

Victory Christian Academy

“Home of the Knights”

Handbook

2010-2011

Mission Statement

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

VCA is registered with:

Indiana Dept. of Education,

College Board,

& Accelerated Christian Education (ACE)

(Quality Status)

Website: vcaknights.com

VCA is a ministry of Victory Baptist Church of Kokomo, IN

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Philosophy & Objectives

Victory Christian Academy (VCA) exists to help parents fulfill their God-given responsibility to give their children a Christian education. (Deut. 6:7; Eph. 6:1-4) VCA operates a Day School from 8 am-3 pm and a Home School program on Monday, Tuesday, and Thursday from 3:30-5:30 pm. Since VCA is a ministry of Victory Baptist Church, we aim to spread the Gospel of Jesus Christ and disciple those who believe by using the ACE Ministries, Inc. academic program. In addition to evangelism and discipleship, we aim to provide the public with an opportunity to receive a quality Christian education at an affordable price.

Statement of Faith

We believe in:

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

Handbook

This Handbook is the most important document about VCA. It is the rule book by which parents and students are to abide. VCA is willing to assist any who will uphold its standards and regulations contained herein.

The Administration

History of the School

VCA has gone through several name and location changes over the past thirty-one years. From the beginning as Temple Heights Baptist Academy, VCA has had God's Word as its foundation.

Relationship of the School to the Church

VCA is a ministry of Victory Baptist Church, Inc. of Kokomo, IN. As such, the Pastor is the Chief Administrator and has absolute authority in all decisions concerning all aspects of the school. The Principal, Supervisors (teachers), and Monitors (volunteers) are under the Pastor's authority and are employees or volunteers of the church.

The Staff

The Pastor will appoint a Principal for the principle decision-making authority. The Principal will manage the daily operations of the school and all communication with parents such as meetings for enrollment and student progress conferences. The Principal may also perform all the functions of a Supervisor or Monitor. The Pastor may also hire Supervisors to oversee the academic and spiritual progress of students. Monitors may be used for assisting the Supervisors as a teacher's aide.

Admissions Policies

Nondiscrimination Statement

Victory Baptist Church and VCA shall not discriminate against members, applicants, students, and others on the basis of race, color, national origin or ethnic origin. VCA does reserve the right to withdraw any student for any behavioral-related or financial problems. The Pastor will

have the final authority on this decision. Admission to VCA is not a right; it is a privilege that is subject to the conditions in this Handbook.

Admissions of Students

VCA is willing to assist any parent, or guardian, who will abide by the standards and regulations stated in this Handbook. Students in the Day School must be a part of a family that is an active, tithing member of a Bible-believing church. The Day School is not a “reform school.” Students are expected to demonstrate a desire to follow Christ and submit to authority. A Pastor’s referral will be required for admission to the Day School.

Families that do or do not fulfill the requirements for the Day School program may enroll in the Home School program.

Parents must meet with the Principal and submit all the necessary forms and fees. Students must be administered academic placement tests and agree to the standards and regulations in this Handbook. There will be no more than thirty-two students enrolled in the Day School, and twenty-five students enrolled in the Home School program.

Re-enrollment

Any student who finishes a school year having met his/her academic goals may apply for re-enrollment the following year, provided all fees have been paid. A student who has been withdrawn for financial reasons may re-enroll after all the financial matters have been settled and registration fees have been paid in full. Students who have been withdrawn for behavioral or academic reasons may not re-enroll in the Day School unless there is repentance, a public confession of sin and they submit to whatever accountability measures are deemed appropriate.

Dual Enrollment

VCA students have an opportunity to receive an accredited diploma thanks to ACE’s Dual Enrollment Program. This is not state accreditation. Lighthouse Christian Academy (LCA, ACE’s Distance Learning Program) has secured accreditation through the Southern Association of Colleges and Schools (SACS). VCA students may also enroll in LCA in order to earn credits that apply to a diploma from LCA. There is an annual fee that must be paid to LCA as well as a graduation fee. We encourage every high school student to take advantage of this opportunity.

