

Welcome! We are pleased you have chosen 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. Please take time to review your handbook carefully so that you fully understand school expectations, policies, and procedures. Ventura Missionary School reserves the right to change policies anytime during the school year. Enrollment of your children is dependent on your support of the school, our staff, and our policies. We hope you have a memorable and successful 2022-2023 school year.

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 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 stated in this handbook are strictly followed 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 aligned with our Ventura Missionary Church values, Biblical World View, and best teaching practices are integrated in our daily instructional plan, K-8th grades.

ACADEMIC AND BEHAVIORAL STANDARDS

HONOR ROLL

Honor Roll Chapel: Quarters 1, 2, and 3 with Quarter 4 focused on graduation and end of year celebrations and report cards.

Academic Excellence 3.9 GPA or higher	Deans' List 3.5 – 3.8 GPA	Honor Roll 3.0 – 3.4 GPA	Citizenship Outstanding- all classes	8 th Grade Graduation 1.8 GPA or above
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4th Quarter Honor Roll Bonus Day: To earn this bonus day, a student must receive Honor Roll status for Q. 1, 2, 3; *and/or* citizenship status for Q. 1, 2, 3.

GRADING POLICIES AND REPORT CARDS

Report cards include achievement grades (subject mastery) and citizenship grades (honesty, participation, cooperation, and responsibility).

Quarter 1 – report cards given during parent-teacher conferences

Quarter 2 – reports card sent home with students

Quarter 3 – report cards are given at the optional parent-teacher conference or sent home with students

Quarter 4 – report cards are mailed to the home, along with the standardized testing results

COMMENT EXAMPLES FOR REPORT CARDS MAY INCLUDE:

- | | | |
|--------------------------------|--------------------------|------------------------|
| 1. Excellent work | 5. Low test/quiz scores | 9. Excessive talking |
| 2. Improving | 6. Lack of participation | 10. Needs more effort |
| 3. Inconsistent in effort | 7. Hard worker | 11. Excessive absences |
| 4. Late/incomplete assignments | 8. Positive attitude | |

ACADEMIC GRADES FOR MIDDLE SCHOOL STUDENTS

A+ 98.5-100%
B+ 87.5-89.4%
C+ 77.5-79.4%
D+ 67.5-69.5%

A 91.5-98.4%
B 81.5-87.4%
C 71.5-77.4%
D 61.5-67.4%
F 0-59.4%

A- 89.5-91.4%
B- 79.5-81.4%
C- 69.5-71.4%
D- 59.5-61.4%

G.P.A

A+ 4.33
B+ 3.33
C+ 2.33
D+ 1.33

A 4.00
B 3.00
C 2.00
D 1.00

A- 3.67
B- 2.67
C- 1.67
D- 0.67

FACTS GUIDELINES:

- In becoming independent learners, we encourage students to take ownership of their completed work, deadlines, projects, and missing work by managing their academic progress with our FACTS program. We encourage parental involvement in monitoring your child's academic progress.
- Grade postings will begin the second week of each quarter.
- Gradebooks close the last day of each quarter at 4pm. All work/tests completed the last week of each quarter may not be available for view until the quarter has already ended and grades are finalized for the quarter.
- Postings may include various marks, such as: numerical value (grade); MI – Missing; INC -Incomplete; P - Pending not graded.
- By Wednesday at midnight expect to review all work completed (homework, classwork, tests, and quizzes) from the previous week (the above academic marks/codes may be placed in the gradebook as an update.)
- Major projects and reports may require extra time for grading, a mark of pending or missing will be viewed in this column.
- If questions arise, please email, or visit the teacher/s directly. (Feel free to copy Dr. Ennis, Dean of Academics.)

MID-QUARTER REPORTS: Halfway through the quarter for each subject in which a student has a grade of C, a S, or lower, a deficiency notice will be either emailed to you by the teacher or sent by mail to the home. These notices give the student, parent, and teacher a chance to work together to improve the grade before the end of the quarter.

PARENT-TEACHER CONFERENCES: Minimum Days are established for Parent-Teacher Conferences. Conferences are mandatory in the fall, after the first quarter.. Parents will receive their child's report card at the conference. 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.

