

# **Victory Baptist School**



## **Preschool/Elementary Parent-Student Handbook 2018-2019**

# **Victory Baptist School**

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## **A Ministry of Victory Baptist Church**

Mr. Derik Lawrence, Pastor

Mrs. Esther Birge, 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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# INTRODUCTION

## History

Victory Baptist School is a ministry of Victory Baptist Church and was founded in the fall of 1994. 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 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 has added a grade each year with twelfth grade 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 (GACS). VBS participates in the GACS Fine Arts competitions and is a member of the Georgia Christian Athletic Association (GCAA).

## 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 any sexual activity outside of marriage is a sin as explained

in the Word of God. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Leviticus 18:1-30, Romans 1:26-29, I Corinthians 5:1, 6:9, I Thessalonians 4:1-8, Hebrews 13:4).

**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 training their children by providing an academically-strong education based on a biblically-sound worldview.

## **Purpose**

The purpose of Victory Baptist School is that our students and staff would glorify God through a personal relationship with Jesus Christ and by following Christ's example of serving others: our families, our churches, our community, and the world.

## **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 “showing 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. Esther Birge, 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 to the school 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. VBS 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 nine 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	4 days per week: Tuesday-Friday Children must be 3 by September 1.
Four year olds	4 days per week: Tuesday-Friday Children must be 4 by September 1.
Kindergarten	Full day Monday-Friday Children must be 5 by September 1.
Elementary	Monday-Friday First grade children must be 6 by September 1.

- Preschool classes meet from 8:10-12:00.
- Kindergarten through fifth grade meet from 8:10-3:00.

## Required Records

Step 1 – Application: To begin the admission process, please submit the following on the school’s website ([victorybaptistschool.org](http://victorybaptistschool.org) » Enroll):

- Application Packet
- \$100.00 Application Fee per student or \$350.00 per family
- \$75.00 Testing Fee (first grade and above)
- Parental Agreement

In addition, the following must be submitted for students applying to first grade and above:

- Administrator Recommendation
- Authorization of Release of Educational Records
- Current Report Card

After the forms are received, we will set up an appointment for testing (first grade and above) and a parent interview with the administration. Official acceptance is based on admission test scores, transcript review, interview results, and the availability of enrollment space. VBS reserves 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.

Step 2 – Enrollment: Upon acceptance to VBS, the following items are required for enrollment:

- Enrollment Packet
- Student's certified birth certificate
- Certificate of Immunization (Georgia Form 3231 or 3032)
- Certificate of Eye, Ear, and Dental exam (Georgia Form 3300) for kindergarten (K5) and above
- Completed Handbook Cooperation Agreement

# **FINANCIAL INFORMATION**

## **Enrollment Fee**

The enrollment fee 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 school supplies, ParentsWeb, Parent Alert, textbooks, and workbooks. It also covers the kindergarten graduation fee and kindergarten field trips.

Elementary - The enrollment fee covers textbooks, workbooks, ParentsWeb, Parent Alert, and field 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, fine arts fees (4th-5th), piano lessons, or athletic fees. 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, twelve monthly installments with the first payment due on June 1, or two installments with the first payment due on June 1 and the second payment due on December 1. The final payment for the twelve month plan 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 50%. No relatives other than brothers and sisters will be considered for the discount.

Tuition payments that are received after the 5th of each month and returned checks will be charged \$30.00. If payments are more than 30 days past due, a student may be prohibited from attending class or participating in any extracurricular activities. **All tuition and fees must be paid on or before May 5th.** If tuition and/or fees are not received by May 5th, students 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.

## **Piano and Voice Lessons**

Private piano and voice 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. There may be two school-wide fundraisers each year. All fundraisers are optional but they do help cover costs that tuition alone is not able to cover. There may also be fundraisers for specific events or programs such as class trips or athletics.

## **Scholarships**

### **Georgia Private School Tax Credit Program**

The Georgia Private School Tax Credit law allows individuals, families, and businesses that pay income taxes to Georgia to receive tax credits for donations made to a Student Scholarship Organization (SSO) in Georgia.

