



*2022-2023 VFS Student Handbook*

*Victory Family School*  
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"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Matthew 5:16

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## MISSION STATEMENT

Instilling a love for God, others and learning.

## VISION STATEMENT

Equip servant leaders who are academically, spiritually and socially prepared to impact the world for Christ.

## CORE VALUES

We are Family.

Prayer is the foundation of everything we do.

We give our very best to the next generation.

We care deeply about the needs of the people in our community.

Diversity is important to us; all people from every background will be loved and accepted.

We strive for Academic Distinction

*“In the same way, let your light shine before others, so that they may see your good deeds and glorify your Father in heaven” - Matthew 5:16*

## EDUCATIONAL PHILOSOPHY

Victory Family School is a place where children are equipped to stand firm in their faith, face the challenges of our age, and bring about Godly solutions in our world. We teach our children how to live out those solutions in their personal lives and how to critically think through, for themselves, the biblical response to every situation. Simply stated, our philosophy is for students to learn about God and the truth of His Word then be the hands and feet of Christ.

We teach from a biblical worldview and believe that all children can achieve academic excellence and reach their God given potential when the environment is developmentally appropriate, safe, nurturing, and maintains high expectations for spiritual, moral, and academic growth. Children flourish in an atmosphere that includes consistent, loving but firm discipline, and parents who are partners in their child's educational experience. VFS provides a well-rounded, yet rigorous education that exceeds standard requirements. We encourage students to explore, connect with the natural world, and be creative through fine and performing arts.

VFS employs educators who first and foremost are committed to Christ and live according to His Word. Teachers model Christian character, integrate scripture into all learning, and are high quality, experienced educators. They are highly skilled and encourage a lifelong love of learning. VFS teachers foster critical thinking skills and prepare students to function as competent, and Godly citizens. Our teachers appreciate and value each child; discovering and identifying those hidden talents that make them unique, thus perpetuating a love of learning. VFS teachers create learning environments that are safe, comfortable, and nurturing where all students are encouraged to express opinions and beliefs, clarify thoughts, and expose assumptions for mutual and respectful examination.

*“The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him and to train him in godly living, so that he can fulfill God's total purpose for his life personally and vocationally.” - Dr. H. Gene Garrick.*

## STATEMENT OF BELIEF

Victory Family School is a ministry of Victory Family Church, which is a non-denominational, evangelical, Bible teaching church. We believe that a Christian school must be fully and equally committed to biblical truth and excellence in education. VFS is adamant in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff, and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age. We believe and adhere to the following:

## **God**

God is the ruler of all things. There is only one God, and He is eternally existent in three coequal persons: The Father, the Son, and the Holy Spirit.

## **The Father**

God the Father is the Creator and sustainer of everything. He created man in His image for fellowship and is calling man back to Himself through Christ after the rebellion and fall of man.

## **The Son**

Jesus Christ is the Son of God and is coequal with the Father and the Holy Spirit. He is both completely man and completely God. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return someday to earth to reign as King.

## **The Holy Spirit**

The Holy Spirit is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. Every believer has access to the Holy Spirit's gifts when they are saved. As Christians, we seek to live under His guidance daily.

## **The Bible**

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs about living.

## **Humanity**

People are made in the image of God, to be like Him in character. People are the highest form of God's creation. Although we all have tremendous potential for good, all of us are impaired by an attitude of disobedience toward God called "sin." Sin separates us from God.

## **Salvation**

Salvation is God's gift to us, but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment one receives Jesus Christ into his or her life by faith. Anyone who is united with Christ gets a fresh start and is created new. God creates each of us with a plan and purpose for our lives which we cannot fulfill except through Him.

## **Eternity**

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life in Heaven. Heaven and hell are real places of eternal existence.

## **The Church**

The church is a local community of believers unified through faith in Christ and a part of the bigger whole of the global church. It is committed to the teachings of Christ and to obeying all His commands as it seeks to bring the gospel to the world. The church works together in love and unity, intent on the ultimate purpose of glorifying Christ, and making Him known to the world.

