



# VICTORY

## WORLD CHRISTIAN SCHOOL

**STUDENT- PARENT HANDBOOK**  
**2017-2018**

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# Conceptual Framework

Victory World Christian School is a multicultural community of learners committed to: christian discipleship, academic excellence, and world transformation.

The mission of VWCS is to purposefully provide a rigorous academic and discipleship program that emphasizes practical application; develop partnerships which mobilize church and community human and capital resources to optimize learning for everyone; create a caring and safe environment that stimulates and facilitates learning

- **Motto:** “And what does the Lord require of you? To act justly, love mercy and walk humbly with your God.” Micah 6:8
- **Philosophy:** Biblical foundation, Christ-centered, Christian worldview
- **Instructional Goals:** The broad instructional goals of Victory World Christian School are threefold:
  - To train children in the ways of the Lord so that they will develop Godly character;

- To train children toward excellent academic performance in all of the essential disciplines so that they will thrive as an individual in God's calling, and;
  - To encourage the development of each child's God-given talents and abilities to influence their generation.
  
- **Core Values:** Selflessness (Service), Creativity, Community, Justice, Stewardship, Humility, and Servant Leadership.
  
- **Core Beliefs:** Students at Victory World Christian School are:
  - Sons and daughters of God
  - Friends with God
  - Successful self-directed learners and leaders
  - Passionate worshippers
  - Committed to making disciples
  
- **Mascot:** Lions
  
- **Colors:** Purple & Gold

# Directory

Jeff LeMay, Ed.D	jlemay@vwcs.org	Head of School
Danie Drewski	ddrewski@vwcs.org	Assistant Principal
Mei Fan	meifan@vwcs.org	Director of Instruction
Beth Edwards	bedwards@vwcs.org	Accounts Manager
Kelleen Basden	kbasden@vwcs.org	Director of Development
Kat Sanford-Creary	ksanford@vwcs.org	Administrative Assistant
Stella Hondros	shondros@vwcs.org	Administrative Assistant
Catherine Jordan	cajordan@vwcs.org	Administrative Assistant
Todd Hoverman	thoverman@vwcs.org	Director of Technology
Mary Greene	mgreene@vwcs.org	Librarian
Ilene Grey	igrey@vwcs.org	After School Coordinator
Jackie Solano	jsolano@vwcs.org	After School Coordinator

Ilene Grey	igrey@vwcs.org	Art/P.E. Teacher
Brittany Miller	bmiller@vwcs.org	Music Teacher
Bridget Shepherd	bshepherd@vwcs.org	Drama Teacher
Jill Munoz	jlmunoz@vwcs.org	Spanish Teacher
Phyllis Breech	pbreech@vwcs.org	Computer Teacher
Geoffrey Kirnon II	gkirnon@vwcs.org	Robotics Teacher

Gary Walderich	President
Quincy Johnson	Member
Susannah Benjamin	Member
Dave Nowak	Member



## *Mission Statement*

Victory World Christian School is a multicultural community of learners committed to: christian discipleship, academic excellence, and world transformation.

## *Vision Statement*

The mission of VWCS is to purposefully provide a rigorous academic and discipleship program that emphasizes practical application; develop partnerships which mobilize church and community human and capital resources to optimize learning for everyone; create a caring and safe environment that stimulates and facilitates learning

## *School Philosophy*

As an educational institution, we provide a quality education with a Christian worldview. We believe that we are to love the Lord with all our heart, mind, soul and strength. We believe that it honors God when we study His creation and His ways and acknowledge God's wisdom and power as evident in the things He has made and in His acts recorded in history. We endeavor to integrate Biblical principles in our policies, in curriculum selection, and in the way we relate to one another and to students. We participate in standardized achievement testing, in part, to have an outside witness to the quality we strive to achieve.

Having a Christian philosophy of education, our goal in education is to transform students into the image of Christ and to foster within them a desire to use the gifts, talents and abilities that God has given them to serve others for God's glory.

We desire that our students will move on to public and private secondary schools to be witnesses to their generation. We believe they will be equipped to minister the love of Christ to their peers while living at home with parents who can support and assist them in navigating a secular world and not be conformed by it. It is our goal that all students are active members of the local church and find a place of service where they are a blessing to others and bring honor to God, their creator. Students will also learn the value of community service by practicing service with their families and the church. We desire that our students be leaders in Christian service and that they excel in life.

