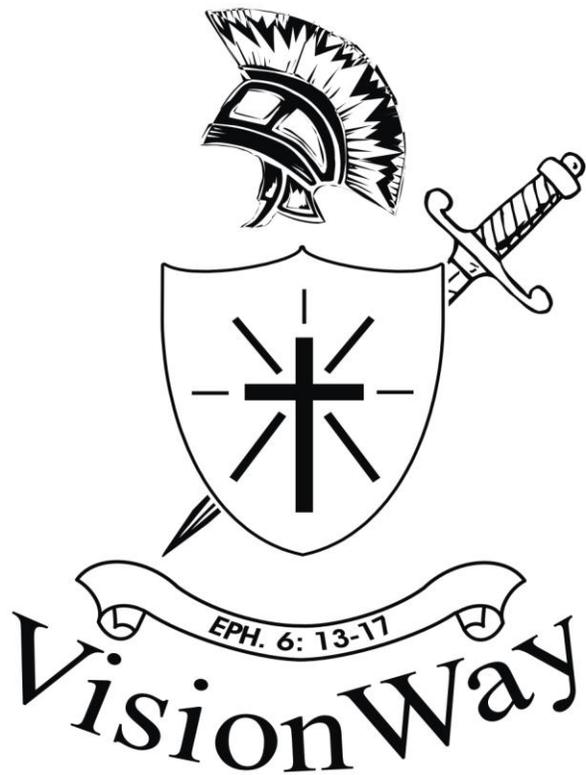


Elementary Parent/Student Handbook



2021-2022

**VisionWay Christian School
Elementary Parent/Student Handbook**

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VisionWay Christian School

Parent/Student Handbook

Each parent and student will have access to the Parent/Student Handbook by visiting the school website, www.visionwayschool.org. If there are changes to the Handbook during the school year, all parents will be notified. At the beginning of the year, or when the student registers, parents must return to the office a signed form stating that they have read and agree with the policies of VisionWay Christian School.

Purpose

The VisionWay Christian School is committed to provide a Christian education for preschool and school age children whose parents desire such an experience for them. Christian education calls for an educational process that puts the Bible at its center. It requires the students, parents, and teachers to evaluate all they see and experience in the world through the eyes and mind of God, as God is Truth (John 14:6, 17:7). In Christian education, students, parents, and teachers learn to use the Bible and the teachings of Jesus Christ to evaluate all life.

Mission Statement

VisionWay Christian School exists to develop students morally, intellectually, physically, socially, and spiritually so they will become responsible, godly members of their families, churches, and communities.

Philosophy

Based upon the teachings of Scripture and the need to help students understand the world and how to function productively in it, we believe a philosophy of education should include the following:

1. Since all Scripture is God-breathed and is therefore useful for teaching, rebuking, correcting, and training, God's Word is central in all areas of education and student life.
2. Each student has equal value in the sight of God.
3. All academic programs are geared to help each student reach his/her level of accomplishment in all aspects of the curriculum.
4. There is a need to help develop in each student critical thinking that will lead to judgments or decisions that are in accordance with God's will.
5. There is a need to help each student make choices that are in accordance with God's will concerning his/her own behavior.
6. Evaluation of student's progress is to be based upon agreed levels of competency in academic, social, physical, and spiritual curricula.
7. The student should understand that it is as important to talk to God, as it is to talk about Him. Prayer is an essential part of Christian development.

