



PARENT-STUDENT HANDBOOK
2013-2014

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INTRODUCTION

History

Victory Baptist School is a ministry of Victory Baptist Church and was founded in the fall of 1994 during the leadership of Dr. Steve Sparks, the then-current pastor of VBC. The school began as Victory Baptist Preschool and Kindergarten under the guidance of Mrs. Debbie Lawrence, the school's first administrator. The school started out with twenty-nine preschool and kindergarten students and three faculty members. Over the next ten years, additional preschool classes and faculty were added, and facilities were remodeled to accommodate the growth.

In the fall of 2005 under the direction of current pastor, Derik Lawrence, the school name changed to Victory Baptist School with the addition of first grade. The school continues to add a grade each year with twelfth grade projected to be added in the fall of 2016. The school has now grown to over one hundred and eighty students and staff members.

Victory Baptist School is a member of and accredited through the Georgia Association of Christian Schools. VBS participates in the GACS Fine Arts competitions and plans to become a member of the Georgia Christian Athletic Association (GCAA) with the addition of tenth grade.

Statement of Faith

We believe in the verbal inspiration of the Bible. The verbal inspiration of the Bible is the foundation upon which all other doctrines stand. It is without error and is God's total and complete revelation to man. The Bible is the final authority of all matters concerning the truths

of God (II Timothy 3:15-17 “And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus. All scripture *is* given by inspiration of God, and *is* profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, throughly furnished unto all good works”; II Peter 1:20-21; Romans 15:4; Matthew 4:4; Matthew 24:35). **VBS uses the King James Bible.**

We believe in one God, existing in three persons, known as the Trinity: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19 “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost”; Genesis 1:1, 26-27; John 10:30, 37-38).

We believe in the Biblical story of creation as revealed in Genesis chapters one and two. We believe that creation was complete in six literal days and that Adam and Eve were historical figures representing the beginning of mankind. We reject evolution and any theory that contradicts the Word of God (Genesis 1:1 “In the beginning God created the heaven and the earth”; Genesis 1:26-27).

We believe in the virgin birth of Jesus which has been revealed to us in prophecy (Isaiah 7:14 “Therefore the Lord himself shall give you a sign; Behold, a virgin shall conceive, and bear a son, and shall call his name Immanuel”) and shown to us in fulfillment in Matthew 1:23 and Luke 1:26-38.

We believe in the vicarious sufferings and substitutionary death of Jesus. We believe that Jesus Christ bore the sins of the whole world - past, present, and future (Isaiah 53:6 “All we like sheep have gone astray; we have turned every one to his own way; and the LORD hath

laid on him the iniquity of us all”; I Peter 2:22-24; I Corinthians 15:3; II Corinthians 5:21; Ephesians 1:7).

We believe that salvation is by grace and can be received only by believing in Jesus Christ and His finished work that was done on the cross (Ephesians 2:8-9 “For by grace are ye saved through faith; and that not of yourselves: *it is* the gift of God: Not of works, lest any man should boast”; John 14:6; John 3:16; John 5:24; Acts 16:30-31; Romans 10:9-13).

We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16 “This I say then, Walk in the Spirit, and ye shall not fulfil the lust of the flesh”; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

We believe in the victorious and bodily resurrection of Jesus Christ. We believe the resurrection distinguishes Christianity from all religions of the world (John 11:25 “Jesus said unto her, I am the resurrection, and the life: he that believeth in me, though he were dead, yet shall he live”; I Corinthians 15:4-19).

We believe in the visible and personal return of Christ (Hebrews 9:28 “So Christ was once offered to bear the sins of many; and unto them that look for him shall he appear the second time without sin unto salvation”; Acts 1:10-11; Revelation 19:11-16, 22:20) and in the resurrection of both the saved and the lost - those who are saved unto eternal life and those who are lost unto eternal damnation (John 5:28-29; I Corinthians 15:42-58; Revelation 20:11-15).

We believe in God’s design for marriage, between a man and a woman only, as revealed in Genesis 2:23-24: “And Adam said, This *is* now bone of my bones, and flesh of my flesh: she shall be called Woman, because

she was taken out of Man. Therefore shall a man leave his father and his mother, and shall cleave unto his wife: and they shall be one flesh.”

We believe that parents have the primary responsibility of educating their children spiritually, mentally, physically, emotionally, and socially (Deuteronomy 6). We will cooperate with parents to provide a Christian education for their child. No compromise will be made concerning any issues pertaining to the doctrinal truths taught in the Word of God.

This Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe.

Mission

The mission of Victory Baptist School is to assist parents in educating and training their children in their spiritual, academic, social, and physical growth (Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it”).

Purpose

The purpose of Victory Baptist School is to develop the mind of Christ in students so that they might yield in obedience and service to the plan God has for each of their lives (Psalm 78:4-7 “We will not hide *them* from their children, 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”; Jeremiah 29:11; Philippians 2:5).