Victory World Christian School is a partner with parents as an extension of the Christian home in training young people in a Christian environment. VWCS is a ministry offered to the people of God whereby the church, school, and the home become co-laborers in fulfilling the commands found in the Word of God regarding the training of children. Our goal is to create a community of learners composed of parents, teachers, students, volunteers and members of the church. The school staff will endeavor to work closely with parents in every aspect to train the whole child. Parent orientation, parent-teacher conferences, and progress reports are all efforts designed to fulfill this aspect of our mission. Parents also demonstrate their support for the school by paying tuition, actively participating in VWCS programs, fundraising, volunteering in the school and attending school-sponsored activities.

Victory World Christian School is committed to creating an environment that is caring and safe for everyone in our community of learners. Our staff and faculty care for children as Christ cares for His church. Our facilities, including our library and computer lab are inviting and comfortable for both parents and children. In addition, VWCS has classrooms that are bright, spacious, and conducive to learning. Kids need to play, so our outdoor and indoor play areas are designed to facilitate age-appropriate recreational activities. Technology is used to enhance the learning process for parents and students alike.



# *Philosophy of Education*

We believe that the Bible is the source of all true knowledge and wisdom. As educators who know Jesus as the Way, the Truth, and the Life, we understand that a very significant outcome of seeking first His Kingdom is our inheritance of great wisdom in both academic and non-academic arenas. Jesus showed us his Way: A life of discipline and commitment. Because He studied the scriptures diligently, prayed constantly, walked in close relationship with His Father, and modeled a life of sacrifice, members of the VWCS community will emulate this lifestyle.

We believe that every child, having been made in the image of God, has received from Him the capacity to learn, grow, and serve. Our role is to attempt to maximize this ability and strive for achievement of academic excellence by all students at VWCS and lovingly cultivate their talents and abilities.

We believe our lives speak louder than words. Our teachers are a “living curriculum” within each of their classrooms, serving as role models for Christian living and thinking. Teachers model a process of challenging and supporting both parents and students in their spiritual, intellectual, emotional, social and physical development. Teachers integrate scripture and scriptural principles into every facet of our educational program.

Service to others (selflessness) is a core value of VWCS. Volunteers are key members of VWCS fulfilling vital functions and serving as role models for our students and families.

We believe that what happens in the classroom should be creative, interesting, and hands-on. The learning process includes curiosity, exploration, discovery, imagination, comprehension, critical thinking and application. All of these processes are vital to our student's educational success. Jesus' example of telling stories and parables serves as an example to us in how we should teach. VWCS teachers will use a variety of methodologies to keep students curious, engaged, and excited about learning.

We believe that parents are the primary instructors of their children. Parents are charged with the responsibility of training their children. Our role is to partner with parents to equip, facilitate, and encourage them in fulfilling these responsibilities.

The goal of instruction for students is threefold:

1. To train children in the ways of the Lord so that they will develop Godly character.
2. To train children toward excellent academic performance in all of the essential disciplines so that they will thrive as an individual in God's calling, and.
3. To encourage the development of each child's God-given talents and abilities to influence their generation.

# *Statement of Core Family Values*

All members of the Board, Administration, and Staff of Victory World Christian School believe that the Bible is the Word of God and without error in all its teachings. Because of our understanding of Old and New Testaments, our School teaches the following Core Family Values:

1. It is unacceptable for Christians to teach hatred towards any group, or individual.
2. Human life begins at conception, and that an unborn child, at any stage of development is fully human, and should be treated as such.
3. All sexual activity outside of heterosexual marriage, such as homosexuality/bisexual practices, adultery, fornication, bestiality, incest, polygamy, pedophilia, and pornography are sin.
4. Marriage is a covenant made between two people, one who is born a man, and one who is born a woman, with God.

