



Parent-Student Handbook 2025 - 2026

“Preparing Youth for Here and Eternity”

Victory Christian Academy

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Principal: Marilee Verrill

School Colors: Maroon & Gold

School Mascot: Armored Knight

School Team: Valiants



Dear Parents and Students,

It is my pleasure to welcome you to Victory Christian Academy. My prayer is that your VCA experience will be recalled with fond memories in the years to come. VCA is unique in many ways! While the school is distinctly Christian and it is obvious that formal academics are stressed, our aim is to go beyond the classroom in helping our students seek a broader understanding of education. Their understanding of the spiritual dimension is considered paramount in the Christian education process, especially as it applies to the student's eternal well-being.

I hope that the VCA experience will also help prepare students to be successful in marriage, parenting, community service, and work in the church. Our aim is to provide a well-rounded education driven by a multi-faceted "campus curriculum" that is designed to help students grow just as Jesus did in Luke 2:52: "...in wisdom, stature and in favor with God and man."

Scott Verrill

Pastor ~ Victory Christian Church

Administrator ~ Victory Christian Academy

History of Victory Christian Academy

Plans for the establishment of Victory Christian Academy (VCA) began in early 2019 with a strong desire to fulfill the great commission to "Go & Make Disciples". By March of that year the Victory School of the Bible (VSB) had begun and soon had over 30 adults enrolled in the self-paced Bible Study Courses. This effort was followed by the SunnySide Daycare in 2020 where infants and toddlers learn and grow in a Christian atmosphere. Trainings were attended in Tennessee and New York to prepare for VCA to use the Accelerated Christian Education (A.C.E.) curriculum and program.

VCA was formally chartered in September of 2019 with visionary support from the Victory Christian Church elders. Although operated by Victory Christian Church, the VCC Christian Education Steering Committee, a panel of educators and other interested parties, oversees the school. The church has donated the use of their facilities to the school in good faith, and the school contributes back through fundraising and volunteer service. The church and the school continue to work together sharing facilities and common goals that include glorifying God through service to mankind.

Victory Christian Academy receives no financial assistance from any interest group or governmental body. Income is realized from student tuition and fees, plus special fundraisers. The school is committed to continuous improvement in the three areas of its emphasis: spiritual, academic, and student activities. God has blessed the school with an experienced and credentialed faculty and administration and many fine families. These blessings have given the school a united spirit and dedication that binds us together, promoting the good of Victory Christian Academy and all of its students, parents, faculty, staff, and friends.

MISSION STATEMENT

Victory Christian Academy exists in order to provide each student with the opportunity to acknowledge and respond through faith to the Word of God while participating in an educational program which stresses academic, social, emotional, and physical development.

PORTRAIT OF A GRADUATE

- **Fully engage in learning.** VCA students choose to be passionate pursuers of truth and knowledge. They set appropriate goals, complete work on time, participate in activities, ask for help when needed, and respect the space and time of other students by working quietly in the learning centers.
- **Seek their potential.** VCA students identify and develop their unique God-given talents and abilities. They strive to improve and grow in these gifts, doing their best and seeking excellence in all they do.
- **Model service.** VCA students learn to go the “second mile” as their second nature. Whether volunteering or helping another student, service is an important part of their lives. Ideally, students will seek ways to use their gifts and talents in service to God and others.
- **Persevere and overcome life’s challenges.** When faced with frustrating situations and obstacles, VCA students seek guidance and direction from mentors, parents, adults, and peers. Instead of giving up, they confront these challenges with God’s strength and overcome them, making no excuses.
- **Live in Christ, live like Christ, live with Christ.** Through our spiritual activities, VCA students grow closer to God through His Son. They strive to apply the teaching and example of Christ to their own behavior, thoughts, and interactions. Their relationship with God is paramount to their existence, and they all have the opportunity to acknowledge and understand who God is and what is required to dwell in Him.

STATEMENT OF PHILOSOPHY

Victory Christian Academy seeks to provide:

Spiritual

1. A distinctively Christian learning environment.
2. The example of Christ and His principles as the ultimate source and authority in every involvement and activity.
3. The development of the desire for Christian leadership roles at school, at home, in the community, and in the church.
4. The development of an awareness of Biblical teachings and principles as they apply to our daily lives.
5. The acquisition of skills and understandings utilized in the development of Christian character and intelligent citizenship.