Motto

The VBS motto is “Training Warriors for Christ.”

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 “According to the grace of God which is given unto me, as a wise masterbuilder, I have laid the foundation, and another buildeth thereon. But let every man take heed how he buildeth thereupon. For other foundation can no man lay than that is laid, which is Jesus Christ”). Implementation of the philosophy is accomplished through spiritual, academic, social, and physical emphases.

The first and most important area is spiritual training and growth. We strongly believe in teaching from a Biblical perspective because God’s Word is the foundation for all other learning. The Bible also provides the foundation for a life of service to the Lord. Therefore, the Bible is not confined to a single course, the study of the Bible, but is integrated into the total educational program of VBS. The Bible is taught so that the students will learn to develop sound wisdom, knowledge, and understanding as they learn to serve God through the plan He has for each of their lives (Jeremiah 29:11 “For I know the thoughts that I think toward you, saith the LORD, thoughts of peace, and not of evil, to give you an expected end”; Psalm 119:97-100; Proverbs 1:7, 9:10). We also believe that children belong to God (Ezekiel 18:4 “Behold, all souls are mine; as the soul of the father, so also the soul of the son is mine: the soul that sinneth, it shall die”; Psalm 24:1 “The earth *is* the LORD’S, and

the fulness thereof; the world, and they that dwell therein”); and, by God’s command, parents are given the primary responsibility of the education and training of those children (Genesis 18:19 “For I know him, that he will command his children and his household after him, and they shall keep the way of the LORD, to do justice and judgment; that the LORD may bring upon Abraham that which he hath spoken of him”; Ephesians 6:4; Galatians 4:2; Deuteronomy 6). We believe that the school should be an extension and reinforcement of the home. VBS 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) and “shewing to the generation to come the praises of the Lord, and his strength, and his wonderful works that he hath done” (Psalm 78:4).

The second area of emphasis is on academics. Believing that all truth is of God and that Christ is the ultimate authority and source of all knowledge and truth, the curriculums used in our classes are integrated and academically balanced with a consistent Christian emphasis. We strive for excellence and encourage quality academic work (Colossians 3:23 “And whatsoever ye do, do *it* heartily, as to the Lord, and not unto men”). We want to provide a strong academic foundation for a life of service to the Lord (Romans 11:36 “For of him, and through him, and to him, *are* all things: to whom *be* glory for ever. Amen”; John 14:6).

The third and fourth areas of emphasis are on social and physical development. We believe that a Bible-based education should manifest man’s sin nature and reveal the need for self-discipline (I Corinthians 11:31 “For if we would judge ourselves, we should not be judged”). Using the Lord Jesus as our model, we want our students to learn and develop in the areas of self-discipline, honesty, cooperation, and respect for others (Galatians 5:22-23 “But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law”). We believe students should learn to honor

and respect the rights of others. We provide opportunities for our students through extracurricular activities and programs that include fine arts competitions, athletic and physical education programs, and other areas where they can learn to use their God-given talents (II Timothy 3:17 “That the man of God may be perfect, throughly furnished unto all good works”; I Corinthians 10:31).

Goals

Victory Baptist School seeks to accomplish its mission and purpose by striving to achieve the following learning outcomes:

- by providing a Bible-based education, students will learn to come to the saving knowledge of our Lord and Savior, Jesus Christ (II Timothy 3:15 “And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus”).
- by promoting Godly character, attitudes, and actions, students will learn how “that the man of God may be perfect, throughly furnished unto all good works” (II Timothy 3:17).
- by equipping them for a lifetime of servant-leadership, students will learn to yield in obedience to the plan God has for each of their lives (Jeremiah 29:11 “For I know the thoughts that I think toward you, saith the LORD, thoughts of peace, and not of evil, to give you an expected end”).
- by providing a learning environment which supports the growth of the whole child in a setting of warmth, respect, and genuine Christ-like love, students will learn to reach their full potential: spiritually,

academically, socially, and physically (Luke 2:52 “And Jesus increased in wisdom and stature, and in favour with God and man”).

Administration

Mr. Derik Lawrence, Pastor

Mrs. Debbie Lawrence, Administrator

Mr. Keith Hamilton, Assistant 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 the pastor, at least one deacon, and at least one “member at large.” School board members, with the exception of the pastor, must be approved by the deacon board of Victory Baptist Church.

Although the school board is not involved in the daily operations of the school, it does participate in decisions of policy and procedure. Anyone desiring to contact the school board or one of its members may do so by written correspondence addressed to the “Chairman of the School Board.”

