthly Scripture passages required for this level. The student must also be in "Good standing". In other words, he may not be on any disciplinary probation and make honor roll.

Those students who meet the above requirements with a score of 94% or better will be named to the Pastor's list.

We recognize the accomplishments of our honor roll students in several ways. An honor roll party is planned and all students who have attained honor roll status will have the opportunity to spend the afternoon munching and playing games. Students also earn

award's points that are factored into his numbers when trophies and awards are presented at the end of the year.

Minimum Academic Requirements

Any student assigned to the elementary level or higher who completes less than nine pacs in any one quarter will be placed on probation for the balance of the year or until he remedies that problem and brings his quarterly average up to the minimum of that nine. required number of pacs during the current academic year will be required to attend summer school in order to complete them.

Homework

The responsibility for scholastic achievement is placed on the students in our program. Individual daily goals are set. Should the student not meet his quota for the day, he will be required to complete the work at home or after school in the classroom at the discretion of the supervisor. Your child's planner will indicate the subjects that he did not complete in class. The planner is to be signed by the parent and returned. Students may bring pacs home in order to work ahead or do additional pages in order to earn privilege or catch up to their chronological grade level. Although self-tests must be initialed prior to completion, a student is expected to complete any self-tests that are sent as homework. Students working ahead must stop prior to the self-test.

Students will be required to work on projects and reports at home. Additionally, study time is a must in order to earn acceptable grades. Even the younger students will need to practice flash cards, printing or cursive writing, Scripture memory work, spelling words, and grammar rules.

Occasionally, there are parents who express concern because their child has indicated he completes his goals before noon. It is important to understand that the morning hours are dedicated to uninterrupted work in the student office. After lunch, students must "work around" PE, music, arte, etc. (courses which also earn a grade). Additionally, much time should be dedicated to the completion of additional work and study. Completing only the numerical goals does not necessarily mean that the child has completed all he needs to do for that particular day

The goals for our students are listed below by category and are categorized by using parentheses after each outcome: Academic/ Thinking (AT), Worldview (WV), Spiritual Formation (SF), Skill Development (SD).

VBCA strives to produce graduate with a Christian worldview who . . .

1. are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking. (AT)
2. are proficient in mathematics and science. (AT)

3. have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places. (AT)
4. appreciate literature and the arts and understand how they express and shape their beliefs and values. (AT)
5. have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the “alien” or “stranger.” (WV)
6. personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner. (SF)
7. know how to utilize resources including technology to find, analyze, and evaluate information. (SD)
8. are committed to lifelong learning. (WV)
9. have the skills to question, solve problems, and make wise decisions. (SD)
10. understand the worth of every human being as created in the image of God. (WV)
11. can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews. (WV)
12. understand and commit to a personal relationship with Jesus Christ. (SF)
13. know, understand, and apply God’s Word in daily life. (SF)
14. possess apologetic skills to defend their faith. (WV)
15. are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love. (SF)
16. treat their bodies as the temple of the Holy Spirit. (SF)
17. are actively involved in a church community, serving God and others. (SF)
18. understand, value, and engage in appropriate social (community) and civic (political) activities. (SD)
19. embrace and practice justice, mercy, and peacemaking in family and society. (WV)
20. value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas). (AT)

21. respect and relate appropriately with integrity to the people with whom they work, play, and live. (SF)
22. have an appreciation for the natural environment and practice responsible stewardship of God's creation. (AT)
23. are prepared to practice the principles of healthy, moral family living. (SD)
24. are good stewards of their finances, time (including discretionary time) and all other resources. (SD)
25. understand that work has dignity as an expression of the nature of God. (WV)

Graduation

All students are assigned to a "college prep" course load when they register in this academy. Students who are unable to maintain an appropriate rate and score over a period of time will transfer to a standard high school diploma AFTER a counseling session with the student and a meeting with the parents.

Only students who select the advanced studies diploma and maintain the appropriate GPA will be eligible to wear the gold stole upon graduation.