Academic

1. A quality scholastic program.
2. The stimulation of intellectual curiosity.
3. Preparation for the development of leadership roles during and following the formal educational years.
4. The opportunity for the development of clear, logical, and effective communication in the areas of reading, writing, speaking, and listening.
5. The development of a respect for the culture, traditions, and ideals of others in the world around us.

Social

1. The development of socially responsible citizens.
2. Meaningful lines of communication among students, parents, faculty members, and administrators.
3. The development of constructive peer relationships.
4. The development of a respect for positive guidance and authority.
5. The encouragement of courtesy and politeness on the part of all individuals.
6. The development of respect for the property belonging to others and to oneself.

Emotional

1. The development of an understanding and appreciation of oneself.
2. The development of the ability to discern one's own faults and the decisiveness to make the appropriate changes when necessary.
3. The development of an appreciation for other individuals and their strengths and weaknesses.

Physical

1. The development of an interest in and a desire for a healthy and sound physical condition on the part of each individual.
2. The development of a desire for a wholesome appearance depicting neatness, cleanliness, and appropriateness of dress and manners.

PARTNERSHIP BETWEEN SCHOOL AND HOME

Victory Christian Academy and a student's parents are Partners in the education of their students at VCA. This Partnership is based on a common understanding and acceptance of the Mission Statement, Statement of Philosophy, and the school policies set forth in this Parent/Student Handbook ("Handbook"). This Handbook may be amended from time to time in the sole discretion of VCA and becomes effective upon publication. VCA reserves the right, in its sole discretion, to enforce the Handbook policies and the "spirit thereof" regarding student accountability, and if parent(s)/guardian(s) fail to support VCA administrator's enforcement of Handbook policies as applicable to their student, VCA may, in its sole discretion, determine that there is no effective partnership between the school and the home and accordingly the student may not be permitted to continue in the school.

FINANCIAL POLICIES

Introduction

Victory Christian Academy operations are supported almost entirely by student tuition and fees. Being private, there are no agencies or groups that underwrite any shortfall of operating funds. Since VCA is private, all activities and services are paid for by the families of the students who use them. The general financial policies of VCA are outlined here. Enrollment signifies intent to continue in school. Parents are committing to a FULL YEAR TUITION & FEES. In order to hire and pay staff we must be able to count on this income.

FUNDRAISING

Annual Fund Drive

Without additional funds from donors, VCA would not be able to keep tuition costs down. These donations are from individuals, corporations, employees, Victory Christian Church Partners, and Christian Education Committee Members. **VCA Giving Levels:**

- VCA Visionary - \$1000 or more
- VCA Champion - \$500 or more
- VCA Partner - \$300 or more
- VCA Steward - \$200 or more
- VCA Friend - \$100 or more

School Student Fundraisers

Student fundraisers are designed to help the student learn the value of "earning their own way" by allowing them to sell products, provide services, or solicit donations. The profit portion of these fundraisers is divided based on each student's participation, or, in the case of product sales, individual profits are credited to their tuition accounts.

General Financial Policies

1. Registration & Curriculum Fees (\$300 due by July 30), and any Testing Fees, are not refundable.
2. If a student fails to begin school after signing an Enrollment Contract, all fees and advance tuition paid will be forfeited as a nonrefundable deposit, but no further payment will be due under this agreement.
3. Weekly tuition payments are due Wednesday for the following week and can be made with cash, check, FaceBook Pay, Venmo, Cashapp, or PayPal during school hours on Wednesday or earlier in the week.
4. Weekly tuition fees for 2025/2026 school year are as follows based on 40 weeks of payments :
 - K-12 - \$50/weekTuition
 - Options: Annual Pay Discount - subtract 10% if tuition is paid annually by July 30 @ \$1,800
 - Monthly @ \$215/mo Sep 1-May 1 = \$1,935
 - Weekly @ \$50/wk/40 wks = \$2,000.
 - First \$50 Weekly Tuition payment due Aug 13 & each Wed until May 13

ACADEMICS

Introduction

All students completing the Victory Christian Academy curriculum will have the skills of effective oral and written communication in English, and the basic skills of Social Studies, Science, and Mathematics. Additionally, students acquire a proficiency in social skills through required participation in the Activities Program. It is imperative that students be in regular attendance and not tardy to school. Interruptions, due to other school activities, are avoided as much as possible. Students involved in activities that require them to be absent must accept the responsibility for meeting their goals regardless.