## **Water Baptism**

All who repent of their sin and believe in Christ as their Savior are to be baptized in water. By doing this, they

symbolically declare to the world that they have died with Christ and have also been raised to live a new life with Him.

### **Communion**

The Lord's Supper, consisting of bread and fruit of the vine, is a symbol expressing our sharing of the divine nature of Christ, the memorial of his suffering and death, and the prophecy of His second coming.

## **SCHOOL/PARENT PARTNERSHIP**

VFS has a specific spiritual purpose based upon biblical guidelines (Deuteronomy 6:1-9, Ephesians 6:1-4). VFS seeks to be discerning in Christian belief and practice. The Board of Directors and administration are not concerned with denominational preference or affiliation but are concerned with the personal profession and practice of biblical Christian faith among those who make up the school family. VFS defines a Christian based on Romans 10:9-10 "If you declare with your mouth, "Jesus is Lord," and believe with your heart God raised Him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth you profess your faith and are saved."

We fully expect parents to partner with our teachers and school and ask that you agree and commit to the following:

- Guide our children through a biblical worldview, recognizing VFS as a supportive partner (Deuteronomy 6:5- 7; Colossians 2:8; Matthew 22:37).
- Pray earnestly for VFS, its families, faculty, staff, and administration (James 5:16).
- Serve the school in whatever capacity our time, talents, and gifts will allow, as a result of our growing personal faith in Jesus Christ (Mark 10:43-45).
- Live our calling to a higher standard of conduct as evidenced in our thoughts, our words, and our behavior both in school and to the outside community, because as a Christian community VFS bears witness to the character of the Lord Jesus Christ (Ephesians 4:1). As Christ followers, we do not engage in a lifestyle of adultery, homosexual activity, alcohol abuse, the illegal use/sale of drugs or any other illegal act.
- Preserve unity in the body, by seeking to resolve any conflict within the VFS community by addressing the matter appropriately with the person or persons directly involved (Matthew 18:15-17).
- Look for the good in our children's behavior and to praise them and their parents for demonstrating Christ-like character (1 Corinthians 13:4-7).
- Communicate lovingly to other parents when we have valid concerns about their student's behavior, so that each of us as parents may guide our student to grow in Christ-like character (Colossians 3:12-17).
- Attend school-related meetings designed to foster a community of VFS parents who are more equipped to work with the school and one another; to educate our children, and to be more unified in our ability to encourage one another in this high calling." (Hebrews 10:25).
- Put away all malice, gossip, and words that may hurt another. Say those things that edify and encourage one another ((Ephesians 4:31; 1 Peter 2:1; 1 Thessalonians 5:11).

## ADMINISTRATION AND OFFICE

It is important that the members of the staff be given the freedom to perform their duties without unnecessary interruption. However, there may be some exceptions and will be handled accordingly. **Please note: VFS does not take placement/teacher requests.**

### Forgotten Items

VFS administration will not allow interruptions to classroom instruction to deliver late/forgotten items. Parents can leave items/lunches/homework at the front desk, and administration will deliver during a non-intrusive time in the schedule.

### Lost and Found

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost items will be kept in the Lost and Found located at the front desk. Unclaimed items will be donated at the end of each semester, or earlier if space is needed.

## COMMUNICATION

VFS will be using the **Remind** digital system for most/all communication from office/teachers via texts and email. All parents will be added to the system and it is the parent's choice to opt-out. However, if you choose to do so you will miss out on most/all notifications and/or newsletters. Any other communication outlets will be used with the same standards and expectations of all school communication, including creation of group or class email or text notifying systems, Facebook, Twitter, Instagram or other accounts, etc. This includes student name and photo usage as written in the VFS photo release form, school approved platforms, publications, etc.

### Classroom News

Most classroom lesson plans will be posted to FACTS or sent home in a weekly or bi-weekly classroom newsletter containing information on specifics to be accomplished for each subject. Some newsletters may be done through grade level websites.

### Students Messages

To preserve valuable instructional time and a safe environment, use of cell phones by students during the school day is strictly prohibited. However they may be in their backpack and TURNED OFF. All outside communication should be routed through the school's main office or child's teacher.