Statement of Theology

1. The school accepts, without reservation, Jesus Christ as the divine Son of God and acknowledges His leadership as head of the church in all things. (Colossians 1:15-20)
2. We accept the Bible to be the divinely inspired Word of God and the only infallible rule of faith and practice for all Christians. (2 Timothy 3:16-17; 2 Peter 1:21; 3:2).
3. We believe that Christ lived a sinless life and shed his blood on a cross as a sacrifice for the sins of the world. (Hebrews 4:14-16; 9:11-14).
4. We believe that Christ rose bodily from the dead, ascended to heaven, and will personally return in power and glory. (Acts 1:9-11; 1 Cor. 15:20-26; 1 Thess. 4:13-18).
5. We believe that salvation is by God's grace. One must **believe** Jesus is Lord and Christ (Acts 16:31), **repent** and turn to God (Acts 3:19), confess Jesus as Lord of your life (Romans 10:9), be **baptized** in the name of Christ (Acts 2:38), and **live according to God's will** (1 John 3:10). Each person is accepted and sustained by one's active, obedient faith in Christ as absolute Lord. (Matt. 10:32-33; Ephesians 2:8-10; Acts 2:37-39; James 2:14-16; Revelation 2:10)
6. We believe the Holy Spirit dwells in all those who have accepted salvation through Jesus Christ and that He gives them the desire and power to live a holy life. (Acts 2:38; Romans 8:5-11).

Operation

The VisionWay Christian School is operated as a ministry of Taylorville Christian Church. It is administered by an Administrator under the authority of the School Board as approved by the elders.

Curriculum

The majority of the curriculum for VisionWay Christian School is published by A-Beka Publishers, Bob Jones, and Purposeful Design. Enrichment and supplementary materials come from other publishers. Bible is taught five days a week. Monday, Tuesday, Thursday and Friday's lessons are taught in the classroom, and Wednesday's lesson is a Chapel service. All VisionWay Christian School students are required to take Bible and attend Chapel.

Legal Notices

Non-Discriminatory Policy

VisionWay Christian School admits students of any race, nationality, and ethnic origin. They receive all rights, privileges, programs, and activities available to students at the school. VisionWay is committed to upholding any applicable state law, case law and regulations of the Illinois State code.

Abuse and/or Neglect

The school is required by the State of Illinois to report any evidence of child abuse and/or neglect according to the Abused and Neglected Child Reported Act, as amended.

Admission Guidelines

To enroll in Kindergarten, a student must be five years of age on or before September 1. Parents are required to have their child participate in the Kindergarten screening program at VisionWay Christian School, to determine if the child is developmentally ready to begin Kindergarten. Students entering Kindergarten must also supply the school with a *certified copy* of their birth certificate.

Transferring students must show proof of satisfactory completion of previous grade. Based on records, some students may need to take an entrance test to determine proper grade placement.

Physical, Dental & Eye Examinations

All students entering pre-kindergarten, kindergarten, and sixth grade must have a physical signed by a licensed medical examiner, and show evidence of receiving necessary inoculations and vaccinations. All students entering kindergarten, second, and sixth grades must have a dental examination signed by a licensed dentist. Students entering kindergarten must have an eye exam by a licensed optometrist or ophthalmologist. Hearing and vision screenings will be given by personnel from the Illinois Department of Public Health early in the year. These vision screenings do not cover the required eye exams for kindergarten. School staff will notify parents when these are scheduled to take place. Additionally, any students in fourth through eighth grades must have a sports physical before they can participate in any sport.

Office Hours

The school office opens at 8:00 a.m. each morning. You may contact a teacher or set up an appointment through the school secretary. You are welcome to leave a message, and it will be given to the teacher at a convenient time (as not to interrupt teaching time). If the message is urgent in nature, your call will be put through. Visitors should always report to the school office when entering the building. Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. Please do not go directly to the classroom, as this interrupts teaching.

Attendance Requirements

In order to gain the most from school, a student must be in daily attendance. Classroom activity and/or interaction with the teacher and students can never be recovered or duplicated. No amount of take-home work can replace the teaching done within the classroom. Parents are asked to call the office by 9:00 a.m. when a student will be out for the day.

Absences: A student is allowed to have 5 unexcused absences per semester. After 5 absences a doctor's form will be required. After more than 10 absences for the year, a student may be retained in the same grade level. Remember students not in class are not receiving the normal instruction and it is difficult to catch up. Special consideration may be given to those students with long-term illness and/or hospital stay.

