

Welcome to Ventura Missionary School! It is a privilege to have you as part of the VMS Family. We applaud your willingness to experience a quality Christian education. VMS provides an environment where children learn to love and follow Christ. This handbook has been prepared to help familiarize parents and students with both the privileges and the responsibilities of being a Ventura Missionary School student. However, no attempt has been made to include all aspects of the school's procedures. Various situations arise from time to time that will be addressed on an individual basis. To help you fully understand school expectations, policies, and procedures, please take time to review your handbook carefully. Ventura Missionary School reserves the right to change policies anytime during the school year. Enrollment of your children is dependent of your support of the school, our staff, and our policies. We hope you have a memorable and successful 2021-2022 school year. Go HUSKIES!

*Grow in Wisdom,  
Dr. Tammy Ennis  
Dean of Academic Affairs*



*Living Hope,  
Mrs. Amy Hall  
Dean of Student Affairs*

## **MISSION STATEMENT OF VENTURA MISSIONARY SCHOOL**

*We exist to live and share the transforming love of Jesus with our community and world:*

*Ventura Missionary School fosters a culture of love where the whole child experiences a practical foundation committed to academic excellence, social relationships, and spiritual development through our arts enriched platform of active learning.*

Ventura Missionary School maintains rigorous standards to help our students achieve academic excellence while also building character through a growing personal relationship with Christ. As our students are discovering their unique God-given gifts and talents, our school is committed to creating academic classrooms that will stimulate growth by offering opportunities in artistic expression, athletics, Spanish, STEAM, and leadership. The behavioral and academic expectations set forth in this handbook are strictly adhered to and should be carefully considered by any family enrolling at Ventura Missionary School. In adopting the scope and sequence of our curriculum, California State Standards, best teaching practices, and a Biblical World View are integrated into the instructional plan.

## **HOT LUNCH**

*A big thank you to our wonderful parent volunteers who make our hot lunch program possible!*

*We intend to begin this program starting in Quarter 2 if we have enough parent volunteers.*

Choice Lunch offers a wide variety of excellent nutritional choices. The chicken is hormone-free, and the food contains no trans fats, MSG, high fructose corn syrup or artificial colors, flavors, or sweeteners. The packaging is all compostable. Register your student with Choice Lunch, view menus, and order at [Choicelunch.com](http://Choicelunch.com). Orders must be placed by 9:00 a.m. the school day before (Monday's lunch order must be placed on Friday). The price of the lunch varies, depending upon choice. Each entrée comes with a choice of fresh fruit or veggie, snack, and a drink.

**Students are NOT permitted to call home for forgotten lunches. Remember to send a snack with your child for the morning break on the days you have ordered hot lunch.**

**PARENTAL INVOLVEMENT:** Ventura Missionary School functions at its highest level when we have a healthy volunteer community. We invite you to volunteer in your child's classroom. Each year teachers need room parents to help with party planning and help with various administration duties.

Parents and visitors must obtain a visitor pass from the Day School Office (upper campus) prior to working in the classroom. This system is in place to keep track of visitors on campus and important for the safety of your children in the event of an emergency. **We are a closed campus.**

The teaching staff at VMS extends an invitation to parents to visit classrooms during the school year. We want to encourage parent participation in school activities and acquaint you with our programs. Classroom visits are limited to 15-20 minutes and must be arranged in advanced with the classroom teacher. A visitor's pass is required.

Please deliver forgotten lunches to the school office, not the classroom. Our staff will bring the lunch to the classroom.

**PTF - PARENT TEACHER FELLOWSHIP:** We invite you to join and participate! PTF provides an opportunity for parents to become more involved in school activities, staff recognition, and service. It is a great way to meet people!

**FIELD TRIPS:** Off campus enrichment activities are planned each quarter. These activities may require a fee to be provided by parents. (Notify the classroom teacher if you are experiencing financial difficulties.) Drivers should only play appropriate music, **Visual Media is not permitted, without prior approval from the homeroom teacher.** Parents should not make any unscheduled stops while driving students. Failure to adhere to school rules or respond to correction appropriately will result in a parent having to pick up their child from the trip. **Parent drivers must have an updated Volunteer Driver Information sheet filed in the office EACH YEAR, with a copy of your driver's license, a copy of your insurance policy to verify coverage, and a signed Driver Accountability form.** Please note - **SIBLINGS ARE NOT ALLOWED TO ATTEND FIELD TRIPS.**

