



Royal Knights
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2024-2025

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2024-2025

VCA Student Handbook

Vinemont Christian Academy is a necessary and integral part of Soul's Harbor Free Will Baptist Church and offers childcare and educational training from infant – 12th grade. Vinemont Christian Academy consists of:

- Vinemont Christian Academy Daycare (infant – 12 years old)
- Vinemont Christian Academy On Campus (Pre K – 12)
- Vinemont Christian Academy Home School (K-12)

We appreciate the opportunity to present this ministry to you and hope and pray that this is the beginning or continuation of a wonderful relationship. We ask that you prayerfully consider your child's educational needs and remember God's mandate to teach and train our children the Word of God and to provide them with an education from a Biblical perspective. That is why Vinemont Christian Academy exists. May God's blessings be upon you as you seek His will in raising the next generation of Godly leaders.

"And these words which I command you this day shall be in thine heart: and thou shalt teach them diligently unto thy children. . ." Deuteronomy 6:6-7a

A Word from the Pastor's Wife of Souls Harbor Church

Home of Vinemont Christian Academy

The objective in operating a church school is to obey the scriptural imperatives of Deuteronomy 6:5-7a, *"And thou shalt love the Lord thy God with all thy heart, with all thy soul, and with all thy might. And these words, which I have commanded thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children."*, and Proverbs 22:6 *"To train up a child in the way he should go; and when he is old, he will not depart from it."*

Teaching is training. Training for life must include training for eternity. A Christian school is an extension of the Christian home in training young people for time and eternity in a Christian environment. Therefore, the school staff works closely with the parents to train the whole child.

Attendance at V.C.A. is a privilege and not a right. The goals of this school are not to reform but to train Christian youth of any ability, in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. V.C.A. stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

Soul's Harbor Principal,
Mrs. Kori Dawson
Principal / Administrator

A Word from the Administrator Of Vinemont Christian Academy

Dear Fellow-Stewards,

Whether you and I are parents, grandparents, aunts or uncles, if we are responsible for the upbringing of a child, we have been given a stewardship by Almighty God. It is, therefore, your responsibility before God to ensure that these children are given the best education that we can provide. This education is extremely important because it provides the filter through which they will process the events of the rest of their lives.

An often ignored principle is that a person's world view is determined by their education. Every person should be equipped with a Biblical world view because it is only when you or I am in a right relationship with God that we will heed His Word and be blessed because of our obedience. That is why God said in Proverbs 22:6, *"Train up a child in the way he should go and when he is old, he will not depart from it."*

We as the staff of Vinemont Christian Academy are here to assist you in fulfilling your God-given role of equipping your child for life, both in this world and for eternity. We believe that we are equipped with the best Christian program and curriculum available to prepare your children for what God has in their future. We cherish the opportunity to come alongside you and assist you in bringing up your stewardships in the nurture and admonition of the Lord.

To the glory of Christ,
Mrs. Kori Dawson
Administrator

"Call unto me and I will show thee great and mighty

things which thou knowest not.” Jeremiah 33:3

**A brief history of the work at Vinemont
Christian Academy**

Soul’s Harbor Ministries, which consist of Soul’s Harbor Free Will Baptist Church and Vinemont Christian Academy and Daycare, are the result of a vision God gave to a group of people, led by Bro. Dennis Reeves, in 1973 to found a work that could equip individuals for the work of God from infancy to the end of their life. In 1974 the church was begun and grew as the congregation set out to accomplish the task that God had set before them.

In the fall of 1975 Vinemont Christian Academy began its first year of school. Students have continued to learn at V.C.A. every year since then. The attendance has varied over the years, but God has always seen fit to ensure that the needs have been provided. Most of the years that V.C.A. has been in operation, it has received Model Status from its curriculum provider, Accelerated Christian Education, which is the highest honor that can be awarded for outstanding performance in academic standards and achievement. In the fall of 1976, the daycare was opened to provide childcare services with a loving, Christian environment and is still providing that same quality care today.

We, as the staff of Vinemont Christian Academy, are still striving to fulfill the God-given call of the original founders to meet each student’s needs in four basic areas. The first area in which we strive to train is **spiritual**. Our primary desire is for every student to have a personal relationship with Jesus Christ. Once they have developed that relationship we want them to be equipped to grow in

their knowledge of Him. The second area in which we desire each student to be equipped is **academically**. We believe that we are providing the most complete education that can be provided for our students. Our third objective is to train our students **physically**. Each person has a specific task that God wants them to complete and we must be physically capable of completing it. God also desires for His people to live healthy lives, and that requires some physical training. Our last focus area is to develop our students **socially**. We need to be able to relate and communicate with people wherever we may be. We attempt to provide many opportunities for our students to come in contact with a variety of people so that they are able to act comfortably in whatever capacity God calls them to. God-allowing, we desire to provide a complete and quality education for every student.

Strengths of the Accelerated Christian Education Curriculum and Program

Since its beginning, V.C.A. has used the A.C.E. curriculum and program. A.C.E. was started in 1969 and has been providing quality academic material with a Christian theme since then. The A.C.E. program is the best available because it meets each student right where they are at in their education. The educational philosophy of A.C.E. is based upon the 5 Laws of Learning which state:

- *The student must be placed on a level of the curriculum where he can best perform.*
- *The student must set reasonable and appropriate goals that he can be expected to achieve in a reasonable and prescribed period of time.*

- *The student must receive motivation through encouragement and support and achieve control through guidance and discipline in order to assimilate, use, and experience the educational material.*
- *The student's learning must have appropriate measurement applied to the results.*
- *The student's learning must receive recognition and reward for its value, effort, and significance.*

Based upon this philosophy A.C.E. has set out to better help students learn the material. Learning is constant, not time. The A.C.E. program has certain distinctives and they are:

- **Individualization**

Each student that is enrolled at V.C.A. will be given a diagnostic test to identify their academic performance level. This test will also identify any learning gaps that a student may have developed in their academic career. When the student has completed their diagnostic testing they will be assigned curriculum to first fill their learning gaps and then they will proceed from their learning level. Each student progresses through the curriculum at their own rate and ability

- **Goal Setting**

Students at V.C.A. are taught to set achievable goals that they can complete within the time that they have available.

These goals are both short-term (quarterly and yearly) and long-term (daily and weekly). The ability to set and achieve personal goals prepares students for college and to succeed in life.

- **Motivation and Control**

Every student must be motivated to accomplish the

task before them with privileges that they will enjoy. We attempt to provide these motivations through a variety of positive events and opportunities for the student to participate in. Students must also be controlled. It has been wisely stated that "you cannot teach a child that you cannot control." The staff of V.C.A. attempts to guide and discipline their students as needed to help them learn. We have more information concerning the motivations and controls that V.C.A. implements in a later section.

