

“And He took the children in His arms,
put His hands on them
and blessed them.”

Mark 10:16

VENTURA MISSIONARY SCHOOL



KINDERGARTEN HANDBOOK

2011-2012

Ventura Missionary School (VMS), a preschool, elementary and middle school, is located in the beautiful foothills of Ventura. VMS, a ministry of Ventura Missionary Church, provides a supportive, nurturing, non-denominational Christian environment where academic excellence is pursued and a comprehensive arts education is provided.

Welcome to elementary school! We are pleased that you have chosen Ventura Missionary School for your elementary school experience. It is a privilege to have you as part of the VMS "family".

We applaud your willingness to sacrifice financially so that your child may experience a Christian school education. Christian school education provides an optimal learning environment where children are first and foremost instructed to love and follow Christ. The Word of God is upheld in all subject areas.

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. Read over your handbook carefully so that you fully understand school expectations, policies, and procedures.

The School Board of Ventura Missionary School reserves the right to change policies anytime during the course of the school year if it is deemed necessary.

Nancy Baker, Principal

MISSION STATEMENT OF VENTURA MISSIONARY SCHOOL

Ventura Missionary School is a ministry of Ventura Missionary Church. Our mission is to clearly present Jesus Christ as our Lord and Savior to preschool through eighth grade children and their families. We will accomplish this in a spiritually focused, supportive school environment with high academic and behavioral standards through instruction based on God's Word.

Ventura Missionary School holds to rigorous standards to help our students achieve academic excellence, computer literacy and physical fitness, build godly character through a growing personal relationship with Christ, and gain opportunities and exposure in the arts. Since God has gifted individuals with different abilities, Ventura Missionary School aims to offer not only excellence in the basics, but also varying opportunities to discover and develop artistic, musical, athletic, and leadership aptitudes. 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, The California State Standards are included.

Ventura Missionary School

Daily Schedule for 2011/2012

Recess Schedule

Time	Grades	Location
7:30-8:15 a.m.	1-5	Foothill
7:30-8:15 a.m.	6-8	Upper
9:35-9:55 a.m.	1	Foothill
9:50-10:10 a.m.	4-5	Upper
10:10-10:30 a.m.	2-3	Foothill
10:45-11:00 a.m.	6-8	Upper

Lunch Schedule

Time	Grades	Location
11:15-11:55 a.m.	1	Foothill
11:50-12:30 p.m.	4-5	Upper
11:55-12:35 p.m.	2-3	Foothill
12:42-1:22 p.m.	6-8	Upper

Physical Education Schedule

Time	Grades	Location
1:15-1:45 p.m.	1	Foothill
1:30-2:00 p.m.	2	Upper
1:30-2:00 p.m.	4-5	Upper
2:15-2:45 p.m.	3	Foothill
2:10-3:00 p.m.	6-8	Upper

Pre-School and Kindergarten are on the Foothill Playground Daily

8:30-9:35 a.m. 9:55-10:10 a.m. 10:30-10:45 a.m. 10:45-11:15 a.m. 12:35-1:15 p.m.

Daily Dismissal: At 2:45 p.m. teachers ESCORT their students to the dismissal area, where students are seated and supervised until 3 p.m. at which point they are sent to Daycare.

Rainy Day Drop-off: Students proceed to the church lobby until 8:00 a.m., at which time they go directly to their classrooms.

Rainy Day Recess: Teachers plan activities and supervise their own class. Playground supervisors will make rounds to give teachers a break.

Rainy Day Lunch: Students eat lunch in rooms, teachers supervising. Playground supervisors will make rounds to give some teachers a break.

Rainy Day Dismissal: Students remain in their classroom until their parent or car pool runner picks them up. At 3:00 p.m. remaining students are sent to the daycare classroom (336, 338 or 710).

ALL STUDENTS ARE TO REPORT TO THE PLAYGROUND BEFORE SCHOOL. STUDENTS & PARENTS ARE NOT TO GO TO THE CLASSROOMS EARLY TO DROP OFF BACKPACKS. THANK YOU FOR YOUR COOPERATION!

HOT LUNCH

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

We know that your kids deserve food made from the best ingredients possible. That's why we have chosen to partner with **Choicelunch**. They work each day to make sure your child has a healthy, delicious lunch that supplies them with the fuel with which they need to be focused in the classroom and on the playground. **Choicelunch** offers a wide variety of 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.

They use their best efforts to provide only pesticide-free fruits and vegetables focusing on locally grown organic produce whenever they can.

All of the meal trays, utensils and baggies are compostable.

You will have the opportunity to go on line and register your student with **Choicelunch** to begin ordering lunches at **Choicelunch.com**. You will view the month's lunches on line and pay for your order right there. You must order by 9:00 a.m. the school day before to ensure your child will receive their lunch the next day. Monday lunch will need to be ordered by 9:00 a.m. on Friday. The price of the lunches varies according to your choice. Each entrée comes with a choice of fresh fruit, 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.