**LIBRARY:** Kindergarten students are allowed to check out one item at a time. First grade students are allowed to check out one item at a time the first semester and two items at a time second semester. Second through eighth grade students are allowed to check out two items at a time. Items are loaned for two weeks and may be renewed for an additional two weeks with the librarian. Upon notification of student illness by the teacher to the librarian, the due date will be extended by one week. It is the student's responsibility to turn the item into the librarian or the school office regardless of the library class schedule. Borrowing privileges are suspended until overdue books are returned or a lost book fee is paid. Borrowers are responsible to pay for items that are lost or damaged (beyond normal wear and tear). Borrowing privileges are a very positive thing for children. Not only does it encourage them to read and help improve their reading skills, it also teaches them responsibility. While it is not encouraged, parents may revoke their child's borrowing privileges by submitting a yearly written request to the school office, which will be passed on to the librarian.

These charges cover the cost to the library for replacing the item, plus costs in processing. This fee is a **minimum** of \$10.00. ***Report cards, yearbooks, extended care, and other privileges will not be distributed if there are any outstanding fees or past due balances payable to the school. You will receive an email notification.***

**ENRICHMENT CLASSES:** Students in grades K-5 participate weekly in Spanish, Art, Music, and Computer classes. Specialized teachers instruct these classes. Students will also participate in a school wide musical each year.

**CHAPELS:** Chapels are scheduled weekly for worship and spiritual enrichment. Additional chapels or assemblies may be scheduled.

**LOST & FOUND:** We retrieve many jackets, sweaters, lunch boxes, and other items daily. Periodically check the Lost and Found in the office hallway. At the end of each quarter items left in the Lost and Found will be donated to charity. Please label lunch boxes, jackets, sweaters, and sweatshirts with your child's first and last name.

**MEDICATION:** All medication, whether prescription or over-the-counter, must be kept in the school office in the original container. Pain relievers may be kept in the office with instructions and parental permission for use on an as needed basis. Students should always keep their inhalers with them to use as necessary. An "Authorization for Medication" form must be on file in the school office before **any** medication may be distributed.

**EXTENDED CARE:** Before-School Care is available from 7:30-8:15 a.m. Cost for care from 7:30-7:45 a.m. is \$1.25 each morning. There is no charge from 7:45-8:15. After-School Care is available from 2:30-5:30 p.m. The cost for After-School Care is \$6 per hour and billed as a weekly option only. To sign up for extended care, families will fill out the extended care registration google form emailed monthly. Students not picked up within 15 minutes from dismissal will need to utilize the emergency care and this is billed at \$10 per hour. **Extended Care students are not allowed to leave the supervised area without an adult from their pickup list, signing them out.**

**EARLY DEPARTURE:** We encourage you to schedule appointments after school hours. However, when that is not possible and a student needs to leave the campus during the school day, he/she must bring a note from his/her parent or guardian. The parent needs to first sign the student out in the school office and then proceed to the student's class for pickup.

**PARTY INVITATIONS:** Parents, **PLEASE DO NOT PASS OUT INVITATIONS OF ANY KIND** at school. It is nice to include friends, but please mail/email the invites privately. *A class roster is available on FACTS contact Donna Barradas for assistance.*

## HOMEWORK

The assignment of homework is considered an integral part of the school's total experience. Homework is an extension or expansion of work begun in the classroom. It may consist of any or all of the following activities:

1. Practice assignments in a skill area
2. Review of content previously studied
3. Special study motivated by special interests
4. Recreational reading
5. Use of community resources
6. Creative writing

Homework is assigned for the following reasons:

1. To make up the work that was missed
2. To complete assignments started in the classroom, but not completed
3. To provide additional practice in the mastery of new skills and concepts
4. To extend the application of the curriculum beyond the classroom

Parents have the responsibility to assist the child in his/her homework by providing a time and place conducive to study, which will allow for concentration and the absence of distractions.

