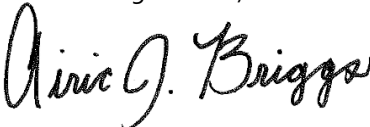


Dear Parents and Students,

In this, the 34th year of VFBA, I thank the Lord for how He has used our school in the lives of many families and students. We have many graduates faithfully serving God here in the Philadelphia area, across the United States, and around the world. It is our continued desire to train servants for Jesus Christ while providing quality academic training to our students. We pray the Lord of the harvest will send forth laborers from Valley Forge Baptist Academy.

In order for our academy to be successful in accomplishing its mission and functioning efficiently, it is necessary to have certain policies and standards in place. This handbook has been prepared for that purpose. If there is anything you do not understand, please call for a further explanation. It is vital that parents and school authorities are working in unison so as not to undermine each other's authority. Please be assured that we do not want to frustrate our students but want to encourage them to godly living in a world that is void of spiritual understanding. We are looking forward to a great school year.

Resting in Christ,

A handwritten signature in black ink that reads "Airic J. Briggs". The signature is written in a cursive, flowing style.

Airic Briggs

Head of School

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Mission Statement

Valley Forge Baptist Academy exists to provide an academically excellent environment that produces students with a Biblical worldview and encourages them to confidently engage the culture to make an impact for Christ.

Philosophy of Christian Education

Church-School Relationship

The Valley Forge Baptist Academy is vital and necessary ministry of Valley Forge Baptist.

Since our church and academy are one and the same, we espouse the same doctrinal positions for both. These positions are defined in our church's declaration of faith, stated on the church and school website, and are enunciated regularly from our pulpit.

A God-Centered View

God authored all truth, and we are bound to teach from His point of view according to His purpose. Thus, in every subject and activity, the student is brought into contact with God to help instill and reaffirm God-consciousness at all times.

A Program of Bible Study

The Bible is God's written Word to mankind. It is through the Bible that we know God, receive direction for the way to heaven, know how to be right with God, and receive instruction for everyday living. Because this knowledge of truth forms a foundation for the rest of our lives, the Bible is highly emphasized at VFBA, enhancing and undergirding the study of every other subject. Every student will be taught the Bible daily. In every grade level, students will be expected to read (or be read) the Bible and regularly memorize Bible passages.

A Christian Staff

Every staff member at the Valley Forge Baptist Academy has publicly professed his/her faith and trust in Jesus Christ as his/her personal Lord and Savior and are active members of Valley Forge Baptist Temple. Every teacher is held to a high standard of moral integrity and expected to exude Godly qualities at all times as spiritual examples for our students.

Home/School Relationship

Valley Forge Baptist Academy is committed to maintaining those standards of conduct and appearance, which are distinctively Christian. The school is also committed to sustaining a disciplined environment that is conducive to a quality education and a place where the student can grow spiritually. Listed below are critical points of emphasis that will help us work together more effectively:

1. Valley Forge Baptist Academy desires to maintain a free and open line of communication with parents. If questions or concerns arise, please contact the school. You will receive a prompt response from the faculty or administration. Direct communication with staff greatly reduces the impact of rumors or assumptions.
2. VFBA welcomes and desires parental involvement. Parents are welcome to visit the classroom at any time. In addition, there will be numerous opportunities through the academic year for parents to be involved in the classroom, on field trips, and with extra-curricular events. We ask that parents who are chaperoning adhere to the dress code of loose-fitting pants, knee-length skirts, and a neat appearance. Teachers will indicate the appropriate dress for the field trip if needed. Background checks must be completed prior to a parent participating on field trips, volunteering or visiting the classroom, by October 1st of the current school year.
3. Parenthood is a God-given responsibility that VFBA supports by upholding the authority, guidance, love, and discipline of parents. Parents are likewise requested to support the authority of the teachers, coaches, and school administration. Questioning a decision or policy of the school in the child's presence undermines the authority and influence of the school and can be detrimental to the child. If questions or concerns arise, please contact the appropriate staff member.

4. VFBA desires to partner with parents and guardians to train Christian young men and women to be salt and light in their communities. We believe and teach that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. We expect and require 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, VFBA 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 acts 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 an 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, being unwilling or unable to support the moral principles of the school as stated throughout this handbook.
5. Parents should contact the teacher if they have any questions or concerns about their child's academic progress. The following recommendations will assist in tracking your child's advancement:
 - a. Monitor the academic progress of your child with our online grading system, Facts SIS. Keep ahead of the tests, quizzes, and projects your child has in the near future.
 - b. Require your child to bring home textbooks that cover subjects where progress may be weak, to enable a few minutes of study each evening.
 - c. Drill your child regularly on math facts, spelling, vocabulary words, and science or history study sheets. Do not allow the student to rush through these items routinely; they are foundational and therefore important.
 - d. Help your child learn how to pick out main ideas in a paragraph and jot them down for later reference.
 - e. Check over your child's homework for errors or sloppiness. Homework is designed to re-emphasize principles learned in

class. If it is done carelessly, the student will not benefit from doing the work.

- f. Be alert to subtle changes in your child's attitude, such as discouragement, anxiety, rebellion, and laziness.
6. We realize this level of involvement will require additional time and attention on the part of the parent. However, your child's education is vitally important. If the home and school consistently cooperate to reinforce the principles of each other, your child's learning
7. will greatly improve.

Affiliations

Valley Forge Baptist Academy is a ministry of Valley Forge Baptist Temple. The Academy is a member of the Maryland Association of Christian Schools (MACS), the American Association of Christian Schools (AACCS), and Middle State Association (MSA).

Admissions

Valley Forge Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Valley Forge Baptist Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. K5 (Kindergarten) students must be five years old by August 31.

The goal of our junior/senior high school is to disciple young believers to live for Jesus Christ. Therefore, a secondary student applying to the academy must profess Christ alone as his/her Lord and Savior as a prerequisite for admission.

Admission Procedure

Parents may register students online through FACTS. Registration is not complete until the following steps have been taken:

1. Obtain an information packet and take a tour of the school.

2. Complete and submit an application with the non-refundable application fee.
3. Schedule a testing session to determine grade placement.
4. Schedule an interview with the administrator.
5. All applicants and their parents review and discuss the student handbook with the administrator.
6. Once the decision to enroll is made, the student will be moved to the online enrollment process at which time a non-refundable enrollment fee will apply.

Attendance

Regular attendance is a necessity for a student to make appropriate academic progress. Please do not ask to have your child excused for reasons other than sickness, emergencies, or family activities as described below.

- Sickness – a doctor’s note is required if a child misses more than 5 consecutive days of school due to illness.
- Death in the immediate family.
- Doctor/dentist appointment.
- Pre-approved family activities—unique opportunities involving out of town travel or incoming relatives.
- Other criterion as evaluated and approved on a case-by-case basis that falls within the same general lines of the above-triggered activities.
- Two (2) half-days.
- College visits for juniors and seniors (2 days).

Tardiness

A student will be considered tardy for school if he/she enters the classroom after 8:00 am. Any student who is late due to a delayed bus is not considered tardy. However, students who are non-bus riders (e.g., parent driving or student driving to school), arriving after 8:00 am, need to be signed in at the

Academy office by the driver, and complete the online "Absent/Tardy" form documenting the reason for lateness. High School students who do not sign in will receive a verbal warning. Subsequent late arrivals without signing in, will result in demerits issued. Five (5) or more unexcused tardiness in a marking period will result in a \$25 fine per child for each time the student is late in that marking period. Five (5) or more unexcused tardiness during the school year prevent the student from receiving the perfect attendance award at the end of the year. Late arrivals after 10:30 am, will be considered a half-day absence. A child may not receive a perfect attendance award, if seven (7) half-days have been missed, whether excused or unexcused.

Excessive Absences

If a student is absent more than eighteen days (including illness, pre-planned days, etc.) during the school year, VFBA reserves the right to retain the student at the same grade level. In the Middle or High School, this may result in a loss of credit for any course in which a student has accumulated excessive absence. All absences beyond eighteen days require a doctor's note for each subsequent day after and will be considered unexcused.