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, scholarship and loan programs, and athletic and other 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. Students 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

Three year olds	3 days per week: Monday, Wednesday, Friday Children must be 3 on or before September 1.
Four year olds	4 days per week: Tuesday-Friday Children must be 4 on or before September 1.
Kindergarten	Full day Monday-Friday Children must be 5 on or before September 1.
Elementary-Junior High	Monday-Friday First grade children must be 6 on or before September 1.

- Preschool classes meet from 8:10-12:00.
- Kindergarten through second grade meets from 8:10-2:50.
- Third grade through fifth grade meet from 8:10-3:00.
- Sixth grade and above meet from 8:10-3:10.

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.)

In addition, Elementary and Junior 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 Junior 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
4. Student's Social Security Number

FINANCIAL INFORMATION

Enrollment Fee

The enrollment fee may be paid in two payments. The first payment is due with the application. The balance is due by June 1. A 20% discount will be applied if enrollment fee is paid in full by February 15. This is a non-refundable fee and must be paid before tuition payments are paid for the next school year.

Preschool-Kindergarten- The enrollment fee covers all school supplies, InfoDirect, textbooks and workbooks. It also covers the kindergarten graduation fee and kindergarten field trips.

Elementary-Junior High-The enrollment fee covers all textbooks, workbooks, InfoDirect, and field trips (does not include overnight trips). A supply list of other needed items will be posted on the school website and will also be available in the school office. All books and textbooks are the property of Victory Baptist School.

The enrollment fee does NOT include yearbooks, school pictures, lunch orders, fine arts fees (4th-9th), and athletic fees. It does not cover the Junior High Leadership Camp, 6th grade overnight trip, or the 8th grade Washington, DC trip. Other optional fees may occur throughout the school year.

Tuition

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 with the

first payment due on August 1, or twelve monthly installments with the first payment due on June 1. The final payment is due on May 1 of the school year in which the student is enrolled.

A 3% discount is applied if tuition is paid in full by the FIRST day of school. There is a 5% discount for the second student in the family and a 25% discount for the third student. The fourth student and above in each family is free. No relatives other than brothers and sisters will be considered for the discount.

Tuition payments that are received after the 10th of each month and returned checks will be charged \$30.00. 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.

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

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

Extended Care

VBS offers before school care and after school care for students in K5 and above for an additional fee. Before school care begins at 7:30 and after school care begins after afternoon car line until 5:30 p.m. Parents who are interested should contact the school office for additional information.

Piano and Instrument Lessons

Private piano and instrument lessons may be offered and will be an additional cost. A book fee may be required. Space is limited.

Sustaining Fee/Fundraisers

VBS does not have a sustaining fee and there are no school wide fundraisers. There may be optional fundraisers for specific events or programs, such as class trips and athletics.

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.

More information can be found at the following websites:

- doe.k12.ga.us (the Georgia Tax Credit Program link can be found under the “How Do I...” section for Parents heading in the middle of the page)

- gascholarships.org (Georgia Student Scholarship Organization (SSO), Inc. (“GASSO”))

Withdrawal

If a student is withdrawn from school before the school year ends, parents are to give 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.

Withdrawal Refund Policy

If a student withdraws before the end of the school year, it is the policy of VBS not to pro-rate or refund enrollment fees, book fees, or other supplemental fees. If tuition has been paid in advance, it will be pro-rated or refunded.

ACADEMICS/CURRICULUM

Preschool-Kindergarten (K3-K5)

All of our preschool and kindergarten classes use the *A Beka Book* curriculum which emphasizes reading, numbers, and writing. Besides the academic subjects, students enjoy daily Bible time, science and social studies activities, art, and music. K5 students also have computer classes.

Elementary (Grades 1-6)

A Beka Book and Bob Jones Press are the curriculums used in our elementary classes. They are integrated and academically balanced with a consistent Christian emphasis. Phonics mastery is the primary emphasis of the reading program while strong foundations are also laid in math, grammar, science, and history. Along with the academic curriculum, elementary students have enrichment classes which include Spanish, computer, physical education, music, and art.

Junior High (Grades 7-9)

The junior high curriculum provides students with the educational knowledge to help meet their vocational and academic requirements. Bob Jones University Press is the primary curriculum used in junior high. The curriculum includes math, science, literature, grammar, history, and geography. Several of the math and science classes are advanced classes. Electives and enrichment classes are offered as demand, schedule, and teacher availability permit. They include computer, art, Spanish, physical education, and health. Students also have the opportunity to be involved with fine arts and athletics.

All Classes

We strongly believe in teaching from a Biblical perspective since clear teaching of the Bible is the foundation for all other learning. We have daily Bible lessons and Bible memorization in all of our classes. We have weekly chapel for students in kindergarten and above. We use the King James Bible for Bible time and all scripture memorization.