Excused Absences: Students will be excused from classes if they have an illness. In the event your child contracts a communicable disease or illness, we expect the child to stay home under a physician's care, until the possibility of spreading the illness has abated. Students will also be excused from classes if there is a death of an immediate family member. Students are responsible to arrange with his/her teacher to make-up the work missed. The days granted for completion of make-up work are equal to the number of days missed. In the case of extended absences, the teacher is to determine a reasonable period for the completion of this make-up work. When a student is absent for only part of the day and arrives or returns to school, they are responsible to turn in all work previously assigned and may be asked to take tests previously assigned for that day. Any deviation from this policy must be approved by the teacher(s) of the class(es) missed.

Planned Absences: At times, family vacations are scheduled during the school year. This is usually done because a parent's work schedule does not permit a summer vacation. Family times like this may be inconvenient for the school, but are important. They are not, as a matter of policy, discouraged by the school. Please note the following:

1. Vacation days will be excused if you notify the office in writing at least **one week** prior to your departure.
2. A note from the parent must be given to the teacher one week in advance so they can prepare homework, etc.
3. Homework assignments are due the **first** day the student returns to school.
4. Failure to comply with this procedure will result in a grade of zero (0) for day(s) missed.

Tardiness and Part-Day Absences: Students are to be in the classroom ready for work at 8:25 a.m. Being punctual is a trait that is important in school. Additionally when the start of the school day is delayed, everyone is impacted. Excessive tardiness will not be tolerated. **When a student receives his/her fifth unexcused tardy, he/she will serve a detention.** Now is the time to establish a record of responsibility. Note that all tardiness and absences are reported on report cards/transcripts. Parents of students arriving late or leaving early must sign the students in or out in the office.

Students are considered absent ½ day if they come in after 10:00 a.m., or leave before 1:30 p.m.

Parents are encouraged to schedule doctor and dental appointments after school or when school is not in session. When this is not possible, the parent should notify the teacher or the school office prior to the appointment.

Tuition and Fees

A tuition and fees schedule will be given to parents upon initial registration of the child. These fees however may be changed by the VisionWay Christian School Board. Please note due dates for tuition payments. Our school can operate efficiently only if all tuition payments are made on time and in the full amounts agreed upon.

Tuition and fees are due per the schedule agreed upon at the time of registration.

Material Fee: due when registering

One Payment: due August 1

Two Payments: due on August 1st and the first day of the second semester

Ten Payments: due the first day of each month (Aug. – May)

Any payments received after the 10th day of the month due will incur a **\$25.00 late charge**, unless prior arrangements have been made.

NOTE: Any check returned to the school for insufficient funds will add an additional \$25.00 fee to the parent's account.

In the event that any payment as specified above has not been received in full by the school within thirty days after the due date, the pupil(s) shall be subject to dismissal. The Administrator has the authority to make exceptions. The terms and conditions of the exception are to be written with a copy retained by the school and one given to the parent. The parents are then responsible to fully and promptly meet their obligations granted in the exception. Parents should contact the Administrator as soon as a financial problem exists so that alternative solutions can be reached and agreements made. Report cards will be held each grading period until the account is paid or arrangements have been made with the administration. In addition, all families must be current in their payment of tuition by the last day of school or students will not receive report cards and permanent records will not be released by the school administration. This policy also includes any debt owed to the school, such as lunches, extended care fees, missing library/classroom books, damaged text books, volunteer fees, etc.

All past due accounts for returning students are to be paid in full by the last day of school or the class space being held may be given to another student on the waiting list. If past payment records warrant, tuition for a complete semester may be required in advance.

Students who enroll late will begin paying tuition from the beginning of the month in which they enter. In the event a family moves out of the area and has to withdraw a student from enrollment, tuition will be required for the remainder of the month in which they are withdrawn. If a student is requested to leave, tuition will be required through the end of the month. Any remaining months paid in advance will be refunded.

Registration and materials fees are non-refundable (both monetarily and materials) and non-transferable.