# *Statement of Faith*

## **The Scriptures...**

The Bible is the inspired Word of God - the product of men who spoke and wrote as they were moved by the Holy Spirit. The New Covenant (New Testament) is what we accept as our infallible guide in all matters of life and doctrine. (I Timothy 3:16; I Thessalonians 2:13; II Peter 1:21)

## **The Trinity...**

There is one God, eternally existent in three persons - the Father, the Son, and the Holy Spirit being coequal. (I John 5:6-8; Philippians 2:6) God the Father is the sender of the Word. (John 16:28; John 1:14) The Son is the Word made flesh, and has existed with the Father from the beginning. (John 1:1; John 1:18; John 1:14) The Holy Spirit proceeds forth from both the Father and the Son, and is eternal. (John 15:26)

## **Man, his fall and redemption...**

Man is a created being, made in the likeness and image of God, but through Adam's fall, sin came into the world. "All have sinned and come short of the glory of God". Jesus Christ came in the form of man and gave His life to restore us back to God, undoing the work of the Devil. (Romans 5:14; Romans 3:10 & 23; I John 3:8). Salvation is the gift of God to man, which we receive by faith in Jesus Christ. (Ephesians 2:8)

## **Eternal life and the new birth...**

Man's first step toward salvation is godly sorrow through repentance. The New Birth is necessary for all men, and when experienced, produces eternal life. (II Corinthians 7:10, I John 5:12; John 3:3-5; Romans 10:9-10)

## **Hell and eternal retribution...**

The one who dies in his sins without accepting Christ is hopelessly and eternally lost in the Lake of Fire and, therefore, has no further opportunity to hear the Gospel or repent. The terms "eternal" and "everlasting" which are used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same meaning of endless existence as used in denoting the duration of joy and ecstasy of the saints in the presence of God. (Hebrews 9:27; Revelation 20:15)

## **Water baptism...**

Baptism in water by immersion is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ, His death, burial, and resurrection. (Matthew 28:19; Romans 6:4, Colossians 2:12; Acts 8:36-39)

## **Baptism in the Holy Spirit...**

The promise of the baptism in the Holy Spirit as a commensurate experience is available to all believers with the evidence of speaking in other tongues, as well as the demonstration of spiritual power in daily life. (Acts 2:4; Acts 10:44-46; Acts 19:6; Acts 1:8; Matthew 3:11)

## **Sanctification...**

The Bible teaches that, without holiness, no man can see the Lord. We believe in the Doctrine of Sanctification as a definite, yet progressive work of grace, beginning at the time of salvation, and continuing until the return of Christ. (Hebrews 12:14; I Thessalonians 5:23; II Peter 3:18; II Corinthians 3:18; Philippians 3:12-14; I Corinthians 1:30)

## **Sexuality...**

God's plan is for us to walk in holiness in all areas, especially in what we do with our bodies. God's Word affirms heterosexual union for married persons and committed celibate behavior for unmarried persons as the only Biblical options for human sexual conduct. All alternative sexual activity outside of heterosexual marriage, such as homosexuality/bisexual practices, adultery, fornication, bestiality, incest, polygamy, pedophilia, and pornography are sin. (Genesis 1:27; 2:24, 1 Thessalonians 4:3-8; Hebrews 13:4; Romans 1:18-32; 1 Corinthians 6:9-11)

## **Divine healing...**

Healing is for the physical ills of the human body, and is available to us by the power of God through the prayer of faith and the laying on of hands. Jesus Christ made this available to all believers at Calvary. (Mark 16:18; James 5:14-15; I Peter 2:24; Matthew 8:17; Isaiah 53:4-5)

## **Resurrection of the just and the return of our Lord...**

The angels said to Jesus' disciples, "This same Jesus, who was taken up from you into heaven, will so come in like manner as you saw Him go into heaven." His coming is imminent. When He comes, "... And the dead in Christ will rise first. Then we who are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air..." (Acts 1:11; I Thessalonians 4:16-

17) Following the Tribulation, He will return to the earth as King of kings and Lord of lords, together with His saints, who will be kings and priests. He will reign for one thousand years. (Revelation 20:6)

# *Professional Affiliations*

VWCS is privately incorporated and governed by a Board of Trustees. VWCS is fully accredited by the Association of Christian Schools International (ACSI) and AdvancED (Southern Association of Colleges and Schools -- SACS).

## *Educational Policies*

### **Attendance**

Regular attendance is essential to a student's educational success.. Accordingly, parents are expected to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. If a student knows in advance that he/she will be absent he/she should bring to the school office a note from the parent explaining the anticipated absence.

Non-emergency appointments should be scheduled when school is not in session. If you need to pick up your student during school, please go to the school reception area. They will then contact your student's classroom and the teacher will dismiss your child.

**No student is to leave the school premises without first obtaining permission from the VWCS office. It is essential that the school be aware of a student's location at all times.**

**Student Makeup Work:** For absences, make-up work may be sent home with a sibling, another student, or picked up at the end of the school day. Check RenWeb for your child's homework assignments. Students will have one day for each day absent to complete makeup assignments.



