

Victory Baptist School

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A Ministry of Victory Baptist Church

Mr. Derik Lawrence, Pastor

Mrs. Debbie Lawrence, Administrator

“...shewing to the generation to come the praises of the Lord, and his strength, and his wonderful works that he hath done. For he established a testimony in Jacob, and appointed a law in Israel, which he commanded our fathers, that they should make them known to their children: that the generation to come might know them, even the children which should be born; who should arise and declare them to their children: that they might set their hope in God, and not forget the works of God, but keep his commandments.” Psalm 78:4-7

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MISSION AND PHILOSOPHY

Mission

Victory Baptist School, as a ministry of Victory Baptist Church, exists to assist parents in the training of their children by providing a Christ-centered education that will enable children to grow spiritually as well as academically, socially and emotionally.

Philosophy

The philosophy of Victory Baptist School is based on God's Word and is centered on the Lord Jesus Christ which provides the foundation for every area of our ministry (I Corinthians 3:10-11). We believe that children are given to parents as precious gifts from God and we acknowledge the fact that God gives parents the responsibility of the education and training of their children (Galatians 4:2, Deuteronomy 6). Because we believe that the school is an extension and reinforcement of the home, Victory Baptist School is committed to assisting parents in fulfilling the Biblical mandate to rear their children in the nurture and admonition of the Lord (Ephesians 6:4).

Victory Baptist School believes and teaches the essential doctrines of the Christian faith as embraced by the historic, Biblical, Baptist position.

Purpose

Our purpose is to develop the mind of Christ in the lives of our students.

Objectives:

- *to provide a Bible-based education that will ultimately lead to a saving knowledge of our Lord and Savior, Jesus Christ (II Timothy 3:15)
- *to provide opportunities to grow in the understanding of who God is and what He has to teach us from the Bible ... God's Holy Word (II Timothy 2:15)
- *to develop the areas of self-control, obedience, honesty, sharing, cooperation, and kindness to others (Galatians 5:22-23)
- *to equip the next generation to stand strong and firm in their faith
- *to provide an environment which supports the growth of the whole child in a setting of warmth, attention, and genuine Christ-like love (Luke 2:52)

ADMINISTRATION AND SCHOOL BOARD

Administration

Mr. Derik Lawrence, Pastor

Mrs. Debbie Lawrence, Administrator

School Board

Victory Baptist School is a ministry of Victory Baptist Church and operates under its constitution. The school board is comprised of members of VBC, including deacons and “members at large”. Although the board is not involved in the daily operations of the school, it does participate in decisions of policy and procedure. Should a parent feel the necessity of contacting the board or one of its members, it may be done by written correspondence addressed to the “Chairman of the School Board”.

ACCREDITATION AND MEMBERSHIP

Victory Baptist School is a member of the Georgia Association of Christian Schools (GACS) and the American Association of Christian Schools (AACS). Victory Baptist School is accredited by the Georgia Association of Christian Schools which is recognized by the Georgia Private School Accrediting Council (GAPSAC) and the American Association of Christian Schools. The accreditation program of GACS has been recognized and approved by the Georgia Board of Education and the Georgia Board of Regents. Our teachers are certified by the same agencies.

ACADEMICS / CURRICULUM

All of our classes predominately use *A Beka Book* and *Bob Jones University Press* curriculum. Four year old preschool classes through elementary grades have reading books that will build student confidence and enjoyment in reading. Reading comprehension and thinking skills are stressed.

Along with phonics, preschool and kindergarten students are taught numbers and number concepts, prewriting and writing skills, readiness skills, and listening skills. They have language development time and/or science and social studies which involves learning about community helpers, children around the world, and other aspects of the world around them. Elementary students have reading, math, spelling, language, grammar, health and/or science, social studies, and creative writing. Jr. High classes include Bible, grammar/composition, literature, history, math, and science.

We strongly believe in teaching from a Biblical perspective since clear teaching of

ACADEMICS / CURRICULUM

(continued)

the Bible is the foundation for all other learning. We have daily Bible lessons and Bible verse memorization in our classes. We have chapel once a week for students in kindergarten and above. VBS uses *A Beka Book* and *Bob Jones University Press* in our Bible classes. We use the King James Bible for Bible time and also for all Scripture memorization. We also believe it is vital to have strong moral character training. The teaching materials, as well as the classroom atmosphere, consistently reinforce these values.