- Any messages for students will be delivered during a non-intrusive time in the schedule throughout the day.

### Weekly Folder

All students will use a designated "take-home" folder for papers, notes, assignments, and communication between home and school. Backpacks and take-home folders are to be used for VFS-related material only. Announcements from parents, advertisements, etc. are not to be included in take-home folders or backpacks.

### Faculty and Staff Communication

The VFS faculty and staff welcome communication from parents. The following guidelines will help to direct communication in the most productive way:

- To request a conference in person, parents may submit a written note, email, or phone call to the teacher so that a time may be scheduled. **"Drop-in" conferences before or after school are not acceptable.**
- Be aware of your emotional state before contacting the teacher. Make sure you allow a 24 hour "cool off" period before contacting the teacher directly.
- For urgent matters, parents are encouraged to call the main office.
- Non-urgent communication may be directed to the teacher's/VFS office email address. Please respect teachers and staff's family time. Allow 24 hours for all return communications.

- Concerns involving students and classroom procedures are most appropriately directed to the teacher.
  - Questions concerning school policy should be directed to the main office.
  - As a courtesy, parents should not call teachers or staff at home.
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- In seeking to solve any problem or misunderstanding originating in class, students and parents should work with the teachers first, then administration, if necessary.

## **ATTENDANCE**

### **Arrival and Dismissal**

- Full Day School: 8:15 a.m – 3:00 p.m.
- Morning Ram Club (Before School Care): 7:00 a.m. – 8:00 a.m.
- Afternoon Ram Club (After School Care): 3:15 p.m.– 6:00 p.m.

Arrival/Doors open at 8:05 a.m. No students can enter before 8:05 a.m. unless attending Morning Ram Club. Morning Assembly (Rockin' Rams) with praise and worship starts promptly at 8:15 a.m. If a child is late, they will miss an important part of their school day and they will be counted as tardy. Dismissal will begin at 3:00. All students must be picked up no later than 3:15. Any student remaining after 3:15 will be sent to Ram Club at the expense of the parent.

### **Absences**

Please notify the front office if a student will be late/absent. You may also email the classroom teacher as a courtesy. In most cases, homework assignments can be obtained from FACTS. Any student with excessive absences, eighteen (18) or more in a year, may be required to repeat the grade, unless approved by the administration.

- Teachers will maintain an accurate record of attendance, including tardiness and early withdrawals. The record will appear on report cards.
- If a child is absent due to family vacations or several days of illness, the child will be able to complete their missed assignments upon return to class. Students will be given the same number of days missed to complete assignments at home. The student will be responsible to return the completed assignments to their teacher.
- Absences and early withdrawals to complete Epic testing and/or tutoring are unexcused.

### **Planned Absences**

Regular attendance at school is critical to the educational process. Periodically, however, parents must take students out of school for special situations. These situations are identified as unexcused absences.

- Parents must notify the front office and student's teacher at least 5 days prior to the absence.
- Parents and students must assume responsibility for obtaining all assignments from teachers before departure or upon returning.
- Students will be given the same number of days they missed to complete and return assignments.

### **Tardiness**

All students are expected to be in class by 8:15 a.m. Students who are habitually late will not be allowed to make up the work that has been missed after the third tardy. Three tardies will equal one absence in a 9-week period. When a child is late, he/she misses a very important part of the day. In the event of excessive tardiness, an administrator will contact parents. A "grace" period may be called in the event of abnormal traffic conditions or inclement weather.

## **ATTENDANCE**

<b>Present Codes</b>		
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TA	Tardy exc./unex.	unex= student is not signed in by parent exc. = student is signed in by a parent Students is counted TA up to 8:45
Q	Quarantine	Quarantined from Covid
P	Present	Student is in classroom on time
SR	School related	Activities with the class away from the campus (fieldtrip)
ED	Early Dismissal	Starting at 2:30
NS	No SCHOOL	Due to weather/snowdays/ Tornados.....