Withdrawal Policy

Parents may withdraw any student for any reason at any time. Also, VCA may ask a parent to withdraw any student for violating the spirit of the regulations in this Handbook. Some examples are, but are not limited to: failure to do the minimum amount of PACE work, a bill becoming more than two months past due, disrespect or violent actions shown toward any staff or student.

Day School students are also accountable for their actions outside the school setting. Gross, immoral behavior will be grounds for withdrawal from the Day School. Again, the Pastor has the final say in all these matters.

Financial Policies

Refunds

Registration fees, tuition, and any other monies are not refundable.

Registration Fee

A Registration Fee of \$125.00 is charged for each student. A family will not be charged for more than four students. The fee covers all consultations, placement testing, and initial PACE orders. The Registration Fee is due on the last Friday in June for Day School Students and on the last Friday of July for Home School students. Students that enroll after the normal deadline will be charged the Registration Fee upon enrollment. PACEs will not be issued until the fee is paid in full.

Tuition

Home School:

The Tuition Fee for active, tithing members of Victory Baptist Church is \$80.00 per month for the first student and \$55.00 per month for each of the next three additional students. For non-members, the tuition is \$90.00 per month for the first student and \$65.00 per month for each of the next three additional students. A full month's tuition will be charged if there are more than two weeks left in the month from the time of being issued the placement tests.

Day School:

The Tuition Fee for active, tithing members of Victory Baptist Church is \$160.00 per month for the first student and \$115.00 per month for each of the next three additional students. For non-members, the tuition is \$175.00 per month for the first student and \$130.00 per month for each of the next three additional students. A full month's tuition will be charged if there are more than two weeks left in the month from the time of being issued the placement tests.

Summer School:

Day School students will be charged \$50.00 in addition to their Registration Fee that is due on the last Friday in June. Home School students will be charged a month's Tuition Fee on the last Friday in June.

Failed PACE Fee

There will be a \$5.00 fee for every Failed PACE. This will be posted on the next month's bill.

Convention Fee

Day School students that attend ACE's Regional Student Convention will also be charged a fee that will be due with February's Tuition Fee.

Enrichment Supplies

VCA will allow parents to purchase ACE Ministries, Inc. products at the school's discounted prices. Parents must also pay for the shipping and handling fees. VCA will not sell PACES or supplies to anyone not enrolled.

General Policies

Arrival and Dismissal

Home School:

Students may arrive no earlier than 3:30 pm on Monday, Tuesday and Thursday. Students are not to roam the church property, and must remain in the Learning Center while at school. Students are not to be dropped off and left. Once the students are finished scoring, testing, and getting help, they must leave. An adult must accompany students who did not bring themselves. Students should prepare to leave at 5:30 pm on these appointed days. No student will be issued a PACE Test after 5:15 pm.

Day School:

Students should arrive no earlier than 7:45 am on Monday – Friday. Students will be dismissed at 3:00 pm. Students are expected to keep working until it is time to be dismissed.

Attendance

The State of Indiana requires every school to provide at least 180 days for educational instruction. VCA will schedule at least 180 days for students to complete their yearly educational goals. Each day should include at least five and one-half hours of instructional time. Parents of students in the Home School program are responsible for filling out a Daily Report to verify fulfillment of the attendance requirement. VCA will keep all attendance records for students enrolled in the Day School program. Parents may use any scheduled day off or weekend to make up for days missed. Also, every Home School student will be required to come to VCA at least once per week. Any student may be withdrawn for not complying with these attendance requirements.

Lunch Policies

Day School students must provide their own lunches. The staff will warm them up during the work hour before lunch. We will only heat “prepared meals” in the microwave or conventional oven. Students will not be permitted to trade lunches with other students.