Besides academics, preschool and kindergarten students have art, music, poetry, story time, and computer (kindergarten) for a well-balanced curriculum. Elementary-Jr. High students have music, art (elementary), computer, home economics (Jr. High), Spanish and physical education classes. Elementary computer classes use the program, TechKnowledge, which teaches computer basics, keyboarding, word processing, spreadsheets, and other computer skills. Students in first grade and above have the opportunity to take private piano and private or group instrument lessons while at school at an additional cost. Students in 4th-6th grades and Jr. High will be able to participate in the Georgia Association of Christian Schools Fine Arts Competition held each Spring.

Grading Scale

(Elementary - Jr. High)

A - 90-100

C - 74-79

F - 69-Below

B - 80-89

D - 70-73

I - Incomplete

Homework

(Elementary - Jr. High)

Believing that homework is an integral part of the school program, teachers are at liberty to give homework to aid the students in advancement of their studies. Homework is given for reinforcement, practice, and remedial activity. We do request parents' full cooperation in seeing that all assignments are completed. Students will write homework assignments in an assignment book. Parental signatures of elementary students are required in these assignment books. Parental signatures in these assignment books assist the parent in knowing what assignments are due and assist the school in certifying that the parents have supervised the completion of the work.

Tests will be sent home weekly for parents to see and sign in elementary.

Kindergarten students have reading homework when reading circles begin.

Honor Roll

An Honor Roll is compiled at the end of each quarter and academic year. All quarterly academic and conduct grades are considered in determining the honor roll.

Principal's Honor Roll - Students who receive an "A" in all academic subjects, including Bible and conduct.

"A" Honor Roll - Students who receive an "A" in all academic subjects, including Bible and conduct. Penmanship is not included.

"A/B" Honor Roll - Students who receive a "B" or better in all academic subjects, including Bible and conduct. Penmanship is not included.

Physical education, home economics, art, Spanish, music, and computer are not included for elementary.

Progress Reports

Students in all grades receive progress reports every 3 weeks. These reports are an evaluation of student progress and are to be signed by a parent and returned to the school. They are to be considered a direct means of progress communication in lieu of numerous notes or phone calls. Other types of communication arrangements usually can be made in accordance with parental wishes.

Preschool students also receive quarterly progress reports. These students do not receive letter grades.

Promotion

Three and four year old preschool children are not failed. Kindergarten students may not be promoted if they do not meet all the goals of the kindergarten curriculum. Elementary and Jr. High students will not be promoted if they receive an "F" for the year in either phonics, language, or math or if they receive two or more "D's" in those subjects.

Report Cards

Report cards will be issued to students in first grade and above at the end of each quarter. Kindergarten students receive report cards beginning in the second quarter. The report card must be signed by a parent and returned within two days after each of the first three quarters.

"TMIP" / "TMIK"

Children in the three year old and four year old classes receive a "This Month in Preschool" and kindergarten classes receive a "This Month in Kindergarten" at the beginning of each month to keep parents informed of what their children are learning at school. These include academic skills being taught as well as fun activities that are planned for the month.

ADMISSION INFORMATION

The pastor and the administration of VBS reserve the right to establish and maintain standards for student conduct, dress, and academics.

Victory Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, or athletic and school administered programs. As a private, Christian institution, admission to VBS is a privilege rather than a right. It is vital that each student and his family are fully supportive of the goals of VBS.

Because VBS does not offer English as a second language, it cannot accept students who cannot demonstrate English speaking skills commensurate with their age level as determined by the admissions committee.

No student will be considered for enrollment who is two years above the chronological age required for the grade level. Student seeking admission to kindergarten and first grade must be 5 and 6, respectively, by September 1 of the current school year.

Students transferring to VBS from other schools must have all accounts paid and a transcript received before student acceptance is granted.

All students are accepted on a trial basis for the first six weeks and no student will be accepted at VBS if the student is either on probation or has been suspended or expelled from another school.

Classes

Two year olds	2 days per week: Tuesday and Thursday Children must be 2 on or before September 1.
Three year olds	3 days per week: Monday, Wednesday, Friday Children must be 3 on or before September 1.
Four year olds	3 days per week: Monday, Wednesday, Friday <i>or</i> 5 days per week: Monday-Friday Children must be 4 on or before September 1.
Kindergarten	Half day Monday-Friday <i>or</i> Full day Monday-Friday Children must be 5 on or before September 1.
Elementary-Jr. High	Monday-Friday Children must be 6 on or before September 1. (First Grade)

Classes *(continued)*

- Preschool classes meet from 8:20-12:00.
- Half day kindergarten meet from 8:20-12:15.
- Full day kindergarten through first grade meet from 8:20-2:50.
- Second grade through fourth grade meet from 8:20-3:00.
- Fifth grade through eighth grade meet from 8:20-3:10.