- **Measurement**

How do you or I know what a student has learned unless their learning is measured? The measurement begins with a proper diagnosis of a student's learning. This measurement continues as the students work through the curriculum with Checkups, Self Tests, and PACE Tests. V.C.A. also participates in the standardized testing provided by the Iowa Achievement Test which the students will take in the spring of each school year.

- **Self-instructional and Mastery-based**

Students work through the curriculum independently under supervision in the Learning Center. The staff of V.C.A. is not responsible to teach. The staff provides the academic assistance that is necessary to facilitate student learning. Students must demonstrate mastery of the material before they are permitted to proceed.

Learning must take place before a student can advance.

The Question May Arise as to whether VCA or ACE is Accredited

Accreditation in secular education is a standard developed by a public education agency to attempt to maintain academic equality in public schools. Those schools may be held to a different standard than a Christian\Church School would employ. Therefore V.C.A. has not sought accreditation from a public accrediting agency. In contrast to public\government education, V.C.A. still believes and practices the Word of God as the foundation and heart of education. God is welcome, His word is practiced, and prayer is an inseparable, daily practice of our school. If we do decide to seek accreditation, we will not compromise our Christian distinctives to gain such approval.

V.C.A. does undergo a yearly evaluation to apply for *Model or Quality School Status* through our Curriculum Producer, Accelerated Christian Education. The standards academically and otherwise, are rigid and high. We have achieved *Model Status or Quality Status* most of the years that we have been in service. Receiving *Model Status* is one of our main objectives as a school every year.

The ACE Model School in Hendersonville, TN, Lighthouse Christian School, which uses the same curricula and program as V.C.A., has undergone evaluation by SACS and CITA and has received accreditation.

Students who enroll in V.C.A. may apply for dual enrollment through V.C.A. and Lighthouse Christian Academy, the home-schooling program of A.C.E., and receive an accredited diploma by meeting all graduation requirements. Any student wishing to enter the dual enrollment program must pay any additional fees that are charged by A.C.E. and must be enrolled for an entire academic year and complete a

minimum of 6 credits.

Accreditation of a Christian school is not always necessary for a graduate who wishes to enroll in a public or private college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of the school of graduation. Thus, they evaluate each applicant's academic aptitude through a nationally standardized test. The instructional program of V.C.A. is designed and implemented to properly train students who wish to continue their education beyond high school. For more information on accreditation and student acceptance in post-secondary education talk with the school administrator for updates and clarifications. Ask about SB38 passed in 2014.

Educational Affiliations

V.C.A. is a member of the Alabama Christian Education Association (ACEA) and the American Association of Christian Schools (AACS). V.C.A. is recognized in the community of public, private, and government school organizations and has a reputation of having a quality educational program. This recognition has been earned over the years. V.C.A. has had students who have

attended, graduated, and gone on to college and a variety of careers and have succeeded in life.

Enrollment and Admission Procedures and requirements

Vinemont Christian Academy is a uniquely religious, educational institution

that seeks to provide quality education in a distinctly Christian environment. One of the goals of Vinemont Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Vinemont Christian Academy believes that the Bible (KJV) is the inspired Word of God and sets forth absolute truth by which Christians are to live. Vinemont Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Vinemont Christian Academy believes that the Bible(KJV) prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to any applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity, or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

We strive to provide a Christian environment conducive to student learning and growth. Our desire is not to reform anyone, but to mold and train young people to be all that God has for them to be. To accomplish this purpose, it is of a necessity that the students, as well as their family, be faithful members of a

Bible-believing church and in total agreement with our statement of faith and practices. V.C.A. reserves the right to refuse admission to anyone whose practices and beliefs are not in agreement with our stated beliefs and practices. Our complete statement of faith is stated in detail in our church Constitution & By-Laws.

we believe:

- *The inspiration of the Bible, equally, in all parts, and without error in its origin and entirety.*
- *The one God: eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act.*
- *The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.*
- *The fall of man and his subsequent need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all, to life or damnation.*
- *The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.*

Any family who wishes to enroll their child with V.C.A. must complete the following activities:

- Come to the school for an interview and information about the school and the programs that are offered.
- Read the handbook and fill out enrollment forms.
- Submit the completed application forms, accompanied by the registration fee and previous school records with immunization records.
- Upon acceptance, complete parent orientation.
- Parents must be in agreement with school policies, academics, disciplines, and personal practice, and support our Biblical morals and standards.
- Parents must pledge to support the school in word, finances, and prayer for the school staff and program.

Before a student can be enrolled the following forms must be filled out and returned to V.C.A.:

- *Student Application, Prospective Parent and Student Agreement*

- *Medical History*
- *Church-School or Home-School Enrollment Form*
- *Signed Student Withdrawal*
- *Student Record Release*
- *Parent/Student Information Sheet*
- *Signed Media Permission Release*
- *Standard of Conduct (needs to be filled out by the student)*
- *Method of Tuition Payment agreement*

The funding that allows V.C.A. to exist and function are provided by the tuition that the families pay. It is therefore absolutely necessary for each family to keep their account current. If we do not have the funds that we need to operate we cannot provide the services that we do. This requires that every family stay current or we cannot allow their child to continue their enrollment at V.C.A. No payment will be permitted to be past due for a period of greater than 30 days. We provide the services that we do at a rate that is considerably lower than any in the area and we have tried to make it as reasonable as possible. We understand that Christian education costs, and requires that sacrifices are made, and we are grateful that many have seen the benefits in spite of the required sacrifices.

Please see the Registration and Tuition Information Sheet that is enclosed with the Enrollment Forms for information concerning your specific situation. Payment is accepted in the school office by cash, check, or cards. The administration of V.C.A. reserves the right to make any decisions concerning initial or continued enrollment based upon any financial situation.

If at any time a parent/guardian decides to withdraw their children from V.C.A. they must come to the school

office to get the Withdrawal Form and a current transcript to be presented to the next school. All payments due must be paid at the time of withdrawal. Though we do not desire to lose a student we understand that situations arise which necessitate a change of schools.

Attendance Requirements

Godly character requires a person is where they are supposed to be when they are supposed to be there. When parents insist on consistency in attendance; absences and tardiness will be at a minimum. Please support the attendance guidelines.

VCA complies with established Alabama laws for school attendance and reporting. you may find information online for more details.

A written excuse, signed by the parent\guardian, must be presented to the supervisor when the student returns to school after an absence. Only absences for sickness or an emergency are excusable unless arrangements have been made in advance. Students who are below their appropriate level will not be excused for reasons other than sickness or an emergency. All appointments should be made after school hours to keep a child's progress from being inhibited. If the student does not return with a written excusable note signed by the parent\guardian, the absence will be recorded as unexcused. The administration reserves the right to define an excusable absence.

Six unexcused absences in one semester will necessitate an in-school suspension of three days. All daily PACE work must be completed during suspensions and absences. A doctor's written excuse or verifiable proof of an emergency is required for absences to be considered

excused after 10 cumulative days, or 7 consecutive days in one semester. Any students requiring more than one suspension, because of absenteeism, will forfeit their privilege to attend classes at V.C.A.