LATE WORK POLICY

Late work is accepted under the following guidelines/penalties:

- Work that is one day late is marked down 10%
- Work that is two or more days late is marked down 50%
- **Work will be accepted until the last day of the quarter. *This policy may be different in Math.**
- At the end of a quarter, work may be only turned in over break for work missed due to absence in the last week of the quarter. Students who are ill prior to the last day of the quarter must make arrangements with their teachers before the last school day of the quarter.
- Students are given 2 days per illness to make up work without penalty. Late work not related to illness during the last week of the quarter will not be accepted after the last day of the quarter.
- If you know your child is going to be absent, please complete the Blue Form for Dean approval and teacher assignments. This form documents an excused absence and is an excellent communication piece with established deadlines.

8th Grade and GRADUATION

Students must obtain a cumulative minimal 8th grade GPA of 1.8 to receive a diploma from Ventura Missionary School and participate in graduation exercises. Students with a cumulative GPA of 1.799 or lower will not participate in graduation. When we receive transcript requests, transcripts are forwarded to the student's high school with all grades earned at Ventura Missionary School. Grades of less than a C in any course during 8th grade may cause a student to be placed on probationary status in high school, resulting in ineligibility for athletics. **Students may not receive more than 3 detentions throughout 3rd and 4th quarters to participate in the 8th grade retreat.**

VMS STUDENT CITIZENSHIP STANDARDS

The following is a general outline for students' classroom behavior and citizenship expectations.

GRADE	Student Behavior	Class Preparedness / Study Habit
<h1 style="font-size: 48px;">O</h1> <p>Outstanding: O+ / O / O-</p>	<p>CONSISTENTLY:</p> <ul style="list-style-type: none"> ● Obeys school and class rules ● Demonstrates a positive attitude ● Shows respect to people and to property ● Demonstrates integrity ● Uses appropriate language ● Practices self-control 	<p>CONSISTENTLY:</p> <ul style="list-style-type: none"> ● Has all materials for class ● Arrives to class on time ● Work is complete and turned in by the deadline ● Participates in class
<h1 style="font-size: 48px;">G</h1> <p>Good: G+ / G / G-</p>	<p>USUALLY:</p> <ul style="list-style-type: none"> ● Obeys school and class rules ● Demonstrates a positive attitude ● Shows respect to people and to property ● Demonstrates integrity ● Uses appropriate language ● Practices self-control 	<p>USUALLY:</p> <ul style="list-style-type: none"> ● Has all materials for class ● Arrives to class on time ● Work is complete and turned in by the deadline ● Participates in class
<h1 style="font-size: 48px;">S</h1> <p>Satisfactory: S+ / S / S-</p>	<p>INCONSISTENTLY:</p> <ul style="list-style-type: none"> ● Obeys school and class rules ● Demonstrates a positive attitude ● Shows respect to people and to property ● Demonstrates integrity ● Uses appropriate language ● Practices self-control 	<p>INCONSISTENTLY:</p> <ul style="list-style-type: none"> ● Has all materials for class ● Arrives to class on time ● Work is complete and turned in by the deadline ● Participates in class
<h1 style="font-size: 48px;">N</h1> <p>Needs Improvement N+ / N / N-</p>	<p>SELDOM:</p> <ul style="list-style-type: none"> ● Obeys school and class rules ● Demonstrates a positive attitude ● Shows respect to people and to property ● Demonstrates integrity ● Uses appropriate language ● Practices self-control ● Shows no effort to improve 	<p>INCONSISTENTLY:</p> <ul style="list-style-type: none"> ● Has all materials for class ● Arrives to class on time ● Work is complete and turned in by the deadline ● Participates in class
<h1 style="font-size: 48px;">U</h1> <p>Unsatisfactory</p>	<p>HARDLY EVER:</p> <ul style="list-style-type: none"> ● Obeys school and class rules ● Demonstrates a positive attitude ● Shows respect to people and to property ● Demonstrates integrity ● Uses appropriate language ● Practices self-control ● Shows no effort to improve 	<p>VERY UNRELIABLE:</p> <ul style="list-style-type: none"> ● Has all materials for class ● Arrives to class on time ● Work is complete and turned in by the deadline ● Participates in class

STUDENT LUNCH and HOT LUNCH

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

- Choicelunch 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 Choicelunch, view menus, and order at 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.**
- Please deliver forgotten lunches to the school office, not the classroom. Our staff will bring lunch to the classroom.