Leaving School

If a child needs to leave school early for a doctor's appointment, Academy game (as a sibling of an athlete) or funeral, the parent should send in an "Early Dismissal" form and sign the child out in the Academy office. A student who leaves before 12:30 p.m. will be marked a half-day absent. Parents are required to go to the office, not to the classroom to sign out & pick up the student.

Academics

Classroom Conduct

Students should be in their seats and completely prepared for class when the bell begins to ring at 8:00am. Each student should sit attentively, functioning as a positive member of the class, and cooperating with the teacher. Students should not negatively influence the general atmosphere and well-being of the class by wrong actions or attitudes.

Classwork and Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing work. Therefore, each student is expected to complete his homework assignments each day successfully. We request the full cooperation and support from parents to see that homework is completed. Homework may be given for the following purposes: drill, practice, remedial reasons, and individual projects relating to school studies. Continued failure to complete homework assignments will result in disciplinary action and may ultimately result in dismissal.

A teacher may choose to grade homework. The homework grade will be part of the final grade for each subject. Incomplete homework assignments should be handed in the next day unless other arrangements have been made with the teacher. Incomplete assignments (homework, project, test, or quiz) or assignments (homework, project, test, or quiz) not turned in will have 20% reduction taken per day the class is in session. After two days the parents will be notified.

Grading

Grades will be calculated from the following sources:

- Tests
- Homework and classwork assignments
- Daily quizzes and drills
- Projects and presentations
- Semester exams
- Participation (a minimal participation grade may be given in certain classes at the discretion of the teacher)

1st- 12th grading key is as follows:

A+ = 97-100 B+ = 87-89 C+ = 77-79 D+ = 67-69

A = 93-96 B = 83-86 C = 73-76 D = 63-66

A- = 90-92 B- = 80-82 C- = 70-72 D- = 60-62 F = 59 & below

K5-5th grade may also receive the following grades in select courses:

O = Above Average S, S+ = Average S- = Below Average

U = Unsatisfactory N = Needs Improvement

FL=Fail P=Pass IN=Incomplete

Make-Up Work

Some absences are unavoidable; however, if possible, students are encouraged to attend school. Absences are disruptive for both teachers and students and produce hardships. It is the student's responsibility to check with the teacher regarding missed assignments. A student is given the number of days absent plus one to complete make-up work. For example, if a student is absent 2 days, the missed assignments are due at the beginning of the class hour on the fourth day following his/her return. Assignments given before a student was absent are due at the beginning of the class hour the day the student returns to school.

Tests should be taken on the day originally announced or on the first day a student returns to school if all the material on the test was presented or announced before his/her absence. A student may need to stay after school to make up tests. If a student comes to school part-way through the day and misses a test due to being absent during the earlier part of the school day, the student is expected to make arrangements with the teacher to make-up the test.

Projects that are assigned at least 2 weeks in advance are due at the beginning of the class hour on the date designated. Students absent on the due date should communicate with the teacher immediately and should submit the project digitally or submit proof that the project is completed.

Long periods of absenteeism will be handled on an individual basis.

Unexcused Absences

If an unexcused absence occurs, students are expected to complete all missed assignments promptly according to the timeline indicated above. Homework, quizzes, and tests will receive an initial 5% deduction of the assignment's entire point value. Assignments that are not completed in accordance with the timeline indicated above will receive an additional 5% deduction of the assignment's entire point value per day.

Reporting Periods

Grades may be checked on Facts SIS at any time by either a parent or a student. A progress report will be issued via Facts SIS mid-quarter for each student. Electronic Report cards will be distributed at the end of each quarter. Grade appeals must be made within 2 weeks of the day report cards are distributed. After the 2-week period, appeals will not be considered. Teachers are willing and available to meet with parents by appointment to discuss a student's progress.

Behavior

Church Attendance

Church attendance is an important factor in the spiritual training of a young person. For this reason, all students should attend church regularly.

Knowing that a conflict of beliefs can encourage confusion, rebellion, and bitterness in young people, all 3rd through 12th grade students are required to attend a church that shares similar doctrine to Valley Forge Baptist Temple. Students are expected to attend at least 2 services per week.

Christian Testimony

A student's behavior should reflect Christian values at all times. Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. While personal convictions may vary, enrollment obligates the student to assume a lifestyle which adheres to Biblical expectations for a believer. Any misconduct of students at school-sponsored activities or misconduct outside of school hours, whether on or off the school property, which directly relates to and affects the Christian testimony of the student and school, is considered within the realm of school jurisdiction and will be dealt with accordingly. This includes, but is not limited to, such misconduct as smoking, drinking alcoholic beverages, attending ungodly movies, driving violations, running away from home, civil infractions, immorality, gambling, inappropriate internet postings or engaging in immoral social media activities, and any additional behavioral occurrence deemed worldly by the school administration. Rock, rap, and other ungodly music genres should not be listened to at any time.

Prohibited Items

Use of electronic games, headphones, or earbuds is prohibited on school property from 8:00 am – 3:00 pm, unless administrator approval is given in advance. Guns (of any variety), knives, weapons of any kind, skateboards, fireworks, matches, radios, animals, laser pointers, laptops, etc. are not permitted on school property, school activities, or school trips. 6th-12th grade students have the privilege to carry iPads for academic purposes. Smart watches are allowed, but must be removed for quizzes and tests, and at the teacher's discretion. Students are not permitted to have tattoos or worldly piercings, outside of the traditional ear piercings exclusively worn by female students. Jewelry worn by students that is deemed ungodly and/or inappropriate is also prohibited. Head gear, hats, scarfs, wraps, etc. are forbidden from being worn on school grounds during instructional time absent pre-approved special circumstances.

Discipline

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and to accept the consequences for his actions. The discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

The Bible gives several admonitions and principles regarding orderliness. Thus, at VFBA, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. If the teacher has to correct the student for multiple infractions, he may contact the parents of the student to inform them of the recurring problem and to seek parental correction of the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the problem may be referred to the administration

(supervisor and/or principal), who will counsel and perhaps impose some further form of discipline (Ps. 94:12; Heb. 12:10-11).

If a parent has a concern or question regarding student discipline, or some discipline-related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

To address misbehavior, VFBA uses verbal warnings, written warnings, and demerits. Certain or reoccurring behaviors do not allow for a verbal or written warning and will result in immediate demerits.

- Verbal Warning-students are given a verbal warning to remind students of expectations and to correct behavior
- Written Warning-if the student continues the behavior, students are issued a written warning and parents are notified
- Demerit(s)-if the student continues the behavior after the written warning, students are issued demerits and parents are notified

VFBA uses a cumulative demerit system. The number of demerits assigned varies depending on the severity of the misbehavior. Any student earning 40 or more demerits during a semester will be automatically placed on probation. The Academy Administration and parents will discuss the probationary terms.

A list of behaviors and subsequent demerit values are listed below. Discipline may be modified at the discretion of the Administration. If a student has received demerits for an offense, and continues the offense, he may receive more demerits than listed.

1 Demerit (2 Demerits for grades 9-12)

- Unprepared for class
- Unexcused tardy for class
- Talking in class
- Not sitting in assigned seat
- Sleeping in class
- No Bible/pen in Chapel
- Not wearing the appropriate school uniform
- Boys hair not cut within 3 days of issued warning
- Unshaven
- In hall without a pass
- In the area of the building without permission
- Chewing gum
- Running
- Littering

- Eating outside of lunchroom or designated areas without permission
- Lack of immediate obedience
- Using school/church phone without permission
- Outside of school building without permission (or exiting from a wrong door)
- Writing on other students or self

2 Demerits (4 Demerits for grades 9-12)

- Working on homework during class time
- Disrespectful behavior towards classmate (Includes but not limited to sarcastic and derogatory remarks, meanness, and name-calling.)
- Inappropriate behavior towards teacher (includes non-verbal such as rolling eyes, slamming books, etc.)
- Inappropriate language (including using slang for cursing)
- Misbehavior in classroom, hallway, or bus
- Student not in assigned class or study hall (may increase if a recurring offense)
- 4 or more instances of incorrect uniform/ attire
- 1st cell phone violation (cell phone in class, texting during school, or cell phone "on" in a locker)
- 1st smartwatch violation (texting/instant messaging, phone calls, checking email, using study aids)
- Playing games on computer/tablet; allowing someone to play a game on your computer/tablet, on school computer without adult supervision.
- Horseplay
- Pranks (including hiding property, putting wrong locks on lockers, etc.)
- Shooting projectiles (rubber bands or other objects)
- Damaging school property (student will also be required to clean, replace or repair the property)
- Driving offense (pending scenario, may result in loss of privilege)
- In-car alone with the opposite sex (other than a relative)
- Inappropriate touching (may be more depending on incident)