Absent Codes		
AU	Absent unexcused	Student is A all day or parts of the day Trips, staying home with mom/dad etc... No notification from parent
AE	Absent Excused	Student A all day or parts of the day with notification:  Bereavement, weddings, family members in hospital, emergencies, dr. visits, dentist and ortho appts., ill

3 Tardies (unex/exc.) counts as 1 Absence

3 Early Dismissal counts as 1 Absence

If a student is present for 4 periods of the school day, he/she is counted as present for the day

If a students is present for 3 periods of the day, he/she is counted present for ½ day

#### Allowed:

10 unexcused Absences per semester

5 medical appointments without a med note

If your student has occurring appointments, 1 med note is acceptable as long the time, day and time frame of the appointment is noted

EXCESSIVE EXCUSED ABSENCES WILL BE MONITORED!



If unexcused absences will exceed the allowed number, a decision by the Lead Team is made if progression to the next school year is possible.

## **HEALTH**

### **CPR/AED/First Aid**

VFS requires employees to be trained in CPR, AED, and FIRST AID and are provided first aid kits to assist with minor injuries and 1 or more will be in the building at all times.

### **Illness**

Students with a temperature of 100 degrees or higher, vomiting, diarrhea, or unexplained rashes will be sent home from school immediately and cannot return until they are symptom-free without medications for 24 hours. This will be an unexcused absence. For fevers registering less than 100 degrees, the parent will be notified, and the student will be monitored throughout the day.

### **Lice/Conjunctivitis/Contagious Illnesses**

Students who have conjunctivitis (pink eye), head lice, or any other contagious illnesses will also be sent home immediately. A doctor's note stating treatment has started or the student is no longer contagious will be required before returning to school. Also, please notify the front office if your student has been diagnosed with any of the above symptoms.

### **Medication Consent**

A completed medical consent from the parents or doctor must be on file before VFS can administer any prescription or over-the-counter medication. All medication must be in the original container with specific instructions for time and dosage from the doctor. Certain medicines (inhaler, EpiPen, etc....) may be kept in the student's backpack only if the proper form is filled out by the physician and on file with the VFS administration office.

### **Health Conditions**

Please inform the staff of any student health conditions such as asthma/allergies (dairy, nuts, gluten, etc.) etc.

### **Post-Concussion Return to Learn**

Please notify the front office if a student has been diagnosed with a concussion. The graduated return to academics will be individualized and based on the absence of concussion symptoms following cognitive exposure. All classroom work missed should be made up. The student will be given the same amount of time to make up work that he/she missed due to concussion or head injury.

## **DISCIPLINE**

We believe the purpose of discipline at VFS is three-fold:

- To teach students that their behavior has consequences, both good and bad, and that they will be held accountable for their actions.
- Part of the Fruit of the Spirit is self-control, and God has given each student a will, which means they have the ability to make wise or foolish choices.
- To provide an orderly and safe learning environment, free of distractions and conducive to academic success.

We believe a student should learn the God-given responsibility to walk honorably in every way (Hebrews 13:18, Ephesians 5:15, Psalm 119:1).

VFS therefore, provides just, firm, and consistent discipline, tempered with love. We maintain standards of behavior with kindness, love, and a genuine regard for the student.

However, when disciplinary action becomes necessary, VFS reserves the right to have full discretion in the discipline (excluding corporal punishment), in conjunction with parental notification. The Administration also reserves the right to modify the Behavioral Policies to clarify violations, should it prove too vague.

Therefore the ultimate goal for discipline and classroom management at VFS is to create a culture of respect, both at the school and classroom levels. Transforming students to disciples that illuminates Christ in us and to others. Mathew 5:16 says it best, "Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." We will model this light by our everyday actions and implement a school-wide focus of the "R.A.M way" inside and outside the classroom.