SCHOOL INFORMATION FOR PARENTS AND STUDENTS

MANDATORY – WE ARE A CLOSED CAMPUS: ALL parents and visitors must obtain a visitor pass from the Day School Office (upper campus) prior to working OR entering any classroom OR hallway to a classroom. This system is in place to keep track of visitors on campus and important for the safety of our children in the event of an emergency. 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 program. Classroom visits are limited to 15-20 minutes and must be arranged in advance with the classroom teacher and the office needs to be notified. A pass to enter the classroom, for any reason, is required. If you do not have a pass, expect to have a conversation with the Deans' office and/or our security team.

PTF - PARENT TEACHER FELLOWSHIP: Ventura Missionary School functions at its highest level when we have a healthy volunteer community. We invite you to volunteer and participate in the classroom and on our campus. Each year teachers need room parents to help with party planning and various administrative duties. PTF provides an opportunity for parents to become more involved in school activities, staff recognition, and service to our school.

SCHOOL BEGINS AND DISMISSAL: School begins at 8:___ a.m. At upper campus (5th-8th grades), plan to drop student off at designation places. Please DO NOT walk your student to class without a visitor's pass. Middle School ends at ___p.m. Students are dismissed to the steps above the parking lot or into the courtyard. Students are to remain at the steps or in the courtyard until the parent is clearly seen for pick up by the teacher-in-charge.

FIELD TRIPS: Off campus enrichment activities are usually planned per quarter, dependent on volunteer drivers. These activities may require a fee for attendance that will be provided by parents. If this is a hardship for a family, let the teacher know and assistance will be provided. Courtesy and care are expected while in the vehicles. Failure to adhere to school rules or respond to correction appropriately will result in a parent having to pick up his or her child from the trip. Parent drivers must have a Volunteer Driver Information Form filed in the office each school year. **DVDs, videos, and video games are not allowed during field trips.**

LIBRARY: Middle school students are allowed to check out two items at a time. Items are loaned for three weeks, and may be renewed for an additional three weeks, with the librarian. Upon notification of student illness by the teacher to the librarian, the due date will be extended. 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 past due items are returned or lost book fee is paid. Borrowers are legally responsible to pay for items that are lost or damaged (beyond normal wear and tear). Guardians are to pay the lost book fee and not buy a replacement book because the librarian chooses the replacement title according to the current needs of the library. These charges cover the cost to the library for replacing the item, including costs for library bound material as well as tax, shipping, processing time, and material for spine, barcode, and AR labels and covers.. 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.***

Lost Book Refund Criteria:

Found book must be:

1. Returned to the librarian during the same school year,
2. without damage beyond normal wear and tear,
3. patron has no past-due books on the date of return, and
4. replacement book not purchased yet (librarian chooses replacement title).

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. Each revocation expires at the end of each school year so the child has the opportunity to have a clean slate with each new school year.

We do accept library book donations, but ALL donated books must be submitted to the office for approval.

CHAPELS: Weekly chapels are scheduled for worship and spiritual growth. Additional chapels or assemblies may be scheduled. Students are encouraged to bring their Bibles to our weekly chapels.

LOST & FOUND: We retrieve many jackets, sweaters, lunch boxes, and other items daily. Please periodically check the Lost and Found outside of the office. At mid-quarter and between quarters, the items left in the Lost and Found will be donated to a local charity. Please label lunch boxes and jackets/sweaters/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. Pain relievers may be kept in the office with instructions and parental permission for use on an as needed basis in case of headache, etc.. **All medications must be kept in their original containers.** 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 7:30-8:00 a.m. Cost for care from 7:30-7:45 a.m. is \$5 each week. There is no charge from 7:45-8:05 a.m. After-school Extended Care is available from 2:30-5:30 p.m. The cost for after-school Extended Care is \$30 for each hour portion, billed weekly only. ***Any student attending Extended Care needs to fill out the Extended Care registration Google Form emailed monthly.*** Students not picked up by 2:40 p.m. will be sent to Extended Care – this is considered Emergency Care and is billed at \$10 an hour. Extended Care students are not allowed to leave without being signed 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 for an appointment, he/she must bring a note from his/her parent or guardian. **The parent needs to sign the student out in the school office and then wait in the office for the student to leave class.**

PARTY INVITATIONS: Invitations are restricted from being handed out at any time on campus. Invitations should be mailed privately.