Fees

An enrollment fee must be paid at the time of enrollment and is non-refundable. The supply fee should be paid by March 1 for current students and within 30 days of enrollment date for new students. This fee is not refundable. Tuition for the school year can be paid in one of three ways: one lump sum paid by the first day of school, ten monthly installments (first payment is due on August 1), or twelve monthly installments (first payment is due on June 1). The final payment is due on May 1 of the school year in which the student is enrolled.

There is a 3 percent discount given if the full year's tuition is paid before the first day of school. There is a 5 percent discount for the second student in the family, and the third student in the family will receive a 25 percent discount. The fourth student and above in each family will be free. No relatives other than brothers or sisters will be considered for a discount.

We do not send out monthly statements. The tuition can either be brought to the office or put into the child's folder in an envelope. Please do not send cash in a student's folder.

There will be a \$30.00 fee charged if the tuition is not received by the 15th of the month and a \$30.00 returned check fee. If payments are more than 45 days past due, a student may be prohibited from attending class or participating in any extracurricular activities.

Tuition will be charged for a full month even if a student does not attend a full month because of sickness or being out of town. There is not a reduction in tuition because of school holidays.

No school records will be forwarded to another school until all financial obligations have been met.

Required Records

To begin the admission process, a family must submit the following:

1. Application for Enrollment
2. Application Fee
3. Parental Agreement Form
4. Signed Handbook Agreement (Students in 6th grade and above must also sign the agreement)

Required Records *(continued)*

In addition, Elementary and Jr. High students must submit the following:

1. Administrator Recommendation
2. Authorization of Release of Educational Records
3. Current Report Card

After the forms are received, we will set up an appointment for testing (Elementary and Jr. High) and an interview with the administration. We reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school and student. Official acceptance is based on admission test scores, transcript review, personal interview results, and availability of enrollment space.

Other forms required to complete the admission process:

1. Student's certified birth certificate
2. Certificate of Immunization (Ga. Form 3231 or 3032)
3. Certificate of Eye, Ear & Dental exam (Ga. Form 3300)
for Kindergarten & Elementary only
4. Student's Social Security Number

ATTENDANCE INFORMATION

Absences

Elementary - Jr. High students absent more than 20 days during the academic year, generally, may not be permitted to remain enrolled. This is a cumulative number that includes both excused and unexcused absences and accumulated tardies. Situations which involve extenuating circumstances as they specifically relate to student medical problems will be reviewed. Students must bring to school a note concerning the absence signed by a parent or guardian. Elementary - Jr. High students are required to make up work or tests that are missed.

Arrival and Dismissal

Morning car line begins at 8:00. Please allow your child to go through the car line rather than parking and bringing the child in. The only exceptions are the first day of school or if the child arrives late. While in the car line, do not let your child out of the car without assistance from VBS staff or safety patrol. All students arriving after 8:20 will need to be brought to the school office by the parent. Please do not take the child directly to the classroom. Students will need a tardy slip to be admitted to class.

There is also a car line for dismissal. Please pick your child up in the car line rather than coming to the classroom.

Arrival and Dismissal (*continued*)

Please do not get out of your car while in the car line. If you need to get out of your car to buckle in your child, please pull up out of the car line to do so. This keeps the car line moving more quickly.

If you do need to come into the school to speak to either the teacher or someone in the office, please wait until after the car line is through because of staff car line duties.

Only those authorized on the student enrollment form will be allowed to pick up a child unless we receive a written note from parents that gives permission for someone not listed. We will ask to see a driver's license or other identification from those picking children up until we become familiar with them. Please note this policy is for your child's protection.

If parents are divorced or separated, we must have on file at the school a certified copy of the court order of Final Judgment including limitations on pick-up and visitation.

Early/Late Pick-Up

If a child needs to be picked up from school early, please come to the school office to check out. Please try to make dentist and doctor appointments after school if at all possible. A child who misses more than half of the school day will be marked absent for a full day.

Preschool-K5 (1/2 day) carpool ends at 12:25. There will be a \$5.00 per five minute late charge for children who are picked up after 12:25 pm. If a child is picked up by someone other than the parents, the parents are responsible for any late pick-up charges.

K5 (full day)-Jr. High carpool ends at 3:20. There will be a \$5.00 per five minute late charge for children who are picked up after 3:20 pm. If a child is picked up by someone other than the parents, the parents are responsible for any late pick-up charges.

Excused Absences/Tardiness

The following circumstances are considered acceptable reasons for necessary absences:

- a. Personal illness
- b. Medical, dental, or optical appointments
- c. Death in the family
- d. Family emergencies

The student's responsibility is to complete any work missed during an absence. All assignments which were given before student's absence are expected to be completed immediately upon the student's first return to class; however, for work

Excused Absences/Tardiness *(continued)*

assigned during a student's absence, the student has as many days to complete such work as days absent.