**The parents should not do the work for the child, but they should provide encouragement and supervision so that the child will get the work accomplished. At the teacher's discretion, points may be deducted if it is apparent that the parent, not the child, completed the assignment.**

## **STUDENT RESPONSIBILITIES** **GENERAL SCHOOL STANDARDS**

We expect the attitudes of our students to complement the culture our school provides. We expect all our students to demonstrate the following general attitudes and behavior:

1. Show respect and obedience to all school and church staff
2. Show reverence to the Bible, Christian, and American flags
3. Show proper care of all school and church property
4. Have orderly and courteous conduct in the classrooms, sanctuary, hallways, playground, and restrooms

## **CONDUCT ON THE SCHOOL GROUNDS**

1. Before classes begin, students go directly to the playground from 7:30-8:00 (K-4) and to Baker's Square from 7:30-7:55 (5). Early morning care staff will walk the students who arrive before 8:00am to their classrooms. Starting at 8:00am students will proceed directly to their classrooms. **Elementary students should not enter through the hallways to drop their items off in the hall.** Please do not congregate in the hallway in the mornings or the afternoons while waiting on your teacher. Parents are welcome to visit outside the lobby area after they drop off their children in the lobby or while they are waiting on their children for dismissal.
2. Students are to always remain in supervised areas. Students may not leave the school ground without permission from the student's parent or guardian.
3. Only students K-3 are permitted in the lower playground structure area during school hours.
4. Students are to walk and be quiet near any classrooms or offices.
5. There is no playing or loitering in the restroom areas or hallways.
6. All toys should remain at home.
7. **The following items are not allowed on school grounds, except where special permission is given by the deans or teacher: electronic devices, electronic games, or skateboards.**
8. **Weapons, guns, (toy, water or real), knives of any kind, or matches, lighters and lasers are never allowed at school.**
9. **Cell phones are allowed, but must remain off during school hours and in the student's backpack. No other applications of the phone (camera, games, music, etc.) can be used on campus. VMS IS NOT RESPONSIBLE FOR LOST OR STOLEN CELL PHONES AND OR PERSONAL ITEMS.**
10. For safety reasons, we have cameras throughout the campus. However, no individual recording or videotaping is allowed on campus.

11. Students are not allowed to chew gum on campus.
12. Always show respect for the rights and property of others. Students may not handle or use the property of others without permission. Parents or guardians may be held liable for any damage to property caused by their child.
13. Students are to follow our **policy**: no fighting, hitting, pushing, biting, or other roughhousing, even in play.
14. VMS has zero-tolerance for any type of bullying. Our expectation is respect and kindness for all.
15. Profane, vulgar, or derogatory language or gestures are not allowed.
16. Students may not play with sticks or throw items like dirt and rocks.
17. Bicycle riding, scootering, skating, and/or skateboarding are prohibited at school.
18. Rolling backpacks are permitted on campus with care and concern of other student's safety. Students may not ride on rolling backpacks while on campus.
19. Students are responsible to help keep our campus clean by throwing away their trash. Belongings must be secured in backpacks or lunchboxes to keep items safe from wind and seagulls.
20. Trading or selling personal items is not allowed on campus.
21. At dismissal, students are to sit in their designated area. This is not a time for play.
22. Dogs are not allowed on campus. Licensed service dogs are an exception. Proper certification must be carried by the owner.
23. Permanent markers are allowed to be used under the direction of a teacher and will be supplied by that teacher.

## PERSONAL CONDUCT

Romans 13:1 states *“Let every person be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God.”* This verse is a reminder as to why we should obey our school rules.

1. **Respect and Courtesy** – Students are to show respect for all teachers, playground and daycare supervisors, and other staff members. When any staff member gives a student an instruction, the student is expected to obey promptly, without argument. Respect needs to be shown toward other students of any age. Respect and courtesy are to be given during all activities.
2. **Attitude** – Negative comments, grumbling, complaining, and arguing are unbecoming. Christ gives us clear teaching in this area. John 6:43 states: *“...stop grumbling among yourselves.”* Philippians 2:14 continues *“Do everything without complaining or arguing.”*
3. **Resolving Problems** – The Bible is very clear in stating how to handle personal problems. In Matthew 18:15-17, it states: *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church...”* This means that you should go to the person with whom you have the problem and try to fix it right away. The misunderstanding will only grow if you wait or include other people who are not part of the problem. If you are unable to resolve your differences, then go to a teacher for help.
4. **Social Responsibility** – Romans 12:9-21 outlines the Christian's social responsibility toward others. Basically, we are to love each other and to show it by our concern and care for each other. It is not easy to love people who “rub you the wrong way,” but God commands it, and if you yield to Him, He will give you the strength and power to do it. Love is not a feeling, but an action of doing what is best for the other person. It may be tempting to belittle others and call them names. This is not love. The staff expects you to grow in your practices of Christian love toward each other, including earnest and regular prayer for one another and for your teachers.
5. **Tardies** – School starts at 8:15 a.m. Students arriving to school after 8:20 a.m. are considered tardy and must present a written explanation to the office in exchange for a tardy slip. Excused tardies will be issued for doctor's appointments or traffic emergencies. Business or personal delays, whether the fault of the student or not, are not considered excused tardies. If your student's carpool is causing tardiness, alternative transportation may need to be arranged. **When a student has acquired 6 tardies, he/she will have to sit out from their morning recess, after which every subsequent 4<sup>th</sup> tardy will result in the same consequence.**