1. **Respect** for God, others, and our school

2. **Accountability** of our own actions

3. **Mindfulness** of others

The principles of Love and Logic have been adopted by the teachers and administration at VFS. It is our goal that students will understand there are natural consequences for behavior and will develop ownership for their own actions. While we strive for consistency and fairness, we realize each child is uniquely created by God; therefore, each disciplinary situation is treated uniquely with consequences appropriate to that child's behavior. Parents will be called and requested to come to the school to discuss a behavior plan if this approach is not effective. Any repetitive actions that are spiritually and/or physically detrimental to the school or others and cause the teacher to spend a disproportionate amount of time with one child, may result in suspension or dismissal.

### **Disciplinary Probation**

If a student is placed on Disciplinary Probation, the student's parents, teacher, director, and lead team member will be required to conference regarding the student's conduct. A mutually agreed upon plan of action will be drawn up to provide the student with compelling motivation and assistance to change his/her behavior. In most cases, disciplinary actions are not documented from one year to the next, so that each student begins each year with a clean slate. However, students who are suspended twice in one school year, resulting in Disciplinary Probation, are an exception. Their status will carry over into the next school year for a period of eighteen weeks (two nine-week grading periods). This means that the situation was serious enough that, should the student be involved in any serious violation of school rules during the following two quarters, dismissal may result. If the student maintains a clean record for two quarters, the Disciplinary Probation status will be lifted.

### **Violence Free Zone**

The School Advisory Board supports a safe and non-threatening learning environment, conducive to teaching and learning that is free from threat of physical violence. No weapons or weapon paraphernalia (guns, knives, brass knuckles, etc.) will be allowed on VFS property. Furthermore, any physical, verbal, and/or written violence or threat of violence against any student, faculty member or staff constitutes an exceedingly serious offense and upon investigation may result in:

- Immediate one (1) – three (3) day suspension.
- Probation for a period and terms to be determined by the administration.
- Dismissal from VFS.

All parents are encouraged to take the time to review the series of rules and go over them with their own children. Most discipline problems will be handled by the teachers, but serious problems or repeat offenders will be referred to the Head of School.

### **Electronic Media and Social Networking Sites**

Students at VFS strive to represent Jesus Christ, the school, their church, and their families. Students are expected to exercise wisdom and discretion in the participation of any online dialogue including social networking websites, web logs (blogs), text messages, or email messages. The potential to quickly tarnish the reputation of an individual person or the school is high.

Therefore, students at VFS will be held responsible for the reckless or inappropriate use of electronic technology that presents the student, another person, or the school, in a negative or inappropriate light. Inappropriate use is defined as, but not limited to, the use of profanity, vulgarity, sexually explicit images or language, gossip, slander, or threats to the safety or welfare of other people. Students participating in the inappropriate use of electronic media are subject to disciplinary action including suspension or expulsion from VFS. There should be no expectation of, and there is no right of, privacy. VFS reserves the right to monitor any technology usage.

## **DRESS CODE**

Victory Family School has a responsibility to keep our students focused on education and to provide the best possible environment for success. We have determined that it is in the best interest of VFS and our students to wear conservative, campus-style uniforms. Teachers and administration may use their discretion on the fine points of implementing this dress code. Our uniform policy follows NEAT, CLEAN AND MODEST guidelines.

This policy is intended to serve as a tool to:

- Create an atmosphere free from distraction.
- Serve to dispense with competition due to outward appearance and affluence.
- De-emphasize outward appearance in favor of inner beauty and character.

**Whether a student's appearance (dress, hair, make-up, etc.) is in compliance with the Policy is to be determined at the sole discretion of school staff. If in violation of the dress code policy, parents will be contacted to bring appropriate clothing.**

### **Uniforms**

Parents should model integrity to their children by complying with the VFS uniform policy. The official VFS uniforms can be purchased on the Land's End website or school sponsored uniform shops. Uniforms are required for Kindergarten through Sixth grade and are expected to be **clean, neat and appropriately fitted**. Girls should wear shorts under skirts. Short/skirt length should be below the fingertips with hands straight down by side. Leggings are not considered appropriate bottoms by themselves. Legging must be worn under skirts, shorts, and dresses not worn alone, unless with a long tunic length shirt.

