

ACADEMIC POLICIES

The primary responsibility for the education of children rests with their parents. VCA exists to assist parents in that responsibility. Parents are expected to monitor their child's academic progress, attendance, and behavior on a weekly basis.

FACTSMGT.COM is our online student information system, (www.FactsMgt.com.com) click Logins, then click ParentsWeb Login: School code is VIC-FL Type in your email address. Access to student coursework, financial info, behavior and grades is offered to parents via the internet. You will receive an email with further instructions. If you need help to set up your account please contact the school registrar.

ACADEMIC AND NEW STUDENT PROBATION

All new students will be placed on academic and discipline probation for one semester. Students must maintain a 2.0 GPA for both grading periods. The academic requirements, discipline, and environment require a considerable adjustment for many students. A student is placed on academic probation when his/her grade point average is below a 2.0 for any semester. **Two consecutive nine weeks with a GPA below 2.0 or excessive discipline referrals (5 or more, or placed on Yellow or Red Storm Card) or excessive absences/tardies (8 absences or 6 tardies) will result in a conference with the parent and administrative team to extend probation or parents being asked to withdraw student from school.**

ACHIEVEMENT TESTS

Measurement of Academic Progress (MAP) is VCA's K-11 standardized achievement test that is administered to students three times a year. These tests are critical for assessing student progress, adjusting classroom instruction and course placement throughout the year. Therefore, students are expected to give these tests their very best effort. Results are distributed after each assessment.

American College Testing (ACT) is a curriculum-based education and career planning tool for high school students that assess the mastery of college readiness standards. The student is responsible for registering for this test if they choose to take it.

Advanced placement (AP) exams are administered at the end of the year for students taking those classes. In order to receive credit at the AP level the student MUST sit for the exam. If not, you will be assessed the \$50 cost of the test and credit for the AP course will not be weighted.

SAT/SAT School Day allows VCA to offer the SAT to juniors and seniors in school, on a weekday, expanding access to a globally recognized college admission test that's accepted at all U.S. colleges. The **PSAT** is administered to all sophomores once a year.

Postsecondary Education Readiness Test (PERT) is a college placement exam used by colleges and universities in the state of Florida to determine what level of college courses in math and English an applicant is adequately prepared for.

COMMUNITY SERVICE

A student must accumulate 100 Community Service hours as a graduation requirement. We will endeavor to assist high school students to obtain community service opportunities. Ultimately, it is the student's responsibility to serve and return completed forms to Mrs. Dobson or Mrs. Borders. Community service forms and guidelines are available in the main office and on the website. Graduating seniors must submit all community service by April 15 to be eligible for graduation and awards. The due date for underclassmen is May 1.

Recognition: Pin = 200+ hours, Cord = 300+ hours, Medallion = 500+ hours.

DUAL ENROLLMENT

Dual enrollment is an opportunity for VCA **junior and senior** students to enroll concurrently in courses offered at Polk State College, SEU or other approved institutions. Tuition at VCA will not be reduced for dual enrollment students. **Approval for dual enrollment is based on MAP, PERT, ACT, or SAT scores as well as academic preparedness (at least a 3.5 GPA), scheduling, and administrative review.** Any student that applies for dual enrollment without administrative approval is responsible for all fees and tuition. VCA will purchase the book to be returned to the school after the course is completed. If the class is dropped, the student is responsible for the cost of the book. VCA is not responsible for the purchase of books for summer classes.

Policy for Dual Enrollment Credits:

Dual Enrollment Program credits may be in addition to the regular high school load used to satisfy an academic or elective graduation requirement. Students must request an official transcript be mailed to the school. Upon receiving the transcript, the course will be added to the student's official transcript. A diploma may be awarded when a student has completed all requirements for graduation.

College Board School ID Code for Victory Christian Academy is **102-085**.

FAILED COURSES

Credit for a subject failed with an "F" (0-59), is only received by one of the following methods: Repeat the course another year and earn a passing grade, or make up the course through Ignitia; or Florida Virtual School. Although the failed course will remain on the student's permanent transcript, the new grade of "C" or better will replace the "F" when calculating GPA. When failure is received in a two-semester course, the student will be required to make up only the failed semester. (*There is an additional charge of \$125.00 for the Ignitia online coursework.)