Intentional student damage to school property will be billed to the parent.

Student Records

Student records are kept on file in the school office. These records include immunization records, registration forms, standardized test data, cumulative grade reports, special instructions from parents concerning the child, and records of disciplinary action.

These files are confidential and may be viewed only by school personnel and the student's parents.

In the case of divorce or separation, VisionWay Christian School will assume that both natural parents have access to these records. Should one parent desire that the other not have access to this information, it is the responsibility of that parent to inform the school of the desire and to present the necessary legal documents restraining the other parent from access to the files. This access to school information applies to all confidential student information including parent conferences and report cards.

Insurance

VisionWay Christian School **will not provide** student health insurance. Parents are expected to meet the health and accident insurance needs of their children.

Discipline

One definition of discipline is **“controlled behavior to develop an individual’s responsibility for his/her own action, in accordance with socially accepted conduct.”** The book of Proverbs states, “a child is to be trained in the way he should go.” VisionWay Christian School is not only concerned about “socially acceptable” conduct, but also, about helping children to conform to the will of God. Consequently, it is our goal to lead children to become “God disciplined” individuals, prepared to live acceptable lives, in the sight of both God and man.

THIS REQUIRES MUTUAL COOPERATION BETWEEN THE STUDENT, PARENT, TEACHER, AND ADMINISTRATION.

By the time a student attains school age, there should be little need for corporal punishment and if needed, should be administered by the **parent**. School staff will expect proper behavior and will reward acceptable behavior. Unacceptable behavior will be discouraged by the withdrawal of rewards and possible short periods of supervised separation from peers. Verbal reprimands may be used, but only as a last resort and sparingly. If a child exhibits continuing negative behavior, staff will meet with parents to discuss alternatives.

Disciplinary Guidelines

VisionWay Christian School is committed to educating the total student. Within God's creation He allows His children to mature and function on their own. To participate with God in His creation, we must assist our children in preparing for independence, for that is consistent with His plan. We are bound to carry out His intentions and His will as we provide guidelines for students' behavior. VisionWay will maintain positive relationships with all students, realizing that we are all made with imperfections with God's own hands. Some of these imperfections are correctable with the proper love and guidance. For some imperfections, we must find ways to overcome or compensate for them. If students are unable to observe basic rules of conduct, they will receive consequences.

The primary responsibility of education and disciplining children is given to the home, according to Deuteronomy 6:7, Proverbs 22:6, and Ephesians 6:1. While at VisionWay Christian School, the parents have delegated the authority of discipline to the teachers, staff, and administration.

We expect high discipline standards to be upheld in an environment conducive to learning. If a student is disruptive, causing other students to be hindered in their learning, that student will be disciplined. The Bible says we are to obey those in authority (Hebrews 13:17). When an offense is committed, reconciliation will be sought in a Biblical manner (Matthew 5:23-24).

It would be impossible to establish rules that cover all possible infractions. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be conformity to man-made regulations. The teachers and staff have full discretion in the discipline of the students at VisionWay Christian School. Confidence in these leaders is essential from the parents for these children to make good progress in their schoolwork. Parents must do all that is in their power to see that their children respect and obey the staff and the rules. Should differences arise, the parents should stand by the disciplines administered by the staff. If at any time, the parents feel

that a misunderstanding has occurred, they should go to the teacher to clear up the difficulty. If the matter remains unresolved, the parents should contact the administrator. All remaining problems will be brought before the school board. If the parent is unable to uphold the decisions made by the teacher and/or administration, the parent should withdraw the student from VisionWay Christian School.

Suspension – out of school setting: The administration has at all times the authority to suspend a student. The length of suspension will be one to five days, as determined by the administrator. The administration has the authority to require any student (or parent) exhibiting unacceptable behaviors to obtain professional counseling.