10 Demerits

- Cheating (automatic zero. The student may retake the test, and the final grade will be the average of the two grades.)
- Plagiarism (automatic O-grade on assignment and may include out of school suspension.)
- Copying homework
- Skipping class
- Disrupting the class to the degree that the student is asked to leave the classroom.
- Lying
- Insubordination
- Disrespectful behavior towards or about teachers or authorities -This includes but is not limited to sarcastic and derogatory remarks and name-calling.
- Damaging or destroying the property of others
- 2nd + 3rd cell phone or smartwatch offense
- Boys – Hair dye. The hair must be corrected to follow guidelines.
- Girls - Unnatural hair color
- Possession of prohibited items

30+ Demerits

- Cursing or obscene gesture; obscene drawing
- Vulgar, sexual communication
- Serious misbehavior on the bus (behavior that results in the injury of another student, damage to the bus or is a considerable distraction to the driver).
- Unapproved class skip day
- Fighting
- Breaking in and or tampering with a locker
- Theft
- Possession or use of knife, fireworks or firearms
- Repetition of minor offenses
- Intimidating acts and /or harassment/initiation or hazing activities
- Publicly and knowingly disparaging the testimony of VFBA either by word or deed.
- Logging on to an unapproved website at VFBA
- Using the Internet for blasphemy, pornography, inappropriate language, or harassment

As demerits accumulate, the following events occur:

10 demerits.....	After school detention
15 demerits.....	After school detention
20 demerits.....	After school detention
25 demerits.....	After school detention
30 demerits.....	One day out-of-school suspension, parent meeting, suspended from extra-curricular activities

40 demerits.....	Two or three-day out-of-school suspension, parent meeting, suspended from extra-curricular activities
50 demerits.....	One day out-of-school suspension, parent meeting
55 or more demerits.....	Administrative discretion (probable expulsion), parent meeting

After School Detention

3:15 PM to 4:15 PM: (Students who serve detention are to be picked up promptly at the end of their detention, they may not “hang-out” or stay through for church services)

- Parental contact will be made by email. Parent response is required.
- Students receiving detention will be charged \$20. This charge will be billed to their account.
- If a student does not show up to an after-school detention, he will be charged \$10.00, and the student will automatically be given another detention in its place. They will be suspended from all extracurricular activities until the subsequent detention is completed. Failure to serve the additional detentions may result in suspension.
- Parents and students will be given a minimum of one day’s notice when detention is assigned. This time frame allows for arranging transportation. Students will serve detentions on Tuesday or Thursday.
- A student may opt to serve detention on the same day the detention notice was given, provided it is a regular after school detention day with other students serving and parents are notified.
- Extracurricular activities, fine art events, athletic practices, athletic contests, etc. should not prevent a student from fulfilling their responsibility to serve detention. VFBA reserves the right to alter the discipline policy to insure corrective discipline. A student may be dismissed from the school at any time they are found not in harmony with the policies of VFBA.
- A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense himself.

- A student who has been expelled must have prior administrative approval to be on campus during school activities.

Suspension

A student who has received a suspension from Valley Forge Baptist Academy will not be allowed to attend any school sponsored activity, including games, practices, concerts, and events.

Expelled Students

A student who has been expelled from Valley Forge Baptist Academy may not visit the campus or attend school related activities after the expulsion until the end of the next full semester or school year. If an exception to this policy is made by the administration, the expelled student may only attend activities specifically designated by the administration assuming he/she meets the appearance and general lifestyle standards of the school. Students are welcomed and encouraged at all times to attend the services and activities of Valley Forge Baptist.

Bullying/Cyberbullying

Bullying behavior is defined as: repeated, willful attempts or threats to cause injury, to intimidate, to harass, to exclude or to embarrass that substantially interfere with a student's education or the educational environment.

No student shall bully another student or students; either expressed or implied. Bullying can be expressed in but not limited to: physical contact, written, verbal, or electronic communication.

If a student is the victim of such behavior, he or she is strongly encouraged to discuss the behavior with his or her parents and a VFBA faculty or staff member. Students and parents are expected to report any bullying behavior, either experienced or witnessed to a person in authority at school.

The VFBA bullying policy includes any bullying and forms of cyber bullying which is a method of harming or intimidating another student by harassing him or her through the use of phone calls, text messages, instant messenger, posting or spreading hurtful comments, videos, or audio records online through personal websites and social networking websites such as Facebook and Instagram, and any other method. VFBA will not tolerate any bullying or cyber

bullying actions. Cases of bullying will be addressed in a manner appropriate for the age of the student and the incidents that have occurred in conjunction with the Discipline Policy.

Dress Standards

Students at Valley Forge Baptist Academy are expected to live and conduct themselves in a manner that will be pleasing to God and glorify the name of Jesus Christ, our Savior (*1 Corinthians 10:31*). It is our desire that students develop a love for Christ and a personal conviction that will direct them in every area of life, including the way they dress. Please see the general guidelines below and see the preschool, lower, and upper school sections for more grade specific information.

General Guidelines

- All clothing must be modest, respectful, loose-fitting, and appropriate.
- Students must wear their school uniform. All clothing should reflect conservative Christian values.
- Shirts must be tucked in at all times while students are on the school grounds, inclusive of before and after school activities when in uniform.
- Each shirt button excluding the collar button must be fastened.
- No outerwear may be worn in class absent prior permission to do so. This would include jackets, coats, non-uniform sweaters, hoodies, hats, gloves, scarfs, etc. unless authorized by the administration. Outer garments are to be placed in the student's locker.
- Students should remain in the school uniform as they depart for the school day, other than changing into a pre-approved extra-curricular activity-related outfit. Students needing to change into a work uniform or other clothing must obtain permission through the school office.
- Shoes or sneakers must be worn at all times. If shoes have laces, they must be tied. Due to their casual nature, flip-flops, crocs, sandals, hiking boots, work boots, or snow boots are not to be worn. All shoes must

be clean and neat in appearance. Clothing that has excessive fading, holes, or is tattered, is not to be worn.

Girls' Apparel

- Clothing should be loose enough to conceal undergarment lines and not draw attention to the figure. Clothing that is revealing, either because of fabric, cut, or tightness, is unacceptable.
- Skirt and jumper hemlines must come to the top of the knee when sitting or standing.
- Navy or Tan uniform pants from approved vendors (see Dress Guidelines)
- If hose/tights are worn, they are to be solid in color and should coordinate with the school uniform.
- Excessive use of jewelry and make-up is prohibited. Overly large earrings or additional body piercings are not permitted.
- Extreme hairstyles are not allowed. Hair coloring must be a natural color. Extreme highlights (red, green, blue, etc.) are not permitted.
- Scarves, decorative or otherwise, are not to be worn with the school uniform.
- On "Patriot Days," academy-issued shirts and sweatshirts can be worn with patriot pants or loose-fitting jeans.
- Students may wear Patriot hoodies and long-sleeved shirts. The short-sleeved Patriot t-shirts are reserved for PE use only.

Boys' Apparel

- Belts must be worn if the pants have belt loops.
- T-shirts worn as undergarments must be white.
- Boys' jewelry is limited to one chain, which must be tucked in, and one bracelet.
- Boys are strictly prohibited from wearing make-up at any time.
- Caps or hats are not to be worn in the buildings.

- On "Patriot Days," academy-issued shirts and sweatshirts can be worn with jeans.
- On Fridays, students may wear Patriot hoodies and long-sleeved shirts. The short-sleeved Patriot t-shirts are reserved for PE use only.
- Haircuts must be traditional with a taper. Boys' hair must be a natural color. Faddish or extreme styles are not to be worn. Hair should be above the eyebrows and not over the ears or shirt collar. Sideburns may be no lower than the top of the earlobe. Young men are to be cleanly shaven; no facial hair is permitted.