The entire student body will sit at tables for the first fifteen minutes of lunch whether or not they are eating. They will be encouraged to display polite manners during this time. After the fifteen minutes are up, they will be responsible to clean up their area before taking break.

Students that drive to school will be permitted to go out for lunch. However, they may not take another student with them, unless it is a member of their immediate family. Parents are encouraged to come and eat here or take their children out for lunch.

Minimum PACE Work

All students must pass a minimum amount of PACE Tests in order to remain enrolled in VCA. Students must pass one test in each subject every five weeks (with the exception of Basic Literature which will be eight weeks). A student not fulfilling this requirement may be withdrawn after consultation with a parent or guardian. Any student withdrawn and under the age of sixteen will be reported to their local government school superintendent.

Courtesy

The staff asks everyone to remain “library quiet” while at school during PACE Work time. Only students and parents will be allowed in the school. All others must remain outside. These rules are designed to give every student a quiet environment in which to study and take tests. Again, we encourage everyone to be as quiet as possible. Home School students will not be permitted to socialize in the school.

VCA prohibits any of its staff to have physical contact of any kind with any student. The administration would ask that Home School parents control their children while at school. Horseplay of any kind is prohibited.

Students are prohibited from smoking on church property. Students are not permitted to listen to loud music on church property. Someone outside the car should not be able to hear music being played inside the car.

Dress Code

All Day School students will be required to wear a Polo-style or T-shirt that is “loose-fitting”. The shirt must have a VCA logo embroidered or screen printed on the shirt from an approved retailer. Boys and girls may wear “loose-fitting” jeans, cargo pants, or shorts (not low-cut, or ripped). Sweat pants (not “swishy”) or shorts may also be worn; however, they must be “loose-fitting”. Girls may wear skirts that are at least to the bottom of their knees.

Boys enrolled in the Day School must have a conservative hair cut that does not touch his eyebrows, earlobes, or shirt collar. Furthermore, they are not permitted to color their hair or wear earrings or any other body piercings or tattoos.

Girls enrolled in the Day School must also have a conservative haircut and wear minimal jewelry and makeup. Day School students are not permitted to wear facial jewelry while at school.

The Pastor has the right to qualify anything pertaining to the dress code. His decision is final.

PACE Tests

God has given parents the responsibility to educate their children. However, students are also personally accountable to God for their actions, including their school work. (Rom. 14:2) At VCA the students bear the responsibility for their education. Therefore, the students will be issued a PACE Test upon request, provided the PACE has been completed. If the PACE contained a memory verse and/or memory passage, it must be recited to a Supervisor, and all written work must be turned in before the test may be taken. It is the student’s responsibility to prepare for the test, not the Supervisor’s.

Cheating on a PACE Test will result in a failed test on the first offense. A meeting will be held with a parent or guardian. The second offense will result in the student being withdrawn. If a student leaves an answer blank, it will be counted as an incorrect answer even if they claim they simply overlooked it. Students will not be permitted to leave the testing table once they begin the PACE Test. The only exception will be for Home School students that do not finish the test before 5:30. They will have to leave and come back the next school day without being allowed to take the PACE home.

Scoring

It is recommended that students score their own work. However, they may have a parent help. Students must score everything according to the Score Key. Any missed problems or activity must be corrected and scored again until the item is correct. Students must not simply use the Score Key to change the answers! If there are any questions, ask.

Tutoring

The staff of VCA will tutor any student during the school's scheduled hours. The staff will assume the student understands everything if the student does not ask questions. Home School students are not permitted to call for help during Day School hours.

School Closings

VCA will make available its Calendar, which indicates the days school will be in session. Holidays, staff training, and Student Convention make up the days off during the school year. Any other days off will be announced on the website (vcaknights.com) and the local radio station, WWKI (100.5 FM). Even when school is canceled for some reason, parents are encouraged to make their students complete their daily goals.