PARENT TEACHER FELLOWSHIP: This group meets quarterly and provides an opportunity for parents to become more involved in school activities, staff recognition, and service.

FIELD TRIPS: Off campus enrichment activities are usually planned each quarter, dependent on volunteer drivers. These activities may require a fee to be provided by parents. Notify the classroom teacher if you are experiencing financial difficulties. Courtesy and care is expected while in the vehicles. Drivers should only play appropriate CD's. **DVD's are not permitted.** 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 a new Volunteer Driver Information sheet filed in the office EACH YEAR, with a copy of your driver's license and a copy of your insurance policy to verify coverage.**

LIBRARY: Kindergarten and first grade students are allowed to check out one item at a time. 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 2 weeks, upon permission from 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). 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 will not be distributed if there are any outstanding fees or past due items.***

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.

ENRICHMENT CLASSES: Students in grades 1-5 participate weekly in Spanish, Art, Choir/Music Appreciation, and Computer classes. Specialized teachers instruct these classes. In addition to the classes, students will participate in a school wide musical each year.

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

LOST & FOUND: We retrieve a large number of 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. 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. Pain relievers may be kept in the office with instructions and parental permission for use on an as needed basis. Students should keep their inhalers with them at all times to use as necessary. An "Authorization for Medication" form must be on file in the school office before **any** medication may be distributed.

DAYCARE: Before-school care is available from 7:30-8:15 a.m. Cost for care from 7:30-7:45 a.m. is \$1.00 each morning. There is no charge from 7:45-8:15. After-school care is available from 3:00-5:30 p.m. The cost for after-school care is \$4.00 per hour. Any student attending daycare needs to have a card purchased in advance in the school office with a minimum of 5 hours. The rate for students staying without a pre-purchased card is a \$10.00 flat fee regardless of the time spent in daycare. Students not picked up by 3:00 p.m. will be sent to daycare, as we cannot leave students unsupervised once teachers leave the dismissal area. **Daycare students are not allowed to leave without supervision.**

PARENTAL INVOLVEMENT: A volunteer room parent may be needed for each class, at the discretion of the teacher. This person is primarily responsible for helping the teacher coordinate parties and special events. Teachers may also use parent volunteers in the classroom as they see a need. You may discuss your involvement with the classroom teacher. We are a closed campus. **Parents need to obtain a visitor pass in the office prior to working in the classroom.** This system is in place to keep track of visitors on campus, important for the safety of your children and 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. Arrangement with the school office or teacher in advance will prevent possible disappointment for the parent, as well as the over stimulation of the class which results from too many visitors at one time. Classroom visits are limited to 15-20 minutes. Forgotten lunches need to be delivered to the school office, not the classroom. Our Yard Duty staff will bring the lunch to the classroom.

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 first sign the student out in the school office and then proceed to the student's class to pick him/her up.

PARTY INVITATIONS: Invitations may **NOT** be passed out at school, but should be mailed privately (*a class roster is available in the school office*).

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 that the attitudes of our students to complement the atmosphere our school desires to provide. We expect all of 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, break areas, playground, and restrooms

CONDUCT ON THE SCHOOL GROUNDS

1. Before classes begin, students are to go directly to the playground and come into their classroom only when ushered in by their teacher. Elementary students should not enter through the hallways to drop their items off in the classroom.
2. Students are to remain in supervised areas at all times. Students may not leave the school ground without permission from the student's parent or guardian.
3. Only students in kindergarten through grade 3 are permitted in the lower playground during school hours.
4. Students are to walk and be quiet near any classrooms or offices. There is no playing or loitering in the restroom areas or hallways.
5. Leave your toys at home.
6. **The following items are not allowed on school grounds, except where special permission is given by the principal or teacher: radios, CD players, electronic games, or skateboards.**
7. **Weapons, guns, (toy, water or real), knives of any kind, or matches, lighters and lasers are never allowed at school.**
8. **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.**
9. Students are not allowed to chew gum at school.
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, even in play.
12. Profane, vulgar, or derogatory language or gestures are not allowed.
13. Students may not play with sticks or throw dirt, rocks, etc.
14. Bicycle riding, scootering, skating, or skateboarding is prohibited at school.
15. Littering will not be tolerated. Belongings must be secured in backpacks or lunchboxes so that the wind and seagulls do not scatter papers and food.
16. Trading or selling personal items is not allowed on campus.
17. At dismissal students are to sit in their designated area. Students should not be playing ball or tag, etc.
18. Dogs are not allowed on campus unless special permission has been granted for "show-and-tell".

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 states that each one of us is to obey the authority over us. Students are expected by God to obey the rules of the school and of the individual teachers. Guidelines for appropriate student conduct are stated below.