VBS has partnered with the Georgia Student Scholarship Organization (SSO), Inc. (also known as GaSSO) to accept donations and issue scholarships. However, VBS will accept scholarships awarded by other Student Scholarship Organizations.

The benefits are that the donation cost is essentially zero to the donor due to the dollar-for-dollar credit off of the Georgia State Income Tax liability, VBS maintains strong student enrollment, and the scholarship recipient benefits through a reduction of the tuition cost.

More information can be found at the following websites:

- [Georgia Department of Education](http://www.gadoe.org) (www.gadoe.org)
- [GaSSO](http://www.georgiasso.us) (www.georgiasso.us)

## **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 and a final parent exit interview has been conducted with administration. School records (i.e. report cards, transcripts) will be forwarded to the first school of your choice at no charge. For each subsequent school, there will be a \$25 fee to have records sent.

## **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 as applicable.

# **ACADEMICS/CURRICULUM**

## **Preschool – Kindergarten (K3-K5)**

All of our preschool and kindergarten classes use the *A Beka Book* curriculum which emphasizes phonics, 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 and Spanish classes.

## **Elementary (Grades 1-5)**

*A Beka Book* and Bob Jones University Press are the curricula 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 may have enrichment classes which include Spanish, computer, physical education, music, library, and art.

## **All Classes**

We believe in teaching from a Biblical perspective since clear teaching of the Bible is the foundation for all other learning. All of our classes have daily Bible lessons and Bible memorization, and we have weekly chapel for students in kindergarten and above. The King James Bible is used for all Bible classes and 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
P	Progressing		

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

## **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 1st-5th grade in these assignment books and will assist the school in certifying that the parents have supervised the completion of the work. Parental signatures will also be required for the K5 reading logs.

Kindergarten and elementary students will not have homework on Wednesdays or Fridays. 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 ParentsWeb 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.

### **Progress Reports/Report Cards**

Students in K5-5th grades receive progress reports at the end of six weeks. These reports are an evaluation of student progress. Progress reports are emailed to parents at the end of each six weeks for K5-5th grades. 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 will receive three week and quarterly progress reports. These students do not receive letter grades.

Report cards will be issued to students in K5-5th grades 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.

## **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 (grades 1-5) students may not be promoted if they receive an “F” for the year in phonics (1st and 2nd grades), language, or math, or if they receive two or more “D’s” in those subjects.

## **Elementary Academic Honors**

### **Honor Roll**

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

### **Gold Medal/Silver Medal Honor Roll Awards**

The gold medal award is an end of the year award for students with all “A’s” for the year. The silver medal award is given to students with all “A’s” and “B’s” for the school year.

## **Academic Excellence Awards**

Each year the students in each grade (1st-5th) with the highest yearly academic average receive an academic excellence award. In order to be eligible, the students must have completed the full year at VBS.

# ATTENDANCE INFORMATION

## General

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. Absences not listed are considered unexcused unless approved by the administration. Breaks and holidays are scheduled throughout the year in order to be as family friendly as possible. Please try to limit family vacation times to these scheduled school breaks.

Students are required to make up work or quizzes and tests that are missed. For pre-planned absences a Pre-Arranged Absence Form should be obtained from the office, completed, and returned at least one week 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.

A student who has an unplanned absence deemed acceptable as an excused absence should either bring a note from parent upon return to school or parent should email the office stating date, time and reason for absence. Failure to bring a note to school will result in the absence being considered unexcused.

Students are required to make up work or tests that are missed. For work assigned during a student's absence, the student has as many days to complete such work as number of days absent unless adjusted by the teacher or administrator.

Students who accumulate excessive absences will go through an attendance review. The purpose of the review is to fully understand the cause of the absences. The attendance review committee will determine if any academic penalties will apply. The committee will be comprised of the administrator and the teachers involved.