## **Tardiness**

<b>Between 8:30-10:30</b>	<b>Tardy</b>
<b>Between 10:30-12:00</b>	<b>1/2 day absence</b>
<b>Between 12:00-3:25</b>	<b>Full day absence</b>
<b>Less than 1 hour</b>	<b>No penalty/excused</b>
<b>Up to 2 1/2 hours</b>	<b>1/2 day absence</b>
<b>More than 2 1/2 hours</b>	<b>Full day absence</b>

Elementary students arriving after 8:30 a.m. will be considered tardy. When a student is tardy, parents **MUST** sign in their child at the school office.

When a student receives 5 unexcused tardies they will be given 1/2 day absence. When they receive 10 unexcused tardies, the parent will meet with a member of the administration. After 13 or more unexcused tardies, the family will be unenrolled from the school.

# *Discipline*

The following consequences may be given for violation of school or classroom rules:

- : A verbal explanation.
- : A written explanation of inappropriate conduct, which will become part of a student's record.
- : Students will lose free time and have to stay with teachers for a short period of time. A teacher detention is between 15 and 20 minutes in length. This can be done before school, after school or during recess.
- : Students will have to stay after school for two hours. Administrative detention will be on Tuesday and Thursday.
- : Students will be assigned to a task from 8:00 am to 12 noon on Saturday. A faculty member will supervise Saturday detention. The student will be charged \$20.00 for each Saturday detention assigned.
- : The student will receive and complete class work while separated from his or her class.
- : The student is not permitted to be on campus for instruction or extracurricular activities while under suspension. Students will receive no credit for academic work missed while on suspension.
- : A student will be expelled.

a. Determination of the administration of these consequences will be under the purview of the Head of School. Parents will be notified when any of these consequences are given.

VWCS is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently

and in order<sup>1</sup>". Disciplinary actions that are utilized include warnings, detentions, withholding of privileges, suspension or expulsion. We believe that a disruptive child upsets the educational process for everyone else in the class. It is our responsibility to protect the rights of all learners. So children that act out or show patterns of disruptive behavior will be removed from the classroom. Parents will be called to meet with the teacher and administrator.

Discipline is the direction of behavior toward established standards of conduct. Discipline and academic achievement are closely related. Ideally, behavior is Spirit-directed and self-controlled, however self-discipline must be both taught and learned. Parents, school staff, and the church share in the task. When self-control falters and self-discipline fails, in school just like in the home, disciplinary forces outside the individual must be imposed to protect the rights of others. The following rules and responsibilities are established to guide students:

1. Dress according to the established dress code.
2. Attend classes daily unless officially excused.
3. Be on time for all classes with the necessary books, completed homework and supplies.
4. Do not bring inappropriate items to school, i.e. radios, Walkman, pagers, laser pointers, cell phones, iPods, or any other PDAs, etc.
5. Cooperate with all school personnel at all times in a respectful manner.
6. Protect the rights of others to study and to work.
7. Respect personal, school and church property.
8. Ensure that all classroom progress reports and school information intended for parents is received by them.
9. Pay for any damaged materials or equipment.
10. Eating of candy or chewing gum is not allowed.
11. Fighting, stealing and/or finding another person's property and not promptly returning it or turning it into the office, forgery, cheating on tests or assignments, intimidation, harassment, inappropriate

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<sup>1</sup> 1 Corinthians 14:40

public displays of affection, and leaving the school premises without permission from the office, are all strictly prohibited.

12. Any items, which would readily be considered a weapon, (guns, knives, razor blades, etc.) are strictly prohibited.
13. The use or possession of tobacco, drugs, or alcohol is strictly prohibited.
14. Foul language, written or spoken, or obscene gestures are strictly prohibited.

Disciplinary actions for behavior violations will be taken by classroom teachers, in cooperation with administrators, with parent involvement when appropriate, to correct unacceptable student behavior. We believe that the most important role of Victory World Christian School is to help students develop the characteristic of self-discipline. A person's witness for Christ can be greatly damaged by a lack of self-discipline. We believe that discipline is a learning experience. Consequences are an important part of the learning experience. When students misbehave and consequences are not given, the opportunity to learn from mistakes is greatly reduced. Depending upon the nature of the behavior, some disciplinary options include:

1. Counseling and praying with the student leading to repentance, restoration and a commitment, oral or written, for correcting the behavior.
2. Student given specific assignments or tasks to be completed.
3. Parents informed by phone or written note.
4. Student is given a detention with or without assigned work.
5. Student is referred to the school office for appropriate action.
6. Student is required to serve detention.
7. Student is required to make retribution, clean up, or repair damages.
8. Student is suspended from extracurricular activities.
9. Student is given an in-school suspension.
10. Student is suspended from school.
11. Student is expelled from school.