RAINY DAY LUNCH: Students eat lunch in homerooms; teachers supervise for 20 min., at which time students are released to the gym.

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.

EXTRACURRICULAR ACTIVITIES FOR STUDENTS

OUTDOOR EDUCATION: Middle School moves to the outdoors for a week of outdoor education during the first quarter. Attendance is highly encouraged, but not compulsory. However, since this week is an instructional week, any student not attending will be given assignments to complete at home and due in the office by 4:00pm the Friday outdoor ed students return from camp. There is an additional cost of approximately \$500.

EDUCATIONAL TOURS: The East Coast Tour, visiting historical sites, is offered on even school years (2022).

STUDENT LEADERSHIP OPPORTUNITIES:

- **STUDENT COUNCIL:** Student Council provides leadership opportunities for students. Annual elections are held. Council members attend monthly meetings. The students selected to serve on the student council act as liaison between the VMS staff and the current student body. There is a nominal fee for the shirt and leadership conference. Students are ineligible to participate if they are on Academic or Behavior Intervention/Probation.
- **STUDENT AMBASSADORS:** This is a group of students who are considered Christian leaders of our school. The Student Ambassadors are chosen by the VMS faculty to represent and serve our school in a variety of ways. These students are chosen because of their love for Jesus, their love for the school, and their quality of character.

AFTER SCHOOL ACTIVITIES: Students must attend school to participate in extracurricular activities (dances, athletic games, cheerleading, choir, etc.) unless they have an excused appointment slip from a doctor or dentist. Students who leave early for illness or any other reason may not attend the extra curricular activity. A small fee to attend may apply.

ATHLETICS

We hope that all student athletes will be challenged and motivated to do their best to help their team be successful. We believe through the combination of a Christian atmosphere, high academic standards, and extracurricular activities we provide an environment that will help students become well rounded Christians, become physically fit, and enjoy the experience of playing on a team! GO HUSKIES!

Interscholastic after-school sports are offered to middle school students and a ***nonrefundable cost of approximately \$125*** per sport is required to cover league fees, insurance, uniforms, and referees. The behavior of student athletes is to be above reproach. A student may not participate while on Academic or Behavior Intervention/Probation and may miss the opportunity to participate in a game due to earning a detention. Volunteer coaches are utilized.

SPORTS ELIGIBILITY:

All athletes who participate in our school's sports program are representatives of God, VMS, their team, their parents/guardians, themselves, and their coaches. Student athletes are expected to act with kindness and always demonstrate sportsmanship-like conduct.. Victory is one of the goals of all our teams, but not at the expense of losing our dignity or compromising our Christian testimony. It is our goal that all student athletes will be obedient, attentive, and learn about the spirit of competition while having fun participating on our many sports teams.

Participation in our sports or cheerleading program is an earned privilege. Students who participate in our inter-scholastic programs are held to a high standard; the guidelines are as follows:

- **Student athletes and cheerleaders will not be allowed to compete in games while on Academic or Behavioral Intervention/Probation. Academic eligibility will be assessed at mid-quarter as determined by their probationary status.**
- Students must also comply with classroom standards as well as general school regulations (attitude, obedience, respectfulness, language, dress code, etc.) **A student may not receive more than 3 detentions during a season, or he/she will be dropped from the roster.**
- Unsportsmanlike conduct or behavior contrary to our school's Christian philosophy will result in immediate removal from the game in progress, as well as possible suspension for a game or games, and in extreme cases, dismissal from the team.

