

Welcome to middle school! We are pleased that you have chosen Ventura Missionary School for your middle 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 the 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. In addition, enrollment of your children at VMS is a privilege, not a right. Parents, you must understand that continued enrollment and reenrollment of your children is dependent on your support of the school, our staff, and our policies.

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, California state standards are carefully considered and in most cases are included as minimal standards insofar as a biblical perspective is not compromised.

ACADEMIC AND BEHAVIORAL STANDARDS

HONOR ROLL

Students earn Honor Roll status each quarter in which they achieve a grade point average of 3.0 or above or if they receive all O's in citizenship. A separate designation of Principal's List is given to those students who earn a GPA of 3.5 and above. Students who attain Honor Roll status two out of three quarters or students who receive Citizenship Honor Roll all three quarters will be eligible for a designated day off of school involving an optional trip at the student's expense during the fourth quarter.

GRADING POLICIES

REPORT CARDS

Report cards are issued every quarter. They include achievement grades (how well you have mastered the subject matter) and citizenship grades.

COMMENT CODE FOR REPORT CARDS

- | | | |
|--------------------------------|--------------------------|-----------------------|
| 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 | |
| 4. Late/incomplete assignments | 8. Positive attitude | |

CITIZENSHIP FOR MIDDLE SCHOOL STUDENTS

O – Outstanding behavior; consistently follows classroom policies with reminders rarely needed

G – Behavior is very good; follows classroom policies with occasional reminders

S – Satisfactory behavior; follows classroom policies with reminders

N – Behavior needs improvement; repeated violations of classroom policy/disrupts the learning process

U – Unsatisfactory behavior; 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 MIDDLE SCHOOL STUDENTS

A+ 98.5-100%	A 91.5-98.4%	A- 89.5-91.4%
B+ 87.5-89.4%	B 81.5-87.4%	B- 79.5-81.4%
C+ 77.5-79.4%	C 71.5-77.4%	C- 69.5-71.4%
D+ 67.5-69.5%	D 61.5-67.4%	D- 59.5-61.4%
	F 0-59.4%	

G.P.A

A+ 4.33	A 4.00	A- 3.67
B+ 3.33	B 3.00	B- 2.67
C+ 2.33	C 2.00	C- 1.67
D+ 1.33	D 1.00	D- 0.67

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 give 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 only receive their child's report card at the conference. Second quarter reports are either mailed home or handed out to the student. Parents or teachers may request a conference, if needed. 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.**
- 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.

GRADUATION

Students must obtain a cumulative minimal 8th grade GPA of 1.8 in order 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 in order to participate in the 8th grade graduation trip.**

Ventura Missionary School Daily Schedule for 2011/2012

Break Schedule	6th-8th	10:45-11:00	Upper Site
Lunch Schedule	6th-8th	12:42-1:22	Upper Site
P.E. Schedule	6th-8th	2:15-3:00	Upper Site

HOT LUNCH

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

Students deserve food made from high quality ingredients. That's why we have chosen to partner with Choicelunch. 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.**

SCHOOL INFORMATION FOR PARENTS AND STUDENTS

DAILY DISMISSAL: Middle school ends at 3:00 p.m. Students are dismissed to the steps above the parking lot.

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 is 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 new 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 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 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). 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.

CHAPELS: Weekly 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. Please periodically check the Lost and Found in the office hallway. At the end of each month, the items left in the Lost and Found will be donated to a local charity. 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. 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 daycare is available from 3:10-5:30 p.m. The cost for after-school daycare is \$3.00 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 3:10 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 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 may be passed out in class only if every student is included. Otherwise, the invitations should be mailed privately.

RAINY DAY DISMISSAL: At dismissal time middle school students will wait in the corridor that overlooks the parking lot. When they see their parent, they are free to go.

RAINY DAY LUNCH: Students eat lunch in homerooms; teachers supervise until 1:00 p.m. at which time students are released to the gym.