MINIMUM CREDITS REQUIRED FOR ADVANCED STUDIES DIPLOMA

SUBJECT	CREDITS
English	4
Composition	3
Literature	1
Mathematics	3
Algebra I	1
Algebra II	1
Geometry	1
Laboratory Science	4
Biology	1
Physical Science	1
Chemistry	1
Physics	1
Social Studies	4.5
United States History	1
World History	1
United States Government	1
Economics	1
Virginia History	.5
Bible	4
Health/PE	2
Biblical Worldview	1
Drama	2
Foreign Language	3
Leadership	2
Electives	.5
TOTAL CREDITS REQUIRED	30

MINIMUM CREDITS REQUIRED FOR A STANDARD DIPLOMA

SUBJECT	CREDITS
English	4
Composition	3
Literature	1
Mathematics	2
Algebra I	1
Algebra II or Geometry	1
Laboratory Science	2
Biology	1
Physical Science	1
Social Studies	4.5
United States History	1
World History	1
United States Government	1
Economics	1
Virginia History	.5
Bible	4
Health/PE	2
Biblical Worldview	1
Drama	2
Foreign Language	3
Leadership	2
Electives	2.5
TOTAL CREDITS REQUIRED	26

MINIMUM CREDITS REQUIRED FOR VOCATIONAL DIPLOMA

SUBJECT	CREDITS
English	3
Mathematics	2
Science	2
Social Studies	3
Bible	4
Health/PE	2
Biblical Worldview	1
Drama	2
Leadership	2
Vocational Training	6
TOTAL CREDITS REQUIRED	26

Vocational level courses are completed at any level. However, we strive to get as much as possible finished. The focus of this diploma is on preparation for work in today's world.

MINIMUM CREDITS REQUIRED FOR CERTIFICATE OF ATTENDANCE

Students with special needs will receive a certificate of attendance under the following conditions:

The student completes the diagnostic and is placed on level with capabilities. Their daily goals are established based on their individual ability. who maintain attendance standards and complete the minimum number of pacs assigned to them based on ability, will qualify for a certificate of attendance at the conclusion of their senior year.

ACADEMICS

Honors

Students with a score of 94% or better at the conclusion of their program will graduate with “honors”. Their diplomas will reflect the award and they will wear a gold tassel at graduation. Students who have a score of 94% or better at the conclusion of the advanced studies program will wear the gold tassel and gold stole at graduation.

Class Rank

Class rank is determined by grades earned in all credit-bearing courses through the first semester of the senior year. Grades earned in certain courses receive a weighted factor of .03 because of their level of difficulty. Weighted courses are identified by an * symbol.

Leadership Credits

Students are required to earn two Leadership credits in order to graduate from this academy. One credit is earned by meeting the following requirements.

The student will spend one our each day in the performance of an act of service at the academy or at an approved activity in their sphere of influence outside of the school. The students may preach at chapel, assist in the preschool or in the younger school classes, serve at the receptionist in the front office, teach Sunday School, work Bus ministry, nursing home ministry, etc. In the event that your work is not completed at school, verification must be provided.

The student will also complete a major thesis or project, consisting of rough drafts, final comply, and a formal presentation.

School Spirit

The decision to place your child in a Christian Academy is not something that most parents take lightly. You have made a decision to accept a financial burden, find and provide your child’s transportation, face the “what’s for lunch” issue, provide uniforms, encouragement and a greater level of parental involvement than many other parents who have children in other schools. Consequently, we don’t take negative talk, or griping lightly. When one speaks negatively long enough, one begins to believe it. Our children need to understand that it is truly a privilege for them to be a part of this educational process.

One of the ways that we have helped the kids lose focus on the things that they may “not have” is to focus on the things that they do have in this environment. We’ve instilled a fierce school spirit.

Web Site

Our web site, www.plcvbca.org is a really fun way for the kids to be able to stay tuned in to what is happening on campus. It is also a way for others to find out who we are, what our mission is, and how we aim to accomplish the same. Registration in this academy authorizes us to place photos that include your child on our web site. They really enjoy logging in and finding themselves having a snow ball fight with their friends, looking studious in the learning lab, playing basketball, or just clowning around.

Letter Jackets

Any student in the eighth level or above may purchase the letter jackets. They are available through a local distributor and may be purchased at any time. Letters are awarded based on several criteria and are available for character, academic achievement, and athletic achievement. Letters are awarded at the annual awards banquet.