Tryouts may be necessary; dependent upon the number of interested students. Therefore, students are not guaranteed a spot on a team. Every attempt will be made to play every student during each game, but not necessarily equal time, dependent upon skill, behavior, and attendance requirements.

STUDENT RESPONSIBILITIES

GENERAL SCHOOL STANDARDS

We expect the attitudes of students should complement the atmosphere our school desires to provide. 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, the Christian flag, and the American flag.
3. Show proper care of all school and church property.
4. Have orderly and courteous conduct in the classrooms, sanctuary, breaks area, playground, and restrooms.

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.**
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. Do not write or pass notes or toss or play with objects during class.
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 within the stated deadline and/or assignment rubric.
6. Each student must come to class on time with all materials and necessary supplies.
7. Each student must help keep the classroom clean by picking up paper and debris before class dismissal.
8. Students are not to be in any classroom without teacher supervision.
9. Students must have permission and a pass to leave a classroom or instructional area during class time.
10. Specific classroom management plans will be posted in each room.
11. Students may not keep permanent markers at their desks.

CONDUCT ON THE SCHOOL GROUNDS

1. **Students are to remain in supervised areas at all times.** Students may not leave school grounds without permission from the student's parent or guardian.
2. Only students in first through third grade are permitted in the small playground area. lower campus.
3. Students are to walk and be quiet near any classrooms or offices. There is no playing or loitering in the restroom areas or hallways.
4. All toys should remain at home.
5. **The following items are not allowed on school grounds, except where special permission is given by the Deans or a teacher: such as, electronic devices, electronic games, or skateboards**
6. **Cell phones are allowed but must not be used during school hours. Cell phones must be in a student's locker. *VMS is not responsible for any lost or stolen items. Please see Cell Phone Policy at the end of the handbook.**
7. **Cell phones are not to be used for ANYTHING other than texting or calling before or after school. This means...no calling parents during school hours without permission, no picture taking, no music use, no recording videos, no playing games, or use of apps. This rule is in place for Daycare as well. A day care phone is available for parent communication to child.**
8. **Toy guns, water guns, laser pointers (these are against the law to bring to school), lighters, weapons, knives of any kind, matches or anything deemed inappropriate by the administration are not allowed at school.**
9. Gum is not allowed on school campus.

10. Respect must be shown 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 all damage to property caused by their child.
11. Students are to follow a “hands off” policy: no fighting, hitting, pushing, biting, or other roughhousing, in a threatening manner or even in play.
12. Profane, vulgar, derogatory language (writing, drawing, or verbalizing), or gestures are not allowed.
13. Students may not play with sticks or throw items like dirt and rocks.
14. Bicycle riding, scootering, skating, or skateboarding is prohibited at school.
15. Rolling backpacks are permitted on campus with care and concern of other’s safety. Students may not ride on rolling backpacks while on campus.
16. Students are responsible to help keep the campus clean by throwing away their trash. Belongings must be secured in backpacks or lunch boxes to keep items safe from wind and seagulls. If a student does not keep their lunch in their backpack or locker, the school cannot monitor the safety of the lunch.
17. Public displays of affection are prohibited (i.e. hand holding, hugging, and kissing).
18. Students are prohibited from writing **anything** on oneself or others.
19. Students are not allowed to store any items under the lockers.
20. Students are not allowed to sell items on campus for personal gain.

STUDENT 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, or asks a student to refrain from doing something, 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 is 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** – Students arriving at school after 8:15 a.m. are considered tardy unless they bring a doctor, dentist, or orthodontic appointment verification. If a student arrives at school after 8:20 they will need to check into the school office and fill out a tardy slip. In case of unusual traffic emergencies, an excused tardy slip may be issued if a parent accompanies the student to the office to explain the delay. 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 receive a detention, after which every subsequent 4th tardy will result in the same consequence.** In between classes, students are given 3 minutes for their passing period. **If a student arrives over 5 minutes late to a class during the day, resulting in an unexcused tardy, he/she will receive a citation.**