6. **Absences** – An absence is considered excused in the event of an illness, doctor appointments, or family emergencies. Accurate attendance records are important and required by law. If a child is absent, parents must directly notify the child’s teacher in writing (email is acceptable). Your child’s teacher will then prepare a packet of the day’s missing work. For a prolonged absence due to illness (5 or more days) a doctor’s note is required. We strongly encourage family vacations be planned during school breaks. Exceptions must be requested in writing to the school office and teacher with as much advance notice as possible. Students will then be issued a ‘Blue Absence Request Form’ to record work that will be missed. This work is due upon the student’s return.
7. **Respect for School Property** – Desks, tables, and chairs are the property of the school/church and should be kept clean, orderly, and free from stickers or defacing marks. If a teacher or the administration feels there is reasonable suspicion, there will be a search of the student and his/her belongings for any illegal or harmful possessions.
8. **Telephone Usage** – Using the telephone is permitted only with a pass from the teacher and with office approval in case of a real emergency. **Students will NOT be given permission to call home for forgotten lunches, homework, or making plans with friends after school.**
9. **School Supplies** – Each student must always have adequate pencils, paper, markers and crayons, scissors, ruler, and glue. Additional materials may be required for specific classes. All students must have a study Bible, which can be purchased at the school office. Please check your student’s supplies mid-semester and throughout the year for replenishment, if needed.
10. **Lunch Break** – All food must be eaten while seated in the designated lunch area. Sitting on tabletops is not allowed. When a student has finished eating, yard duty personnel will dismiss them. Upon dismissal, all trash must be put into the proper containers. If a student needs to see a teacher during lunch, a note from that teacher is required. Students must eat first, then show the note to yard duty personnel, and then go to the designated meeting place. **Students should refrain from sharing their food and must not sell their food to other students.**
11. **Supervised Areas** –Students must be supervised while at school; students are required to remain in supervised areas before, during, and after school. No student will be allowed to go to an unsupervised area without a pass from a teacher or yard duty personnel.
12. **Leaving School Grounds** –No student may leave the school grounds during the school day without written permission from parents. All students must be signed out of the school office when leaving campus before the end of the school day.
13. **Cheating** – Cheating on tests, class work, and/or homework papers is dishonest. Any student caught cheating, either by letting another student copy material or by copying, will receive a zero for that work and parents will be notified. Plagiarism is unacceptable. All work must be in the student’s own words unless quotations are used, and sources credited.

## **GENERAL CLASSROOM POLICIES**

Students are expected to exhibit good classroom manners and conduct themselves at all times in a manner that is conducive to learning and with regard to fellow students, as follows:

1. Answer all adults respectfully. Students must address all teachers and school personnel by Dr., Mr., Mrs., Ms., or Miss. No first names of school personnel may be used.
2. Listen when others are speaking. Students must raise their hand and wait to be called on by a teacher.
3. When talking is permitted, the class must not become loud and boisterous.
4. Be courteous and considerate of those around you who are also trying to learn, by refraining from writing or passing notes, tossing objects, or playing with objects.
5. Assignments must be turned in on time and completed neatly with proper headings. Responsibility is one of the most important lessons of school. It is each student’s own responsibility to turn in assignments on time. Each student must come to class on time with all materials and necessary supplies.
6. Each student must help keep the classroom clean by picking up paper and debris before class dismissal.
7. Students are not to be in any classroom without teacher supervision.
8. Students must have permission to leave a classroom or instructional area during class time.
9. Specific classroom management plans will be posted in each room.
10. Students may not keep permanent markers at their desks.