Grading Scale

A+	99-100	B+	87-89	C+	78-79	D+	72-73
A	93-98	B	83-86	C	76-77	D	70-71
A-	90-92	B-	80-82	C-	74-75	F	69 & Below

I Incomplete

Kindergarten & Preschool Grading Scale

O	Outstanding	N	Needs Improvement
S	Satisfactory	U	Unsatisfactory

Kindergarten (K5) will have the same grading scale as elementary beginning with the second quarter of the school year.

High School Graduation Requirements

The graduation policies of Victory Baptist School will meet or exceed the high school graduation requirements set by the State of Georgia.

Subject	Credits	
Bible	4.0	
English	4.0	
Humanities	1.0	
Math	4.0	
Science	4.0	
Social Studies	3.0	
Physical Education	0.5	
Health	0.5	
Computer	1.0	
Fine Arts (Speech, Drama)	1.0	
Foreign Language	2.0	
Electives	2.0	Total: 27.0

VBS requires one year of Bible class for each year that a student attends in addition to the 23 credits required by the State of Georgia.

Students who are able to take high school classes in eighth grade may receive credit toward fulfillment of graduation requirements.

Homework

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 are

required for students in K5-6th grade in these assignment books and assist the school in certifying that the parents have supervised the completion of the work.

Kindergarten and elementary students will not have homework on Wednesdays or Fridays. Junior high students will not have homework on Wednesdays to encourage prayer meeting attendance. No homework is given the week of Achievement Testing.

If parents request work due to a student's absence, the teacher will have until the next school day to gather the work and have it ready for pick-up in the school office. Parents may go to Info-Direct to see assigned homework. Kindergarten and elementary students will have graded papers sent home weekly for parents to sign and return by the next school day.

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 honor roll.

Progress Reports/Report Cards

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.

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 secondquarter. The report card must be signed by a parent and returned within two days after each of the first three quarters.

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 Junior High students will not be promoted if they receive an “F” for the year in either phonics (1st and 2nd grades), language, or math, or if they receive two or more “D’s” in those subjects.

ATTENDANCE INFORMATION

Elementary students absent more than 20 days during the academic year, generally, may not be permitted to remain enrolled. Junior high students absent from part or all of a class more than 10 times per semester may not be able to receive academic credit for that course for the semester. This is a cumulative number that includes both excused and unexcused absences and accumulated tardies for the elementary and both excused and unexcused absences and accumulated tardies to a particular class for junior high. Situations which involve extenuating circumstances as they specifically relate to student medical problems will be reviewed. Students must bring a note to school upon return to class. Elementary and junior high students are required to make up work or tests that are missed.

Arrival and Dismissal

Morning car line begins at 7:55. All students should be dropped off in the car line. Please do not park and bring student in unless it is the first day of school or the student is tardy. Preschool-elementary students should remain in the car until assisted by VBS staff or safety patrol.

There is also a car line for dismissal for all students. Students will be assisted into cars by VBS staff or safety patrol. Parents should wait until after car line to come into the school to meet with teachers or staff because of staff car line duties.

Only those authorized on the student pick-up list located on the student enrollment form will be allowed to pick up a student unless a written note has been sent by parents that morning. Identification such as a

driver's license will be required by those other than parents until staff is familiar with those picking students up. This is for the students' protection.

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

Preschool students will need to be buckled in by parents after being put into cars by staff. Parents should not get out of cars in the car line to either take children out of the car or to buckle in children. Parents are asked to pull up and out of car line before stopping to buckle in children to help keep the line moving quickly.

Early/Late Pick-Up

Students checking out of school early for any reason should have a note sent to school that morning to allow teachers to have students packed up and ready. If the check-out is not planned, please call or email the school office as early as possible to allow teachers time to have students ready. Full day students will not be allowed to check out after 2:30 but must wait and go through the car line.

Parents will need to come to the office to check students out early from school. Dentist, doctor, and other appointments should be made after school if at all possible. Full day students must be present for four full hours to be counted present for the entire day. Students must arrive before 11:00 or leave after 12:30 to be considered present for a full day.

Preschool car line begins at 12:00 and ends at 12:15. There will be a \$5.00 per five-minute late charge for children picked up after 12:15. If a

child is picked up by someone other than parents, the parents are responsible for any late charges.

Kindergarten-Junior High carpool ends at 3:20. There will be a \$5.00 per five-minute late charge for students picked up after 3:20. If a student is picked up by someone other than parents, the parents are responsible for any late charges.

Excused Absences/Tardiness

The following circumstances are considered acceptable reasons for necessary absences: personal illness; medical, dental, or optical appointments; death in the family, family emergencies, and special trips.

A student who has an unplanned absence deemed acceptable as an excused absence should bring a note from parent upon return to school stating the reason for the absence. The student will be allowed as many days to make-up work as days absent.

Absences and tardies not listed are considered unexcused, unless approved by the administration. There will be a 50% reduction in grade for all make-up assigned work.