Financial Policies

1. Beginning in August, payments are due on the first business day of the month through next May. Monthly emails are sent from FACTS Management that act as reminders of coming tuition payments that will specify the exact amount that is due.
2. Any child whose account is 30 days overdue could be subject to dismissal from the school. Please contact the finance office if emergencies arise that will hinder your ability to make payments on time.
3. Tuition for one year must be paid before the pupil may continue the next school year.
4. Report cards and permanent records will be withheld if the required payments have not been made in full.
5. If a student is withdrawn for any reason, there is a \$100 withdrawal fee, and tuition is owed for the entire month in which the student is formally withdrawn.

For additional information, please see the Financial Policy sheet.

General Information

Bible/Chapel

All K5-5th grade students will attend lower school chapel each Friday and all 6-12th grade students will attend upper school chapel each Friday. Students are required to have a King James Version of the Bible in chapel and Bible class.

After Care

Students are to leave the premises by 3:00 P.M. unless they are involved in an after-school activity. Supervised extended care is provided until 6:00 P.M. at a rate of \$18.00 per day, \$80.00 per week, or \$300 per month for any children not picked up by 3:15 P.M. There is no extended care on early dismissal days or when the Academy is closed.

Field Trips

During the school year, classes will take various field trips. You will be informed well in advance of such trips. Students are expected to attend. Parents are also encouraged to attend and may be asked to assist with the responsibilities of the trip provided they have undergone the needed background checks prior to the trip. Parents/grandparents who help at school functions may not bring other children on field trips. No child from another class may accompany a sibling on a field trip.

Hours

- The school day for K3 through 12th grades is from **8:00 A.M. to 3:00 P.M.**
- Parents are required to drop off students between **7:45 - 7:55 A.M.**
- Students are to be picked up between 3:00 - 3:15 P.M. Students remaining after 3:15 P.M. will be taken to the after-school program and be charged for duration of their time there (please see rate sheet for pricing).
- The school office is open from 7:45 A.M. - 3:30 P.M.

Illnesses

In order to maintain a healthy environment for our students, faculty, and staff, any student that has left school ill or is absent due to illness should observe the following health guidelines before returning to school:

- A student running a fever of 100 degrees or higher must be fever-free (without medication) for 24 hours before returning to school.
- A student experiencing diarrhea or vomiting must wait 24 hours after the last episode before returning to school.

Inclement Weather Conditions

On occasion, it may be necessary for the academy to cancel school, to open late, or to close early because of inclement weather conditions. VFBA will send out a text message via PARENT ALERT. (Your phone number must be current on Facts SIS to receive these messages.) In addition, television stations NBC, CBS, ABC, and radio station KYW 1060 AM will be notified of changes to the academy's daily schedule.

We prioritize our parents' and students' safety and security. In such instances where the academy is open and weather/road conditions are questionable in your area, we encourage parents to exercise judgment, understanding the conditions may be worse in some areas than others.

On occasion, when bad weather necessitates a student leaving school early, the parent, not the student, should call and initiate permission for a student who is driving to leave school.

Library

Books from the academy library are housed in each classroom and is available for student use. Books are checked out to students on a 2-week basis. Library fines or penalties may be assessed for overdue or lost/damaged books.

Lost and Found

The lost and found cabinet is located on the 100 level next to Room 101. At the end of each month, lost and found items will be displayed and then given to a benevolent ministry or discarded. It is wise to put your child's name on all personal items.

Lunches

VFBA observes a closed lunch program. Students may not leave campus unless accompanied by a parent or pastor and may not miss class in order to go to lunch. Visitors to the lunchroom are limited to parents, siblings, and pastors.

A limited number of lunch items, including beverages, are available for purchase in the cafeteria. Students may also bring their lunches from home. Microwaves are available for the students eating in the cafeteria.

Families may deposit money on their lunch account through the FACTS SIS. A deduction will be made each time a student receives a lunch item. The family's running tab is available on Facts SIS. We request each family to maintain a positive amount in this account. When a family account drops below \$10, an email notification will be sent in order to add funds. Any account that carries a negative balance of \$20, will not be permitted to order lunch until balances have been paid.

Medications

Students may not carry drugs with them during the school day. Parents must fill out a "Medication Consent Form" and the medicine must be turned in to the office personnel. This policy includes, but is not limited to antibiotics, prescription pain medication, inhalers, non-prescription medicines, and behavior medication drugs.

For secondary students, the responsibility of remembering to take the medication at the proper time rests on the student, not the office.

Parent/Teacher Meetings

We recognize the importance of parents and the school working together in pursuit of spiritual and academic growth for each child. Generally, the best time for a parent to schedule an appointment with a teacher is after 3:15 P.M. on weekdays. Please contact your child's teacher via email or call the school office to schedule an appointment.

Parties and Other Activities

Parties and activities hosted on school property that disrupt instructional time from 8:00 am – 3:00 pm need to be approved through the academy office.

(An example of a group would be the 5th grade class or the varsity volleyball team.) A parent or teacher chaperone must be present for these group activities.

Phones

Cell phones are to be turned off and are not to be seen during the school day. They should be kept in a locker, purse, or book bag. If a student wishes to make a phone call, he/she must obtain permission from the office personnel and make the phone call in the office. If a child needs to be contacted, call the school office, and the secretary will either deliver a message or inform the child to call his/her parent. Teachers and pupils will not be available to leave class to receive telephone calls except in cases of emergency. A student who needs to call a parent may use the phone in the school office.

Physical Activity

If a student is to be excused from participation in physical activity, a note from the parent requesting this privilege and explaining the reason should be sent to the academy office. Extended exclusion from participation must be accompanied by a note from the doctor.

Programs/Plays

Various classes in our school will present programs throughout the year. Parents will be notified well in advance of programs where student attendance is expected. The programs are important in the child's development, and total student participation is necessary to ensure their success. Music grades may be lowered for an unexcused absence from such a program.

Promotional Literature, Fundraising, etc. (non VFBA)

Students are not allowed to sell items at school or to promote any special projects they may be working on personally or for any non-school organization. If a student wishes to pass out flyers or promotional literature, permission must be secured from the administrative office.

Property

Students are not permitted to leave the school grounds unless the appropriate approval has been granted.

Each student must respect God's property and the rights of others. Any student who breaks or defaces school property is responsible for replacing the broken or damaged item, at current cost, inclusive of labor, where applicable. The school will not assume responsibility for the carelessness of a student. A student must never use books, pencils, gym clothes, etc., that do not belong to him/her unless he/she has permission from the owner. No student is to add to or delete anything from any bulletin board without teacher approval.

The academy is not responsible for personal property left in the buildings or on the school grounds. All sweaters, coats, hats, musical instruments, etc., should be well marked with the student's name. The "lost and found" items are located on the shelves across from the school kitchen.

Security

All doors to the academy and church are locked. To enter the academy, the Main Entrance at the portico is to be used. This entrance is equipped with a security camera to allow visitors to be identified prior to being granted entry into the building. Students will be instructed not to open exterior doors for parents or guests.

Facts SIS

Facts SIS is the school's online database system. All parents and students (in 6th grade or higher) will be given a password to access school information. Which includes homework assignments, upcoming tests, grades, lunch menus, etc.

Textbooks

Each student is responsible for taking proper care of his/her textbooks and is responsible for replacing damaged or lost textbooks.

Spectators at Sporting Events

All clothing should be modest, loose-fitting, and appropriate. VFBA "spirit wear" is encouraged at all games.

MACS

Each spring, 3rd-12th grade VFBA students have the opportunity to compete in the Maryland Association of Christian Schools (MACS) competitions. The areas of competition include Bible, music, speech, art, and academic testing. All students are encouraged to compete. Those 6th-12th grade students who win at the regional level may advance to the state competition. Individuals and groups from 8th-12th grades who win at the state level may compete in the American Association of Christian Schools national competition.

Beverages

A student may bring a water bottle containing clear water to class. No other beverages are permitted in class or outside the cafeteria. Carrying a water bottle is a privilege and should not serve as a distraction during class.

Hallway Behavior

Shouting, rowdiness, wrestling, dancing, extreme audible laughter and running should never occur in the hallways. Students are encouraged to conduct themselves in a civilized manner at all times while on school property, so that consideration to and the safety of others is ensured.