## GRADING POLICIES REPORT CARDS

Report cards are issued every quarter. They include achievement grades (how well you have mastered the subject matter), citizenship (how well you conduct yourself), and work habits (how hard you have worked).

### ACADEMIC AND CITIZENSHIP GRADES FOR FIRST THROUGH THIRD GRADES

- O** Outstanding in academic progress.  
Consistently follows classroom policies with reminders rarely needed.
- G** Academic progress is very good.  
Follows classroom policies with occasional reminders.
- S** Satisfactory academic progress.  
Follows classroom policies with reminders.
- N** Needs improvement academically.  
Repeated violations of classroom policy. Disrupts the learning process often.
- U** Unsatisfactory progress academically.  
Exhibits little self-control. Draws attention to self and is disrespectful to teacher and/or peers. Regularly disrupts the learning process. Often detrimental to the learning environment. Has not responded well to correction.

### ACADEMIC GRADES FOR FOURTH AND FIFTH GRADES

A+ 99-100%	A 92-98%	A- 90-91%
B+ 88-89%	B 82-87%	B- 80-81%
C+ 78-79%	C 72-77%	C- 70-71%
D+ 68-69%	D 62-67%	D- 60-61%
	F 0-59%	

**Extra Credit: Maximum 5% allowed per subject per quarter**

### LATE WORK POLICY

**First Grade:** Late work will be accepted at the discretion of the teacher.

**Second Grade:** One point is deducted each day the work is late. After five days, late work can only receive up to 50% of the total.

**Third-Fifth Grades:** The grade for late work is reduced by 10% daily increments. After five days, late work can only receive up to 50% of the total.

### MID-QUARTER REPORTS

A deficiency notice will be emailed or mailed to the home halfway through the quarter for each subject in which a student has a grade of C-/S- or lower. These notices give the student, parent, and teacher a chance to work together to improve a grade before the end of the quarter.

### PARENT-TEACHER CONFERENCES

Minimum days are established for parent-teacher conferences. Conferences are mandatory first quarter. Parents will receive their child's report card at the conference usually scheduled in November. Second and third quarter report cards are handed out in class. Fourth quarter report cards are mailed during the summer with Terra Nova Test results. In the spring, minimum days are established for optional third quarter conferences. If conferences are desired at additional times, parents may contact the teacher to schedule an appointment.

## **BEHAVIORAL AND ACADEMIC INTERVENTION/PROBATION**

**Behavioral Intervention** can be assigned to a student who receives an N or U in citizenship categories, is sent to the office with a significant discipline issue, or for any major disciplinary problem, such as continued deliberate disobedience, a rebellious spirit which is unchanged after counseling or a continued negative attitude and influence on other students. Teachers will keep records of inappropriate student behavior and may initiate a contract for the student to follow. If the student does not improve, he/she may be placed on behavior probation. If the criteria for improvement as set forth in the behavior probation letter are not followed, the student may be dismissed from school.

**Academic Intervention** can be assigned to students showing insufficient academic progress, as demonstrated by grades of a D or F (N or U) in two or more subjects such as, Bible, Language Arts, Math, Science, and Social Studies/History. If a student is placed on academic intervention, a letter explaining intervention will be sent to the parents. If a student does not successfully remove him/herself from intervention after one quarter, the student will progress to academic probation status. If a student still does not show signs of progress, the student's academic records will be reviewed for possible dismissal from school.

**While on INTERVENTION/PROBATION, a student may not be involved in extracurricular activities.**

Once on intervention/probation, the student's status extends the following quarter. A student on intervention/probation during the last quarter of the year, who returns to VMS, could begin the new year on intervention/probation. The student's status will be reviewed at the end of the first quarter. If the student does not improve to at least a satisfactory level, the consequence may be dismissal from school. When placed on intervention/probation a letter will be sent home, a parent-teacher conference may be required, and/or a student contract may be created.

## **SUSPENSION/EXPULSION**

Any overt act, which in the opinion of the school administration, places any student or teacher in danger or places the school in a position of disrepute is cause for immediate suspension from school. Additionally, suspension may result from a student exhausting the various consequences for accumulated inappropriate behavior. The regulations and requirements of the suspension will be given in writing to the student and parents. Any failure to comply with written consequences of suspension is grounds for expulsion from school. Ventura Missionary School desires to nurture each individual student, but in doing so, will not allow an individual to jeopardize the safety or hinder the growth of others.