Family vacations and trips should be scheduled to correspond with the school calendar. If it is necessary for a student to miss school because of a family trip, days should be limited to no more than five absences per year. For trips lasting more than two days, a Pre-Arranged Absence Form should be obtained from the office, completed, and returned several days in advance of the absence. Students should obtain assignments in advance and have work and assignments completed upon return to school. Students should also be prepared to take tests and quizzes

immediately upon their return to school unless adjusted by the teacher to allow additional time.

Make-up Work

It is the student's responsibility to complete any classwork or homework missed during an absence. All assignments which were given before the student's absence are expected to be completed immediately upon the student's first return to class; however, the due date for work or tests that are announced in advance may be adjusted at the discretion of the teacher or administrator. For work assigned during a student's absence, the student has as many days to complete such work as days absent.

Tardiness

Students are considered tardy if they are not in their seats by 8:10. All students arriving after 8:10 will need to come to the school office.

Preschool-elementary children will need to be brought to the office by parents. Students are not allowed to go directly to classrooms. They will need a tardy slip from the office to be admitted to class.

Student tardiness will accumulate to absences at the rate of three tardies per one absence. Students should not have more than four unexcused tardies per quarter. **Beginning with the fifth unexcused tardy and for each additional unexcused tardy, the parent will be charged \$5.00.** In addition, grades may be adversely affected in classes missed due to excessive 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). We want our students to develop in the areas of self-discipline, honesty, cooperation, and respect for others (Galatians 5:22-23).

Although not exhaustive, the following is a list of offenses that will be subject to disciplinary action:

1. Disobedience
2. Disrespect
3. Fighting
4. Getting out of seat and moving around classroom without permission
5. Horseplay in restrooms, classrooms, or hallways
6. Insolence
7. Meddling with other peoples' property without permission
8. Name calling
9. Profane language
10. Running or scuffling inside the building or hallway
11. Throwing objects indoors or in the hallways
12. Unprepared for class
13. Writing and passing notes
14. Talking in class without proper recognition
15. Chewing gum

Behavior Code

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

Preschool-Elementary

The preschool-elementary years are critical to the development of good habits and discipline in children. Classroom courtesies, good manners, and appropriate conduct are emphasized. 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), and parent-teacher

conferences. In extreme cases, the student is sent to the administrator. Corporal punishment is not used by VBS.

Preschool-Kindergarten

Preschool and kindergarten teachers will use the “number system” as a means of communicating with parents on a daily basis. Each day the teacher will either give the student a sticker for the day or a number on the daily conduct report, indicating an area in which the student needs to improve. Parents will initial the day’s box and return the next day. Kindergarten students will receive a conduct grade on the report card. Preschool students will receive conduct checks on their progress reports.

Elementary

Elementary students receive a conduct grade every three weeks on their progress reports.

Secondary (Junior High)

Students in the secondary division 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. Students will receive a conduct grade on progress reports and the report card.

Infraction

Tardy to class

Food/drink outside designated area

Gum/candy in class or hallway

Parent notes unsigned or not returned on time

Demerits

1

1

1

1

Dress or hair code violation	1
Classwork/homework incomplete	1
Talking/out of seat without permission	1
Disrupting class or chapel	2-5
Cell phone usage (talking, texting, or emailing)	3
Cellphone usage–2nd offense	10 + confiscated
Name calling/verbal teasing or provoking	3-5 + apology
Defacing school property	3-10 + \$\$ for repair
Inappropriate language/gestures	5-10
Disrespectful or poor attitude to authority	5-10 + apology
Direct or persistent disobedience	5-10 + apology
Fighting/bullying/aggressive behavior toward others	10-15
Lying	10-15 + apology
Cheating	10-20 + zero
Stealing	10-20 + restitution

A conduct grade will be issued each nine weeks based on the number of demerits and merits accumulated during that grading period. Demerit records will reset to zero each nine weeks.

Conduct Scale for Demerits

0-4	A
5-9	B
10-14	C
15-19	D
20 or more	F

EMERGENCY/SAFETY PROCEDURES

Asbestos

In compliance with the U.S. Environmental Protection Agency, Asbestos Hazard Emergency Response Act, Victory Baptist School had a building inspection performed for asbestos-containing building materials. The inspection revealed the buildings are free of asbestos. The results of the surveillance are on file in the school office. Parents are welcome to view these anytime during normal school hours.

Child Abuse

In compliance with Georgia law, VBS has a child abuse policy in place to assist in protecting the children in the school. The members and staff are committed to maintaining an environment in which children are guarded from physical and sexual abuse.

Abuse is defined as including any non-accidental injury, sexual batter, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare.