Extra-curricular Activities

Parents are strongly encouraged to provide their students with the widest range of extra-curricular activities possible. VCA recommends family and church activities, home school support groups such as KASH (Kokomo Area School at Home, kashnews.org), and the wide array of social, arts, and sports activities throughout the Kokomo area. VCA students are permitted to participate in any KASH activity provided they become registered members and abide by their guidelines.

Parental Involvement

The administration believes that parents are the children's key to success. VCA is committed to assisting parents educate the children God has given them. VCA requires parents to schedule a conference after every grading period. However, do not wait until then to address any concerns, complaints or criticisms. Address these in love as they arise.

Safety

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

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

The Pastor has the right to withdraw any student he deems a risk to any person. Violence of any kind, whether physical or verbal, will not be tolerated.

Foul or threatening language or gestures are strictly prohibited and is cause for immediate withdrawal.

Disciplinary Policies

Corporal correction and verbal abuse will not be used at VCA. The staff believes it is only the parent's responsibility to physically punish their children in a Biblical manner, with correction and restoration being the goal. The only punishment used at VCA will be the loss of break time and withdrawal.

Students will lose one break for every Daily Goal not completed. Sleeping or using the rest room during work time will result in the loss of one break. Using a cell phone or writing notes during work time will result in the loss of two breaks.

Merit Program:

VCA utilizes a merit system as an incentive for the student's to achieve their weekly academic goals. A student can earn a "Break Pass" for every 100 points earned throughout the week. (The Break Pass can be redeemed during any work hour with the exception of PE time.) However, students can also lose points for inadequate academic performance.

Merits are awarded for: being on time for school (5), completing their Daily Goals while at school (10), having a "demerit-free" score check (15), passing a PACE Test (25, 30, 35, or 45 points depending on the score), completing a Character Objective assignment (25), and saying their Monthly Scripture Passage (50).

Demerits (a loss of points) will be received for: scoring violations (5 points for each demerit), not turning in a PACE for a test (10), incomplete Daily Goals or forgetting their Daily Report (20), or failing a PACE Test (30).

Academic Program

VCA utilizes the ACE Ministries, Inc. educational program. The program is an individualized, mastery-based, high-tech curriculum based on a Biblical worldview that, properly used, will help equip children for whatever God would have them to be. VCA will provide qualified staff to help parents implement the program. VCA strongly recommends parents follow all the guidelines published in ACE's Procedure Manual.

Standardized Achievement & Testing

VCA will administer the Stanford Achievement Test every spring to Day School students in grades 2-12. The test will inform parents of the academic progress of their child compared to national norms. VCA will administer the OLSAT to every second, fifth, and eighth grade student in the Day School. This test will indicate the approximate academic ability of the student. There will be no charge for these two tests. Home School students are encouraged to utilize the testing administered by KASH.

The PSAT will be administered to college-bound sophomores and juniors in the Day School and Home School students in the fall. There will be a \$25.00 fee for this test. VCA recommends every senior take the SAT and/or the ACT at least twice. The SAT and ACT must be taken at a time and place proscribed by College Board.

PACE Procedures

A PACE (Packet of Accelerated Christian Education) is the name of the workbooks published by ACE Ministries, Inc. It can be thought of as a chapter taken from a conventional textbook. Students are to perform all activities in a PACE before taking the PACE Test. PACEs are not considered complete until they have been scored, corrected, and scored again until all answers are correct. Most PACEs have a Bible verse, which is to be memorized by the student. This must be done using the King James Version of the Holy Bible. Some PACEs will have activities that require a Supervisor's initials. Parents may check and initial any activity, or they may choose to have a Supervisor check the student's work. Either way, all work must be checked. Students must do all PACE work in pencil. When a student is completely finished with the entire PACE, he/she may request permission to take the PACE Test. If the test is passed with a minimum score of 80%, the student is issued the next PACE. If the test is failed (a score below 80%), the student will have to repeat the entire PACE. They may have to wait a couple of days for the repeat PACE to come in the mail. Repeat PACEs must be completed in the same way as the original one. After a student completes the repeat PACE, he/she may take the PACE Test again. This process will be repeated until the student passes the PACE Test.