The above options are not all-inclusive and are not necessarily listed in the order in which they will be administered. Parents, administrators, and teachers can all be called upon to help solve the problems associated with inappropriate student behavior.

Victory World Christian School is a school for Christian families and students. As Christians, our conduct in the community as well as at school should reflect our personal belief in God and in His commandments. If a student should at any time at school or outside of school, openly and consistently reject his faith in God, then that student may be expelled from school. If a student should at any time at school or outside of school participate in immoral behavior, sexual immorality, fornication, homosexuality, the use of alcohol or drugs, tobacco use, or any form of disorderly or unlawful conduct, then they may come under disciplinary action by the school, including expulsion.

# *Grading System*

## **Grading Scale for K5 to 5<sup>th</sup> grade**

The following grades are used in the VWCS progress reports and report cards for all grades:

<b>A</b>	90 - 100	Excellent
<b>B</b>	80 - 89	Above Average
<b>C</b>	(74-79)	Average
<b>D</b>	(70-73)	Poor
<b>F</b>	(69 & below)	Failure

## **Evaluation Key for K4**

The following evaluations are used on the VWCS report cards for K4:

<b>E - Excellent</b>	<b>U - Unsatisfactory</b>
<b>S - Satisfactory</b>	<b>I - Incomplete</b>
<b>N - Needs Improvement</b>	<b>X - No Evaluation</b>

## **Honor Roll**

Students who earn A's and B's in each subject for the year will be honored.

Students who earn an A average for each subject for the year will receive the Principal's Honor Roll medal.

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Each teacher will communicate homework assignments via RenWeb. Parents should check RenWeb to ensure that their child is writing down all of the homework assignments accurately and completely in their agenda. The agenda is to be returned each day to school with the parent's signature as requested by the teacher.

### **Library Policies**

- A. Grades K - 2 may check out three books at a time.
- B. Grades 3 and up may check out four books at a time.
- C. Books are checked out for a two-week loan period.
- D. Students may not check out another book if they have an overdue book.
- E. No eating or drinking in the Library except for special designated events.
- F. No chewing gum in the library.
- G. Students must remain quiet and on task in the library.

Students will be responsible for damage or loss of books checked out in their name.

### **Physical Education**

Physical education is intended to give students an opportunity to have physical exercise, as well as, to develop skills and coordination that are necessary to properly perform tasks later in life. Therefore:

- a. All students must be dressed appropriately to participate in physical education and to receive credit for being in class.
- b. Any student missing \_\_\_\_\_ of physical education per semester during any one year may fail physical education and have to repeat it.
- c. Students who fail to participate in class without a medical or parent/teacher communication may receive deductions from their final grade.
- d. No jewelry is to be worn during PE class. e.

f. All injuries must be reported to the instructor immediately.

### **Progress Reports**

Progress reports will be sent electronically via RenWeb at the end of the fifth week of each quarter to students who have a grade average below a C in any class. The purpose of the report is to warn both parents and student that there is an academic problem. Parents are encouraged to call the school office and set up a parent/teacher conference to discuss any difficulties the student may be having.

### **Report Cards**

Report cards will be issued quarterly and will be sent home the last day of the term. If there is an outstanding balance report cards will be held at the accountant's office.



# *Financial Policies*

## **Tuition and Fees**

**Application Fee:** Families wishing to apply for admission of a student to VWCS must pay a nonrefundable application fee of \$75 per student. This fee is due at the time the application is submitted.

**Enrollment Fees:** A non-refundable enrollment fee of \$300 is due upon acceptance for admission to VWCS for students who are enrolling for the first time.

**Re-enrollment Fees:** All students currently enrolled in VWCS must re-enroll by the March re-enrollment date to reserve a place for the next school year. The re-enrollment fee for the school year is \$150 per student. The re-enrollment fee is non-refundable.