Certain situations or conditions may occur (hospitalization, surgery) that require a student to miss school for an extended length of time. The parent or guardian of homebound students will be asked to submit documentation from a medical professional that is relevant to the situation or condition and to meet with the attendance review team consisting of the administrator and affected teachers. The goal of the review team is to provide the family with a short term IEP (individualized education plan) that will allow the student to progress without consequence through the duration of the absence. Some situations or conditions may call for absence from school to a degree that an IEP may not be in the best interest of the student or the school. In these cases, alternative educational placement will be considered.

### **Kindergarten-Elementary**

Kindergarten and elementary 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 be present four full hours to be counted present for the entire day. They must arrive before 11:00 or leave after 12:30 to be considered present for a full day.

## **Arrival and Dismissal**

Morning car line begins at 7:50. 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.

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-5th grade carpool ends at 3:10. There will be a \$5.00 per five-minute late charge for children picked up after 3:20. All students must leave school at the end of the day unless they are attending help class or they are involved in extracurricular activities. VBS cannot provide supervision for these students to be able to stay on campus while waiting for siblings who are in athletic practices, club meetings, after-school tutoring, etc.

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. If check out is after 2:30 students should wait and go through carline to avoid interrupting classes that are packing up for dismissal.

Parents will need to come to the office to check students out early from school. Dentist, doctor, and other appointments should be made for after school if at all possible.

### **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 for a tardy slip in order to be admitted to class. Preschool-elementary children will need to be brought to the office by parents.

Three tardies will be counted as one absence whether excused or unexcused. **Tardies are cumulative for the semester.** Students will start

each semester with zero tardies. Students absent more than 20 days during the academic year, generally, may not be permitted to remain enrolled.

# 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
16. Sexually inappropriate behavior or physical contact
17. Inappropriate usage of electronic devices
18. Inappropriate usage of social media

## **Behavior Code**

Bullying, fighting or physical violence, and sexually inappropriate conduct or behavior will be dealt with by corrective measures that may include warnings, 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.

Victory Baptist School views immoral conduct from a biblical perspective. (Gen. 2:24, 19:5, 13, 26:8-9, Lev. 18:1-30, Rom. 1:26-29, I Cor. 5:1, 6:9, I Thess. 4:1-8, Heb. 13:4). The full School Policy on Biblical Beliefs and Moral Principles can be found on page 60.

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.

Students who have either been expelled or asked to withdraw from VBS are not permitted to return to the campus or participate in the activities of VBS without permission from the administration.

## **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 send home a conduct sheet daily as a means of communicating with parents. Each day the teacher will give the student either a sticker or a checkmark for the day, 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 weekly and on progress reports and report cards.

# **EMERGENCY/SAFETY PROCEDURES**

## **Asbestos**

Victory Baptist School is in compliance with the U.S. Environmental Protection Agency, Asbestos Hazard Emergency Response Act (AHERA).

## **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. The school's Facebook page will also be updated and a Parent Alert will be sent out.

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 (100.5), 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. Extra-curricular participation at Victory is a privilege, not a right. All students must maintain the highest standard of conduct and character.

### **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 elementary division is for students in fourth and fifth grades. 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 elementary students to participate in the athletic program at Victory Baptist School. Elementary students have intramural basketball and girls have junior cheerleading. Middle/High

school sports offered are volleyball, softball, and cheerleading for girls, basketball for boys and girls, and football and baseball for boys.

## **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 maroon, black, 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). The GACS is a founding member of the Georgia Private School Accreditation Council (GAPSAC) which is an association of accrediting organizations guided by a Board of Directors.

Victory Baptist School has achieved Full Accreditation with the Georgia Association of Christian Schools under the Georgia Private School Accreditation Council.

The Georgia Board of Education has approved GAPSAC, and all schools fully accredited by the GACS are entitled to benefits, including transfer of grades and credits to public schools, on the same basis as students from public schools. No additional tests over and above those required by public school students will have to be taken by students from Victory Baptist School.

The Georgia Board of Regents has approved graduates from fully accredited GACS schools for entrance to colleges of the University System of Georgia (USG). However, individual colleges of the USG may place additional requirements, over and above those required for graduation by the Georgia Board of Education, on all students (from both public and private schools) applying to a particular college.