PARENT TEACHER FELLOWSHIP: This group meets quarterly and provides an opportunity for parents to become more involved in school activities, staff recognition, and to serve students and their families in various capacities.

PARENTAL INVOLVEMENT: A volunteer room parent *may be needed* for each class. This person is primarily responsible for helping the teacher coordinate parties and special events. Teachers may also use parent volunteers in the classroom as needed. 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 wishes to extend an invitation to all parents to visit classrooms during the school year. We want to encourage parent participation in all school activities and acquaint you with all phases of the 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 20 minutes.

P.E. OPT OUT: Students may choose to opt out of P.E. if they participate in a non-school related sport after school. Students must participate in the sport for at least 3.5 hours a week. The student's coach must verify the hours, and the completed form must be turned in for credit at the end of each quarter. Students who do opt out of P.E. must be signed out and picked up from school at 2:10 p.m. each day. See the Opt-Out Form for more information.

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, to be due the Friday of outdoor education. There is an additional fee of approximately \$375.

EDUCATIONAL TOURS: Tours to the East Coast are offered according to parental interest.

STUDENT COUNCIL: Student Council provides leadership opportunities for students. Annual elections are held. Council members attend weekly meetings. There is a nominal fee for a shirt and leadership conference fees. Students are ineligible to participate if they are on academic or behavior probation. A grade will be given for participation in Student Council.

AFTER SCHOOL ACTIVITIES: Students must be in attendance at school to participate in extra curricular 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.

ATHLETICS

Interscholastic after-school sports are offered to middle school students and a nonrefundable cost of approximately \$80 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 probation. Volunteer coaches are utilized.

SPORTS ELIGIBILITY:

All athletes that participate in our school's sports program are representatives of God, VMS, their team, their parents/guardians, themselves, and their coaches; therefore student athletes are expected to act with class and sportsmanship, as well as expected to be a team player. Victory is one of the goals of all of 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 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.). **Any student who receives a detention for any inappropriate action or behavior will be suspended for at least one game as soon as the Athletic Director notifies him or her. The Athletic Director will notify the student and coach.**
- **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 behavior and attendance requirements.

We hope that all student athletes will be challenged and motivated to do their best to help their team be successful. We believe that 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!

STUDENT RESPONSIBILITIES **GENERAL SCHOOL STANDARDS**

We expect that the attitudes of students should 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, 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.

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.
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. Leave your "toys" at home. **The following items are not allowed on school grounds, except where special permission is given by the principal or teacher: any music device/player, electronic games, skateboards, etc.**
5. **Cell phones are allowed but must not be used during school hours (8:15 a.m.-3:00 p.m.). 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.**
6. **Toy guns, water guns, laser pointers, lighters, weapons, knives of any kind, matches or anything deemed inappropriate by the administration are not allowed at school.**
7. Students are not allowed to chew gum on the school campus.
8. 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.
9. Students are to follow a "hands off" policy: no fighting, hitting, pushing, biting, or other roughhousing, in a threatening manner or even in play.
10. Profane, vulgar, derogatory language (writing or drawing), or gestures are not allowed.
11. Students may not play with sticks or throw dirt, rocks, etc.
12. Bicycle riding, scootering, skating, or skateboarding is prohibited at school.
13. 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.
14. Public displays of affection are prohibited (i.e. hand holding, hugging, and kissing).
15. Students are prohibited from writing **anything** on one's self or others.
16. Students are not allowed to store any items under the lockers.