Music

In addition to regularly scheduled music, choir, and orchestra classes, many extra opportunities to serve the Lord through music are provided for students. Students may audition for small, select choral or instrumental groups. Students are encouraged to sing and play instruments at church services and academy functions.

Private string, woodwind, brass, percussion, and/or piano lessons may be available for an additional fee. Contact the academy office for details.

Drama

Every year, VFBA secondary students will have the opportunity to participate in a stage production.

Visitors

Anyone visiting the school for any reason must first come to the main entrance. Prospective students will be allowed to visit classes except during the last week of any grading period. Visitors are expected to honor the school's guidelines. Parents who wish to partake in classroom activities, volunteer at VFBA, or chaperone on a field trip must have a background check on file with the school office. Please contact the school office for more information.

Withdrawals

Students must be formally withdrawn from Valley Forge Baptist Academy before any school records will be transferred to another school. The administrator should be notified in writing of the reason for withdrawal 30 days in advance to desired withdrawals. Students must return all school-owned materials (textbooks, library books, etc.) to the office. All tuition must be paid, and books returned before any school records will be transferred. Withdrawals submitted within the 30 days of school beginning will assess a withdrawal fee of \$100.00 and responsible for 100% of the tuition of the first month's bill to be due before records are released.

Permanent Records

Valley Forge Baptist Academy maintains a permanent file for all students. Included in this file are:

- Achievement Test Results
- College Entrance Test Results
- Annual Attendance Record
- Class/Course Grades and Credits
- Health/Immunization Records

These records are stored in the Academy Office. Families who wish to receive a copy of their file will be charged \$25.00 per student. (Once the funds have cleared, if a check is written, the records will be released at that time.)

Preschool Information

Overview of Programs

K3- Our K3 program is designed to have a hands-on learning experience. Our K3 teachers teach through fun songs, crafts, activities, stories, and poems. The students will enjoy activities that focus on fine and gross motor skills. Using the Abeka curriculum, children will learn to count, recognize numbers, letters, and basic shapes. They will work on one letter a week and do activities that focus on that letter. They will also learn basic school manners like sitting in their seats, raising their hand, walking in line, sharing with friends, and being obedient.

K4- This program is a great way for children to get prepared for kindergarten. K4 students will begin to work on letters and sounds and will be reading blends and short words throughout the year. Our K4 students use the Abeka curriculum, which reviews number recognition to 20, writing numbers 1-20, and letter recognition. They will practice letter sounds, handwriting, patterns, and telling time. Proper pencil grip will be enforced and cutting skills will be practiced regularly. Our K4 students will continue to practice proper classroom etiquette.

Entrance Requirements

1. Complete Application and Enrollment via online
2. Birth certificate
3. PA PHYSICAL EXAM w/Immunization Records
4. Dental Form signed and dated within 6 months of start date.
5. Entrance interview with the administrator and/or Lower School Principal
6. All children must be potty trained before they begin school for both K3 and K4 students. Students must be able to verbalize when they need to use the restroom. Diapers and pull-ups will not be allowed. This policy also applies during naptime.
7. Children entering K4 must be 4yrs old by August 31.

Discipline

Using the Bible as our guide, we teach our students the difference between right and wrong behavior using loving correction and sensible boundaries. Parents can expect our disciplinary procedures to be loving, kind, consistent, reasonable, and appropriate. The goal of the discipline policy is to help children develop self-control and a sense of responsibility for their own actions.

- The teachers will set up clear boundaries so that children will learn what is expected of them.
- The teachers will provide positive attention to children who are behaving well by praising them and may include a reward system.
- The teacher will provide consistent consequences for persistent misbehavior. We will use natural, logical consequences. If a child throws a toy, the toy will be removed, and the child will be redirected to another activity. If needed the child will take a time out of no more than five minutes. The teacher will take the child to a quiet area of the classroom (still in sight of teacher) and will sit there to calm down and remember the rules and guidelines.
- If a child is behaving in an uncontrollable manner and disrupting the classroom, he/she will be taken to the Lower School Principal's office. Such behaviors include, hurting himself or others and having a tantrum that doesn't resolve with the teacher's guidance. A parent will be called to pick up the child and a conference with parents may be scheduled to try to discover and resolve what underlying causes there may be.
- If a student is picked up for disruptive behavior, the student will not be permitted to return to school the next day. There will be no tolerance for repeated behavior that directs harm towards another child-hitting, spitting, kicking, biting, etc. This behavior is grounds for dismissal. A child will never be permitted to inflict harm on a teacher. This is also grounds for immediate dismissal.
- If parents are called to pick up their child for being disruptive, and the child is not picked up in a timely manner, we will contact the emergency contact provided to come pick up your child.

Illness/ Injury

Please do not bring your child to school if they have:

- Runny nose with yellow/green discharge
- Nauseous or vomiting
- Contagious cough
- Chills
- Skin Rash
- Inflamed eyes
- Fever of 100 within the last 24 hours without the use of fever-lowering medications.
- Sore throat
- Enlarged glands
- Diarrhea
- Earache
- Head lice (must be nit free)

Children must be free of fever, vomiting, diarrhea, or any of the previous symptoms for a minimum of 24 hours (without medication) before returning to school.

Medical Need

If medication needs to be administered, prescribed or over the counter, it must be accompanied by parents' permission form. Prescribed medications must be prescribed to the child to whom we are administering the medications and must be accompanied by a doctor's note. The medication MUST be in its original container. NO EXCEPTIONS! An electronic notification from FACTS will be emailed to you each time medication is administered. This would also be the case for any medical event that would require your student to visit the office. The medication will be administered only by the school nurse or Academy office staff. Please alert us of any side effects your child may experience from taking the medication.

If your child has an allergy requiring an epi-pen, a **Food Allergy & Anaphylaxis Emergency Care Plan** form must be completed and kept in the Academy Office along with the Epi-Pen and will be accessible to all staff.

If your child becomes sick during the day, we will contact you to come pick up your child as soon as possible. The child will not be permitted to come back to school the next day if he or she goes home with a fever or threw up in school. If we cannot reach the parents, we will reach out to emergency contact provided, to come pick up your child in your absence.

Dress Code

Dress up clothes or costumes will not be permitted during regular school days. Dress up jewelry will not be permitted and should be kept at home.

All students **MUST** wear closed toe shoes, preferably sneakers. All students are trained to put on their own shoes, and therefore shoes with shoelaces are not permitted for preschoolers.

We ask that two pairs of clothes be kept at school in case of accidents. These should be given to the teacher at the beginning of the school year and exchanged periodically to be appropriate for seasons.

Preschool Girls

- Non-Fitted Polo shirt of a solid school color (light blue, navy, red, gray, or white) with no pockets, writing or logo on the front (unless it is academy lettering). If a long-sleeve undershirt is worn, it should be a solid school color.
- FlynnO'Hara Plaid or navy-blue jumper with a white shirt underneath. Elementary girls are required to wear shorts/tights underneath skirts/jumpers.
- Khaki or navy blue straight or 4 kick pleated uniform skirt. Skirts must at least touch the top of the knee when sitting and standing.
- Leggings may be worn under a skirt or jumper and must be a solid color of navy blue, red, black, grey or white.
- Navy or Khaki color uniform pants or knee length shorts (can be pull-on bottoms for K3 and K4 only). Pants must be flat front, straight leg uniform style. No denim, or skinny pants.
- Girls' hair must be a natural color and combed neatly with no extreme styles.

Preschool Boys

- Non-Fitted Polo shirt of a solid school color (light blue, gray, navy, red or white) with no pockets, writing or logo on the front (unless it is academy lettering). If a long-sleeve undershirt is worn, it should be a solid school color.
- Khaki or navy blue uniform pants, or knee length shorts (may be pull-on bottoms for K3 and K4 only). Pants must be flat front, straight leg uniform style No denim, jean or skinny pants.
- Nail polish, makeup, and dress up jewelry will not be permitted for boys to wear. Hair should be neatly combed, of natural color, and reasonable length.