Mission Trips

This academy will sponsor a missions trip for our high school students and recent alumni every other year. Students must apply for the opportunity to participate and only those students who have proven themselves to be mature, young men and women of God will be allowed to attend.

All expenses must be paid by the student. School sponsored fund raisers will not be available. The destination of each mission trip will be different each time. However, we have been invited to take our students to several different foreign mission fields and are excited about the opportunity that this will provide for our students.

Year book

Students take pictures throughout the year and compile the yearbook in the spring so that it can be sent to the printer by the deadline. Parents who happen to find themselves in possession of one of those candid photos that just have to be included are encouraged to contact the school.

A professional photographer takes school pictures in the fall. They are offered for purchase in “packages”, and the school is provided with a portrait of each of the children for use in our yearbook. Yearbooks will only be offered IF the project is “self-supporting” through sales and advertising.

Team Sports

The sports program at this academy has been established for the purpose of instilling Christian Character in our young men and women. If we offered a class entitled Character 101, no one would register. However, if we offer a sports program, the students flock to register and we can use the program to teach the desired character.

Participation in the sports program offers our young people the opportunity to develop commitment and discipline. Students learn that the refs and judges are “ordained by God” (Romans 13:1) and that we are to be subject to their authority. Thus, they are to respect and honor them at all times – even when they don’t like the calls. Our goal is to develop a depth of character that will be a life-long asset to their walk with God.

Team members must maintain honor roll status to remain on the active roster.

Uniform jackets are available to all students, families and friends of the academy.

The athletic department provides the uniforms for the basketball and volleyball teams, with the exception of the jackets. The boys wear nylon pants to match and the girls wear denim skirts. Both teams wear numbered shirts or jerseys over colored t-shirts.

Students desiring to participate in volleyball or basketball must provide a current “Sports Physical” signed by a physician confirming that the student is approved for participation in the sports program.

Students will begin practices the second week of school. The date for “cuts” and the establishment of the final team roster will be announced by the coaches. At this point, there is only one basketball and one volleyball team at this academy. However, our desire is to eventually establish three levels of play: varsity, jr. varsity, and jjv. This will occur when the number of children desiring to participate reaches the point that it is necessary to add teams, the number of staff members available to coach reaches the appropriate levels, and practice facilities become available to us.

Participation in all team sports requires payment of a \$50 athletic fee, which is due with the student’s application for participation, sport’s physical, and hold harmless agreement. This fee will be refunded if your child does not make the team. These funds are used to pay officials, purchase supplies, etc. Only those students who have earned a place on the team are required to make this payment.

It is imperative that both the student and the parent understand the commitment level that is required to participate in a sports program of this nature. Students must be faithful in their personal relationship with the Lord. They must commit themselves to walk as a living example of His calling. Other students tend to “look up: to them and emulate their behavior. They must be committed to completing the required coursework. These students must be available to practice several times each week. They must be committed to attend all scheduled games. They must commit themselves to be subject to their Pastors, parents, teachers, coaches and the officials, but most of all, to their Lord.

Year end

Two weeks prior to the last day of school, students who have completed their requirements for the year, are no longer required to attend. From then until the end of the year, students who complete their requirements will be excused.

Students who have not completed the minimum requirements by the end of the school year will be required to attend summer school via Distance Learning until the work has been completed.

Graduation/Awards Ceremony

We celebrate the culmination of all the effort that has been put forth with an excitement packed ceremony where we honor the accomplishments of all of our students during the past academic year and the commencement of our graduates.

This is the moment we have all been waiting for with awesome anticipation. Families, relatives, and friends all come to rejoice in the wonderful blessings that God has provided throughout the year. All students, kindergarten through twelfth grades arrive and the air is filled with excitements.

Certificates, medals, letters and trophies are awarded. Our graduates are recognized, diplomas are conferred and prayer is lifted up. It is a glorious of celebration and fellowship.

LIST OF OFFENSES AND CONSEQUENCES

Offenses and Corrections

There are basically two rules from which all others are taken. If students will follow these two rules, there will be no need for discipline.

1. And thou shalt love the Lord your God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength; this is the first commandment
2. Love your neighbor as thyself