Students, not parents, are to perform all the activities. Parents are only to make sure the work is done. VCA strongly recommends that every student be quizzed before each Checkup and Self

Test. If a student cannot do all the activities on the Checkup and Self Test without looking back in the PACE, he/she is not ready to progress in the PACE. Also, the student should memorize all vocabulary words, including their pronunciation, definition and part of speech. In order to complete a year's worth of work in 180 days, PACEs should be completed in three weeks.

Monthly Bible Passage

Each month there will be a selected Bible passage which must be memorized on time by the student in order to qualify for Honor Roll. All passages must be recited to a staff member. The passage will be approximately 10-20 verses in length (ex. Romans 13:1-10). Students under the age of thirteen may recite half of the passage at a time. All Bible memory work must be done using the King James Version of the Holy Bible.

Character Objective

Each week a character trait of Jesus Christ will be the topic for a short writing assignment. The student must write the Scripture verse that references the trait, define the trait in their own words, and tell a story about someone illustrating that character in his/her life in a positive way. Students are encouraged to use their imagination. Their story does not have to be real, but it must be wholesome. Children under thirteen may do the assignment on Wide Ruled paper. Students thirteen and older must use College Ruled paper. The assignment must be at least one page long without skipping lines.

Readmaster Program

All students are encouraged to use the Readmaster computerized program once a week. The program is designed to increase a reader's speed and comprehension. No high school credit will be earned for this program.

Typemaster Program

All students are encouraged to use the Typemaster computerized program once per week. The program teaches a student how to use a keyboard. A student may receive one high school credit for Keyboarding if he/she can complete the program and type at least twenty words per minute on a two-minute timed exercise. (The program deducts five words per minute off the score for every mistake.) The grading scale is as follows: 40 or more words per minute is an “A”, 30-39 words per minute is a “B”, and 20-29 words per minute is a “C”.

Literature Self Pacs

Students in the seventh and eighth level will be assigned a literature book and Study Guide to read and complete. The student will be given a test about the book. The test must be taken and passed within six weeks in order to qualify for Honor Roll. If the test is not passed a book report must be completed.

Academic Reports

VCA will do its utmost to keep parents informed about the progress of each student. Every student will receive a Star Chart, which will display color-coded stars to represent passed PACE Tests. Each quarter, every nine weeks, a Progress Report will be issued showing what PACEs the student has completed. A student should complete three PACEs in each subject every quarter in order to complete their yearly goal.

A Daily Report will be given to each student to record his/her daily PACE work and inform the parents of other completed work. Test scores, computer work, merit points and demerits, Bible memory, and Character Objective assignments will be recorded on this form. Parents are strongly encouraged to review this form EVERY DAY!

Every student in levels eight and above will receive an Academic Projection. This form will show which credits a student has earned, which credits should be completed this year, and which credits need to be completed in the future. Parents and students must understand that graduation

dates are not guaranteed. It is possible for a student to graduate early; however, it's also possible for them to have to go longer than normal.

Parents will also receive a report from the Stanford Achievement Test, OLSAT, and the PSAT.

Honor Roll

Honor Roll will be announced after each quarter. In order to qualify for Honor Roll, a student must complete at least three PACEs in each subject, recite their monthly Bible passage on time, and complete Literature Self Paces and Rosetta Stone tests on time.

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

The staff will honor students who do well academically, but do not meet the requirements for Honor Roll, with Honorable Mention. This is solely at the discretion of the Supervisors.

Students in the Day School that achieve Honor Roll will be treated to lunch off campus. We will leave at lunch time and return before the last period.