There will be a 24 hour wait period for all homework requests due to student's absence. The teacher will send home or have assignments in the office by the next day.

Tardiness

Student tardiness will accumulate to absences at the rate of 3 tardies = 1 absence. If a student is tardy, please bring the child to the office and not the classroom. Please make every effort to be on time. Children respond better when they are eased into the morning classroom routines. Additionally, tardiness disrupts the classroom and also causes the child to feel uneasy about entering the classroom late. Children need to learn early the habit of being punctual so they can carry this into adulthood. Grades will be affected in classes missed due to tardiness.

DISCIPLINE

Discipline is not simply punishment for wrong attitudes or actions. It is the Biblical, loving correction that leads to a change in thought and behavior. It is the desire of VBS to develop and administer discipline in an effort to instill in students a personal accountability to God for their attitudes and actions (Proverbs 25:28).

The classroom teacher is responsible to maintain appropriate classroom behavior and so is given the liberty to design and enforce classroom regulations consistent with the general policies of the school. Flexibility and creativity with these regulations will allow for determining the method which might best be used to meet the need of the students. A variety of disciplinary methods are used including, but not limited to, the following: verbal warnings to students, parental contact either by note or phone, removal of privileges, separation (for only a short period of time), parent-teacher conferences, and sending the student to the administrator. Upper Elementary and Jr. High students have a merit and demerit system in place. Demerits that are given may result in afternoon detention, extra work, in-school suspension, and suspension from school when approved by the administration. In extreme cases probation or expulsion from school may result. Corporal punishment is not used by VBS but parents may be required to come to the school and administer corporal punishment if other measures have not produced the desired results and the administration feels the situation warrants it.

Bullying, fighting or physical violence, especially in the Jr. High division, will be dealt with swiftly and with corrective measures that may include warnings,

DISCIPLINE *(continued)*

requiring parents to come to the school and administer corporal punishment, in-school suspension, suspension from school, and possible expulsion. VBS reserves the right to exceed the established discipline procedures at the discretion of the administration and pastor if the situation warrants it. Student conduct that brings into question the reputation of our Lord Jesus Christ as well as that of VBS and is found to be inconsistent with the overall policies, procedures, direction and Biblical philosophy of the school may result in the student's being suspended, expelled, or asked to withdraw, whichever is determined to be appropriate by the administration, pastor, and if deemed necessary, the school board. Our desire and goal with this policy is to have a school environment where students feel safe and protected and parents feel secure in the knowledge that VBS is taking seriously the responsibility of protecting their children.

DRESS CODE

As a Christian school, we desire our families and overall ministry to reflect "Christ-likeness." This includes our dress standards. We ask that parents and visitors to our school follow our example while on school property. We ask that ladies who are coming to the school to help in an "official" capacity such as lunch moms, field trip chaperones, room mom meetings, and helping teachers in the classrooms wear dresses or skirts (that are no shorter than the top of the knee) and blouses. If dresses need to be worn on field trips or other activities, the school will notify parents.

This is the dress standard for our school staff as well as our students and we want to maintain "uniformity" with our dress standards. If parents are coming to pick up their children early or to eat lunch with their children, slacks, capris, or long walking shorts are acceptable attire. PLEASE do not wear short-shorts, short dresses, midriff baring or strapless tops.

The administration reserves the right to determine the final standards on all fashion or appearance trends.

Kindergarten - Jr. High

All students in K5 through Jr. High are required to wear the VBS school uniform each day. The uniforms will include a jumper, skirt, blouse, and skort for the girls. The boys will wear long pants and shirts with collars. Students may wear spirit wear on Friday. Shirts must be worn tucked in with a black or brown belt if the skirt or pants has belt loops. P.E. uniforms are required for boys and girls in 5th grade and above. Purchasing information about the uniforms and spirit wear will be available in the school office.

DRESS CODE

(continued)

Fads or excesses in hair styles or colors for either boys or girls (“shaven heads,” “punk,” “bowl” style, “razor” designed cuts, inappropriate coloration, hair extensions, etc.) are not permitted.

Students are not allowed to have or wear tatoos.

Shoes should be predominately white, black, brown, gray or navy only and should be closed toed. Sandals, flip-flops, Crocs, or other backless shoes are not permitted. Boots should only be worn in winter months and should not be worn on P.E. days unless the student dresses out for P.E. Socks should be worn.