6. **Attendance** – Attendance is taken at the beginning of every class. 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 and/or the listed due date.
7. **Respect for School Property** – Desks, tables, chairs, lockers, and books 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 or there are other concerns, 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. **The school will not be responsible for lost or damaged items.**
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 always supervised during school. No student will be allowed to go to an unsupervised area without a pass from a teacher or an aide.
12. **Leaving School Grounds** – The school is responsible for all students once they have arrived at school, because of this, no student may leave the school grounds during the school day without written permission from their parent and without being signed out at the office. At the close of school, students are not to loiter around the school. At 2:25 p.m., all students must go promptly to the dismissal. **Any students not picked up by 2:40 p.m. will be sent to Daycare, as we cannot leave students unsupervised in the dismissal area.**
13. **Cheating** – Cheating on tests, class work, and 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. The student will also receive a citation or detention. Plagiarism is unacceptable. All work must be in the student’s own words unless quotations are used, and sources credited.

DRESS CODE

Ventura Missionary School has been established to serve families. 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. *We desire that our students dress in such a manner that represents Jesus, our school, and their families with modesty, dignity, and respect.*

SHIRTS & TOPS

ACCEPTABLE:

- 1) Logos, Geography, College Names, Sport Teams, Parent Businesses
- 2) VMS shirts or Christian shirts (i.e. camps, youth group, VBS)
- 3) Shirts/necklines must be modestly cut and must cover appropriately.

UNACCEPTABLE:

- 1) No midriff or sleeveless tops, no bare shoulders (this means no off the shoulder shirts); no backless shirts; no strapless tops; tanks will be considered in the category of undergarments; undergarments should not be seen.
- 2) No shirts with messages (unless a Christian message).
- 3) Skulls and Crossbones are not allowed on any student clothing or backpacks.

OUTERWEAR: Jackets or Sweatshirts can have brand names but may not have messages.

SHORTS, SKIRTS, & PANTS

ACCEPTABLE:

Shorts must measure at least 5 inches in the inseam. Skirts must measure at least 5 inches from the top of the knee. Pants, jeans, loose fitting sweatpants can be worn, leggings can be worn with a shirt/blouse that comes at least to the student's mid-thigh.

UNACCEPTABLE:

Tight fitting exercise shorts/pants or leggings (i.e. yoga pants and jeggings) worn with a shirt that is too short, leggings under shorts that are too short, excessively baggy shorts or pants, pajama bottoms, or ripped jeans.

HAIR

Hair color and style (**no Mohawks**) must not be distracting. Hair color must be a natural color.

OTHER

Clothing should cover underwear (i.e. bras, boxers, etc.).
Shoes must be worn & tied properly at all times/Heels & platforms may not exceed 1½ inches
No black scuffing shoes in 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 staff
- Student given appropriate attire (P.E. shirt or shorts) to wear for the remainder of the day
- Citation (after 3 dress code offenses)
- *Repeat offenders may receive a detention and/ or the option of an alternate, stricter dress code.*

CITATIONS & DETENTIONS

In middle school, citations and detentions are issued as a consequence for failure to abide by the standards set forth in this handbook. Teachers, yard duty supervisors, or other school staff may give citations and detentions for the following:

1. Being in an unsupervised area **D or C**
2. Disruptive Behavior **D or C**
3. Taking or using the property of another without permission **D or C**
4. Roughhousing, hitting, pushing, kicking, fighting (even in play) **D or C**
5. Physical displays of affection to the opposite sex **D or C**
6. Profane or vulgar language or gestures **D or C**
7. Using the word “gay” or calling another student “gay” or a synonym **D or C**
8. Throwing objects inside or out of the classroom (paper wads, rocks, erasers, etc.) **D or C**
9. Accumulation of 6 unexcused tardies or 4 thereafter **D**
10. Refusal to follow instruction **D**
11. Arguing or other forms of disrespect towards an adult **D or C**
12. Negative comments or complaining **D or C**
13. Belittling of others in word or gesture **D or C**
14. Defacing or breaking of school property or equipment **D**
15. Cheating **D or C**
16. Dress Code violation **D or C**
17. Lying to school personnel **D**
18. Accumulation of classroom warnings **C**
19. Repetitive failure to follow classroom policies or disruptive behavior which has resulted in three citations **D**
20. Cell phone’s outside of lockers, use of, and/or on during school hours **D or C**
21. Electronics at school **D or C**
22. Gum **C**
23. Walking in an undesignated area (grass, embankment, etc.) **D or C**
24. Sliding down the banister **C**
25. Negative comment referring to a student’s intellectual capacity **D or C**
26. Putting marks on one’s self or others **D or C**
27. Selling of items at school for personal gain **D or C**

Detentions are tracked on a cumulative basis by the semester. An accumulation of three citations will be equivalent to a detention. At least one day’s notice will be given to students who are assigned a detention. More than one detention may be given for any offense, as determined by the administration.