Academic grades are designed to accurately and exclusively represent the students' academic progress. Conduct, attitude, promptness to class and other qualities are deemed important, and are separately measured and reported.

Academic Honesty

Philosophy

This policy on academic honesty is much more than a simple set of rules or guidelines that bind us to a certain standard of behavior; it is a statement of what is valued at Victory Christian Academy. It is more about who we are than what we do, or do not do.

Academic Integrity

- 1. *Cheating*:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- 2. *Plagiarism*:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source(s). Plagiarism may be determined by web based programs.
- 3. *Fabrication*:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- 4. *Obtaining an Unfair Advantage*:** stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- 5. *Aiding and Abetting Academic Dishonesty*:** providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
- 6. *Falsification of Records and Official Documents*:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, progress reports, letter of permission, petition, ID card, or any other school document.
- 7. *Unauthorized Access to Computerized Academic or Administrative Records or Systems*:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Primary/Secondary Daily Schedule

7:30	Staff Arrival/Preparation	
7:45	Student Arrival/Preparation	
8:00	Opening Exercises	15 Minutes
8:15	Goal Check	10 Minutes
8:25	PACE Work/Testing	40 Minutes
9:05	PACE Work/Testing	40 Minutes
9:45	Recess	15 Minutes
10:00	PACE Work	45 Minutes
10:45	PACE Work	45 Minutes
11:15/11:30/11:45	Lunch	30 Minutes
12:00	PACE Work	45 Minutes
12:45	PACE Work	45 Minutes
1:30	Recess	15 Minutes
1:45	Group Activity	60 Minutes
2:45	Goal Setting	5 Minutes
2:50	Closing Exercises	10 Minutes
3:00	Dismissal	

Special Days/Events

Mon - Congrats 8am Music 12 - Art 1:30pm
 Tues - Culinary Arts 12:30pm
 Wed - Chapel 11am
 Thur - Home Economics 12:30pm
 Field Trip - 2nd Thursday/Month
 Merit Store - Last Day/month @ 1:45pm

Learning Center Rules

PACE Periods - Whisper Quiet, No Noise.
 Score Table - Red Pens Only, File Keys.
 Goals - Set AM, Unmet = Homework
 Office - Flag, 93.9 FM, Fill H2O/PACE
 PACES - Errors Returned, Next Day Test.
 PRIVILEGE

A - Goals Unmet/2 days: Flag/Permission/All
 C - Goals Met: Permission Score & Restroom
 Must be in Learning Center at all times
 E - Goals Met/5 days: Freedom To Work

Merits

1 - Clean Desk @ Noon BABA Cleanest
 10 - Completed/Tested/Passing PACE
 -5 - PACE not properly Scored +5 - 100%
 10 - Weekly Scripture & Ref. 1 - Daily
 Most Merits = 100% Tests, Clean Desk, Scripture

Demerits

1 - Talk/Noise during Pace Period or @ Scoring
 1 - PACES/Score Keys/Pencils Left out
 2 - Distracting Others/Disrespectful to Staff
 3 - Running/Yelling/Misuse of Furniture
 5 - Incomplete Goals (Each Day Goal Missed)
 Detention - served @ recess, lunch, or group
 30 minutes - Aggressive Contact/Foul Lang
 Merit Bankruptcy = Lie/Cheat/Steal/10 D Out

Thursday Merit Jobs

3 vacuum sanctuary
 3 sweep & clean bathrooms, empty trash
 3 sweep deck, ramp, stairs, pavement
 3 straighten all chair rows in church
 3 sweep dining room/set tables and chairs
 3 sweep foyer/vacuum stairs

Minimum Goals

Must include each subject each day:
 Math, English, & Bible Reading 4/pgs each,
 Word Building, Literature, Science, & Social Studies
 3/pgs each.24 Page Minimum.

PACE Yourself!