Birthday Celebrations

We love celebrating your child's birthday here at school. If you would like to send a birthday treat, please contact the teacher first. Please be considerate of any food allergies in that class. The teacher will have a list of food allergies if any. Please do not send whole cakes or ice cream. Birthday treats must be store bought. They cannot be homemade. We kindly ask that parents do not stay in the classroom when bringing birthday treats. You may drop them off with the Lower School Principal or teacher.

Snacks

A designated snack time will occur each day. Students should bring a small, healthy snack for this time. Snacks will not be provided by the school.

Lunch

Students may bring a lunch from home or may purchase lunch from the school cafeteria (billed to student account). Each child must bring a spill-proof water bottle to school every day. During lunch, teachers will encourage the students to eat their main course and then their sides. Once the child says they are done, leftover food gets packed in the lunchbox and sent home.

Rest Time

Students are required to lay down for naptime. They are not required to sleep but must be quiet. Children will not be able to use books or toys during nap time. Stuffed animals from home are also not permitted during rest time.

Each child must bring a sleeping mat that is appropriate for preschoolers. They should be able to roll it up and hang it up themselves. This design of sleeping mat can be found on Amazon. The sleeping mat will be sent home weekly to be washed. Sleeping bags are not permitted. Below is a link of an example of sleeping mat that is needed.

<https://a.co/d/6Mvd6ky>

Parent Clearances

It is our primary goal to keep all our students safe from harm and must be vigilant in all areas concerning their welfare. Parents are required to have proper clearances from the state of Pennsylvania to volunteer in the classroom for any amount of time. This must be completed by October 1st. Information is available through the Academy Office.

Required clearances:

- **Pennsylvania Access to Criminal history** – can be done online and it is free for volunteers.
- **Child Abuse History Clearance**- can be completed online and its free.
- **FBI Criminal History Record** or **Affidavit of Volunteers**- this include fingerprints for those that have not been a PA resident for at least 10 years.

Potty Policy

Students coming into our preschool **must** be potty trained. Successful **independent toileting** is having the ability to lower his/her underpants as well as deal with other clothing, completing the act of urinating and/or having a bowel movement in the toilet, wiping themselves, flushing and re-dressing themselves. In the event of a bowel movement accident, you will be called to come and change your child. Your child may return to class once changed.

Teacher/Office Communications

Usually, the most effective way to communicate to a teacher is through email. Please refrain from calling or texting the teacher during the day, as she will not be able to answer as her attention will be on the students and the classroom. If there is an emergency or you need to communicate something to the teacher

that day, please call the Academy Office at 610-792-1884 or email office@vfba.org and we will notify the teacher directly. This would also be in the event your student is absent or late.

Teachers also from time to time will send communication home through emails. Please read those emails as it is the most effective way for the teacher to let you know of upcoming events and activities. You may also receive a note in your child's folder if your child has had a challenging day. You will also receive a weekly folder on Fridays that contains all communications from the Academy Office. Additionally, a weekly email containing a memo is sent to keep you up to date on all that is happening here at VFBA. The folder should be emptied and returned each Monday morning of the following week.

Arrival/ Departures

Arrival: Preschool students need to use the carline to be dropped off in the morning. They should arrive between 7:45am and 8am. School begins promptly at 8am. We encourage a quick goodbye to them as this communicates to your child that you trust the teacher and they should too.

If your child will be arriving late, please email the office@vfba.org or call the Academy at 610-792-1884 to let us know. If a student arrives after 8:00am he or she will be considered tardy. When you arrive, you will go to the Academy Office to sign your child in and complete a Tardy Form. Five or more unexcused tardiness in a marking period will result in a \$25 fine per child for each time the student is late in that marking period. (An email communication will be sent out after the 4th unexcused tardy). **Tardy Forms** are available on our website at www.vfba.org for you to complete electronically.

Departure: Preschool students will be dismissed at 3pm. Students will be walked over to the carline to be picked up by parents. Please make sure that your child is buckled before you leave the parking lot. We kindly ask that you pull over into one of the parking spots of the parking lot and complete the task. We do not want to rush you, but also want to make sure that the line continues to move and the parents waiting can pick up their child. If your child will be picked up by someone other than parents, please call the Academy Office at 610-792-1884 or email office@vfba.org and we will notify the teacher directly. A photo ID will be required when the child is being picked up by a nonparent or authorized person.

Absences

If your child is absent for sickness or another reason, please call the Academy Office at 610-792-1884 or email office@vfba.org and we will notify the teacher directly. If your child will be absent for an extended period due to traveling, please complete a **Planned Absence Request Form**. Also, an **Absent Form** will need to be completed and turned into the office the next day following their return. If your student is out for more than 5 days due to illness, a Doctor's note will need to be submitted upon their return. These forms are available digitally on the school website at www.vfba.org

Lower School Information

Elementary Boys Dress Code (Kindergarten-5th grade)

The uniform for this age group is the navy or khaki pants and the white, gray, navy, or light blue, and red polo shirt, which are available only at the approved uniform companies.

Elementary Girls Dress Code (Kindergarten-5th grade)

The uniform for this age group is the navy or plaid jumper or navy/khaki pants or skirt and a white, navy, gray, red or light blue polo shirt. The jumpers are available at the approved uniform company (Flynn & O'Hara). A plain red or navy cardigan sweater may also be worn during the school day.

Retention

Elementary (K-5th grades) – A child will be retained if he/she fails any 2 of the following subjects for the year: Bible, English, or math.

Honor Roll

The honor roll is compiled after each grading period and is recognized based on the following criteria:

1. For the A Honor Roll, all grades must be 90% (A-) or better.
2. For the A-B Honor Roll, all grades must be 80% (B-) or better. (For elementary, Penmanship grade will not exclude a child from making either A or A/B honor roll)

Upper School Information

Tentative Course Overview

7th	8th	9th	10th	11th	12th
Bible	Bible	Bible	Bible	Bible	Bible
English	English	English 9	English 10	English 11	English 12
Math	Pre-	Algebra 1	Geometry	Algebra 2	Algebra 3/ Calculus
Life Science	Algebra	Physical	Biology	Chemistry	Calculus
World History	Earth	Science	World	U.S. History	Physics
Keybd./Comp.	Science	Geography	History	Spanish 3	Gov./Econ.
Orch./Choir	American	Spanish 1	Spanish 2	Orch./Choir	Electives
Speech	History	PE	PE	Electives	
PE	Orch./Choir				
	PE				

Electives: Art, Band, Choir, Culinary, Robotics, Speech, Speech, and Yearbook

AP Courses: AP English Literature, AP Composition, AP Calculus, AP Stats, AP Biology, AP Government

VFBA classifies high school students as freshman (9th), sophomores (10th), juniors (11th), and seniors (12th). These classifications are based on the number of high school credits a student has earned. VFBA requires 25 total credits to graduate. A credit is defined as 2 semesters completed work in a 5-day-per-week course.

Any high school courses taken during a student's 8th grade year count toward this credit total and are calculated into the student's GPA.

Freshman (0-5.5 credits)

Sophomore (6-11.5 credits)

Junior (12-17.5 credits)

Senior (18-25 credits)

Requirements for Graduation

Bible	4 credits ¹
English	4 credits
Math	4 credits ²
Laboratory Science	3 credits
History and Social Sciences	4 credits
Foreign Languages	2 credits
Electives (Fine Arts or Career and Technical Ed.)	4 credits ³
Total	25 credits

¹Exceptions are made for certain situations in which students join VFBA during high school.

²Courses completed to satisfy this requirement shall include Algebra 1&2 and Geometry.

³At least 1 credit in P.E. and $\frac{1}{2}$ credit in health and $\frac{1}{2}$ credit Economics/Personal Finance must be earned.

Upper class students may, with the consent of the administration, take a dual enrollment course and receive both college and high school credit for the course. A one semester 3-credit college course will equal $\frac{1}{2}$ of a high school credit.

AP Course Admission Policies/Dual Enrollment:

- The student's overall GPA in the previous school year must be an A- or higher
- The student must have earned an A- or better in the related subject or a student must obtain a teacher recommendation.

Students will be counseled to take a solid academic core of courses. This will prepare them for any direction they pursue after graduation (i.e., college, vocational, technical, etc.). Additional courses, seminars, and activities may be required at the discretion of the administration, such as music, drama, etc.