Graduates of schools which are fully accredited by the GACS are eligible for HOPE Scholarships on the same basis as are graduates from public schools in Georgia.

All full-time faculty members above preschool are college graduates and certified by the GACS. For professional enrichment, additional professional instruction is made available to our faculty, a number of whom possess advanced degrees.

### **Achievement Tests**

Each spring, VBS administers standardized achievement tests to students in kindergarten-high school. 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**

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 allowed; 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.**

## **Change of Address or Phone Number**

Please inform the school office promptly of any change of address, telephone number, or other contact information.

## **Chapel**

Kindergarten-high school students will have chapel one day per week. Preschool students will join the kindergarten and elementary students for chapel several times each semester. (We have daily Bible lessons in all of our classes). Students are not allowed to use electronic devices in place of their Bibles for chapel. 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 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 picnic/party 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.

## **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.

When parents come to pick up their children early or to eat lunch with their children, we ask that ladies not wear short-shorts, 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 may wear no more than two sets of small earrings. Earrings may only be worn in ears. Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

### Preschool (K3-K4)

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 excesses in hairstyles or colors (including shaven heads, punk, bowl, and razor designed cuts) are not permitted.

### Kindergarten-5th Grade Girls

All girls in K5 and above are required to wear the VBS school uniform each day. The uniforms include a jumper, skirt, blouse, skort, and uniform pants. The length of the skirt or skort, including slits, should come to the top of the knee (all the way around) and should be modest when sitting. The uniform pants should be loose-fitting.

Girls in K5-5th grade will need to wear black or gray fitted shorts 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 burgundy, gray, black, or white in color. Tennis shoes or other shoes may be any color and should be closed toed. 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 for K5-5th grade students.

Girls in 5th grade and below are not permitted to wear 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-5th Grade Boys

All boys in K5 and above are required to wear the VBS school uniform each day. The uniforms consist of long pants, shorts (K5-5th only) and shirts with collars. Shirts must be worn tucked in with a black, brown, or navy belt.

Tennis shoes or other shoes may be any color and should be closed toed. 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.

Only short-sleeved white t-shirts with no writing may be worn under uniform shirts. Socks are required. Only white, black, or navy socks should be worn with shorts (K5-5th).

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 excesses 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.

## 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. Sweatpants are not allowed. All students should follow the guidelines listed in the uniform requirements for shoes, socks, jewelry, hair, etc.

## Extracurricular Activities

If shorts are worn to athletic events or other school-sponsored events, they should be long shorts and should not be tight fitting material. Girls may wear modest, loose-fitting capris or slacks. **No “skinny” or tight fitting jeans are allowed for boys or girls.**

## Outerwear

School spirit hoodies or jackets may be worn all day. For K5-5th grade students, solid black, gray, or white jackets or sweaters may be worn all day. These jackets and sweaters may not contain logos. **All other outerwear must be taken off upon arrival to school.**

## 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. Girls may wear uniform skirts, uniform pants, 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.

## **Electronic Devices/Acceptable Use of Technology**

Students are not allowed to bring cell phones, iPads, or other electronic devices/games to school unless they are being used for the classroom and under direct supervision of a faculty member. Parents who need to contact their children while at school should call the school office and leave a message for the student. Contacting the student directly via cell phone or electronic communication will cause the student to violate the cell phone/electronic device policy.

Cell phones may be kept in a student's book bag as long as the device is turned off and student is following school policies.

Students are not permitted to use the internet or camera functions of the device at any time while on the school grounds or participating in a school function, including sporting events, unless permission has been granted by a faculty member. Students should be reminded that posting explicit photos or videos of themselves or another student could constitute a criminal act.

The following consequences will result if these policies are violated:

- First offense – The student will receive a warning from the teacher or administrator.
- Second offense – The device will be confiscated. The student will not be allowed to bring the device back to school for 30 days. Parents will be notified.

- Third offense – The device will not be allowed to be brought back to school for the remainder of the school year. Parents will be notified.

VBS assumes no liability for lost or stolen phones or other devices.