Total number of pages in all your PACES:

Subjects x PACES x Pages = _____

Divide by the number of School Days:

Pages Left ÷ Days Left = _____

24 is your daily Minimum Page Goal

30 Pages per Day with a negative bank balance!

RESPONSIBILITIES							
Privilege Level	1	2	3	4	5	6	7
	PACE's	Balance	Detention	Bible	Report	Activities	Service
A	2	Y	< 45	Y			
C	2	Y	< 30	Y	Oral		
E	2	Y	0	Y	Book Oral	Y	Y
PRIVILEGES							
Privilege Level	1	2	3	4	5	6	7
	Break	Music	Activities	Up	Projects	Out	Off
A	15 min	After Goal					
C	20 min	After Goal	Y	Y	Y		
E	25 min	All Day	Y	Y	Y	Y	Y

VCA Dress and Appearance Code

The VCA Dress and Appearance Code is designed to create a positive, on-campus atmosphere that suggests a readiness for and promotes behavior appropriate to learning. Clothing that is excessively faded, torn or otherwise worn out is not consistent with this philosophy and therefore should not be worn to school. The purpose of the VCA Dress and Appearance Code is to teach and model lasting principles of appropriate dress and behavior, not simply to address fashions and fads. These guidelines offer methods for dressing modestly and appropriately under all circumstances, taking into consideration the variety in classroom settings and diversity of individual students.

General VCA Dress Code Guidelines for Students in All Grades

Bottoms

1. The standard daily uniform is appropriately sized shorts or pants that are not skin-tight or excessively loose.
2. Solid color leggings should be worn under knee-length skirts or skorts when girls choose to wear them.
3. Solid color shorts should be knee-length, at, slightly below, or slightly above the knee.
4. Pants or jeans with tears, rips, frayed edges, embellishments/excessive bling do not meet VCA Dress Code.
5. Gym shorts and jogging pants are for Physical Education only and do not otherwise meet VCA Dress Code.

Tops

1. The standard daily uniform is an appropriate sized school T-shirt that is not skin-tight or excessively loose.
2. On Thursdays "E" Privilege students may wear an alternate top that is appropriate. Please be prepared to change into the uniform shirt if the item does not meet with approval.
3. Tops that are faded, stained, discolored, torn or significantly worn-out do not meet the VCA Dress Code.

Outerwear

1. Only VCA approved jackets, sweaters, or sweatshirts may be worn over a properly maintained uniform during school hours. Students may be asked to remove outerwear during daily Dress Code checks.
2. VCA approved jackets, sweaters, or sweatshirts that properly display VCA logos meet the VCA Dress Code.
3. Jackets, sweaters or sweatshirts tied around the waist do not meet VCA Dress Code.
4. Outerwear (jackets, sweaters, etc.) that do not meet VCA Dress Code may be worn to/from school and stored in the student's locker or hall closet.
5. Head coverings (Includes Hoods), except for those exempted for religious reasons, are not worn inside..

Footwear

1. Footwear is required at all times. Bare feet do not meet VCA Dress Code.
2. Socks are worn whenever it is appropriate to do so.
3. Slippers, flip-flops, and high heeled shoes present a safety hazard and do not meet VCA Dress Code.
4. Exceptions for footwear standards are extended for special occasions, such as award ceremonies, lock-ins, or practices/post-game activities.

Accessories and Other Personal Appearance Matters

The following rules apply to all students while on campus, during, and after school, and at off campus events, including athletic contests. They apply whenever a student is acting as a representative of the school.

1. Appropriate undergarments must be worn and out of sight at all times, and clothes should not be so tight that undergarment lines are visible.
2. No body piercings are allowed except for one or two earrings per ear for girls. Earrings can extend up to two inches in length. Students will be required to remove any item that is not approved
3. No visible tattoos are permitted. Any tattoos should be concealed with tops, bottoms and/or outerwear.
4. Hair coloring, hair styling, nail polish, cosmetics, earrings and other personal appearance choices must reflect a conservative and traditional style. VCA retains the right, in its sole discretion, to prohibit at any time any personal appearance choices that it deems distracting or an impediment to the educational process.

Field Trip Cost

Field trips are an integral part of the educational process. Money for field trips must be paid in advance, according to the sponsor's schedule. Students who pay for a field trip and then do not go on the field trip will receive a refund, where possible.

Computer Resources

As a means to further technological education at VCA, computer curriculum is integrated into some areas of study. VCA will make tablets, laptops, or computers available as required. Electronic equipment will be used with respect and for the single purpose designated at the time. No surfing, personal use, or tampering will be allowed and all activity is monitored.

Parent-Supervisor Conferences

The administration encourages parent-Supervisor conferences to facilitate the learning process. Cooperation between the school and the home is important to the success of the student. To schedule a parent-Supervisor conference, parents are asked to call the office. VCA has established Fall, Winter, and Spring conference days, early release days when parent conferences are scheduled from 1:00 - 5:00 p.m.