All clothing, book bags, lunch boxes, or any other items students bring or wear to school should be generic in nature, such as flowers, stripes, etc. These items should not contain “pop stars”, etc. These items include jewelry. Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

BOYS - Hair should be cut in a traditional, masculine style which will keep hair off the ears, off the collar, at least 1/2 inch above the eyebrows, and evenly tapered all around. No facial hair is allowed. Boys are not allowed to wear jewelry except for watches.

GIRLS - The length of the skirt, dress, or skort should be no shorter than the bend of the back of the knee. Socks or tights (solid navy, burgundy, or white) may be worn. No leggings are allowed. Girls in K5-6th grade will need to wear fitted shorts (navy, black, or gray) underneath all skirts. These shorts need to be no shorter than 3” above the knee.

Girls in 6th grade and below may not wear make-up. Make-up for girls in 7th grade and above must not be excessive.

Girls in K5 and above will need to wear white undergarments under white blouses. Proper age-appropriate undergarments must be worn.

Casual Day - Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of VBS. Halter, backless, or midriff tops may not be worn. Boys are not allowed to wear skinny jeans. Outerwear that will be worn all day, may be the students choice on casual days as long as it follows the outerwear guidelines. All students should follow the guidelines stated in the above paragraph for boys and girls.

Extracurricular Activities - Students in grades Kindergarten-Jr. High are not allowed to wear shorts to recreational/athletic activities. Young ladies are permitted to wear pants or capris (no shorts) to recreation/athletic activities. The pants or

DRESS CODE

(continued)

capris must be modest, loose-fitting, and neat in appearance. Skinny jeans will not be allowed for boys or girls. Young ladies are reminded to carefully select material textures, color, etc. for discretionary reasons. Parents will be notified if there are any exceptions to the extracurricular activities dress code.

Outerwear - Outerwear (a jacket that will be taken off) can be your choice as long as it does not contain logos or slogans that are demeaning to Christian or moral values. School spirit wear jackets may be worn the entire day. Any other type of outerwear (sweaters, vest, or light weight jackets) that will be worn for the entire day must be solid navy or white. Exceptions to outerwear will be on casual days. Students must follow casual day guidelines.

Spirit Wear Day - Every Friday students are allowed to wear spirit wear purchased through the school. Girls are allowed to wear jean skirts and a spirit wear top or a regular school uniform top. Boys are allowed to wear jeans (no skinny jeans) and a spirit wear top or a regular uniform top.

Preschool

Girls may wear dresses, pants or long walking shorts. Halter, backless, or midriff tops may not be worn. **Dresses should be no shorter than the top of the knee.**

Boys may wear long walking shorts or pants.

Please do not allow children to wear shoes that will not stay on their feet when they run and play. Sneakers are ideal for school.

All clothing, book bags, lunch boxes, or any other items students bring or wear to school may contain cartoon characters. However, these items and jewelry should not contain "pop stars", etc. Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

Clothing should be the kind that children can manage without help in the restrooms. They like to be able to take care of their own personal needs.

Fads or excesses in hair styles or colors for either boys or girls ("shaven needs", "punk", "bowl" style, "razor" designed cuts, inappropriate coloration, hair extensions, etc.) are not permitted.

Students are not allowed to have or wear tattoos.

Boys hair should be cut in a traditional, masculine style which will keep hair off the ears, off the collar, at least 1/2 inch above the eyebrows, and evenly tapered all around. Boys are not allowed to wear jewelry except for watches.

Please be sure to dress children appropriately for the weather because we will go outside if the weather permits. Jackets or sweaters should always be sent during the winter.

GENERAL INFORMATION

Achievement Tests

Each spring, VBS administers standardized achievement tests to students in grades Kindergarten-Jr. High. Since standardized testing services do not allow for “makeup” testing, parents are requested to have students present during this special evaluation time. A copy of the test results will be sent home to parents. Please consult the annual school calendar for these scheduled dates.

Asbestos

In compliance with the US Environmental Protection Agency, Asbestos Hazard Emergency Response Act, Victory Baptist School had a building inspection performed for asbestos-containing building materials. Samples were taken from all suspect material for lab analysis. The inspection revealed no asbestos material in the building. The results of the surveillance are on file in the school office. Everyone is welcome to view these anytime during normal school hours.

Birthday Parties (Preschool & Elementary only)

Parents may celebrate their child’s birthday at school by providing the snack for the class. Parents who want to do this should contact their child’s teacher one week before the child’s birthday. Birthday plates, napkins, and party favors are fine; however, we ask that parents refrain from party decorations and party games because of time restrictions. **We also ask that parents use the same standards when selecting partyware that we use for our dress code.** If parents are unable to attend the birthday snack, they can send the snack to school.

If children have summer birthdays, parents may contact teachers and arrange to have a birthday snack before school is out.