A senior lacking only $\frac{1}{2}$ credit may still participate in the graduation ceremony. The student will be issued a diploma cover without a diploma at the ceremony. Once the credit is earned, the diploma will be issued. If a student lacks more than $\frac{1}{2}$ required credit, participation in the graduation ceremony will not be

permitted. In order to receive a diploma from VFBA, all makeup work must be completed by the first day of the following school year.

Course Withdrawal

Students may drop certain classes within the first 14 days of classes each semester with permission from the teacher, parents, and administration. Students requesting to drop courses outside of these windows will incur a \$40 change fee and the request is subject to administrator approval. Students withdrawing after 30% of the semester (calculated by number of days) is completed will receive a "W" withdrawn on their transcript and students withdrawing after 70% of the semester (calculated by number of days) is completed will receive a "WF" (withdrawn failing) and the course will be recorded as failed.

Christian Service Hours

VFBA values service and the character it creates. As a result, all 6th-12th graders are required to log Christian Service Hours each quarter. 6th-8th must log 4 hours per quarter and 9th-12th must log 6 hours. Students will record the hours on the Christian Service form (located outside the Academy office) and turn the hours into their Bible teacher each quarter for a grade.

National Honor Society

Consideration for nomination into the National Honor Society begins in a student's freshman year. Qualifications for the National Honor Society (NHS) include:

- Two semesters with a cumulative GPA of 3.0 or higher.
- No course grade lower than 80%
- Sunday School attendance of at least 75% per quarter
- Maintaining a good attitude, testimony, and positive reflection
- of the school

Sunday School attendance will be verified through a signed letter from the clergy member of the student's church. The National Honor Society Induction ceremony will take place in the second quarter of the fall semester. If at any

time a student fails to maintain the numeric average, the student and the parent will be notified. Serious discipline issues (suspension, expulsion, etc.) will result in a student being dismissed from the National Honor Society. Students who are dismissed from the NHS may not be added again for the remainder of the year. All inductees are reviewed annually to maintain the NHS guidelines.

Senior Honors

Honor sash will be awarded to a graduating senior with a cumulative high school GPA of 3.0 or higher.

To be considered for class valedictorian or salutatorian, a student must have completed at least 3 credits in math, including Algebra 1 & 2 and Geometry, and at least 3 credits in science, including biology and chemistry. In addition, the student must have been enrolled as a full-time student at VFBA for each quarter of his/her sophomore, junior, and senior years.

Color Cords are given to students who have excelled in Math, Science, Athletics, and Fine Arts in high school years (9th-12th grades). To be eligible for Color Cords, students must meet the following criteria while enrolled at Valley Forge Baptist Academy:

- Red Cord=Advanced Math Track
- Green Cord= Advanced Science Track
- Blue Cord= Two seasons of Varsity sports each year
- Pink Cord= Four years of Fine Arts (any combination of band, choir, art, woodshop)

Dress Code

Junior and Senior High Girls (6th-12th grade)

The uniform for this age group is the khaki/navy skirt or pant (from approved vendor) and the white, navy, gray, red or light blue polo shirt. Navy or Tan uniform pants from approved vendors may be worn. A plain red or navy cardigan sweater may also be worn during the school day.

Junior and Senior High Boys (6th-12th grade)

The uniform for this age group is the white, navy, light blue, gray, or red polo. Pants must be traditionally cut navy or khaki business-casual style. Cargo pants,

athletic, elastic-banded, or tight or skinny pants are not permissible. Pants are to be worn as intended, must fit properly, and may not be rolled up. A plain red or navy cardigan sweater may also be worn during the school day.

Physical Education Classes

All students in 6th-12th grades must wear a physical education uniform. This uniform consists of academy shorts and a printed academy T-shirt. Shorts must come to the knee. Clothing should be loose enough to conceal undergarment lines and not draw attention to the figure.

Athletic Attire

During sports practices, shorts must come to the knee. All t-shirts must present a modest appearance, and any t-shirt that is revealing because of the fabric, cut, or tightness is unacceptable. Clothing should be loose enough to conceal undergarment lines and not draw attention to the figure. No t-shirt may have inappropriate printing on it.

Extracurricular Activities

Representing the academy on a team or with a group is a privilege. This privilege is reserved for those students who maintain a good Christian testimony, and who have earned academic eligibility.

Athletics

Students in 6th-12th grades enjoy the privilege of a full interscholastic sports program. The boys compete in soccer, basketball, and baseball. The girls compete in volleyball, basketball, and soccer. The academy primarily competes against other schools in ACCAC league.

Eligibility

Those who participate in our athletic program are expected to be an example in attitude, behavior, and spiritual leadership at all times.

1. For a student to be eligible to participate in interscholastic competition he/she must earn a C average and have no F's in any subject.
2. A student earning less than a C average or receiving an F in any subject in a 9-week grading period will be placed on probation for 2 weeks.

- a. The 2-week probation begins at the time Progress Report are sent and/or the day Report Cards are sent.
 - b. A student who brings his average up to a C in the particular course by the end of the 2-week probation period is eligible to participate for the remainder of the 9 weeks.
 - c. A student who does not bring a grade up to a C average in a particular course by the end of the 2-week probation period is ineligible for the remainder of the 9 weeks.
 - d. While on probation, a student may not dress, practice, or play in any games or travel to any away games. A student with more than one F may not practice, dress, or play in any games or travel to any away games with teams.
3. A student who earns 25 demerits in a semester will be placed on probation and will be ineligible to compete for the remainder of the semester.
 4. A student must attend a full day of school by arriving by 10:30am, to be eligible to participate in a sporting event that afternoon or evening.
 5. If a student has an IMCOMLPETE on his/her Report Card or Progress Report, he/she will not be able to practice or participate in sports until the work has been turned in and graded.
 6. Failure to turn in Sunday School attendance or Christian Service forms at the end of the marking period, will result in ineligibility.

Physical Examination

All students involved in interscholastic sports must have a physical examination each year, prior to the first practice of the season.

Student Council

A student council is elected by the student body from an approved list of candidates. Candidates must meet high spiritual standards established by the Administration. The student council provides opportunity for student leadership throughout the academic year for 6th-12th graders, and includes a student body president, vice president, and chaplain. Candidate selection criterion consists of, but is not limited to:

- Godliness – the student must exhibit consistent Godly behavior throughout the school year.

- Behavior – the student must not have accumulated more than 15 demerits or have been suspended during the school year in which they are running for office for the following year. In addition, the student must not have excessive absenteeism or tardiness.
- Academically – the student must have an overall average of a B- or greater (85%) for the school year and not have any grades lower than a C-. The student must also maintain these academic standards while in office.
- School Spirit and Involvement – the student must be involved in at least two extracurricular opportunities – athletics, MACS, yearbook, etc.
- General – the student must be enrolled for the following year and have been enrolled for at least one semester prior to running for office.

Lockers

Each 6th-12th grade student will be assigned a locker at the beginning of the school year. The locker is the property of the school and is subject to random administrative inspections. Lockers are to be kept clean and uncluttered.

Magnets, masking tape, and/or sticky tack should be used to attach pictures, etc. Pictures and signs in lockers must be appropriate. A student may not hang anything on the outside of his/her locker. A student should not be in another student's locker at any time or for any reason.

Retention

Junior High (6th-8th grades) – A student will repeat the current grade if his/her yearly grade average in any two of the following subjects is failing: English, Math, and Bible. Summer school and/or tutoring may be required for a failure in any one subject.

High School (9th-12th grades) – A student must receive a passing grade for the semester to receive credit for a course.

Honor Roll

The honor roll is compiled after each grading period and is recognized based on the following criteria:

1. For the A Honor Roll, all grades must be 90% (A-) or better.
2. For the A-B Honor Roll, all grades must be 80% (B-) or better.

VALLEY FORGE BAPTIST

Declaration Of Faith

The Scriptures

We believe in the verbal plenary inspiration of both the Old and New Testament. The Bible, the Word of God, is the full and complete revelation of God's will for man. It is the supreme and final authority in all matters of faith and practice.