Any student not at his appointed place, at 8:00 A.M. will be considered tardy and may receive 15 minutes of detention time. Tardiness is neither permitted nor excused. Three hours of cumulative tardiness (in late\or out early) in one week are considered as an unexcused absence and will cause a loss of any earned privileges for the following week. Continued tardiness will result in a 3-day suspension and loss of privileges to participate in field trips, sports, and other extra-curricular activities for a period of time to be determined by the principal. Any PACE work missed because of an absence or tardiness must be completed. The only exception that would be considered is that the student is already advanced in their work and would not be inhibited by the absence or tardiness.

If a parent knows in advance of an upcoming absence, please send a note to inform the student's supervisor of the upcoming absence or tardiness. V.C.A. reserves the right to verify any questionable absences. Students missing 10 consecutive or 15 cumulative days of unexcused absences during a single semester risk dis-enrollment from Vinemont Christian Academy.

Dis-enrollment, of a student who has a drivers permit or license, can result in the loss of driving privileges, by state law, if a student does not immediately enroll in another secondary school.

When a student misses seven consecutive or ten cumulative days of unexcused absences, he and his parents will be notified by the principal, or his designee, by mail/e-mail, or text message that the student risks

dis-enrollment. A copy of the guidelines herein stated will accompany the afore-mentioned notification. When ten consecutive, or fifteen cumulative, days with unexcused absences have been reached, the principal or his designee will notify the student and his parents by mail to appear before him within five days of the postmarked date on the letter, to fully explain the absences. If an agreement is reached between the student, his parents, and the principal, no appeal will be necessary. If there is disagreement, the student will not be dis-enrolled, but the School Board\Attendance Appeals Committee will conduct a hearing within five days following the meeting with the principal, and render a decision within two days after the hearing.

Each absence will be judged based upon that which has been determined by the school administration and published in the school handbook as excusable or inexcusable. Absences caused by circumstances beyond the control of the student will be deemed excused and will not result in dis-enrollment. Suspensions, expulsion from school, or imprisonment are not circumstances that qualify as excused absences. Excused absences include, but are not limited to, the following:

- *Illness, as verified by a licensed physician.*
- *Illness in the immediate family that prevented attendance. (i.e., transportation was not available)*
- *Death of immediate or close family members*

According to Senate Bill 334, all children ages 6 to 17 are required to be enrolled in school unless they meet certain exemptions or have completed the requirements for graduation. They are only permitted to discontinue their education after they turn 17, obtain written permission from

their parent/guardian, and participate in an exit interview where the ramifications of the decision will be discussed.

Attendance Policy Pursuant to Act 93-368 (Divers License)

The purpose of Act 93-368 is to require school attendance standards as a pre-requisite for a driver's license or learner's permit for the operation of a motor vehicle. Enrollment in a Church-School meets the requirements necessary to obtain a driver's license or learner's permit as stated in Act 93-368.

By law, students six to seventeen years of age must file a Church-School enrollment form with the local public school superintendent. Students wishing to have driving privileges must file this form until age 19 or until they earn a diploma. When a student reaches age 15, he/she is eligible, by law, to attempt to qualify for a learner's permit to operate a motor vehicle. It is the student's responsibility to obtain a copy of the previously filed Church-School enrollment form from the local public school superintendent's office or Church-School office, for presentation to the Department of Public Safety verifying enrollment in the Church-School. The student should write his social security number on the form before presenting it to the driver's license examiner, as instructed by the State Department of Public Safety.

Senate Bill 57 / House Bill 464 (Behavior of 12 years old or older)

States that any child 12 years old or older can delay the age that they can acquire a driver's license based on school behavior. This bill provides a point system that can be used

to determine the time a student must wait to get their driver's license. If a student is in danger of coming under the conditions of this bill the parents will be notified.

Strengths and Benefits of On-Campus and Home School Programs of VCA

Since its beginning in 1975 V.C.A. has offered a quality on-campus program and has been able to minister to hundreds of children and families through that school design. As time has gone by the interest in home-schooling has grown. In 2005 we began the home-school ministry of V.C.A. to meet the demand for this aspect of Christian education. Each aspect, on-campus or home-school, have their own individual strengths and benefits and depending on the needs of the family, provide an option to meet those specific needs. We will share the benefits that are specific to each individually and then those that apply to both.

God makes it very plain in His Word that He has given the responsibility of teaching and training children to their parents. Many years ago, the children stayed at home and learned the skills that were necessary directly from their parents. As time went on and schools were started some of the formal training was done in the school building, but much was still taught at home. As society has continued to change and has become more industry and career-minded, much more time of a student's life is spent in school buildings rather than at home. By teaching your child at home, you have the opportunity to oversee your child's education personally. Home-schooling allows the parent to spend all day with their own child rather than simply at the beginning or end of the day. V.C.A. provides parents training, curriculum, record-keeping, and assistance in many

other capacities. If a parent has the opportunity and time to home-school their child it can be a rewarding experience.

Though home-schooling can be a positive experience, we realize that it is not the answer for every family. To meet the needs of these families we offer an on-campus program. The students in the on-campus program complete their learning experience at the campus of V.C.A. Monday through Friday 8:00 AM – 3:00 PM. Our experienced and caring staff provides the supervision, training, and molding necessary to give each child the education they need. The Learning Centers at V.C.A. are designed to maximize the learning experience for each child by removing as many distractions as possible and providing the motivation and control that is necessary for learning to take place. The schedule allows for ample academic time as well as sufficient breaks and time for physical activity each day. Our desire is to provide the educational fit for whatever each family's needs are, be it home-schooling or on-campus.

There are some exciting benefits that are available to all our students regardless of whether they are home-school or on-campus. Our extracurricular activities which include field trips, athletics, student conferences, competitions, and conventions are available to any and all students that meet the criteria to participate. Also, each student can receive awards for their academic, athletic, or leadership accomplishments in our year-end Awards Ceremony. Students can earn the following awards:

Awards and their requirements

- Highest PACE Average
- *Must have attended V.C.A. for the full year*
- *Must have the highest overall PACE average*

- Most PACEs
- *Must have passed each test*
- *Must have completed the most PACEs*
- Most 100%s
- Perfect/Outstanding Attendance
- "A" Honor Roll
- *Complete and pass the required number of PACEs for each quarter*
- *Achieve a 94% or higher PACE average for each quarter*
- *Memorize all monthly Scriptures in the prescribed time limits*
- "B" Honor Roll
- *Complete and pass the required number of PACEs for each quarter*
- *Achieve an 88% or higher PACE average for each quarter*
- *Memorize all monthly Scriptures in the prescribed time limits*
- School Spirit
- *Must be at least 13 years of age*
- *Must enjoy school*
- *Must participate in school functions*
- *Must not grumble or complain*
- *Must promote a positive school attitude*
- *Must exemplify the character of a Christian person*
- Good Citizenship
- *Must be at least 13 years of age*
- *Must be courteous, respectful, obedient, dependable, and punctual*
- *Must have received few demerits and detentions*
- Christian Character
- *Must be at least 13 years of age*

- *Must be a saved student*
- *Must be faithful in church attendance*
- *Must be active in Christian service*
- *Must have a good Christian testimony in and out of their church family must be a leader in Christian conduct, attitude, conversation, and influence on others*
- *Scripture Memorization*
- *Memorize all monthly Scriptures by the last school day of each month*
- *Recite each Scripture to your Supervisor or another staff member*
- *Golden Lamb*
- *Must memorize and recite the entire book of John, one chapter at a time*
- *Golden Harp*
- *Must memorize and recite the entire book of Psalms one chapter at a time*
- *Golden Apple*
- *Must memorize and recite the entire book of Proverbs one chapter at a time*

Guidelines Applicable to All Students (On-Campus/Home)

Christian Americanism

V.C.A. places great emphasis upon the uniqueness of America's heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate and to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for flag and country.