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 any and 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 take care of it. Don’t talk to your friends about it. Don’t talk to other teachers about it. Go directly to the person, whether teacher or student, and take care of it right away. The misunderstanding will only grow if you wait. 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** – Students arriving to school after 8:15 a.m. are considered tardy unless they bring a doctor, dentist, or orthodontic appointment verification. 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 have to sit out from their morning recess, after which every subsequent 4th tardy will result in the same consequence.**
6. **Absences** – An absence is considered excused in the event of an illness, doctor, dentist, orthodontist appointments, or family emergencies. If your child is ill, please call the office for your child’s teacher to prepare a packet of the day’s missed work. **Tests missed for shopping trips, outings, or extra study time, or outings that are not approved by the principal, may not be made up. Work missed during an unexcused absence will be considered late and penalized up to 10% per day.** Due dates missed during unexcused absences will be penalized accordingly. Upon returning from an absence, a note from a parent must be brought, stating the dates and nature of the absence, to be *shown to the teacher*. For a prolonged absence (7 or more days) a doctor’s note is required. For excused absences, each teacher has their own policy for accepting late work. We strongly encourage that family vacations be planned during school breaks. Exceptions must be requested in writing to the principal and teacher with as much advance notice as possible so students can do their work ahead and avoid late work (approval forms can be picked up in the school office). Many students with excessive absences do not successfully learn the lessons missed and their grades are negatively affected.
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** – The school phone is not for students. 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. If approved by the teacher, sports equipment may be brought for recess, lunch, and PE times. It must be kept in the backpack and 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, the student must raise his/her hand and 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 (unless a student does not have a lunch) and must not sell their food to the other students at recess or lunch.**
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 and being signed out at the office.
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, as well as a note sent home. 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 Mr., Mrs., Ms., or Miss.
2. Listen when others are speaking. Students must raise their hand to get permission to speak.
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 done 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. The policy for late work is stated on the following page.
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 to leave a classroom or instructional area during class time.
10. Students may not allow watch alarms to go off in class, at risk of having the watch taken away.
11. Specific classroom management plans will be posted in each room.

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 have behaved), 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 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 gives the student and parent a chance to work together in an attempt to bring the grade up to passing level 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. Second quarter report cards are either mailed home or handed out in class. 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 PROBATION

Behavioral Probation is assigned to a student who receives an N or U in citizenship, 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 be keeping 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 Probation is assigned to students showing insufficient academic progress, as evidenced by D's or F's (or N's or U's) in two or more subjects such as, Bible, Language Arts, Math, Science, and Social Studies/History. If a student is placed on academic probation, a letter explaining probation will be sent to the parents. If a student does not successfully remove him/herself from probation after one quarter, the student's progress will be reviewed for possible dismissal from school.

Once on probation, the student's status extends the following quarter. Students on probation during the last quarter of the year, begin the new school year on probation. Their 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 probation a letter will be sent home and a parent-teacher conference may be required and 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 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 objects
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 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

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. 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.

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), or company name.** ****No extra words or slogans beyond the brand name can be on the shirt or sweatshirt.**

Shirts/necklines must be modestly cut and must cover appropriately.

UNACCEPTABLE: **Midriff or sleeveless tops, bare shoulders (this means no off the shoulder shirts); no tanks or tube tops under open clothing.**

SHORTS & SKIRTS

ACCEPTABLE: Shorts must measure at least 5 inches from the inseam. Skirts must measure at least 5 inches from the top of the knee.

UNACCEPTABLE: Bike shorts or excessively baggy shorts

PANTS

UNACCEPTABLE: Excessively baggy pants, leggings worn alone

HAIR

Hair color and style must not be distracting. Hair color must be a color found in nature for hair.

OTHER

Clothing should cover underwear (i.e. bras, boxers, etc.).

Shoes must be worn and tied properly at all times/Heels and platforms may not exceed 1-½ inches/No black scuffing shoes in the gym.

Hats are allowed as long as they are acceptable under the rules for acceptable shirt attire.

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
- Violation

Repeat offenders may receive a detention and/ or the option of an alternate, stricter 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 actually borrowed from someone else. It is perfectly fine to borrow someone else's words or ideas as long as 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, encyclopedia, magazine, etc. 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. or www.easybib.com.

A book by a single author:

Wilson, Frank R. The Hand: How Its Use Shapes the Brain, Language, and Human Culture.

New York: Pantheon, 1998.

A book by two or more authors: (Write them in the order they appear on the book.)

Rabkin, Eric S., Martin H. Greenberg, and Joseph D. Olander, eds. No Place Else:

Explorations in Utopian and Dystopian Fiction. Carbondale: Southern Illinois UP, 1983.