If children want to invite their classmates to a birthday party held outside of the school, they may bring the invitations to class and the teacher will put them into the children’s folders. **Teachers and students may only give out invitations to the classroom if all children in the class are invited.**

Cell Phones

Students are not allowed to have cell phones in use (in hand) while at school. Cell phones that are confiscated from students may be examined, including numbers called, pictures and videos stored, as well as text messages sent and received. Inappropriate materials found may result in disciplinary action. Confiscated electronic devices may not be returned.

Change of Address or Phone Number

Please inform the school office promptly of any change of address or telephone number.

Chapel

Elementary-Jr. High students will have chapel one day per week. Preschool students will have chapel one day per month. We have daily Bible lessons in all of our classes. Parents are always welcome to attend chapel services.

Child Custody

The intent of VBS is to abide by existing limitation regarding parental child custody. Custody disputes which create disharmony or disruption in the school routine may result in a student being asked to withdraw by the administration.

Class Assignment Request

Since VBS has retained many experienced instructors and since classroom procedures are regulated and coordinated by administrators, the school reminds that parents should not request specific teachers for their children.

Class Parties

We have several class parties throughout the year. We provide a sign-up sheet at Orientation/Open House for parents who want to help with the parties. Volunteers who are helping with a class party should check with the class party coordinator who will provide them with information concerning the parties. Parents are always welcome to come to the class parties.

We have a Fun Day at the end of the school year for the preschool-kindergarten students and a field day for elementary students. Parents, grandparents, and siblings are all invited to join us.

Communicable Diseases

While it is not the desire of VBS to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to mortal illness. VBS is not equipped to physically care for the needs of very ill students with serious continuing or chronic communicable diseases.

This policy is to apply to diseases such as, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus), or who are infected with ARC (AIDS Related Complex) are included in this policy.

Students who are medically ill should be evaluated on a case-by-case basis by a team comprised of the student's principal, personal physician, a school board appointed physician and public health personnel. The decision to admit or readmit students who are medically ill should be based on the medical condition of the child including evaluation of his/her immune status and performance status. The most current medical information concerning contagiousness and

Communicable Diseases (continued)

transmittal will be used.

No alternative educational program will be set up for students who are found to be medically unable to attend school by the medical review panel.

Confidentiality is of extreme importance and, therefore, the identity of affected students should be known only to the administration and that student's teacher. Neither confirmations nor denial of suspicion or positive testing will be given by school employees, even if public knowledge is alleged.

It is the responsibility of the parent or guardian of a child to inform the school of the child's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for current student). Any student, including a HIV infected child, who has contacted a contagious disease will not be allowed to attend school without clearance from the public health department.

Should a student be diagnosed with any childhood communicable disease such as, but not limited to, chicken pox, measles, mumps, etc., he/she must present a statement of health, from the attending physician or public health department, prior to being admitted back to class.

Deference

We respectfully request that, out of deference to school personnel (both administrative and faculty), parents and students please refrain from contacting these persons about school-related matters on the Lord's Day, Wednesday evening prayer services, or during school-related extracurricular activities. In order to exhibit honor and sensitivity for personnel, the school requests that parents minimize calls to faculty/staff homes. Phone calls during regular business hours are welcome and will be returned as soon as possible.

Extended Care

Parents will be billed at the first of each month for the previous month. Parents must sign their children up for this program in the school office. Availability will be on a first-come, first-serve basis. Childcare is not provided when school is not in session.

Morning Care - K5-Jr. High

7:30 a.m. drop off - \$5.00 per day

Afternoon Care - K5 full day-Jr. High

3:15 p.m.-4:45 p.m. - \$7.50 per day

4:45 p.m.-5:30 p.m. - \$11.50 per day

Late fees of \$1.00 per minute will apply per student after 5:30 p.m.

Extracurricular Activities

All extracurricular activities are undertaken with the ultimate goal of glorifying God. Our primary aim is to build up each other in the areas of Christian character and sportsmanship which will result in a sound witness for our Lord.

VBS will strive to train, teach, and develop good skills and talents in each activity in which the student participates. We will teach and model the value of commitment to a team through individual as well as team effort and perseverance.

Information on eligibility requirements, conduct, participation and practice, uniforms, transportation, and cell phone usage can be found in the Extracurricular Activities Guidelines that are given to participants at the beginning of the activity.

Field Trips

A limited number of field trips will be scheduled for Kindergarten-Jr. High students. Scheduling and planning of field trips is the responsibility of the classroom teacher. Students will only be allowed to be transported to and from field trips on school transportation or by their own parents. Parents are usually welcome to come; however, if there is limited space, parents and/or siblings may not be able to attend. Students will be charged a nominal fee to cover the cost of fuel, a bus driver, and admission fee, if applicable. Preschool children do not have field trips because of car safety seat regulations. Preschool teachers invite community helpers and others to come to the school throughout the year for those children.