Georgia law requires that school employees report any suspicious cases of child abuse or neglect to the proper authorities. In matters of abuse or neglect, Georgia law does not recognize the privileged quality of communication between husband and wife or any professional person, including a counselor, teacher, or administrator. Georgia law does not require parental permission for authorities to interview the child involved.

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 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 an 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.

Emergency Drills

VBS performs basic emergency drills on a regular basis. Drills are conducted for possible emergency situations such as fire or tornadoes and results are reported to the proper authorities.

Inclement Weather

VBS normally operates 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.

In the event of an on-campus emergency at VBS during school hours, parents will be notified by school personnel regarding early release or school closings.

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.

Sickness/Personal Habits

Please do not send a child to school sick. This includes a fever, 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 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. 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.

EXTRA-CURRICULAR ACTIVITIES

I Corinthians 10:31: “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.” All extracurricular activities are undertaken with the ultimate goal of glorifying God. Our primary aim is to develop the areas of Christian character and sportsmanship, which will result in a sound witness and testimony for our Lord. Students are expected to be faithful in demonstrating Christian character and performing to their very best ability. Students, parents, and coaches are expected to always exhibit an attitude of kindness, courtesy, and respect to officials and opposing teams.

Students must maintain academic eligibility to participate in fine arts or athletics. Students must maintain at least a 2.0 average (“C”) on a 4.0 scale and have a passing grade in all subjects. Students who do not maintain at least a 2.0 average and have a passing grade in all subjects on any progress report or report card are placed on academic probation and will be ineligible for competition in all games or contests until they receive a grade report with a 2.0 average and a passing grade in all subjects. Students will be restored to academic eligibility only at the time grade reports are issued.

The administrator and athletic director will review progress reports and report cards. If any student becomes academically ineligible, they will notify coaches, parents, and students.

Students who are deemed ineligible after practice or games begin will not be able to compete but must be at all practices and athletes must sit

with the team at home games. Athletes will not attend away games with the team in order to devote more time to restoring academic eligibility.

If a student is not able to participate or finish the sport or activity due to academic ineligibility or conduct, no refund will be given on fees paid or uniforms that are purchased. All fees must be paid when they are due.

Extra-curricular participation at Victory is a privilege, not a right. All students must maintain the highest standard of conduct and character. School conduct requirements must be met in order to participate in any extracurricular activity. The student's conduct grade must be a 3.0 ("B") or above.

The administration reserves the right to suspend or remove from a team or activity any student who is not in compliance with the behavioral guidelines of the school. The administration also reserves the right to limit student participation in any event, sport, or other school-related activity, including clubs and student organizations, if in the administration's judgment, it is deemed to be in the best interest of any individual student.

Students who display a poor attitude or poor sportsmanship, are unsupportive of their team mates, or are not submissive to the authority of the coach, may be disqualified from participating on the team, even though they may be academically eligible. The following behavior will result in disciplinary action:

- Arguing with coaches, players, or referees
- Fighting or other unnecessary aggression
- Foul language
- Any other behavior that is deemed inappropriate by coaches or the VBS administration

Disciplinary action may result in probation, missing games or events, and in extreme cases, removal from the team or activity.

Fine Arts

As a member of the Georgia Association of Christian Schools, VBS is able to offer the opportunity for our students to participate in the GACS Fine Arts Competition. The divisions are: elementary for students in fourth through sixth grade, junior high for grades seven through nine, and senior high competition for students in tenth grade and above. Participation is voluntary but strongly encouraged. Participation consists of time commitments, fees, and certain dress requirements. Parents will be notified in advance of all requirements before students will be allowed to participate.

Sports

There are several opportunities for upper elementary and junior high students to participate in the athletic program at Victory Baptist School. Sports offered are cross-country for boys and girls, volleyball for girls, basketball for boys and girls, and football and baseball for boys. Archery is offered for all students in fourth grade and above. Elementary students also have intramural basketball. As grades are added at VBS, there will be additional sports offered.

Mascot

Our mascot is the Warrior. We are training young people to become “warriors” for the Lord. We want them to be prepared to be a warrior for the Lord in whatever capacity God may choose, whether in a vocation or in full time ministry.

Our school colors are navy, burgundy, and silver.

GENERAL INFORMATION

Accreditation

Victory Baptist School is a member of the Georgia Association of Christian Schools (GACS) and the American Association of Christian Schools (AACCS). VBS is accredited by the GACS which is recognized by the Georgia Private School Accreditation Council (GAPSAC). All fulltime faculty members above kindergarten are college graduates and certified. For professional enrichment, additional professional instruction is made available on a regular basis to our faculty, a number of whom possess advanced degrees.

Achievement Tests

Each spring, VBS administers standardized achievement tests to students in grades Kindergarten-Junior 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.

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, or if the invites are for all girls or all boys.**

Electronic Devices/Prohibited Articles

Alcoholic beverages, cigarettes, narcotics, knives, guns, and explosives are not permitted on school property.