## **Field Trips**

A limited number of field trips will be scheduled for kindergarten-5th grade 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 the parents and be on record in the school office.** This agreement can be found on ParentsWeb and in the school office.

## **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 may offer its students in elementary and above the opportunity to receive private piano and voice lessons. Enrollment space is limited. For those families who enroll in piano or voice 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.

## **ParentsWeb**

As a service to the parents, VBS provides a web-based information system called ParentsWeb. 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. Parents are asked to check ParentsWeb weekly for updates, announcements, and school calendar details.

## **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.

## **Parent-Teacher Meetings and Conferences**

There will be scheduled parent-teacher meetings throughout the school year. 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.

## **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.

## **Prohibited Articles**

Alcoholic beverages, cigarettes, tobacco-related products, narcotics, prescription drugs (unless kept in the school office), literature of a questionable nature, knives, guns, weapons, and explosives are not permitted on school property.

## **School Programs**

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

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

The kindergarten class 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 classes may have a spring program and will have 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 water bottle, 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.

We order lunches several times a week from local area restaurants and students may participate if they choose. Lunch ordering is done through ParentsWeb.

## **Social Functions**

Victory Baptist School will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

## **Social Media Policy**

Victory Baptist School recognizes the role of social media in today's culture. Although it certainly may be used in very positive ways, social media (Facebook, Twitter, Instagram, etc.) also provides students with temptations to use it in a negative way. The purpose of this policy is to protect students, set school guidelines for appropriate use of social media, and encourage parents to take an active role in their children's usage of social media sites.

Students may not:

- Post inappropriate or threatening messages about or to another student, faculty member, or administrator.
- Post explicit or damaging pictures or videos of themselves or another student or person.
- Use negative or abusive language against the school or employees of the school.
- Use social media to share homework, quiz, or test answers.

If this policy is violated, phones and devices will be confiscated from students and may be examined, including, but not limited to, numbers called, pictures and videos stored, as well as text messages sent and received. Inappropriate materials found will result in disciplinary action.

## **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.

All students in first grade and above are required to purchase a King James Bible as part of the required textbooks for school. The print should be large enough to be read without difficulty.

## **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. Also, for safety reasons, prospective students will not be able to shadow during the school day.

Friends or former VBS students 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.

## **VICTORY BAPTIST SCHOOL POLICY ON BIBLICAL BELIEFS AND MORAL PRINCIPLES**

Victory Baptist School (VBS) is a uniquely religious, non-secular educational institution that seeks to provide an academically-strong Christian education based on a biblically-sound worldview. 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 strongly believe in teaching from a Biblical perspective because God's Word is the foundation for all other learning. One of the goals of VBS is to work with parents/guardians within the framework of Holy Scripture (the Bible, the inspired Word of God: II Timothy 3:16, II Peter 1:20-21) to promote Godly character, attitudes, and actions so that students will learn how "that the man of God may be perfect, throughly furnished unto all good works" (II Timothy 3:17).

Victory Baptist School believes that the Bible sets forth absolute truth by which Christians are to live. VBS expects and requires that both students and parents/guardians support the school in its distinct mission, purpose, philosophy, goals, and Biblical beliefs. In relying on the teachings of Holy Scripture, VBS believes that the Bible clearly prohibits sexual immorality of any type including, but not limited to, pornography, homosexuality, or any other sexual activity outside the Biblical marriage of one man and one woman (Genesis 2:18-25).

On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle or moral principles that the school teaches, Victory Baptist School reserves the right, in its sole discretion, to refuse admission to an applicant or, if already enrolled, proceed with appropriate measures, including the

withdrawal or dismissal of a current student. This includes, but is not limited to, students or parents/guardians living in, condoning or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or who, in the opinion of the school administration, refuses to support in word or spirit the Biblical, moral principles of the school as stated in its policies or throughout this handbook (Genesis 2:18-25, 19:5, 13, 23-25, 29; Leviticus 18:1-30; Romans 1:26-32; 1 Corinthians 5:1, 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4). All Bible verses mentioned in this policy are given as examples and are not an exhaustive list.