Fundraisers

Victory Baptist School is a non-profit ministry operating on the principle of faith. Tuition is kept as low as possible to make Christian education available to all those who desire it for their children. To offset costs, each family has two options to help in this area. The first option is to pay \$125.00 per family twice a year. Payments are due at the time of fundraisers (usually in October and March). The second option is to participate in the two fundraisers. Families will need to raise \$125.00 per family per fundraiser. Financial support through these options allows the school to meet its needs and purchase needed items for the school.

Handbook Cooperation Agreement

The Handbook "Cooperation Agreement" **must be signed by a parent and be on record in the school office.** This agreement can be found on the school's website. **All students in 6th grade and above are required to sign the Handbook Cooperation Agreement. Cooperation agreements must accompany applications when submitted.**

Honor Society

Victory Baptist School is a member of the Georgia Association of Christian Schools Christian Honor Society. Chapters for the Jr. High (7th-9th) have minimum induction requirements. Academic standards for the 7th-9th grade require that students maintain a 90-semester average with no grades below an 85. Grade evaluations are based on grades earned beginning in the 7th grade. Character evaluations will be made in the areas of scholarship, leadership, service, honesty, cooperation, responsibility, humility, submissiveness, and consideration. Teachers evaluate students and nominations for induction and are made to the Administration. Evaluation and inductions are held based on the grades and performance in the preceding semester.

Inclement Weather

We normally operate under the same conditions as the Walton County School System in regard to school closings because of inclement weather. Please listen to WSB Radio/TV for information. If VBS is not listed on WSB-TV, then follow what is listed for Walton County Schools.

InfoDirect

As a service to the parents, VBS provides a web-based information system called InfoDirect. This tool is designed to provide information about the assignments for a class and the grades received in a class. The assignments are subject to adjustment during the week and more detailed assignments are posted as needed. Grades are reported on work completed within a matter of a few days after the completion of the task. Grades displayed on InfoDirect are rounded using a less mathematically accurate method than that used by the teacher's grade book program.

Library

VBS offers a library facility available for use by students in kindergarten and above on a regularly scheduled basis.

Medication

The VBS office must be informed as to any and all significant and/or long-term medications taken by any student. No medications, including aspirin, vitamins, etc., are to be kept by the student. If it is necessary for a student to take medication during the school day, it must be sent to the school office along with an Authorization for Medication Form filled out by the parent or guardian. Medicines should be sent in the original container. No medication will be provided by VBS except for minor first aid such as band-aids and topical ointments.

Music Lessons

Victory Baptist School offers its students in Elementary and Jr. High the opportunity to receive private piano and private or group instrument lessons. Enrollment space is limited. For those families who enroll in music lessons, information regarding details of lessons will be given at the beginning of the school year. Fees for these lessons are paid to the school and are in addition to regular school tuition. Usually these fees are not prorated or adjusted when a child discontinues lessons, since enrollment space was granted expecting completion of the course. A book fee will be charged and will vary according to the pace of the individual child's progress.

Parent-Teacher Meetings and Conferences

There will be a parent-teacher meeting at the end of the first quarter and parent-teacher conferences at the end of the second and third quarters. The dates for these meetings will be on the annual school calendar. If a parent needs to meet with the student's teacher at times other than the scheduled meetings, please contact either the classroom teacher or the school office so that we can schedule a time for you to come in.

Parent-Student Orientation / Preschool & Kindergarten Open House

There will be an orientation meeting for Elementary and Jr. High parents and students before school begins to acquaint students with their teachers and classrooms as well as to allow parents to meet the teachers. There will also be a short general assembly to familiarize parents with school operating procedures and to answer any questions parents may have.

There will be an Open House for the Preschool and Kindergarten parents and students.

The dates for these events will be on the annual school calendar.

Scholarships

Georgia Private School Tax Credit Program

The Georgia Private School Tax Credit law allows eligible individuals and corporations to receive tax credits for donations to Georgia Student Scholarship Organizations. These donations, when designated to Victory Baptist School, are then available in the form of student scholarships (which are used to promote school growth and increase enrollment). Taxpayers that redirect their eligible state income taxes receive a credit (up to certain limits) against their Georgia income taxes.

VBS has partnered with Georgia Student Scholarship Organization (SSO), Inc. ("GASSO") to administer this program.