### **Uniforms at a Glance**

- Mondays, Tuesdays, Thursdays, Fridays:
  - Tops- VFS or VFC shirt
  - Bottoms- athletic shorts, pants or jeans
- Worship Wednesday:
  - Tops- polo or Lands End button up with VFS crest
  - Bottoms- Boys: jeans, dress pants or dress shorts- Girls: jeans, dress pants, dress shorts, skirt or jumper

### **Preschool & Pre-Kindergarten Dress Code**

Dress students in comfortable clothing appropriate for an active environment. Clothing should be neat, clean, and in good repair. Keep in mind that messy activities will be implemented often. Students may also choose to wear uniforms.

### **Footwear**

Please use discretion when choosing footwear. All students should wear slip-resistant or rubber-soled shoes. Tennis or sport shoes are safest for participation in physical education, recess, and other activities. Instructional class time does not allow for changing shoes.

### **Socks/Leggings**

Students may express their individuality by wearing socks or leggings of their choosing. They can be crazy colors and/or designs (no profanity or obscene images/words). Leggings are not considered appropriate bottoms by themselves.

Legging must be worn under skirts, shorts, and dresses not worn alone.

## **SAFETY**

The safety of every student will always be of utmost importance. Our administration will monitor and greet all visitors.

- All visitors, parents, volunteers entering the school for any reason must check in at the desk, sign in/out, receive a visitor's badge to be worn throughout the visit and have approval to enter the classroom area. •
- Doors will remain locked at all times during the school day.
- A security officer will be on site at all times during the school hours.
- VFS is a smoke-free zone.

### **Recess Safety**

- Tackling, tripping or rough play is not permitted. If a game becomes too rough, students will not be permitted to play it.
- Children are not to play outside the designated areas. If a ball goes out of the area, a student is to get permission before retrieving it.
- Good sportsmanship and courteous behavior are always expected.
- Students must always observe all directions and/or safety measures from the teacher.

## **WEATHER**

### **Severe Weather Postings**

It may be necessary to close school, delay the start of school, or dismiss early because of severe weather.

Information regarding school closing or delayed start will be sent via our **REMIND** digital communication system and posted on major TV and radio stations.

### **Drills and Emergency Preparedness**

VFS students will practice tornado, emergency relocation, intruder, and other necessary drills throughout the school year.

### **Recess and Inclement Weather**

VFS students will go outside in all types of weather so please be mindful of changing weather and send coats, hats, gloves, raincoats, and rain boots when necessary. Severe weather will be handled accordingly at the discretion of VFS administration.

## **NUTRITION AND REST**

### **Lunch**

Students will need to bring their own healthy lunch to school each day. VFS is unable to refrigerate or microwave lunches. Therefore, foods should be prepared with this in mind when the child is bringing lunch from home. Water and necessary utensils used for specific foods should be included. Parents must ensure food items and water are properly sealed to avoid leakage. Please do not send drinks containing caffeine, carbonation or red food dye. Please label all belongings. Options for food provided by local vendors may be available. In such cases, you will receive an order notification from Student Services, along with availability dates, options, and associated costs.

### **Snack**

Parents may be asked to provide daily healthy snacks on a rotating basis. Teachers will go over procedures at parent orientation. If your student has a food allergy you may wish to provide a snack only for them on days when they can't have what is served.

### **Rest**

Preschool and Pre-kindergarten students will be given the opportunity to rest daily.

## **CURRICULUM AND INSTRUCTION**

VFS adheres to a rigorous, biblically-integrated curriculum in all subject areas. Hands-on enrichment activities are included to create a more meaningful learning experience. Course outlines for each grade level and subject are available for review on our website. Core subjects include language arts, math, Bible, science, history, and geography. In addition, we provide our students with Latin, Spanish, art, music, physical education and library.

### **Chapel**

Students will attend chapel once each week. Chapel includes the American and Oklahoma flag salute, pledge to the Bible, worship, prayer, and a Bible message.

### **Homework**

VFS believes that homework must provide a meaningful and distinct purpose - to develop accountability and responsibility. VFS does not believe in giving homework for homework's sake. Homework, assigned sparingly, reinforces the classroom instruction and requires discipline, time, and energy. Although unfinished class work is not considered homework, students who fail to complete the day's assignments are expected to do so, in addition to any other assigned homework. Teachers are committed to age-appropriate assignments, and carefully consider the time necessary to complete those assignments.