### **Book Fees:**

This covers the cost of ordering and buying updated textbooks for student use, curriculum guides, teacher editions, consumable books and materials, MobyMax, ACSI membership fees and achievement testing fees. and supplies for teachers. Non-consumable books remain the property of VWCS, and are reused from year to year. Book Fees are payable by cash or check and are a non-refundable fee due by June 1<sup>st</sup>. Book fees are separate from tuition, and book fees must be paid separately from tuition. Family discounts, as well as annual and semi-annual discounts do not apply to book fees, only to tuition. The book fees are:

K4 -\$275   K5 - \$345   1<sup>st</sup> - \$545   2<sup>nd</sup> - \$560   3<sup>rd</sup> - \$580   4<sup>th</sup> - \$580   5<sup>th</sup> - \$620

**Technology Fee** **\$175**

A non-refundable fee to be paid by July 1st.

**Activity Fee (To be paid by the first day of classes)** **\$ 50**

This fee will cover field trips (up to \$25 per child) and contribute \$25 to the Social Committee fund to coordinate social activities for the school.

**Graduation**

Kindergarten graduation fee due and payable by May 1<sup>st</sup>. **\$ 25**

5th grade graduation fee due and payable by May 1<sup>st</sup>. **\$ 25**

**Late Tuition Payment Fee** **\$ 20**

This fee will be charged per student/per month if the appropriate tuition payment is not received by the 5<sup>th</sup> of the month due.

**Returned Check Fee** **\$ 35**

There will be an Insufficient Funds Fee (IFF) of \$35.00 assessed each time a check is returned for insufficient funds. This fee will be assessed and collected along with the missed tuition payment.

# *Tuition Payment Options*

Tuition may be paid using any **one** of the following five options:

- Annual Payment**                    A single payment of total tuition for the year is due in the VWCS office by July 1<sup>st</sup>.
  
- Semester Payment**            Two payments, with the first payment due on July 1<sup>st</sup> and the second payment due on December 1<sup>st</sup>.
  
- Quarterly Payment**            Four payments, with the first payment (1/4 of the total yearly tuition) due on July 1<sup>st</sup>, Oct. 1<sup>st</sup>, Jan. 1<sup>st</sup> and April 1<sup>st</sup>.
  
- 8 - Installments Payment \***    Eight payments (July - Feb) Each payment is due and payable the first of the month from July 1<sup>st</sup> through February 1<sup>st</sup>.
  
- 10 -Installment Payment \***    Ten payments (July-April) Each payment is due and payable the first of the month from July 1<sup>st</sup> through April 1<sup>st</sup>.

\*

	Enrollment Fee	1 Payment 7% Off	2 Payments 6% Off	4 Payments 4% Off	8 Payments 2% Off	10 Payments
<b>1st Student</b>	\$300/150	\$6526	\$3295	\$1680	\$856	\$698
<b>2nd Students</b> (10% disc)	\$300/150	\$5873	\$2966	\$1512	\$771	\$628
<b>3+ Students</b> (15% disc)	\$300/150	\$5547	\$2801	\$1428	\$728	\$594

1 <sup>st</sup> Thru 5 <sup>th</sup>	Enrollment Fee	1 Payment 7% Off	2 Payments 6% Off	4 Payments 4% Off	8 Payments 2% Off	10 Payments
1 Student	\$300/150	\$6647	\$3357	\$1712	\$872	\$711
2 Students (10% disc)	\$300/150	\$5983	\$3021	\$1540	\$785	\$640
3+ Students (15% disc)	\$300/150	\$5650	\$2853	\$1455	\$742	\$605

**Failure to make tuition payments by the published deadlines is grounds for immediate dismissal from the school.**

**Policies and Notes**

Students may be suspended if their account is more than 30 days in arrears. All payments must be made on time.

Report cards or transfer of records will not be released for any student with an unpaid account. Students may not participate in graduation exercises until the school bill for the family is paid in full.

**Multiple-Student Family Discount**

In an effort to keep tuition more affordable for families with multiple students in the school, a discount is given for families who have more than one student enrolled. The family discount applies only to tuition;

. The family discount rates are as follows:

Child Enrolled	Tuition Cost
1 <sup>st</sup> Child(Oldest)	Full Pay
2 <sup>nd</sup> Child	10% Discount
3 <sup>rd</sup> + Child(ren)	15% Discount

## *Early arrival and Late Dismissal Programs:*

**Before School Program** - To accommodate parents who must be at work prior to the 8:30 a.m. school start time, this service is available. Recreational play will be offered as part of the before school program. Students may be dropped off as early as 7 a.m. and any child dropped off between 7 - 8 a.m will be charged in accordance with the Before School Program fee schedule.