Detention Consequence

#1	30 minutes in Detention Room after school
#2	45 minutes in Detention Room after school
#3	60 minutes in Detention Room after school
#4	75 minutes in Detention Room after school
#5	90 minutes in Detention Room after school *Placed on Behavior Intervention/Probation
#6	Half-day in-school suspension
#7	Full day in-school suspension
#8	Full day at-home suspension
#9	Two-day at-home suspension
#10	Dismissal from Ventura Missionary School

***A 15 minute penalty will be added for any missed detention.**

****Since suspensions are inherently more serious than a detention, any suspension (not assigned as consequences for accumulated detentions) will result in 1-3 detentions added into the student’s detention count at the Administrator’s discretion.**

ACADEMIC AND BEHAVIORAL INTERVENTION/PROBATION

Behavioral Intervention/Probation is assigned to a student who receives an overall grade of N or U for citizenship in 2 or more classes, accumulates 5 or more detentions in a semester, is repeatedly sent to the office on discipline referrals, 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 keep records of all inappropriate student behavior and may initiate a contract for the student to follow. If the conditions of the contract are not followed then the student will be placed on behavior probation. If the criteria for probation, set forth in the behavior probation letter, are not followed then the student may be dismissed from school. While on probation, a student may not participate in extracurricular activities and must relinquish any and all positions of leadership.

Academic Intervention/Probation Academic Intervention is assigned to students showing insufficient academic progress, as demonstrated by grades of a D or F 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 and will have to relinquish any and all positions of leadership.

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 dispute is cause for immediate suspension or expulsion 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. Any student suspended must realize that this is a serious condition. To treat it lightly is to ask for expulsion from Ventura Missionary 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 school generally follows its discipline procedures contained herein. However, there are circumstances in which the school Administration may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately. (ACSI Legal/Legislative Update 22)

The following items are **examples** of just cause for immediate suspension or expulsion without accumulation of detentions 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, attempted to cause, or threatened to cause physical injury to another person.
4. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object; unless, in the case of possession of any such object, the pupil had obtained written permission from a certified school employee, which is concurred in by the Deans or designee of the Deans.
5. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
6. Possessed or used tobacco on school premises.
7. Committed an obscene act or engaged in habitual profanity or vulgarity.
8. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators.
9. Failure to respond to terms set forth in behavioral or academic intervention/probation.
10. Sexual harassment or improper behavior toward any student or adult.
11. Cursing a teacher or adult authority.
12. Leaving school grounds without permission.

STUDENT HELP FOR CITING IN 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.

For additional information regarding the format, consult the website www.workscited4u.com. or www.easybib.com.

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

THE FOLLOWING MUST BE SIGNED:

I have read the Ventura Missionary School *Middle 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 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 IF YOUR STUDENT WISHES TO EMAIL
VMS STAFF MEMBERS REGARDING SCHOOL:**

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 chat room activities are strictly prohibited. Email communication must be limited to homework/school related matters only.

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 _____

Student email: _____ Parent email: _____

**THE FOLLOWING MUST BE SIGNED IF YOUR STUDENT 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 lockers. 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:

- **First and second offense: Confiscation of phone and a citation or detention. An automatic detention will be given if the student is using the phone in whatever capacity during school hours.**
- **Third offense: Confiscation of phone and detention**
- **Fourth offense: Detention and the student will lose the privilege of having his or her phone on VMS's campus for the remainder of the school year.**

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Cell Phone Number: _____

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 _____

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 the VMS Deans. 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. Parent Signature _____
Date _____