### **Academic Assistance**

If, at the end of a nine-week's grading period, a student receives a grade of 60% or below in one or more core classes (math, language arts, science, and social studies), the student will be placed on Academic Warning. At that time, the teacher will schedule a conference with the parents and the Head of School to devise a short-term academic success plan. At the end of the nine-week period, the student's short-term academic success plan and records will be evaluated. If the student fails to meet the expectations lined out in the short-term academic success plan by the time of review, the students will be placed on Academic Probation.

### **Academic Probation**

Probation is reserved for those students whose continued academic struggle warrants specific attention. At the end of the grading period in which the student has been placed on Academic Warning, the short-term academic success plan and the student's records will be reviewed by the teacher and administration to ascertain what efforts the student has made to improve his or her grades. Any student who again has poor grades after being on Academic Probation faces possible academic dismissal from the school at the end of the school year. Every effort will be made to work with families to avoid this action, if possible.

### **Internet Usage**

Internet usage is important in today's technology-driven economy and society. With this tool comes great responsibility, given the potential dangers associated with the internet. Therefore, VFS students will be trained in internet safety and cyber-bullying. In addition, students must sign an appropriate use agreement.

### **Library/Media**

Students will visit the school library at scheduled times with their teacher, librarian and/or a parent volunteer. Students in grades Kindergarten and above will be introduced to beginning library skills and will be allowed to check out books. Due dates for their books will be arranged to coincide with their next library visit. Fines will be assessed for book damage or replacement cost of lost books and must be paid before report cards can be issued. Parents will be responsible for any loss or damage to books checked out to their student.

- **Media Center Donations** - Parents are invited to donate new books to the Media Center in their child's name for either their birthday or at Christmas. This is an exciting way for children to feel involved at VFS by helping to grow their school library. VFS will maintain a "wish list" of requested books, and books may be ordered through the librarian or purchased from a bookstore.

### **Field Trips**

Field trips will be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of VFS. Field trips are fun and informative experiences for VFS students. Any field trips will require proper permission slips to be filled out along with any emergency treatment forms.

- **Permission Slips** - Prior to the start of the school year, parents will complete one permission form per student for all field trips, mission activities, off-campus activities, etc. which will cover the student for the entire school year. We will not require a permission form for each individual event.
- **Parent Drivers** - Parents who agree to transport students will be required to sign a form agreeing to follow specific guidelines regarding the safety and supervision of students who will travel in their vehicles. A copy of each driver's current driver's license and insurance verification must be on file, as well. Parents are expected to maintain control of student behavior while in transit. Parents will only allow G-rated movies to be shown in transit and should play music that is appropriate and in keeping with biblical values. Drivers should not make unscheduled detours from the field trip agenda and are to travel directly to and from the destination.

### **Parties and Celebrations**

Because of the secularization of so many holidays, the following guidelines will be followed in the handling of class parties.

#### **Halloween**

Halloween will not be observed. Fall and Family will be celebrated.

#### **Thanksgiving**

Thanksgiving is celebrated with a school-wide Thanksgiving feast the Friday before Thanksgiving.

#### **Christmas**

Christmas celebrations may be planned with the emphasis being on the birth of Christ.

#### **Valentine's Day**

Valentine's Day class parties may or may not be planned at the discretion of the classroom teacher. If planned valentines may be exchanged provided students bring them for all class members.

#### **Easter**

Easter will emphasize the death, burial, and resurrection of our Lord Jesus Christ.

### **Private Parties and Sleepovers**

VFS will allow any kind of private party invitations to be passed out or sent home with students as long as they are given to all students or students of the same gender.

#### **Birthdays**

Birthday students will receive special recognition and blessings during Family Circle time. Students may bring a birthday treat to share with the class. Birthday plans should be scheduled with the child's teachers. Children with summer birthdays may celebrate their half birthday during the school year (teacher approval of date is necessary).