An article in a reference book: If the article has an author give it first but if the article is unsigned give the title first. If the reference book is a commonly used one there is no need to give all the publication information. But if the reference book is not a commonly used one then give the full publication information.

“Azimuthal Equidistant Projection.” Merriam-Webster's Collegiate Dictionary. 10th

ed. 1993.

Allen, Anita L. “Privacy in Health Care.” Encyclopedia of Bioethics. Ed. Warren T.

Reich. Rev. ed. 5 vols. New York: Macmillan-Simon, 1995.

A book with no author listed: If a book has no author or editor's name on the title page, begin the entry with the title. Do not use either *Anonymous* or *Anon*. Alphabetize the entry by the title, ignoring any initial *A*, *An*, or *The* (Ex: *A Guide to Our Federal Lands* is alphabetized under *g*.)

New York Public Library American History Desk Reference. New York: Macmillan,

1997.

Magazines, Journals, or Newspapers:

Journals

Most, Andrea. “ ‘We Know We Belong to the Land’: The Theatricality of Assimilation in

Rodgers and Hammerstein's Oklahoma!” PMLA 113 (1998): 77-89.

Newspaper: Give the name as it appears on the masthead but omit any introductory titles (*New York Times* not *The New York Times*). If the city of publication is not included in the name of a locally published newspaper, add the city in square brackets, not underlined, after the name: “*Star Ledger* [Newark].” For nationally published newspapers (*USA Today* or *Wall Street Journal*) you need not add the city of publication. Abbreviate the names of all months except May, June, and July. Do not give the volume or issue number even if they are listed but do give the edition if stated.

Hall, Trish. “IQ Scores Are Up, and Psychologists Wonder Why.” New York Times 24 Feb.

1998, late ed.:F1+.

Magazines:

Armstrong, Larry, Dori Jones Yang, and Alice Cuneo. “The Learning Revolution: Technology Is

Reshaping Education—at Home and at School.” Business Week 28 Feb. 1994: 80-88.

An interview: To cite an interview you conducted, give the name of the person interviewed, the kind of interview (*Personal Interview*, *Telephone interview*), and the date.

Pei, I. M. Personal interview. 22 July 1993.

Poussaint, Alvin F. Telephone interview. 10 Dec. 1990.

Material from a computer company on diskette or CD:

Braunmuller, A. R., ed. Macbeth. By William Shakespeare. CD-ROM. New York: Voyager, 1994.

Material from a website: Give as many of the following elements as apply and as are available:

1. The name of the author or corporate author (if known)
2. The title of the site, underlined
3. The names of the editors
4. The date of publication or last update
5. The name of any sponsoring organization
6. The date of access (when the website was visited by the student)
7. The URL in angle brackets

Example:

United States. Environmental Protection Agency. Values and Functions of Wetlands. 25 May 1999. 24

2001 <<http://www.epa.gov-owow/wetlands/facts/fact2.html>>.

DOCUMENTING SOURCES IN MLA STYLE

In MLA documentation style, you acknowledge your sources by keying brief parenthetical citations in your text to an alphabetical list of works that appears at the end of the paper. The parenthetical citation that concludes the following sentence is typical of MLA style.

Ancient writers attributed the invention of the monochord to Pythagoras, who lived in the sixth century BC (Marcuse 197).

The citation “(Marcuse 197)” tells the readers that the information in the sentence was derived from page 197 of a work by an author named Marcuse. If readers want more information about this source, they can turn to the works-cited list, where under the name Marcuse, they would find the following information.

Marcuse, Sibyl. A Survey of Musical Instruments. New York: Harper, 1975.

****Questions? VMS has a copy of the MLA Handbook for Writers of Research Papers.***

CONCLUSION

Ventura Missionary School is an integral and inseparable ministry of Ventura Missionary Church. It is a ministry that has been lovingly supported by the church members and leaders since its inception in 1980.

The entire process of education at Ventura Missionary School is seen as a means to bring students into fellowship with God, to develop a Christian mind, to train them in godly living, so that they can fulfill God’s total purpose for their lives personally and vocationally. If we amplify this goal we see that it has many facets. We seek to help students grow spiritually in the knowledge and love of God; to grow academically, to grow socially, and to grow physically in maintaining their health and athletic skills in ways that glorify God. As such we accomplish the admonition of 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.

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 includes the principal, School Board members, the middle school teacher responsible for tracking discipline, the Ventura Missionary Church Director of Operations, 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
- Student will lose the privilege of having his or her cell phone on VMS's campus for the remainder of the year

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Cell Phone Number _____

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

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.

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 _____

**PLEASE SIGN FOR APPROVAL FOR YOUR CHILD'S LIKENESS
TO APPEAR IN VMS PUBLICATIONS:**

VENTURA MISSIONARY SCHOOL MEDIA CONSENT FORM

I 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 _____

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 Principal. 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.