Pledge of Allegiance to the American Flag;

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

Pledge of Allegiance to the Christian Flag;

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

Pledge of Allegiance to the Bible;

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

Student Uniforms and Personal Appearance

V.C.A. is unashamedly a school of Godly standards in appearance and dress. We believe that we should not only be Christians in word and in action, but also in appearance. We believe our appearance reflects our inward spiritual condition and our esteem for others. Therefore, we choose to have a standard of dress that is Scriptural and above reproach, which will be a godly testimony.

We have chosen a school uniform for our students that has many benefits and will give in return many dividends. Listed below are some of the benefits of having a school uniform.

- *Uniforms standardize the dress code. They will help eliminate having to repeat requirements of what students can and*
- *cannot wear.*
- *Uniforms prevent students from immodest apparel and having a slovenly appearance.*
- *Modest uniforms help students learn what is modest.*

They provide sharpness as opposed to a sloppy, untidy appearance.

- Sharp uniforms command the respect of others. They relay a message to others, especially those outside the school, that you have a quality school and program.*
- Uniforms help to improve the students' self-image. Students can improve their self-image by being well-groomed.*
- Uniforms build greater self-control in students. Behavior actually improves. When a student looks sharp and neat, he will tend to act that way; a sloppy appearance tends to foster undisciplined character.*
- Uniforms do affect academics. As a result of feeling well-dressed and without competition, students tend to focus more on academics.*
- Uniforms actually help reduce clothing costs. Uniforms can often be worn from one to three years (or more), meaning further savings. Instead of a wardrobe of clothes for school, two or three uniforms are sufficient.*
- Uniforms build school spirit. Enthusiasm is kindled when others not in the church-school comment on how nice the students look. When a student likes the uniform, he usually will have a greater appreciation for the school.*
- Uniforms eliminate competition in dress. Peer-pressure between students is minimized.*
- Uniforms make it easy for students to know what to wear each day.*
- Uniforms portray a clear Christian witness to the community.*
- Uniforms help establish a pattern of modesty whereby students may select other appropriate clothing throughout life. They help build strong convictions on*

what kind of clothing is modest, appropriate, and Christian.

The school uniform must be worn each day to all classes as well as to any school activities, field trips, ball games, and programs whether on or off-campus, that are school-sponsored. All students must wear their shirt or blouse tails tucked in with all buttons fastened. Boy's pants legs must touch the top of the shoe. Girls dress length can be no higher than the middle of the knee. Boys must wear a black conservative belt. Boys and girls must wear black shoes, well kept and clean (no athletic footwear, open toes or heels or platform heels of more than one inch).

Gentlemen are permitted to wear dress boots as long as they are worn under their pants leg. Boys and girls must wear a V.C.A. uniform tie to all Church services and all day on chapel day. (A 30-minute detention is issued for not wearing ties on the chapel day) Boys must wear khaki socks to match their pants and girls must wear either natural colored hose, khaki socks, or they may wear black full length tights that complement their skirts. In the winter months (exact times will be determined to be the administration) girls may wear

the thicker hosiery with feet, (example: tights from Zoghby's)

A male student's hair must be cut so that it will meet the following requirements: conservative, no fads, no artificial coloring, no perms, cut off and above the ears, eyebrows and shirt collar, tapered, never excessively full nor long. Young men must be clean-shaven (no beards, mustaches, or long sideburns). A female student's hair should not be so short that she looks masculine. It should cover the ears. It should also be kept clean and combed.

The natural color must not be changed.

V.C.A. will provide the specific requirements to satisfy the dress code each school year as needed.

Guidelines Concerning Decorative Items

Male students at V.C.A. are not permitted to wear necklaces, earrings, bracelets or anklets, nor will they be permitted to wear articles or items of clothing pertaining to a female.

Neither male nor female is allowed to obtain tattoos (body art) or body piercings. Boys and young men are to appear masculine.

Female students are permitted to wear one small earring no larger than a dime in each ear lobe, modest, Christ-honoring necklaces or bracelets, and one modest finger ring on each hand is permitted. High school girls (13 years & older) may wear a modest color and amount of makeup including soft tones of nail polishes that are not unbecoming a Christian lady or associated with gangs or cult groups. Females are to appear feminine.

Students who fail to comply with the appearance codes will forfeit their privilege to attend V.C.A. If a student arrives at school in violation of the appearance and dress code the parents will be called and the student will be sent home to correct the violation. Detentions may be issued and repeated offenses will result in expulsion. Complaining will not be permitted.

Standard of Conduct

All students of Vinemont Christian Academy are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, rock music, dancing, drinking alcoholic beverages, pornography, and

using or talking about narcotics\illegal drugs. No homosexuality or immoral behavior will be tolerated. Students who participate in such activities are subject to suspension or expulsion at the discretion of the administration. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Neither disrespect nor disobedience will be permitted. Students must agree to strive toward an unquestionable character in dress, conduct, and attitude.

Vinemont Christian Academy is a uniquely religious, educational institution that seeks to provide quality education in a distinctly Christian environment. One of the goals of Vinemont Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Vinemont Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Vinemont Christian academy expects and requires that both parents and students will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of scripture, Vinemont Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative

gender identity, or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

Heb. 13:4, Gen. 3:6, 19:4-11, 24-28, Exodus 20:14, Deut. 5:18, Ps. 101:3, Matt. 19:18, Romans 13:9, I Cor. 6:13, 18, 7:2, 10:8, Gal. 5:19, Col. 3:5, I Thess. 4:3, Jude 1:7,

Social Networking & Internet Usage

The availability of resources provided by the internet can be used as a benefit, but can also lead to problems if left unmonitored in a child's life. One of the benefits provided online is the increased opportunity to communicate with others through social networking sites (Facebook, My Space, Twitter, Plaxo, etc.) It is neither the intention nor the desire of the administration to forbid students from participating in social networking, but we do require that students refrain from questionable behavior and communication, as defined by Scripture and the Standard of Conduct, while participating in social networking. The administration reserves the right to request login and password information concerning any social networking sites used by a student, and the student will be required to turn over the requested information. Any student who refuses to turn over the requested information faces possible suspension or expulsion as deemed necessary by the administration.