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 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, 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 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 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 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 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 violation.**
6. **Absences** – *An absence is considered excused* in the event of an illness, doctor, dentist, orthodontist appointments, or family emergencies. **Unexcused Absence Policy:** Tests missed for shopping trips, outings, extra study time, etc. may not be made up. Work missed during an unexcused absence will be considered late and penalized accordingly. Due dates missed during unexcused absences will be penalized accordingly. **Absence Check-in:** 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 each teacher. For a prolonged absence (7 or more days) a doctor’s note is required. **FYI:** 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; the principal must approve exceptions. Students will be expected to turn all missing work in the day he/she returns. 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 an emergency. **Students at no time will be allowed 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, a ruler, and glue. Additional materials may be required for specific classes. All students must have a study Bible. Only items directly connected with schoolwork may be brought to school. Such things as radios, CD players, electronic games, and stuffed animals must be left at home. If approved by the teacher, sports equipment may be brought for recess, lunch, and PE times. It must be kept in the backpack if possible. 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. 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 an aide, 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 at all times 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 3:00, all students must go promptly to the

dismissal. **Any students not picked up by 3:10 will be sent to Daycare, as we cannot leave students unsupervised in the dismissal area.**

13. **Cheating** – Plagiarism, a form of cheating, is unacceptable. All work must be in the student’s own words (and handwriting) unless sources are credited properly. Cheating on tests, class work, homework papers, reports, and research papers is dishonest. Any student caught cheating, either by letting another student copy material, by doing the copying, or by plagiarizing will receive a zero for that work, as well as a violation or detention.

HOMEWORK

Expect an average of 6-8 hours of homework per week, though students who work slowly or who do not complete class work will have more. It is critical that students plan ahead and budget time for steady progress of projects. 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 did the assignment and not the child.

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.

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.*

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. No first names.
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. Do not write or pass notes, or toss or play with objects during class.
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 and a pass in order 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.

VIOLATIONS & DETENTIONS

In middle school, violations 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 violations and detentions for the following:

1. Being in an unsupervised area **D or V**
2. Disruptive Behavior **D or V**
3. Taking or using the property of another without permission **D or V**
4. Roughhousing, hitting, pushing, kicking, fighting (even in play) **D or V**
5. Physical displays of affection to the opposite sex **D or V**
6. Profane or vulgar language or gestures **D or V**
7. Using the word "gay" or calling another student "gay" or a synonym **D**
8. Throwing objects inside or out of the classroom (paper wads, rocks, erasers, etc.) **D or V**
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 V**
12. Negative comments or complaining **D or V**
13. Belittling of others in word or gesture **D or V**
14. Defacing or breaking of school property or equipment **D**
15. Cheating **D or V**
16. Dress Code violation **D or V**
17. Lying to school personnel **D**
18. Accumulation of classroom warnings **V**
19. Repetitive failure to follow classroom policies or disruptive behavior which has resulted in three violations **D**
20. Cell phone out and/or used during school hours **D or V**
21. Electronics at school **D or V**
22. Gum **V**
23. Walking in an undesignated area (grass, embankment, etc.) **D or V**
24. Sliding down the banister **V**
25. Negative comment referring to a student's intellectual capacity **D or V**

Detentions are tracked on a cumulative basis by the semester. 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 principal.

<u>Detention</u>	<u>Consequence</u>
#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 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 Principal's discretion.**

ACADEMIC AND BEHAVIORAL PROBATION

Behavioral 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 will be keeping 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 Probation is assigned to students showing insufficient academic progress, as evidenced by Ds or Fs in two or more subjects (English, Math, History, Science, and Bible). 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.

Probation may last from four to eighteen weeks. If the student does not improve to at least a satisfactory level, the consequence may be dismissal from school. While on probation, a student may not participate in extracurricular activities and must relinquish any and all positions of leadership.

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 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 and/or board 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 principal or designee of the principal.

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 the any student or adult.
11. Cursing a teacher or adult authority.
12. Leaving school grounds without permission.

STUDENT HELPS 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 CITED LIST – A Works Cited List is the list of works a student actually cited in the research paper. It comes at the end of a research paper. The 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. 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.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

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 the school’s founding 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 your life.

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 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 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 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:

- **First and second offense: Confiscation of phone and a violation or detention. An automatic detention will be given if the student is talking or texting someone 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: _____

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

Ventura Missionary School Media Consent Form

I give permission for 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: _____

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, and 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 _____

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