Exams

Middle school students will take four "quarter exams" and high school students will take two "semester" exams. **Students who miss more than 8 class periods during a semester must make a 70% or above to receive credit for the course.** All students must take the exam. At the teacher's discretion, a high school student who has earned an "A" in the class both 9 weeks "may" be exempt from the semester exam. However, it is at the teacher's discretion.

GRADE POINT AVERAGE and Valedictorian/Salutatorian

Honors classes (.5), advance placement classes (1.0), and dual-enrollment (1.0) classes are given appropriate weight in determining grade point average. Grade point average is the determining factor for Valedictorian, Salutatorian, and graduating with honors. A student must attend VCA for his/her final two years of high school to be eligible for Valedictorian or Salutatorian.

GRADING SCALE

VCA uses the following grading scale in conjunction with the Florida Department of Education and the Florida High School Activities Association:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59 (No Credit)

HOMEWORK

Homework is an integral part of the educational process at VCA. It is given to extend the classroom learning or practice that will help internalize what has been taught. Limited homework may be assigned on Wednesdays. However, tests or projects may be assigned in advanced that require studying on Wednesdays. Students and families are encouraged to attend Wednesday night services.

NATIONAL HONOR SOCIETY

The National Honor Society is a service organization designed to recognize those students in grades 9-12 who have achieved all A and B semester grades and have a cumulative GPA of at least 3.5. They must also possess high moral character, have served either the school or community, and demonstrated leadership capabilities. A high scholastic average alone is not enough to be admitted to National Honor Society. Students are elected into the NHS by the faculty and administration. A member receives a warning the first time their cumulative GPA drops below 3.5, and they are removed if their GPA is not raised to the appropriate level by the end of the following semester. To be considered for NHS the application must be completed by the assigned due date. Excessive absences/tardies or discipline issues may affect a student's standing in NHS. Students identified as cheating are not illegible to apply or participate in NHS for one calendar year.

PARENT-TEACHER CONFERENCES

Appointments may be scheduled with the classroom teacher for all students. If requesting a "team" conference for middle or high school, please contact the team leader or office and a conference will be scheduled.

PROMOTION AND GRADUATION REQUIREMENTS

Grades 6th through 8th

The student must have a 2.0 cumulative grade point average in all core academic classes and be recommended by his/her teacher for promotion. If a student receives a "D" in any core academic course, the student is encouraged to do summer remediation to be promoted to next grade. If a student receives an "F" (failing grade) in any academic course, credit recovery will be required with administrative approval. Any student failing two or more classes will need to repeat the entire year.

Grades 9th through 12th

The student must pass all courses in order to graduate. VCA requires each student to earn 7 credits a year. The State of Florida and VCA require a cumulative grade point average of 2.0 to graduate.

A total of 24 credits are required for students to meet VCA High School Graduation Requirements:

Credits

English	4.0 credits
Math	4.0 credits
Science	4.0 credits
Social Science	4.0 credits
Foreign Language	2.0 credits
Fine/Performing Arts	1.0 credit
Physical Education/Health	1.0 credit
Electives	<u>4.0 credits</u>
Total	24.0 credits

Minimum Hours of Instruction

Students must complete a minimum of 135 hours of instruction in a particular course, consistent with *Cognia*.

Credit: A student that does not meet AdvancED Standard 3 as determined by the principal will be required to pass an end of course test (final exam) with a score of 70 in order to receive credit, provided that the student's class average is 75 or above on all course work completed before the final.

PROGRESS REPORTS AND REPORT CARDS

The purpose of reporting is to give parents an indication of the progress being made by students. Progress Reports will be emailed midway through each grading period. Report cards are issued every nine weeks. At any time during the school year, teachers or parents may ask for a conference to discuss student progress. Parents and students are expected to monitor FactsMgt.com (formerly RenWeb) three times per week.

SPORTS ELIGIBILITY

A student must maintain a 2.0 grade point average to be eligible to participate in VCA's sports program. VCA is governed by the Florida High School Athletic Association (FHSAA) and its bylaws.

TRANSFER CREDIT

Request for a transfer of credit is subject to the approval of the administration.

TRANSCRIPT REQUESTS

A student requesting a transcript be sent to another school or university must fill out the *Transcript Request Form* provided in the VCA office. Transcript requests will need to have **24 hour** notice. All requests will be handled by the Administrator of Student Services before being released.