Graduation

VCA offers a variety of diplomas and Certificate of Attendance. Although VCA is not state accredited, our graduates may receive an accredited diploma through ACE's Dual Enrollment Program. Since VCA has achieved "Quality Status" with ACE Ministries, Inc., parents may choose to take advantage of the Dual Enrollment Program. A diploma will be issued from Lighthouse Christian Academy (LCA), ACE's Distance Learning program, that is accredited by CITA (Commission on International and Trans-Regional Accreditation) and SACS (Southern

Association of Colleges and Schools). Students must complete a course of study prescribed by LCA.

VCA graduates have had no problem attending the college of their choice. Colleges and universities across the nation have accepted graduates using the ACE program because of their individual ability and the high academic standards of the program.

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

Forty-five credits are required for Vocational, General and College-Preparatory diplomas. An Honors Diploma requires fifty-two credits. There are two types of credits that can be earned. Vocational credits are awarded for courses in PACEs 61-96. College-Preparatory credits are earned for courses in PACEs 97 and above, Rosetta Stone, ACEconnect computer courses, Health, Speech, Physical Fitness and Music. A student must attend at least 85% of the classes to earn a credit in Physical Fitness.

Vocational Diplomas are awarded to students that earn forty-two credits and complete the core curriculum (Math, English, Social Studies, Science, Word Building, and Literature) through PACE 96, Etymology, New Testament Survey, Health, and an ACEconnect course. General Diplomas are awarded to students that complete twenty-three of their forty-five credits in PACE 97 and above. College-Preparatory Diplomas are awarded to students that complete forty-five credits in PACE 97 and above including two credits in Rosetta Stone Spanish, one ACEconnect, Civics, Economics, Music, and Speech. Honors Diplomas are awarded to students that complete fifty-two credits including the requirements for the College-Preparatory Diploma.

School Supplies

PACEs

VCA will supply all the PACEs necessary for every student. There will be a \$5 charge for repeat PACEs. Furthermore, a student may have to wait a few days to receive it. All used PACEs must be returned, and they will be shipped to missionaries in the Philippines.

Literature Books, Reference Books & Videos

VCA will supply all the required Literature books. The parents must replace a lost or damaged book. Literature books must not be marked in. Literature books may be taken home; however, reference books and videos must remain at school.

Computer Disks for Readmaster

VCA will supply each student with one Readmaster Student Disk per year. Each disk holds thirty-six lessons. Parents must purchase additional disks. Student disks must remain at school.

Folder

VCA recommends that each student purchase a folder to keep all their PACEs and supplies together. The student should use this folder to organize his/her work more efficiently. Every student must take home every PACE every night.

Miscellaneous Items

The only items students need to bring to school are pencils, erasers, and scrap paper. VCA will supply any other item needed to perform PACE activities. We ask that students do not bring any other item to school. Items such as glue, crayons and scissors end up being a distraction. (It's amazing what kids can turn into a toy!)

Do not bring toys to play with on break time. CD & MP3 players, and video games are forbidden. Cell phones are not to be used during work time. Texting will only be allowed at break time.

Students will not be permitted to post anything in their office other than their Star Chart, Daily Report, Monthly Bible Passage, and Academic Projection. We want them to focus only on their work while they are in their office.

Graduation and Awards Ceremony

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

Conclusion

This Handbook is the rule book by which parents and students are to abide. VCA is dedicated to honoring the Lord Jesus Christ by helping parents “bring up a child in the way he should go.” We are dedicated to seeing every person come to know Jesus Christ as Savior and Lord of their life.