Students are not allowed to use electronic devices (computers, cell phones, iPods, iPads, games, etc.) while at school unless they are being used for classroom use (the Bring Your Own Device policy will be given to students in 9th grade) or used for communicating with parents on away games or overnight trips. Students must obtain permission and be under direct supervision of a teacher or other staff member while electronic devices are being used. When not in use, personal electronic devices must be turned off and kept either in student book bag or locker. Students are not permitted to use the internet or camera functions of the phone at any time while on the school grounds or participating in a school function, including sporting events. If this policy is violated, electronic devices may be confiscated from students and may be examined, including numbers called, pictures and videos stored, as well as text messages sent and received. Inappropriate materials found will result in disciplinary action. Confiscated electronic devices will be given to parents. VBS assumes no liability for lost or stolen electronic devices.

Change of Address or Phone Number

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

Chapel

Kindergarten-Junior 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.

Concussion Management and Return to Play

The well-being of your student athlete is of paramount importance to Victory Baptist School. Prior to the beginning of each athletic season of the athletic program at Victory Baptist School, the school will provide the “Victory Baptist School Concussion Information Sheet” (VBSCIS) to the parent(s) or legal guardian(s) of every student athlete which informs them of the nature and risk of concussion and head injury along with the actions to be taken by the school to minimize the risks and effects of concussions and head injuries. Victory Baptist School will maintain a copy of the VBSCIS signed by each student athlete’s parent(s) or legal guardian(s) for that school year. Both the full policy and signature form will be given to each student athlete prior to the athletic season.

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.

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 room mothers or at school functions such as Grandparents Day or Open House wear dresses or skirts and blouses. If dresses need to be worn on field trips or other activities, the school will notify parents.

When parents come to pick up their children early or to eat lunch with their children, we ask that ladies not wear short-shorts, short dresses, tops with bare midriff or back, or strapless tops. We ask that men wear shirts and long shorts or pants.

All clothing, book bags, lunch boxes, or any other items students in K5 and above bring or wear to school should be generic in nature, such as stripes, flowers, etc. These items should not contain logos or wording that are demeaning to Christian or moral values. “Pop stars” or other worldly characters are not allowed. Jewelry should also follow these guidelines. Boys are not allowed to wear jewelry except for watches and medical alert bracelets. Jewelry for girls should not be excessive and girls should only wear one set of earrings in their ears at a time. Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

Kindergarten-Junior High Girls

All girls in K5 and above are required to wear the VBS school uniform each day. The uniforms include a jumper, skirt, blouse, and skort. The length of the skirt or skort, including slits, should be no shorter than the

bend in the back of the knee and should be modest when sitting. All skirts with belt loops must be worn with a black, brown, gray, or navy belt.

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. Undershirts/camisoles must be worn under all white or thin clothing. Blouses and tops should be loose-fitting.

Socks or tights may be worn but must be solid navy, burgundy, gray, or white in color. No leggings are allowed. Tennis shoes or other shoes should be predominately white, black, brown, gray, or navy only. If lace-up, tennis shoes must be worn with laces in the shoes and tied. Sandals, flip-flops, Crocs, or other open toe or backless shoes are not allowed. Boots may be worn in winter months but should not be worn on P.E. days unless the student dresses out for P.E. (5th grade and above dress out for P.E.).

Girls in 6th grade and below are not permitted to wear make-up. Young ladies in 7th grade and above may wear minimal, conservative make-up. Jewelry and nail polish must also be minimal and conservative. Fads or excesses in hairstyles and colors are not permitted, including hair extensions and inappropriate coloration. Tattoos are not allowed.

Kindergarten-Junior High Boys

All boys in K5 and above are required to wear the VBS school uniform each day. The uniforms consist of long pants and shirts with collars. Shirts must be worn tucked in with a black, brown, gray, or navy belt.

Tennis shoes or other shoes should be predominately white, black, brown, gray, or navy only. If lace-up, tennis shoes must be worn with

laces in the shoes and tied. Sandals, flip-flops, Crocs, or other open toe or backless shoes are not allowed. Boots may be worn in winter months but should not be worn on P.E. days unless the student dresses out for P.E. (5th grade and above dress out for P.E.).

Only short-sleeved white t-shirts with no writing may be worn under uniform shirts. Socks are required.

Hair should be cut in a traditional, masculine style with hair off the ears, off the collar, above the eyebrows, and evenly tapered all around. Fads or excess in hairstyles or colors (including shaven heads, punk, bowl, and razor designed cuts) are not permitted. Sideburns may not be worn lower than the middle of the ear. Young men should be clean-shaven at all times. Boys are not allowed to wear jewelry except watches and medical alert bracelets. Tattoos are not allowed.