Parents will be notified prior to a request for information concerning their child's social networking site. Parents would be wise to monitor all digital devices and set limits on use, use filters, parental controls, and set time limits and hours of the day to block predators and ungodly behavior.

Medical Guidelines

A medical report must be filled out and submitted to the

school office. All students must have their blue, and/or pink slips at the time of enrollment, and update them as required by law; according to state Health Dept. The immunization record must be an Alabama record. These may be updated and acquired from the county Health Dept.

In instances where a student needs medical attention, the school principal\staff will contact those listed on the emergency contact list, the parent first, than those listed in the order that they are listed. If a student must be transported to the ER, a staff person will accompany them.

No staff member will be allowed to administer any medicines, to any student for headache, fevers, or other reasons, without parental permission. All medications (prescription or OTC) must be left in the school office upon arrival at school. Medicines must be taken in the office in the presence of school staff. Please observe this rule for the protection of all our students. Medicines can only be administered as prescribed on the medicine container. No amounts above the listed amount can be administered without a doctor's permission at the time of administering the medicine.

Medicines must be in their original containers.

Communicable Diseases

V.C.A. is acutely aware that there may be communicable diseases that may prohibit a student from attending regular classes at V.C.A. We regret that such situations exist. V.C.A. has an obligation to protect our students, school, and church staff from students who may be carrying AIDS, Syphilis, Gonorrhea or other communicable diseases. A student, who wishes to enroll at V.C.A., carrying the above-mentioned diseases or other communicable diseases for which there is no known cure,

will be permitted to enroll in our home-school program. This policy applies to students already enrolled, or who may wish to enroll, who are carrying or test positive for the presence of antibodies to the AIDS virus, (HTLV-111/LAV) or other non-curable diseases. Due to our obligation to protect our students, church and school staff, we cannot accept these students who are afflicted with these diseases nor retain them in our on-campus program. Home school may be an option

Any information concerning students having AIDS or other communicable diseases will be kept in the strictest confidence by school administration personnel. Any information to be released will be done so only at the direction of the pastor of Soul's Harbor Free Will Baptist Church.

Honor Roll Requirements

At the beginning of each quarter, the supervisor will assign a certain amount of work for each student to complete to earn the Honor Roll. The standard amount is 3 PACEs in each subject for a total of 15-18 PACEs per each 9-week quarter. The supervisor may adjust the amount required based upon the needs of an individual student. The student and their parents will be notified by the 6th week of each quarter what amount of work the student has remained to earn Honor Roll. Regardless of the number of PACEs required each student must maintain a minimum of 88% to earn Honor Roll. Those students who maintain 88%-93% earn "B" Honor Roll. Those who maintain a 94%-100% earn "A" Honor Roll. Those students who maintain any level of Honor Roll all four quarters of the school year will earn an Honor Roll award.

Graduation Requirements

A minimum of twenty-four units of credit is required for graduation. A prescribed course of study will be determined through a conference with the staff, parents, and student. Transfer students must complete at least sixty paces in this school before receiving a diploma, and that must include a minimum of two courses in Bible electives. (New & Old Testament Survey, Life of Christ, or New Testament Church History). We do not encourage early graduation but do encourage a student to expand their education by earning additional credits until they are a late 17 or 18 years old. We encourage all students to obtain the most they can according to their ability while they are still young and have the opportunity and time. There probably will not be a better, nor easier time to do so than now.

We offer four different diploma programs (Honors, College Preparatory, General, and Vocational) and a certificate of attendance for rare circumstances. Following are the programs and their requirements:

- Honors Diploma (27 credits)
- Math – 4 credits (*Algebra 1, Geometry, Algebra 2, Trigonometry*)
- English – 4 credits (*English 1-4*)
- Social Studies – 4 credits (*World History, American History, World Geography, Civics/Economics*)
- Science – 4 credits (*Biology, Physical Science, Chemistry, Physics*)
- Bible Electives – 3 credits (*New Testament Survey, Life of Christ, New Testament Church History, other Bible courses may be substituted or added*)
- General Electives – 8 credits (*Etymology, Health, Nutrition Science, 2 Languages, Music, Speech, Computer Science, 2 credits of Physical Education,*

other courses may be added)

- A student wanting to achieve an Honors Diploma must have an overall high school average of 94% or higher and attain a 22 on the ACT or 1000 on the SAT
- College Preparatory (26 credits)
- Math – 4 credits (*Algebra 1, Geometry, Algebra 2, additional credit can be chosen from our other math courses*)
- English – 4 credits (*English 1-4*)
- Social Studies – 4 credits (*World History, American History, World Geography, Civics/Economics*)
- Science – 4 credits (*Biology, Physical Science, Chemistry, additional credit can be chosen from our other science courses*)
- Bible Electives – 3 credits (*New Testament Survey, Life of Christ, New Testament Church History, other Bible courses may be substituted or added*)
- General Electives – 7 credits (*Etymology, Health, Nutrition Science, Computer Science, Language, Music, Speech, 2 credits of Physical Education, other courses may be added*)
- General Diploma (25 credits)
- Math – 4 credits (*Algebra 1, Geometry, 3rd and 4th credits can be chosen from our other math courses*)
- English – 4 credits (*English 1-4*)
- Social Studies – 4 credits (*World History, American History, World Geography, Civics/Economics*)
- Science – 4 credits (*Biology, Physical Science, Chemistry, 4th credit can be chosen from our other science courses*)
- Bible Electives – 3 credits (*New Testament, Life of Christ, New Testament Church History, other Bible courses may be substituted or added*)

- General Electives – 6 credits (*Etymology, Health, Nutrition Science, Computer Science, Music, Speech, 2 credits of Physical Education*)
- Vocational Diploma (24 credits)
- Math – 4 credits (*4 courses through the 9th level*)
- English – 4 credits (*4 courses through the 9th level*)
- Social Studies – 4 credits (*4 courses through the 9th level*)
- Science – 4 credits (*4 courses through the 9th level*)
- Bible Electives – 2 credits (*New Testament Survey, Life of Christ, other Bible courses may be substituted or added*)
- General Electives – 6 credits (*Etymology, Health, Nutrition Science, Computer Science, 2 credits of Physical Education,*
- *6th credit can be chosen from our other elective courses*)
- Work experience credits may be earned with proper verification.
- No Vocational diplomas will be awarded to students less than 18 years old.

V.C.A. makes or sets no age or date of graduation. Some students may need to remain in school longer than others to complete their prescribed course of study. Diplomas will not be awarded until the prescribed course of study has been completed for graduation. Students who are within 5 paces of finishing may be included in the graduation ceremony, but will not receive a diploma nor be considered a graduate until all course work is complete.