Scholarships (continued)

More information can be found at the following websites:

doc.k12.ga.us (the **Tax Credit Program** link can be found under the "Special Programs" heading on the left side near the bottom of the page)

gascholarships.org (Georgia Student Scholarship Organization (SSO), Inc. ("GASSO"))

School Programs

The students present a Christmas program each year for the families and friends. Preschool-Elementary classes participate in the program.

The 3 and 4 year old preschool classes will have an academic skills program at the end of the school year.

The Kindergarten classes will have a graduation program on the last night of school. The children will wear caps and gowns for their program.

Elementary classes will have a spring program and an awards program at the end of the school year.

The dates of the school programs will be on the annual school calendar.

We welcome help from parents who are willing to sew costumes, paint scenery, and prepare refreshments.

Sickness/Personal Habits

Please do not send a child to school sick. This includes runny noses that are not clear and/or persistent coughing. Following any type of contagious illness, vomiting or diarrhea, keep the child at home for 24 hours after all symptoms and fever are gone. If a child becomes sick at school, we will notify parents. We will take the child's temperature but we cannot dispense any oral medications to the child. An "ouch report" will be sent home to notify parents of minor injuries. In the event of a medical emergency, emergency medical help will be called and parents will be immediately contacted. If parents cannot be reached, we will call the number listed as the emergency contact.

Students with head lice or lice nits must be removed from contact with other students until properly treated. Parents will need to treat their child with a head lice shampoo and remove the lice nits (eggs) from the hair by combing them out. Students will need to have a note from a pediatrician or health department clearing them to return to school.

The school staff has been trained and certified in infant and child CPR and first aid.

Children enrolled in preschool must be potty trained before the school year begins. Children enrolled in 2-year olds do not have to be potty trained before the school year begins.

Snacks/Lunch

Children in Preschool and 1/2 day Kindergarten should bring a snack each day for snack time. Please send fruit, cheese, or other nutritious snacks. Please do not send candy. Drinks should be the kind that do not require refrigeration and are not carbonated. Send small containers of drink and be sure the containers are the kind that will not leak in the child's lunch bag or will spill easily when opened. Fruit needs to be peeled and brought ready to eat. Please be sure to put needed utensils and napkins in with the snacks.

Children in full day Kindergarten and Elementary will need to bring a lunch and a snack each day. The snack will be a mid-morning snack and should follow the guidelines as above. Please do not send lunch items that need to be heated or refrigerated. Jr. High will need to bring a lunch each day.

We will order lunch twice a week and students may participate if they choose.

Solicitation

The administration and leadership of the ministry prohibits any group or individual solicitation of products or services to our school families through the classroom or internet or to our staff and faculty by contact through teacher "mailboxes", internet or other on-campus means. Do not use family phone numbers for solicitation.

Special Church-Related Events

While school families are always welcome to participate in Victory Baptist Church-sponsored events and activities, occasionally, the church will sponsor a special event or activity and specifically invite participation by school families. On such occasions the school may choose to offer limited incentives to encourage participation; however, such events will be infrequent and principles of deference will be used in endeavoring to produce maximum reasonable benefit with minimum school and family disruption.

Textbooks

The *A Beka Book* and/or *Bob Jones University Press* curriculum, written from a Christian perspective, are predominately used in all classes. Lost textbooks and readers will be replaced at parent's expense. All books and textbooks are the property of Victory Baptist School.

If a student is required to supply a Bible for their studies, it must be the King James Version.

Visitors

Parents of VBS students are always welcome at the school and should feel free to make an appointment to visit the school and/or the classrooms. Parents or

Visitors *(continued)*

other visitors who come to the school during normal school hours for any reason are asked to go to the school office to sign in. It is not possible for us to be well enough acquainted with all of the parents who have children in our school to recognize them, and we do not allow strangers to be in the building during school hours unless they are escorted.

Withdrawal

If a student is withdrawn from school before the school year ends, parents are to give a one month's notice. It is assumed that your student will be enrolled for the entire school year and budgets are set accordingly. For this reason, one month's tuition will be considered the withdrawal fee to allow the school time to fill the student's place.

No student will be considered for re-enrollment following a withdrawal, prior to the completion of one calendar year from the date of such withdrawal, unless special administrative approval is granted.

No school records will be forwarded to another school until all financial obligations have been met.

WARRIOR PARENT ORGANIZATION

The Warrior Parent Organization is a voluntary organization formed for serving the VBS student body, faculty and administration in whatever capacity is needed. Membership is open to all parents of VBS students and activities include prayer support, assisting with school events, fundraiser events, and organizing social functions for parents and students.

Victory Baptist School reserves the right to add or revise policies and/or procedures as outlined in this handbook at the discretion of the administration if the need arises or the situation warrants it.