**After School Program** - All students remaining after 3:45 p.m. will be taken to after-care and parents will be billed for the day no matter how long the child stays. Parents who use after-care services should pick up their children by 6:30 p.m. Any students remaining after 6:30 p.m. will be charged an additional \$1.00 per minute after 6:30 p.m. If you need to reach the school office, please call 678.684.2030.

**Before and After School Rates:** Fee Schedule for Before and After School Programs are as follows:

<b>Options Available</b>	<b>Before &amp; After School Weekly Fees</b>
Before School Program (7-8:00 a.m.)	\$25
After School Program (3:45-6:30 p.m.)	\$50
BOTH Before & After School Daily	\$75

### **Refund Policy**

Families who withdraw from Victory World Christian School during the school year due to a family move of more than 25 miles, a loss of job, serious illness, death of a parent, or other extenuating circumstances will be charged a prorated amount based upon actual attendance. VWCS will work with families on a case-by case basis.

## **General Policies and Information**

### **Arrival and Departure Information**

The doors to the school will be open at 8:00 a.m. K4-5<sup>th</sup> grade students will go to their assigned classroom. The parking lot, driveways, and drop off area can be very congested at the beginning and end of the school day. Please be careful as you drop off students to make sure they reach the building safely.

When dropping off and picking up students, remember:

- Stay to the right of the drive way, drive slowly, be patient. No parking in the drop off lane.
- Students who are picked up at school will be dismissed at 3:30 p.m. All students remaining after 3:45 PM who are not under adult supervision in school-sponsored activities will be taken to the after-school program, and parents will be billed accordingly. (See page 16)
- It is required that you send a note to the teacher if your child will be going home with someone other than the usual person. Still

We will not release a child to anyone without your written consent. Please ensure that your drop off/pick up form is current.

### **Delivering Items to School**

Any items delivered to school should be given to the school receptionist so that classes will not be interrupted. No mail, parcels, flowers, etc. will be delivered to students in the building. Items addressed to students may be picked up in the school office at the end of the day.

### **Emergency Drills**

**Fire** -in case of fire, it is imperative that all students, faculty, volunteers and staff leave the building quickly and calmly. The signal for a fire drill is a verbal message indicating an alarm. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

**Tornado** - when a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teachers will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

### **Field Trips**

During the course of each school year, field trips are scheduled and planned by the faculty of Victory World Christian School. Scheduling and planning of field trips will be the responsibility of the classroom teacher, not parents. The following guidelines have been established:

1. Students must wear their VWCS uniform. (Specific color may be requested by their teacher)
2. Students must be transported to and from the field trip on school transportation.
3. The number of chaperones needed for the field trip will be determined by the classroom teacher.
4. Students who have not demonstrated self control within the classroom environment may not be allowed to accompany the class on a field trip. Students are expected to adhere to the same rules and expectations on a field trip as they do within the classroom and school.
5. Chaperones should report any student’s misbehavior directly to the teacher or staff member coordinating the field trip. At no time will a chaperone be allowed to discipline any child. All discipline will be the responsibility of the lead teacher.
6. If parents attend a field trip, siblings are not to accompany them.

### **Learning Community Fellowship**

The VWCS Learning Community Fellowship (LCF) is made up of all parents, teachers, volunteers and students who desire to be involved in promoting and

helping the school continue to grow and expand. Parents are required to participate by serving on one of the three committees: Service, Social or Support.

### **Lost and Found**

Items left in hallways, counters, etc. will be taken to the school office and may be picked up from the office. Any items left at the end of each semester will be donated to charity.

### **Meals**

Each student is required to order lunch or be provided with a lunch packed from home. Students will not have access to a refrigerator or microwave. Parents are asked to minimize sugar content by avoiding sending several juices, cookies, candy, pop tarts, etc. Children are encouraged to bring bottled water and to have it at their desks throughout the day.

### **Medication**

Over-the-counter medications: Only cases in which the student absolutely needs the medication to attend school should the parent send over-the-counter drugs to school. The parent must complete and sign an Authorization for Medication form. Medications must be received at school in the original child-proof container. Medications received in anything other than the original container will not be administered. If the medication is to be administered on a long-term basis, then a doctor's statement must be provided.