The following items are **examples** of just cause for immediate suspension without accumulation of behavior infractions or consequences for inappropriate behavior. This list is not exhaustive:

1. Caused or attempted to cause damage to school property or stolen or attempted to steal school property
2. Caused or attempted to cause damage to private property or stolen or attempted to steal private property
3. Caused or attempted to cause damage to school bathrooms by not using the toilets, sinks, or paper goods appropriately
4. Caused, attempted to cause, or threatened to cause physical injury to another person
5. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects
6. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind
7. Possessed or used tobacco on school premises
8. Committed an obscene act or engaged in habitual profanity or vulgarity
9. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators
10. Failure to respond to terms set forth in behavioral and/or academic probation
11. Sexual harassment or improper behavior toward any student or adult
12. Cursing a teacher or adult authority
13. Leaving school grounds without permission

## **DRESS CODE**

It is the understanding of the school that parents and students will cooperate with standards of dress as the school defines them. The final authority and decision will rest with the administration as to the appropriateness of the personal appearance of any student attending Ventura Missionary School. **Pajamas are ONLY allowed on teacher-designated pajama days. Skull & crossbones are not allowed on apparel.**

### **SHIRTS & TOPS**

**ACCEPTABLE:** Plain, striped, patterned or floral - **shirts with writing ONLY if they are VMS shirts, church or Christian camp shirts, Christian message shirts, a brand name (examples – DKNY, Guess, Abercrombie), company name, team, or shirts with the name of a place (example – New York).**

Sleeveless tops with 2-finger width straps are acceptable.

**UNACCEPTABLE:** Midriff, backless, or sleeveless tops with less than 2-finger width straps; message shirts that do not fall in the above category.

### **SHORTS & PANTS**

**ACCEPTABLE:** Shorts must be approximately fingertip length or longer. Leggings can only be worn with a dress or long shirt that falls to the upper thigh.

### **HAIR**

Hair color and style must not be distracting. Hair must be a natural color. **MOHAWKS ARE NOT ALLOWED.**

### **OTHER**

Shoes must be worn and tied properly at all times. All shoes must have enclosed toes and heels. No shoes with marking soles in the gym. Body piercing jewelry, except for earrings, is not allowed. Earrings are not allowed on boys.

### **CONSEQUENCES OF NOT FOLLOWING OUR DRESS CODE**

**Violation of the dress code will result in one or more of the following consequences:**

- Student conference with teacher
- Parent written notification
- Parent conference
- ***Repeat offenders will result in a discipline notice or the option of an alternate dress code***

## **STUDENT HELP FOR RESEARCH PAPERS**

Over the years, standards for documenting sources on research papers have changed. The most current guidelines are outlined below from the **MLA Handbook for Writers of Research Papers (Fifth Edition)**. These standards are to be followed for all formal research papers done in fourth and fifth grades and middle school.

When students use another person's ideas or expressions in their writing without acknowledging the source, it is considered plagiarism. In short, to plagiarize is to give the impression that you have written or thought something that you borrowed from someone else. It is perfectly fine to borrow someone else's words or ideas if you give them credit by documenting the source.

**WORKS CONSULTED** – This is different from a Bibliography List. A Bibliography List is a list of all books read, reviewed, or used during research. A Works Cited List is the list of works a student actually cited in the research paper. MLA style of research writing predominantly utilizes the Works Cited List. This Works Cited page should be the last page of a student's report. This page should have a page number (the page number appears in the upper right-hand corner) indicating its position at the end of a report. Center the title, *Works Cited*, an inch from the top of the page. Double-space between the title and the first entry. Begin each entry flush with the left margin; if an entry runs more than one line, indent the subsequent line or lines one-half inch (five space indent). Double-space the entire list, both between and within entries. Continue the list on as many pages as necessary. Please note that the format for each type of source is different, whether it is a book, website, magazine, or another format. In general, an entry in a list of works cited usually has three main parts: author, title, and publication information. The works cited are to be alphabetized by the first word in the entry. Works cited are not to be numbered on the list. For additional information regarding the format, consult the website [www.workscited4u.com](http://www.workscited4u.com). or [www.easybib.com](http://www.easybib.com).