Appendix

Grade and GPA Scales

<u>Test Scores</u>	<u>Letter Grade</u>	<u>GPA</u>
100%	A+	3.0
99	A+	2.9
98	A+	2.8
97	A	2.7
96	A	2.6
95	A-	2.5
94	A-	2.4
93	B+	2.3
92	B+	2.2
91	B	2.1
90	B	2.0
89	B	1.9
88	B-	1.8
87	B-	1.7
86	C+	1.6
85	C+	1.5
84	C	1.4
83	C	1.3
82	C	1.2
81	C-	1.1
80	C-	1.0

Course Titles for High School Credit

<u>Course Title</u>	<u>PACE #</u>	<u>Credit</u>	<u>Type</u>
<u>Math</u>			
General Math I, II, III	61-96	6 (2/course)	Vocational
Algebra I	97-108	2	College-Preparatory
Geometry	109-120	2	C
Algebra II	121-132	2	C
Trigonometry	133-138	1	C
<u>English</u>			
Basic Grammar I, II, III	61-96	6 (2/course)	V
English 9	97-108	2	C
English 10	109-120	2	C
American Literature	121-132	2	C
English Literature	133-144	2	C
Composition I	1-10	2	C
Composition II	1-10	2	C
<u>Social Studies</u>			
Western World Civilization	61-72	2	V
Careers	73-78	1	V
Indiana History	79-84	1	V
Introduction to US History	85-96	2	V
World Geography	97-108	2	C
World History	109-120	2	C
US History	121-132	2	C
Civics	133-138	1	C
Economics	139-144	1	C

Science

General Science	61-72	2	V
Life Science	73-84	2	V
Earth Science	85-96	2	V
Biology	97-108	2	C
Physical Science	109-120	2	C
Chemistry	121-132	2	C
Physics	133-144	2	C

Word Studies

Vocabulary Skills I, II, III	61-96	6 (2/course)	V
Etymology	97-108	2	C

Bible Courses

New Testament Survey	97-108	2	C
Old Testament Survey	109-120	2	C
NT Church History	121-132	2	C
Life of Christ	133-144	2	C
Christian Growth	133-138	1	C
Missions	1-6	1	C

Business

Keyboarding (Typemaster)	1-6	1	C
General Business	97-108	2	C
Business Math	109-120	2	C
Accounting	121-132	2	C
Microsoft Applications	ACEconnect	1/course	C

Fine Arts

Music	1-6	1	C
Speech	1-6	1	C

Health & Fitness

Health	1-6	1	C
Physical Fitness		1	C

Foreign Language

Spanish I & II	Rosetta Stone	2/course	C
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Daily Schedule

8:00-8:05	Opening Prayer & Pledges
8:05-9:00	1 st Period
9:00-9:10	Break Time
9:10-10:05	2 nd Period
10:05-10:15	Break Time
10:15-10:25	Devotions
10:25-11:20	3 rd Period
11:20-11:55	Lunch
11:55-12:50	4 th Period
12:50-1:00	Break Time
1:00-1:55	5 th Period
1:55-2:05	Break Time
2:05-3:00	6 th Period

PACE Procedures Recap

- Familiarize yourself with the goals and vocabulary words for the entire PACE
- Read the first page and all the vocabulary words to a Supervisor before beginning work in the PACE
- Students should read all information and instructions before doing any activity
- Score properly (never “write in” the answers, or simply change the answer)

- Reread information about answers missed, and ask questions
- Rescore by checking the corrected answers (if any answer is still wrong, make sure the student gets help)
- **Checkup & Self Test**
- Read all questions before working the activities (the student should immediately know the answer)
- Reread the text about any question not immediately known and completely understood
- Once the activities are begun, **do not look back in the PACE**
- If any activity is incorrect, the student should not proceed until all the concepts are mastered

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

Suggestions

- Work in every PACE every day (bring every PACE when you come to school)
- Memorize all rules and vocabulary pronunciations and definitions
- Score properly, and correct answers properly
- Ask questions often and repeatedly
- Quality is more important than quantity; however, you must accomplish the quantity in order to graduate on time

DO NOT MEMORIZE ANSWERS, LEARN THE MATERIAL!!!!!!

We pray for God's blessings upon your endeavor.