Spirit Wear

All students may wear spirit wear on Fridays. Spirit wear shirts and sweatshirts are sold through the school. Boys may wear either uniform pants or jeans but jeans must be in good condition without frays and holes. Skinny jeans are not allowed. Girls may wear uniform skirts, jean skirts, a solid khaki skirt, or a solid black skirt. All students should follow the guidelines listed in the uniform requirements for shoes, socks, etc. Students who do not choose to participate in spirit wear should wear uniforms.

Casual Day

Occasionally, students are allowed to wear clothing other than uniforms. On those days, students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of VBS. Blouses or tops

should have modest necklines and should cover backs and shoulders (no spaghetti straps, halter tops, etc.). Girls must wear skirts that meet uniform skirt guidelines and boys are not allowed to wear “skinny” jeans. All students should follow the guidelines listed in the uniform requirements for shoes, socks, jewelry, hair, etc.

Outerwear

School spirit hoodies or jackets may be worn all day. All solid black, gray, navy, or white jackets or sweaters may be worn all day. **All other outerwear must be taken off upon arrival to school.** These jackets and sweaters may not have logos, wording, or pictures that are demeaning to Christian or moral values. Girls may wear leg warmers to school during the winter months, but will need to remove them while inside.

Preschool Dress Code

Preschool children do not wear a school uniform. 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 needs as much as possible.

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

Please do not allow children to wear shoes that will not stay on their feet when they run and play. Flip flops, backless and toeless shoes are not permitted. Tennis shoes are ideal for preschool but must have laces if they are designed to be tied.

Clothing, book bags, lunch boxes, jewelry, and other items children bring or wear to school may contain cartoon characters but please use

discretion when choosing these items. Cartoon characters, logos, and wording should not be demeaning to Christian or moral values. “Pop stars” are not allowed. Boys are not allowed to wear jewelry except for watches and medical alert bracelets. Tattoos are not allowed for boys or girls. Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

Girls may wear dresses, pants, or long walking shorts. Dresses should be no shorter than the top of the knee and shirts and tops should cover the back, stomach, and shoulders. Halter, backless, and spaghetti straps are not allowed. Fads or excesses in hairstyles or colors are not permitted.

Boys may wear either long pants or long shorts. Hair should be cut in a traditional, masculine style with hair off the ears, off the collar, at least 1/2” above the eyebrows, and evenly tapered all around. Fads or excess in hairstyles or colors (including shaven heads, punk, bowl, and razor designed cuts) are not permitted.

Extracurricular Activities

Students should not wear shorts to athletic events or other school sponsored events unless approved by the administration. Girls may wear modest, loose-fitting capris or slacks. **No “skinny” or tight fitting jeans are allowed for boys or girls.**

Field Trips

A limited number of field trips will be scheduled for Kindergarten-Junior 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. 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.

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 School Christian Honor Society. Chapters for the Junior 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 are made to the administration. Evaluation and inductions are held based on the grades and performance in the preceding semester.

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.

Library

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

Music Lessons

Victory Baptist School offers its students in Elementary and Junior High the opportunity to receive private piano and 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 may 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 Open House

There will be an open house for parents and students before school begins to acquaint students with their teachers and classrooms as well as to allow parents to meet the teachers. The dates for these events will be on the annual school calendar.

Permanent Records

Office personnel will be instructed to release confidential records only with proper written permission granted by the individual for whom the records exist or their legal guardian.

Should the school cease operation the permanent files will be housed in the offices of Victory Baptist Church.

School Programs

The students present a Christmas program each year for families and friends.

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 night of the last day of school. The children will wear caps and gowns for their program.

Elementary and Junior High 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.

Snacks/Lunch

Children in the Preschool 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 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. Junior High will need to bring a lunch each day. We will order lunch several times 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.

Student Accident Insurance

Victory Baptist School carries student accident insurance which provides coverage on all VBS students in K5 and above for injuries that occur:

- On school grounds during the hours and days that school is in session
- While participating during any type of school recreational or intramural program
- While participating in interscholastic sports (including football)

This is a brief summary of coverage, and only the actual policy contract provisions determine a covered injury. Policy information is located in the school office.

Textbooks

The *A Beka Book* and/or *Bob Jones University Press* curriculum, written from a Christian perspective, are predominately used in all classes. All books and textbooks are the property of Victory Baptist School; however, the safe keeping of assigned books is the responsibility of the individual student to whom they are assigned. Books are required to be covered for the school year. Students who damage or lose assigned books or library books will be responsible to pay for replacements.

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 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.

Friends or former VBS may visit the school but visitation will be limited to lunch time and this may be restricted during certain peak times (end of the semester, other school vacation days, etc.). Student visitors should obtain permission from the school before visiting. They must check in at the school office before proceeding to the lunchroom. Also, please be reminded that students visiting VBS will be expected to comply with appearance regulations of current students.