A certificate of attendance, on rare occasions, may be given a student who is at least 19 years old and for special circumstances beyond their control, are not able to obtain

any of the four afore-described diplomas, having reached his or her 19th birthday.

V.C.A. maintains high spiritual, academic, moral, and social standards, and does not compromise these to accommodate those who would attempt to lower these standards. It is needful that students and parents, who are entering the ninth level, meet with the student's supervisor or administrator to help prescribe the course of study for graduation. Often, state graduation requirements change, and with the development of new courses and updates for existing ones, adjustments to a prescribed course of study may be necessary. Please keep up to date on these items by regular contact with the school.

We reserve the right to alter these graduation requirements as necessary because of revised educational requirements by the government, college preparations, curriculum updates and additions of new or revised courses, or according to individual student ability substantiated by student aptitude and achievement test results. Please stay informed about your child's progress by talking often to your child's supervisor.

Christian Leadership Training

Students are assigned to, and meet in, devotional periods Monday, Tuesday, and Thursday. Biblical teaching and principles of life are organized, outlined, illustrated, and discussed, in meaningful sessions with life applications. Weekly institutional sessions are held where the student identifies his education with the ministry of the Church. Local pastors and staff preach the Word of God. For one week during the fall and again during the spring, the students plan and assist in implementing a series of revival and evangelistic meetings to which attendance is required.

Students must bring Bibles to all devotions, chapels, classes, and special meetings.

Prohibited Articles and Areas

Students attending V.C.A. are prohibited from possessing on the school campus the following articles. Any of these items could result in the expulsion\ suspension of the possessor\owner of such items.

- *Guns, weapons, or destructive devices of any description. Any student found in possession of any of these items will be reported to the appropriate law enforcement agency.*
- *Matches and lighters*
 1. *Electronic / digital devices without prior approval*
- *Media Devices are prohibited on the campus or in vehicles. Students who drive to school may leave their cellular phones in their car or with the school staff with prior permission. Students are permitted to take them when driving to school events for security purposes.*
- *Illegal Drugs and Paraphernalia. Zero tolerance for all such items. Any person found or suspected of possession of illegal items will be reported immediately to the appropriate law enforcement agency.*
- *Any books, magazines, games, videos, toys, etc. must be approved by a staff member before a student is permitted to have them on campus.*
- No threats of violence or harm of any type, verbal, physical, in personal communication, nor by any digital media are permitted, severe and appropriate action will take.

Students are prohibited from being in or interfering with the following areas:

- *Other Students' offices*
- *In a Learning Center without a staff person or permission*
- *Any teachers' desk and cabinets*
- *All church equipment, such as musical instruments and P.A. equipment without prior permission.*
- *All unsupervised areas*
- *The Business office and Pastor's office*

Student Pace Progress

Each student is enrolled in school to increase their knowledge and understanding. If learning is taking place it will be measured. As each student completes their PACEs they will be tested to verify that they have mastered the material covered and if they have not they will be given the opportunity to master the material by repeating that PACE. This is the process that a student will go through in completing their academic work:

- *A PACE is assigned to the student.*
- *The student reads and works through the PACE writing in pencil and if he has difficulty with a concept the staff is available to assist him with whatever help is required.*
- *When a student score strip appears at the end of a concept or at the bottom of some pages in the PACE, the student raises his flag for permission to score. Taking only his PACE to the scoring station he scores his PACE according to proper scoring procedures.*

- *As the student completes his goals in each subject, including scoring and correcting, he sets new goals each day.*
- *Once the PACE has been completed, it is turned in to the supervisor and the student will take the test the following school day.*
- *Upon obtaining the necessary score (88% on all but a few high school electives) the student is issued the next PACE in sequence the following school day.*

The staff encourages the students to complete enough work for them to stay on level or to get back on level if necessary. Each student is challenged to do their best and is not permitted to be lazy or to give a half-hearted effort.

Motivation and Control

A student who believes that others, especially his parents and teachers, believe in him—his worth, his capability, his efforts, and his ability to achieve—will be motivated in his work and play. The staff utilizes motivation to inspire achievement. Each supervisor will strive to use consistency, love, encouragement, support, and interest to build each student's self-image and confidence and inspire him to greater success. We intend to motivate the students of V.C.A. by:

- *Showing love to each student*
 - *Responding positively to student needs and requests*
 - *Praising Godly character*
 - *Presenting Congratulations Slips upon the passing of PACE Tests*
 - *Rewarding academic achievement with privilege levels, awards and field trips*
 - *Recognizing any 100% as well as multiple 100%*s**
- Control is exercised to facilitate learning for every

student. It has been wisely said that you cannot teach a student that you cannot control. Just as God has rules, laws, and standards that He expects His children to obey that are a blessing and help to us, the rules and guidelines that the students of V.C.A. are expected to abide by are for their benefit. The disciplinary procedures that we use are designed to train students to exercise self-control, self-discipline, and self-responsibility. The procedures that we use are:

- Demerits are issued for infractions of Learning Center guidelines.
- Detentions are issued if a student accumulates the required
- demerits in a single day (3 demerits-15 minutes, 4 demerits-30 minutes, 5 demerits-45 minutes, 6 demerits-60 minutes) and the detention is served the following school day.
- Suspension, whether in-school or home
- A Disciplinary Ultimatum may be issued. Scripture makes it very plain that the disciplinary procedure that is the most effective in teaching children is corporal correction being applied by a loving parent. We believe and support discipline being administered according to Scriptural guidelines, but the command to administer corporal correction was given by God to the parents. The staff makes every effort to administer correction through verbal corrections and warnings, detentions, and prayerful conferences, and in most cases these efforts are successful. In the event that these disciplinary procedures have been found to be ineffective in correcting the disciplinary problem of a student, the following process will be followed:
 - A conference will be called including the parents,

student, and staff to discuss the problem and possible solutions.

- The problem will be clearly discussed, and any applicable Scriptural principles will be brought out, and a recommended course of action may be offered by the staff.
- The desire of the staff is that the offensive and/or unacceptable behavior or action be corrected by the parents, and the result of the conference will be that an agreement is reached to that end. The signed agreement will be placed in the student's file for reference, and a copy will be given to the parents.
- A failure of the student to comply with the agreed-upon course of action and all applicable policies contained in the
 1. Parent/Student Handbook in action and attitude will result in the expulsion of the student.

There are some actions that require that the usual disciplinary procedures be bypassed as a result of the severity of the infraction at the discretion of the administration. These actions include but are not limited to:

- Using profanity
- Fighting (physical, violent contact or blows)
- Flagrant disobedience
- Cheating
- Unscriptural or improper sexual conduct
- More than six demerits in one day
- Intentional destructiveness of property or facilities
- Stealing
- Lying
- threats of violence
- Continuously refusing to meet academic progress standards
- Expulsion

Discipline is not what is done to a child, but for a child. It is imperative that the parents support the school in any discipline that is necessary. If there are any questions or

anything that needs to be discussed please do so. The more communication that the staff and parents can have the more likely there is to be a positive resolution.