Scripture: 2 Timothy 3:16, 17; 2 Peter 1:20, 21; Hebrews 1:1-2; Jude 3; Proverbs 30:5-6

God

We believe that there is only one true and living God, eternally existing in three Persons: Father, Son, and Holy Spirit. Each with a distinct personality but all of one essence having the same attributes and perfections of God.

Scripture: Deuteronomy 6:4; Matthew 28:19, 20; 2 Corinthians 13:14; John 4:24

Jesus Christ

We believe that the Lord Jesus Christ, the eternal Son of God and God the Son, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary.

Scripture: John 1:1, 2, 14; Matthew 1:20, 23; Philippians 2:6, 7

We believe that the Lord Jesus Christ accomplished our complete redemption through His death on the cross. He lived a sinless life, died a vicarious death, and arose from the dead in a literal, physical body.

Scripture: Ephesians 1:7; Hebrews 4:15; Romans 3:24, 25; 1 Corinthians 15:3,4

We believe that the Lord Jesus Christ ascended into heaven and is now exalted at the right hand of God the Father. As our High Priest, He fulfills the ministry of Intercessor and Advocate.

Scripture: Hebrews 1:3; 4:14; 1 John 2:1, 2; 1 Timothy 2:5

Holy Spirit

We believe that the Holy Spirit is God. He possesses all the attributes of deity. He is co-eternal and co-equal with the Father and the Son and of the same nature.

Scripture: John 4:24; Acts 5:3-4; 2 Corinthians 13:14

We believe that the Holy Spirit is the chief agent in the regeneration of the soul. The Holy Spirit convicts the unregenerate person of his sin. At the moment an unregenerate person exercises faith in Christ as Savior, the Holy Spirit immediately indwells, justifies, sanctifies, and seals the believer unto the day of redemption.

Scripture: John 3:5, 16:7-11; Romans 8:9; 5:1; 15:16; Ephesians 4:30

We believe that the Holy Spirit is the Divine Teacher who guides believers in the truth of the Word of God. It is the privilege and duty of all saved people to be filled (controlled) with the Spirit.

Scripture: 1 Corinthians 2:14; John 16:3; Ephesians 5:18

We believe that the Holy Spirit bestows at least one spiritual gift upon each believer according to His Will. The Holy Spirit no longer distributes the temporary sign gifts (e.g. miracles, healing, tongues, and interpretation of tongues) to believers because:

The age of miracles ended with the apostles.

Scripture: 2 Corinthians 12:12; Ephesians 2:20

They were rendered useless when the New Testament was complete.

Scripture: 2 Timothy 3:16-17; Hebrews 1:1-2;

Revelation 22:18

Their purpose was to confirm the Word of God.

Scripture: Mark 16:20; Hebrews 2:4

We believe the gift of tongues, or languages, was a sign of impending judgment on the Jewish nation. This gift ceased with the completion of the canon and the ending of the apostolic age. Therefore, the modern charismatic movement is not based upon God or His Word.

Scripture: 1 Corinthians 12:7; Acts 2:8-11; Isaiah 28:11-12; 1 Corinthians 14:21-22

Satan

We believe that Satan is a real and personal being. As Lucifer he existed as the highest rank of all angelic creatures. He became the author of sin and the cause of the fall of man because of his sin of pride.

Scripture: John 8:44; Genesis 3:1-19; Isaiah 14:12-17; Matthew 4:11

We believe Satan is the open and declared enemy of God and man. He has blinded the eyes of unbelievers and is in continual warfare with believers. He shall be eternally punished in the Lake of Fire.

**Scripture: 2 Corinthians 4:4; Ephesians 6:11-12;
Revelation 20:10**

Creation

We believe in the Genesis account of creation, and that it is to be accepted literally and not allegorically or figuratively. We believe that all things were created by Jesus Christ, including man. The Scriptures contradict the evolution model, whether it be theistic or non-theistic. God established the law that life should bring forth only "after their kind."

**Scripture: Genesis 1-2; Exodus 20:11; John 1:3; Colossians 1:16;
Hebrews 11:3**

Heaven

We believe in a literal heaven which Jesus is presently preparing for believers. Jesus Christ is now seated at the right hand of God the Father interceding on behalf of believers. At the moment of death or the rapture, believers will be with Jesus Christ in heaven.

Scripture: John 14:1-3; Hebrews 8:1; 1 John 2:1; 1 Thessalonians 4:16-17; 2 Corinthians 5:8

Hell

We believe in a literal hell of everlasting fire prepared for the devil and his angels. We believe that the souls of unbelievers remain in hell after death, in conscious misery, until the second resurrection. At the Great White Throne Judgment, unbelievers are cast body, soul, and spirit into the Lake of Fire to suffer everlasting conscious punishment, not annihilation.

Scripture: Matthew 25:41, 46; 2 Thessalonians 1:9; Revelation 20:11-15

Man

We believe that man was created in the image of God in a state of innocence. Through Adam's sin the whole race fell, became alienated from God and inherited a sin nature. Man is under the just condemnation of death, both physical and spiritual, without defense or excuse. Man is helpless in his lost condition apart from the grace of God.

Scripture: Genesis 1:25-27; Romans 1:20; 3:10, 23; 5:12, 16-18; Psalm 51:5

We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (**Genesis 2:24; 19:5, 13; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4**). Valley Forge Baptist Temple will not condone such behavior in its members.

We believe that the only legitimate marriage is the joining of one man and one woman (**Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22**).

Salvation

We believe that salvation is the gift of God provided for all men by the substitutionary death of Jesus Christ and His shed blood. We believe salvation is wholly of God and apart from any works of righteousness by man. Salvation is exclusively through Jesus Christ and His vicarious atonement for sin.

Scripture: Romans 3:24; 6:23; John 3:16; 14:6; Ephesians 1:7; 2:8-9; Titus 3:5

We believe that the Holy Spirit of God convicts unbelievers of their sin, drawing them to salvation. The two ingredients for man to receive salvation are repentance toward God and faith in the Lord Jesus Christ. At the moment of salvation, the Holy Spirit regenerates, indwells, sanctifies, justifies, and seals the believer.

Scripture: Acts 20:21; Luke 13:3; 2 Peter 3:9; Romans 5:1; John 3:3, 36; 1 Corinthians 6:19-20; Ephesians 4:30

We believe that Christians are eternally secure in Jesus Christ and salvation may never be lost. The penalty of all sins is removed at salvation.

Scripture: Romans 8:1, 33-39; John 10:28-29; 1 John 5:11-13

The Second Coming

We believe in the imminent, personal, pre-tribulation return of the Lord Jesus Christ. He will return bodily in the air to “catch away” both the dead and living in Christ.

Scripture: 1 Thessalonians 4:13-18; Acts 1:11; Titus 2:13

We believe that Jesus Christ will return to earth seven years after the rapture. He will destroy the remaining unbelievers and establish His kingdom. He will reign 1,000 years on the throne of David.

Scripture: Daniel 9:24-27; Revelation 19:15-16; 20:4; Matthew 24:30

The Church

We believe that a New Testament church is a local, organized assembly of baptized believers with the purpose of fulfilling the Great Commission given by Jesus Christ. We believe Jesus Christ began His church during His earthly ministry; and purchased it with His own blood. Each church is to be autonomous, indigenous, and independent. The church is governed, first, as a theocracy; and secondly, as a democracy. There are two permanent officers in the church: pastors and deacons. The church is to observe two ordinances established by Jesus Christ: baptism and the Lord’s Supper.

Scripture: Matthew 16:18; 28:18-20; Acts 20:28; 2:41, 47; Colossians 1:18; 1 Corinthians 5, 6, & 16; 1 Timothy 3:1-13; Titus 1:5-13

The Ordinances

Baptism. We believe that baptism is a symbol of the believer’s identification with the death, burial, and resurrection of Christ. It is

strictly an act of obedience following conversion. Christ only gave authority to His church to baptize by immersion in water.

Scripture: Matthew 28:18-20; Romans 6:4-5; Acts 2:41

The Lord's Supper. We believe that the Lord's Supper is a memorial of the shed blood and broken body of the Lord. It is a reminder of the death of Christ and His future return. Participants are to be saved, baptized, and belong to a church. Self-examination is to precede participation in the Lord's Supper.

**Scripture: 1 Corinthians 11:24-29; Matthew 26:26-29;
Acts 2:41-42**