## **MISCELLANEOUS**

### **Classroom Visits**

Visitors are welcome in the classrooms. However, it is important that disruptions to classroom instruction be minimal. Therefore, the administration asks that parents who wish to visit classes do so within the following guidelines:

- The VFS office and teacher must be contacted 24 hours in advance to schedule a visit.
- At the time of the visit, parents must sign in and out at the front desk. Visitor badges will be provided and must

be worn while in the building.

### **Parent Involvement**

Parental involvement at VFS is welcomed and encouraged. Parents are provided opportunities throughout the year to become involved in various ways within the classroom and to support activities. God has given parents the responsibility for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be achieved when parents and teachers work alongside one another to support and encourage students.

### **Parent Volunteers**

VFS deeply appreciates our parent volunteers. For the benefit of all volunteers and students, the school requires volunteers to:

- Report to the information desk to sign in and out.
- Wear identification badges provided by the school while participating in volunteer activities.
- Work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
- Communicate with designated staff members to ensure clear expectations, task assignments, and feedback on volunteer activity.
- Be responsible for their scheduled times and notify the school staff if not able to meet this commitment.
- Respect the authority of the school and the school administration.
- Not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.
- Must be fair and reasonable in all school situations.
- Not let their personal feelings enter their work as a volunteer.
- Dress appropriately, always remembering that he/she is setting an example for the students.

### **Student Personal Belongings**

Students are not allowed to bring personal items such as toys, stuffed animals, trading cards of any kind, or pets to school unless it is a designated day for such items. Any items taken from students will be returned to the parents at the end of the day. In addition, students are expected to keep their backpacks free of trash, toys, and personal items that are not necessary for the school day.

### **Technology Items**

Students may keep their personal cell phones in their backpacks and must always remain off. Cellphones, personal computers, electronic games, toys, iPods, MP3 players, headphones or any other electronic devices are not permitted to be handled, displayed, or used without written permission of a school official for a designated "technology" day. In the case where authorization has been permitted, students will only be allowed to use the device under close monitoring by the approving authority. This policy will be strictly enforced. VFS will not be responsible for any of these items being lost, damaged or stolen.

## **FINANCIAL**

### **Tuition and Fees**

Unless paid in advance, tuition is payable in twelve (12) monthly payments beginning in July and ending in June, or in two semester payments due in July and January. Tuition is calculated on a yearly basis and remains the same regardless of the number of days in the month, school holidays, school closings, or absences. If tuition is habitually late or not paid, the student's records will not be released until the financial matters are cleared. **If no payment is made within sixty (60) days of the due date, the school may, at will, suspend the student and is under no obligation to provide services, educational or otherwise to said student.**

### **Tuition Insurance**

Tuition Refund Insurance coverage will be required for those that elect monthly or semi-annual tuition payments unless satisfactory evidence is presented that comparable coverage has been secured elsewhere.

### **Refund of Tuition and Fees**

All tuition and other charges are based upon the estimated cost of providing the services of the school to all students enrolled. The signed and returned contract is a pledge to VFS that parents will pay the costs indicated, allowing VFS to meet its annual budget. VFS employs staff and teachers in accordance with the number of students enrolled and must pay teacher salaries whether or not a student leaves the school.

**Therefore, families remain under a contractual obligation to pay the full school year tuition if student(s) are withdrawn after the last day of June prior to the start of school in August, or in the case of expulsion during the school year. No refunds are given when a student is withdrawn from VFS. The full tuition amount must be paid for the remainder of the year.**

### **Withdrawals**

To withdraw a student, parents must notify the school in writing. No records will be released until all books are returned and financial matters are cleared. **The final date to withdraw students for the upcoming year will be June 30<sup>th</sup>.**

**\*IT IS A PRIVILEGE TO ATTEND VFS. IF AT ANY TIME YOU ARE NOT IN COMPLIANCE WITH OUR CORE VALUES OR STUDENT HANDBOOK, VFS RESERVES THE RIGHT TO REVIEW YOUR ENROLLMENT STATUS.**