Prescription drugs: Taking prescription medications during school hours are discouraged. If prescription drugs must be taken at school, the parent must complete and sign an Authorization for Medication Form which must be updated yearly. Prescriptions must be in the original child-proof container. If the medication or dosage changes an updated Authorization for Medication Form must be submitted.. Medications not retrieved by the parents by the end of the last day of school will be disposed of in accordance with state pharmacy regulations. Parents will be notified if there is an adverse reaction to medication(s).



### **Parent/Teacher Conferences**

Teachers are available for conferences by appointment between 3:45-4:00 p.m. Appointments should be made with the teacher. Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during regular school hours or by email. Please do not call school personnel at home.

### **Personal Appearance and Uniforms**

Uniforms worn to school should be in good condition with no holes or tears, clean, and wrinkle free. Students are expected to dress neatly with shirts tucked in. All students must comply with the school uniform code. Uniform shirts are available for purchase from the school. Also note students are expected to be dressed appropriately for weather conditions. Students may have to abstain from outdoor activities if they are not dressed appropriately for weather conditions.

Student uniforms are to consist of:

- Khaki, black or navy pants, shorts (walking length shorts close to the knee), skirts (close to the knee), skorts and jumpers can be worn.
- Turtlenecks can be white, royal blue, red, purple or gold.
- Sweaters can be a red , royal blue or white sweater cardigan, v-neck, or crew.
- Fleece jackets with the school logo can be royal blue, purple or gold.
- School shirts are white, royal blue, red, purple and gold and must have school logo. No other insignia is permitted.
- Socks can be anklets, knee socks or tights.
- Leggings can be black or white and can be worn when a child is wearing a skirt. Leggings can be the close fitting stirrup or stretch pants.
- Shoes should be closed toe. Heelies or wheelies are prohibited from being worn while at VWCS.

### **Posting Signs**

No sign or notice is to be posted on school property without the ~~first~~-prior consent of school administration.

### **School Office**

The school office will be staffed from 7:00 a.m. to 6:30 p.m. during the academic calendar. Hours for summer and non-school days will be announced.

### **Inclement Weather**

School will be closed if weather conditions pose a hazard to parents and students. Announcements regarding school closings will be posted on Renweb and communicated via email. VWCS will follow the Gwinnett County Public Schools System regarding school closures due to inclement weather. You may check with local TV and radio media to check for school closing. You may also call the school office to hear a recorded message about school closing.

### **Stewardship of School Property**

All students are expected to help maintain the cleanliness of the school. As such, classrooms and desks should be kept clean and in good repair. Textbooks, library books, curriculum, and school owned technology should be taken care of and appropriately maintained. If a student damages or destroys school property, the student's account will be charged for its replacement or repair.

### **Student Illness**

The school administrative assistant or teacher will evaluate students who become ill during the school day. Students with a 100 degree or higher oral temperature, rash, sore throat, or who experience nausea, vomiting, diarrhea, , or other acute symptoms of any communicable disease will be sent home with parental involvement. If a student has been ill at home with any of these symptoms, they are to be kept at home until these symptoms have abated for 24 hours.

Medications sent to school are to be accompanied by a completed and signed Authorization for Medication form and are required to be administered by or

under the supervision of school personnel. (See page 19 for information regarding medication.)

### **Transportation**

Transportation arrangements are the sole responsibility of the parents of students attending VWCS.

### **Visiting the School and Classroom**

Parents of VWCS students are always welcome to make an appointment to visit the school and/or the classroom. Parents and approved visitors who come to the school during normal school hours, for any reason, are asked to go to the reception area to sign in and get a visitor's name tag. As a means of maintaining student safety, please do not send friends or relatives to pick up your children without notifying us in writing or e-mail and adding them to your Drop-Off/Pick-Up Form.

Parents may obtain permission for their students to have adult guests (grandparents, etc.) visit VWCS by making arrangements with the school office at least one day in advance.

It is generally not a good idea for parents of younger children to visit the school and classrooms early in the school year. Please delay your visit until they have fully adjusted to regularly being in school..

### **Withdrawal**

Parents desiring to withdraw their children from the school should inform the school office in writing. The reason for the withdrawal and the last date the child will attend school must be given. Records will **not** be forwarded to another school until all fees have been paid.