Privilege Levels and Responsibilities

Level "A" Responsibilities:

1. Complete required number of PACEs each week
2. Maintain academic balance.
3. No more than 45 minutes of detention in the preceding week.
4. Memorize all monthly Bible selections.

Level "A" Privileges:

1. One additional 15-minute break at the designated time.
2. May read approved literature.
3. May engage in extracurricular activities with supervisor's permission (art, inspirational tapes, sports, field trips, etc.).

Level "C" Responsibilities:

1. Complete required number of PACEs each week.
2. Maintain academic balance.
3. No more than 30 minutes of detention in the preceding week.
4. Memorize all monthly Bible selections.
5. Present a special 5-minute oral report on select and approved topics.

Level "C" Privileges:

1. May read approved literature, listen to inspirational tapes, etc., with supervisor's permission.
2. May engage in extracurricular activities in the office or

- other assignments outside of the classroom with permission.
3. May engage in classroom functions and be out of the seat without permission.
 4. May work at the reading table with supervisor permission.

Level "E" Responsibilities:

1. Complete at least 2 PACEs per week.
2. Maintain academic balance.
3. No detention time during the previous week.
4. Memorize all the previous month's Scriptures.
5. Read, and report on a literature book or a book selected from a prepared list (both oral and written report monthly).
6. Must be engaged in some form of Christian service in their local church on a regular basis (bus ministry, play piano, nursery, puppet team, visitation, teach class, choir member, solos or group, etc.).

Level "E" Privileges:

1. May leave their student office and Learning Center at will, when not committed to other responsibilities or functions with the supervisor's knowledge.
2. May attend approved off-campus functions of a spiritual or educational nature during school days.

Other motivational privileges may be awarded, as the administration and staff deem appropriate.

Learning Center Guidelines

The Learning Center is designed to be a place of learning, and as such, must provide an atmosphere conducive to learning. The staff works to minimize distractions and disturbances to allow each student the opportunity to give their complete attention to their

academics. Each student must abide by the Learning Center Guidelines and any infraction of the guidelines earns the student the appropriate discipline. Listed are the guidelines.

- *Each student is to do their work in their PACEs in their own student office facing into their office without looking around the classroom.*
- *PACE work is done in pencil in accordance with the instructions contained in the PACE.*
- *Any academic assistance, questions, or any needed permission that is required the student signifies this by raising their flag.*
- *At the appropriate time, each student must obtain permission to score and score according to proper scoring procedures.*
- *Permission must be obtained before a student proceeds with a Checkup or Self Test.*
- *Students are not permitted to communicate with other students during academic time.*
- *Students are to refrain from participating in activities that will serve as a distraction to the other students.*
- *Goals are set each morning and the student is required to finish the assigned goals in that school day and any that is not completed must be taken home as homework.*
- *Any correspondence that is sent home (homework slip, detention slip, parent correspondence envelope) must be signed by the parent/guardian and returned the following school day.*

Physical Education, Athletic Guidelines, and Uniforms

It is the policy at V.C.A that no student is excused from Physical Education without a written doctor's excuse.

Students who do not participate in P.E. class 80% of the time will receive an incomplete for a grade. Students are required to wear their school P.E. uniforms. Disciplinary action could be enacted if a student continually fails to be in complete P.E. uniform. Repeated offenses double the penalty. P.E. clothes must be taken home at least once each week for cleaning. No sleeveless blouses or tank tops permitted for boys or girls.

Boys P.E. uniform:

- Athletic shoes and socks. Shoe colors may vary.
- P.E. shirt as ordered through the school uniform supplier. (currently Zoghby's)
- Navy blue sweat/athletic pants (Navy blue athletic shorts of mid-knee length or longer may be worn in warm weather)
- P.E. Bags must be plain with no logos, or decals from other institutions or organizations.

Girls P.E. uniform:

- Athletic shoes and socks. Shoe colors may vary.
- P.E. shirt as ordered through the school uniform supplier. (Currently Zoghby's)
- Navy blue culottes (must touch the floor when in the kneeling position)
- P.E. Bag must be plain with no logos, or decals from other institutions or organizations.

V.C.A. participates in athletic events with other Christian schools. Events are available for both boys and girls, with written consent from the parents or guardian of each student. Parents are to provide written evidence of the fitness of their child to participate in physical activities and sports. The information concerning athletic uniforms will be given to those involved when needed. All students are

eligible for sports and extracurricular activities for the first two weeks. After that time "A" privilege or higher privilege status must be maintained for eligibility. A student will forfeit participation in athletics for any un-Christian behavior or attitudes or any violations of school standards.

Home School Student Progress

Motivating students to complete academic work can be a difficult task at times, and if certain precautions are not taken learning will slow and possibly cease. This takes on a more important role in home-schooling. When students are on-campus there is not much for them to do but their schoolwork because the distractions have been limited considerably. A student that is in the home-school program can be easily distracted since they are at home. Effort must be taken by the supervising parent to reduce all the possible distractions. It is recommended that a specific work area be set aside to ensure an area conducive to academics. A student who does not comply with the required amount of work will be notified, and if the habit continues the student will, at the discretion of the administration, be asked to withdraw from the home-school program of V.C.A.

Students enrolled in the home-school program of V.C.A. are assigned to one of two programs based upon the distance from their home to the campus. If the family lives within 20 miles of V.C.A.'s campus they will report and test weekly on campus. If the distance is greater than 20 miles they will report quarterly. Those who live within 20 miles abide by the following procedures:

- *PACEs and Score Keys are assigned and given by the supervisor.*
- *Students set goals, complete their work and parents*

score the Paces throughout the week.

- *Each student is assigned a specific time to come to the campus of V.C.A. for testing and the issuing of more curriculum.*
- *Score Keys of finished paces must be brought to each testing session to allow for the supervisor to switch for the next Score Keys.*
- *Home-school students are required to complete and test in a minimum of 2 PACEs each week for those on the level, and at least 3 for those below grade level or are completing gap material. Any amount less than this will result in that student falling behind in their academics. Home school students must complete a minimum of 15 paces with passed test each quarter. Exceptions will be considered for students with learnings dis-orders or handicaps.*

Those students who live a distance of greater than 20 miles from the campus of V.C.A. have the following procedures:

- *PACEs and Score Keys are assigned and given by the supervisor.*
- *Parents & Students set daily goals, complete their work, Parents score, the Paces, and test throughout the week.*
- *The parent/guardian is responsible to score all completed tests and to ensure that all tests, Test Keys, and Score Keys are kept under strict supervision.*
- *Students must not have access to score keys or test keys, they are for parent use only.*
- *At the end of each quarter the parent/guardian and*

- student report to the campus for the test scores to be recorded and new curriculum to be issued.*
- Home-school students are encouraged to complete and test in a minimum of 2 PACEs a week for those on the level, and at least 3 for those below grade level or are completing gap material. Any amount less than this will result in that student falling behind in their academics.*
 - A minimum of 15 passed pace test is required each quarter. To do less puts a student at risk of dis-enrollment.*

Weather, Fire, and Tornado

The safety of our students is a matter of foremost concern to the staff and we take whatever precautions necessary to ensure they are safe. Any time a parent is concerned with the safety of their child we encourage them to contact us to determine the situation and the precautions taken. In the event of a fire in the facilities, all of the students and staff are evacuated to the back yard of the property, where they gather under the trees until a word is given of the next appropriate action. In the event that a Tornado Warning is issued, all of the students and staff gather in a safe location in the interior of the buildings until it has been declared that the danger is passed.