Discipline Violations

This list cannot be all inclusive but represent that type of conduct which is prohibited

LEVEL I	LEVEL II	LEVEL III
Level One infraction may be handled by the classroom teacher.	Level Two infractions may be handled by the classroom teacher or the administration. If handled by the classroom teacher, notification of the administration is required.	Level Three infractions must be handled by an administrator.
An appropriate record of the offense and disciplinary action is maintained by the staff member.	An appropriate record of the misconduct and disciplinary action is maintained by an administrator.	An appropriate record of the misconduct and disciplinary action is maintained by an administrator.
unkind words or actions	continued Level 1 behavior	continued Level 2 behavior
tardiness/not signed in or out	profanity	possession/use of fireworks, alcohol, drugs or inhalants or drug paraphernalia
disrespect/insubordination/disobedience	theft (small value)	theft (major value)
failure to have necessary materials	leaving building without permission	sexual harassment
restroom/hallway misconduct or loitering	failure/refusal to serve assigned detention	fighting (major injury)
inappropriate dress	gross disrespect and/or insubordination	assault/battery of school personnel
inappropriate display of affection	misuse of property or equipment	arson
scuffling or horseplay	destruction of property	bomb threat or other threat of violence
dangerous conduct	vandalism	gang violence
violation of classroom rules	excessive tardiness	
littering	intimidation/harassment bullying	
cell phone use	disruptive conduct	
cheating	fighting (minor injury)	

Discipline Levels

In each case, staff members will recognize the differences in age and maturity level and will consider any mitigating circumstances prior to disciplinary action. Circumstances may include: age, health, maturity, academic placement of student, prior conduct attitude, cooperation of parents, willingness to make restitution, seriousness of offense, predetermined handicap.

Level	K-3	4 th -5 th	JH/HS
1 Level One infractions may be handled by the classroom teacher.	ONE verbal warning Time-out (5 min) Time-out (10 min) Loss of Privileges Conference with Student Behavior Contract Lunch Detention	ONE verbal warning Time-out (10 min) Time-out (20 min) Loss of Privileges Conference with Student Behavior Contract PM Detention	ONE verbal warning Time-out (15 min) Time-out (30 min) Loss of Privileges Conference with Student Behavior Contract AM Detention
2 Level Two infractions may be handled by the classroom teacher or the administration. If handled by the classroom teacher, notification of the administration is required.	Referral to Principal Loss of Privileges Conference with Parent/Student Behavior Contract Automatic Lunch Detention	Referral to Principal Loss of Privileges Conference with Parent/Student Behavior Contract Automatic PM Detention	Referral to Principal Loss of Privileges Conference with Parent/Student Behavior Contract Automatic AM Detention
3 Level Three infractions must be handled by an administrator.	In School Suspension Out of School Suspension Counseling Referral to Law Enforcement Expulsion	In School Suspension Out of School Suspension Counseling Referral to Law Enforcement Expulsion	In School Suspension Out of School Suspension Counseling Referral to Law Enforcement Expulsion