**THE FOLLOWING MUST BE SIGNED:**

I have read the *Ventura Missionary School Elementary School Handbook* completely to become familiar with the programs, privileges, and responsibilities of Ventura Missionary School. I am responsible for the information contained in the handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I agree to the above statements, and also agree to support the philosophy and ministry of the school. If I cannot, I agree to withdraw my student from school. I also, understand and agree that continued enrollment and reenrollment of my children at VMS is dependent on my parental support of the school, its staff, and its policies.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING MUST BE SIGNED:**

**Threat Assessment Protocol**

The VMS Threat Assessment Team has been established to help maintain a safe and secure environment for the students at Ventura Missionary School. It is our desire to create and maintain an environment where students feel a sense of emotional “fit” and a sense of respect for one another. Situations that may constitute a threat will be assessed by the Threat Assessment Team. The Team may include the Deans, VMC Executive Pastor, a member of the VMC Safety and Security Team, VMC Youth Pastor, and an individual with experience in law enforcement. A behavioral health professional may be called in to assist when necessary. The Threat Assessment Team will have access to all information in the student cumulative folder and will be allowed to interview students, staff, and parents as needed.

I understand and agree to abide by the Threat Assessment Protocol, modeled after the Safe School Initiative. The entire Threat Assessment Protocol is available in the school office for review.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING MUST BE SIGNED IF YOUR CHILD  
WILL BRING A CELL PHONE TO SCHOOL:**

**VENTURA MISSIONARY SCHOOL CELL PHONE POLICY**

Students are allowed to have cell phones at school as long as they are turned off and kept in their backpacks. Students are not allowed to have cell phones on their person during school hours, including Daycare. If a cell phone is confiscated due to infraction of this rule, a parent must come to the school office to pick it up. Parents and students acknowledge that if a phone is confiscated, the school has the right to examine its contents and further consequences may be given to the student. VMS is not responsible for lost or stolen phones.

If a student disobeys the rules regarding cell phone usage the following consequences may occur:

- Confiscation of phone
- Time out at recess
- The privilege of having his/her cell phone on VMS’s campus for the remainder of the year could be revoked

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Cell Phone Number \_\_\_\_\_

**THE FOLLOWING MUST BE SIGNED IF YOUR CHILD  
WISHES TO EMAIL VMS STAFF MEMBERS:**

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**VENTURA MISSIONARY SCHOOL EMAIL POLICY**

Teachers may give their email address to Ventura Missionary School parents and students to enhance communication regarding school matters. Email access to Ventura Missionary School staff members is strictly on a volunteer basis. Parental consent must be given for students to send and receive emails with a Ventura Missionary School staff member. Instant messages and private messaging activities are strictly prohibited. Email communication must be limited to homework/school related matters only.

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**EMAIL PERMISSION**

I give permission for my child, \_\_\_\_\_, to communicate with all Ventura Missionary School staff members through email. I have reviewed the email policy with my child, and we understand all email communications must be limited to homework/school related matters only.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PLEASE SIGN IF YOU DO NOT GIVE APPROVAL FOR YOUR CHILD'S LIKENESS  
TO APPEAR IN VMS PUBLICATIONS (IF YOU DO NOT SIGN THIS, YOU ARE GIVING  
PERMISSION FOR YOUR CHILD'S PHOTOGRAPH TO APPEAR IN PUBLICATIONS):**

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**VENTURA MISSIONARY SCHOOL MEDIA CONSENT FORM**

I DO NOT give permission for my child's photograph to be taken during school and to appear in VMS sponsored publications, including the VMS website, the VMS class and school newsletter, and VMS promotional material.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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**PLEASE REVIEW:**

**VENTURA MISSIONARY SCHOOL VICTIM INTERVIEW POLICY**

Upon request, a child protective agency representative or law enforcement officer may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected abuse that occurred within a child's home. The child shall be given the choice of being interviewed in private or in the presence of a VMS Dean. Parents do not need to be informed or to give consent before interviews on school premises.

The purpose of the staff member's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible. The staff member may be present but shall not participate in the interview. The VMS staff member is subject to confidentiality requirements of the Child Abuse and Reporting Act, a violation of which is punishable as specified in Penal Code 1167.5.

Parent - Please sign that you have read this section. \_\_\_\_\_

Date: \_\_\_\_\_

**1 Corinthians 10:31 "Do all to the glory of God."**

**We pray that your years of education and training at Ventura Missionary School will be years of joy, refinement,  
and commitment. We also pray that the truth, of who Jesus is, will be evident in the lives of our students.**