Parents are allowed to come and pick up their children at any time that threatening weather occurs with no penalty for attendance guidelines or awards. We do recommend that in the case of dangerously inclement weather that they allow their child to stay in the safety of our facilities. We will permit any parent the opportunity to seek shelter in our facilities if they are caught out in any inclement weather.

Periodically, the school and daycare facilities undergo fire and tornado drills to ensure that all of the staff and students are adequately prepared to take safety precautions.

School Closings: Emergencies or Inclement Weather

There are times where weather conditions prohibit the school from opening and doing business as normal. If it is known that school will be closed we will notify the parents as soon as possible. To find out about a possible closing, contact the school office or Administrator. Be sure to keep your contact information up to date.

In-School Crisis

Though we may not like to think that the violence that has occurred in schools around the country could take place at V.C.A., prudence dictates that we must plan for such an event. We have taken some precautionary measures to prevent anyone from entering the Learning Centers who is not authorized to do so. Also, by having each family list those who do and do not have permission to pick up their child from school we virtually ensure the safety of our students when they leave. All other entrances are locked which allows the staff to screen those who may or may not enter the classrooms. In the event of an emergency, we would immediately contact the appropriate authorities and do all that is within our ability to ensure the safety of our students. If a parent hears something that concerns them about V.C.A., we strongly recommend that you call the school office before coming to the campus. God has seen fit to bless and protect our campus, staff, and students, and we are trusting in His protection as well as exercising the common sense that He has provided to make our facilities as safe as possible.

First Aid and Medicines

The students at V.C.A. are under constant supervision which provides that ability of the staff to respond immediately to any injuries or incidents that require medical attention. We are prepared to administer basic first aid as needed and if it is deemed necessary, the staff will contact the parents and medical personnel to treat an injured student. If your child requires daily medication or if a doctor has issued a prescription, give it to the school office with the dosage instructions when you bring your child to school. In the event of an injury, the staff will notify the parent of the events surrounding, and the nature of the injury to allow them to make the proper decision about the next step in providing the care necessary for their child.

Person and Property Search

The staff and administration of V.C.A. respect the privacy and rights of those on our campus, and our desire is to make each day as pleasant an experience as possible. However, we do reserve the right in any situation we deem necessary to search any individual's person, property, and vehicle that is on the campus of V.C.A. We must provide as safe an atmosphere as possible and we will not hesitate to remove any threatening objects, substances, or persons to ensure the safety of those on our campus.

Student Pick-up

We understand that the safety of your children is foremost in your mind as it is in ours. To help ensure that each child goes home with whom they are supposed to we ask the parents to keep their "Approved Pick-up" list current with all those individuals who have the parent's permission

to pick up their child from school. In the event that a person that is not on the list arrives to pick up a child, the parents will be notified immediately to find out what their desire is concerning the situation. If the parents do not give their permission or the staff is unable to contact the parents we will not permit the child to leave with the individual. If it is the parent's desire for a person that is not on the list to pick up their child they must contact the school office to notify us of their desire and permission. We appreciate the family's cooperation with this matter.

Students driving vehicles must be licensed by D.O.T. and approved by a parent or guardian in writing. Written permission must be on file in the school office. Vehicles must be parked in the student parking area. All students must stay out of and off vehicles from the time of arrival until time to depart. Students must obey all school zone laws while on the school campus. Violations will result in the student losing their privilege to operate a vehicle on the school campus. Students who drive to school must have parent\guardian permission to leave school during school hours. Boys and girls (except brother and sister) will not be permitted to leave school together without written permission from parents and school approval for each occasion.

Student Contact and Visitors

The school office phone is reserved for church\school business and emergencies. Students desiring to place necessary\needful calls must have permission from a supervisor. He\she must give the name and number to school staff who in turn will place the call. Students are not permitted to receive calls or make calls to or from peers

during school hours. Parents are asked to give their messages to the secretary to prevent a disruption in the learning center. The message will be given to the student. Students are not permitted to have cellular phones, pagers, or other communication devices during school hours unless specific permission is obtained from the school. (See prohibited items).

Students may bring friends who are interested in V.C.A. to school with school approval. Visitors must keep clothing standards and get approval from the office before entering any student areas. V.C.A. has a closed campus policy. Non-students are not permitted to come on campus, to visit students at V.C.A. without permission. All visitors must check-in at the school office when entering the school buildings.

Parent Involvement

The Christian School is an extension of the home. We are acting in your stead in the education of your children; therefore, we are a team. It is the desire of the staff of V.C.A. to be involved with the parents beyond Parent/Teacher Conferences and the Awards Ceremony at the end of the year. To facilitate more interaction we schedule Parent/Teacher Fellowships to allow the staff and parents to spend time together that is not focused on education but interaction. Also, it is our desire for each parent to be as involved as they can with field trips, special events, and athletics. At times, we want to allow parents who have skills in certain areas to discuss their area of expertise with the students to impart knowledge that they may not be able to obtain otherwise. Contact the school office to discuss what areas you may specifically like to be

involved. In most areas of involvement, it is necessary by law for parents to have a background check done before they can participate with the students. The administration reserves the right to approve or disapprove any parental involvement that requires parents to interact with children other than their own.

Binding Arbitration

Submission to Arbitration

Believing that lawsuits between believers are prohibited by Scripture, all members of this church and/or those who place their children in the church's Christian school or daycare ministry agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity of bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Parent/Student Handbook or other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreements as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty days, then upon notice by either party to the other, disputes, claims, questions or differences shall be finally settled by arbitration as described in the above

section, and such Procedures for Arbitration as are adopted pursuant to the section below.

Limitations on Arbitration Decisions

The Procedures for Arbitration shall be as adopted by the pastor and advisory board.

Please read the following statement and sign where designated if you agree with the statement. If you have not signed this statement and returned it to the school it is accepted that you agree to these terms and conditions.

I, _____ have read, agree with, and agree to comply with all the guidelines contained in this Parent/Student Handbook. Without reservation, I fully subscribe to them and hereby agree to abide by these rules and procedures in all aspects and as evidence of my willingness to agree and comply I place my signature below.

Signature of Parent/Guardian

Date