Tardy to School

School begins each day at 8:00AM and ends at 3:00PM. If a student arrives at school after this time they will be marked tardy. There are times when unforeseen circumstances and conditions are unavoidable, and cause a student to be tardy. All late arrivals will be marked as "Tardy". The enforcement of tardy rules is intended to teach the importance of punctuality, consideration of others, and taking responsibility for one's actions.

Playground Rules

1. No twisting or jumping out of the swings, and your seat must remain in the seat of the swing at all times.
2. One person on each swing at a time, except for those designed for 2. Pushing of students on the swings is only allowed if asked for and within reason.. Stay away from the swing area if you are not swinging.
3. The only direction to go when on a slide is down, feet first, and seated on your bottom. Only one person is to go down the slide at a time. Exit the slide at the bottom.
4. There is to be no running or playing chase on or around the bottom of the main play structure or the swings.
5. Jumping off the main play structure or swings is not allowed.
6. There is to be no standing or sitting on the top of the main play structure.
7. No throwing balls up against the building.
8. No climbing on, over, under, or around the fence.
9. No food, drinks, or chewing gum allowed in the playground except water and on special occasions.

Lunch Rules

Students are asked to enter the lunchroom in an orderly manner. Students are responsible for leaving the tables, chairs, and floors clean of food and trash and all furniture returned to the correct setup. When you send a lunch with your child, please do not send carbonated drinks or microwave popcorn. Students are to eat their own lunches and only share items with permission of the lunch Supervisor.

Appearance/Environment

Students are expected to help keep the school clean of litter. This is especially true as it applies to the foyer, playground, & learning center. Students are to pick up any litter they see & deposit it in the nearest trash can.

Book Replacement

Students are accountable for lost or damaged books that have been borrowed from the library. Replacement costs are based on current prices. A new book will not be issued until the lost one is paid for in full.

Devices from Home

Students may not use electronic devices during school hours unless it is a privilege that has been earned. All electronic devices including phones are to be turned in at the start of school and will be returned at the end of the day.

High School “Promotion”

In high school, a student’s total credits determine the student’s classification—i.e., what “grade level or year” the student is in.

Credits Earned Classification (year)

0 - 6 Grade 9 (freshman)	13 - 19 Grade 11 (junior)
6 - 13 Grade 10 (sophomore)	19 or more Grade 12 (senior)

High School Course Minimum Requirements

The following courses are required by Victory Christian Academy for graduating students and will fulfill the requirements of the diploma.

Math: 4 credits	Social studies: 4 credits	Technology: .5 credit
English: 4 credits	(including U.S. History,	College and Career Readiness:
Science: 4 credits (including 1	Government, and Economics)	.5 credit
Lab Science)	Fine Arts: 1 credit	Additional electives: 5 credits
Health: 1 credit	Physical education: 1 credit	(including Bible 4 credits)

Total 25.0

Graduation Requirements

Students must successfully earn a minimum of 25 credits to graduate. Be sure to check your school handbook and the School Message Board for updates.

Additionally, students attending Victory Christian Academy will be required to participate in state testing to align with Maine standards.

Mutual Respect & Accountability

It is the goal of VCA to help students form mutual respect for each other by encouraging appropriate words, actions, and attitudes. The students will often police themselves and quickly report inappropriate behaviour to staff. When two students have totally different stories it can be hard to tell who is telling the truth. Staff will do their best to address any situation that occurs with appropriate measures. If additional information comes to light we may retract or increase the consequence accordingly. It is always our goal to engage each student in the solution, to treat each with fairness and compassion, and to seek resolution not just condemnation.

Parental support in this and all areas of concern is of the greatest importance. We try to carry out any consequences within the confines of school so that students are not punished twice. However, if a problem persists, or is of a serious nature, we will communicate such to parents to help reinforce the correction at home. It is our goal to help our students complete their work at school so they can go home and be children.

Goals & Homework

Homework is a last resort and a sign that students are not using their time wisely. Students set goals the previous day or first thing each morning. Those goals are reviewed to ensure they meet the criteria and are attainable. The students bear the responsibility for staying focused on their work and completing it in the 6 PACE periods provided. Privileges and activities are all contingent on first completing their coursework.

Offices

Student work spaces are called “Offices”. We have a variety of spaces with different setups. We generally assign offices based on practical application considering how students interact with each other and sometimes can offer students their preference but we can not always accommodate every wish. Students are expected to maintain a neat and orderly office and not damage or mark their furniture and surroundings. All school and church property is to be used appropriately and with respect.