General School Rules

1. Students must be respectful of the rights and property of others and use good manners at all times.
2. All adults at VisionWay Christian School are to be respected, whether they are volunteers or paid staff, parents or teachers, cooks, custodians, or Extended Care workers.
3. Only language that is pleasing to God is to be used. Language used when talking to others is a constant reflection on the student, his/her family, and the school.
4. Students are not to run, push, yell, etc. in the building. Students should walk in an orderly and quiet manner through the hallways. Disorderly behavior is not acceptable at any time.
5. Loitering and roughhousing in the restroom is not permitted.
6. Students are not to chew gum at school. No food or candy is allowed without teacher permission.
7. Food, candy, and drinks are not allowed in the lockers.
8. Students are to refrain from the use of tobacco, alcoholic beverages, and illegal drugs both in and out of school. Violators will be suspended or expelled by action of the School Board.
9. No radios, tape recorders, CDs or CD players, mp3 players, toys, magazines, catalogs, pagers, Gameboys, or any like items may not be brought to school without permission from school personnel. Any such items that are brought to school with permission are the responsibility of the students; the school is not liable for damage or theft of these items. Items found to be "on" or used without permission will be confiscated by teachers and taken to the school office to be picked up by a parent at the end of the day.
10. Cell phones must be off and kept in the student's locker or book bag. Cell phones found to be "on" or used without permission will be confiscated by teachers and taken to the school office to be picked up by a parent at the end of the day. The school is not responsible for lost, stolen, or damaged items.
11. Students are not to have music CDs at school without permission from school personnel. In addition, because of the lyric content and lifestyles exhibited by some "secular" music groups, students should not decorate lockers, binders, notebooks, or any other item used at school, with the names, logos, etc., of those groups. Only Christian groups that seek to honor the Lord should be brought into the school.
12. All weapons or look-alike items are forbidden.
13. Bicycles must not be ridden except to travel to and from school. Bicycles are to be kept in no other area than the bike rack.
14. When students must leave school for a scheduled appointment, parents/guardians must sign students in and out at the school office.
15. Vending machines are not available for student use except during after-school sport practices with the coach's approval.
16. The following items are prohibited at all times on school property, at all school events, and on all field trips: a) Alcohol, drugs, inhalants, drug paraphernalia, or prescription drugs. B) Any prescription or non-prescription drugs not authorized by parent and/or physician. C) Tobacco and related products. D) Fireworks and explosives. F) Knives, guns. Or other weapons. G) Pornographic materials. H) Unauthorized items or materials depicting and/or advocating violence, hate, or destruction.

Failure to abide by these restrictions will result in suspension and may lead to expulsion.

Playground Rules

1. Always obey the adults on duty. Students are to respond respectfully when corrected by a teacher. Talking back, arguing, muttering under one's breath, and other forms of disrespect are not acceptable.
2. Keep your hands, feet and any other objects to yourself. No wrestling or any other forms of horseplay are allowed.
3. Only language that is pleasing to God may be used.
4. The throwing of rocks, sticks, wood chips, snowballs, etc. is forbidden.
5. Sit down, facing forward when going down on the slides. No climbing up, jumping from, or hanging from the sides will be allowed.
6. Sitting or playing on top of the playground structures or jumping off of the playground structures will not be permitted.
7. You may not push one another on the individual swings or pull students out of the swings. Standing on the swing seats and jumping out of the swings is not permitted. There is only one person allowed on each swing.
8. Sports balls may be kicked only in designated areas with adult supervision. No games involving tackling will be allowed. Students may play touch/flag football only.
9. Games of tag under the playground structures are not permitted.
10. Climbing over or playing on the fence is not permitted.

11. At the signal from an adult, all students must come and line up immediately. Hold all sports equipment and other toys when walking to and from the building. Enter the school quietly and respectfully.

Playground equipment and games are the school's property and should be respected and returned in good condition.

LUNCHROOM PROCEDURES AND DISCIPLINE

- Students should enter the lunch room in a single file line.
- Students will respond immediately to a blown whistle.
- Students will use good manners at all times and say "please" and "thank you"
- There will be NO sharing of food.
- Students will keep in their own space and remain seated until dismissed.
- A student who needs assistance should raise his/her hand and wait for the supervisor or volunteer to respond.
- A student not following lunch room rules may be separated from the group.

Resolving Conflicts

The faculty, administrative staff and School Board, in an effort to follow the teaching of Christ, ask that any parent(s) who feels he/she has a conflict with a teacher should follow the principles set down in Matthew 18:15-17. Applied in today's context those principles are:

1. Keep the matter confidential. Sharing the problem only with those directly involved establishes the principle of confidentiality.
2. Keep the circle small. The first and often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems can be resolved at this level.
3. If the matter remains unsolved, parent and teacher should agree to take the matter to the Administrator. Each should come to the meeting in a spirit of prayer and humility, willing to submit to the one placed in authority by the church.
4. If the Administrator deems it necessary, and both parties in the conflict agree, the matter may be taken to the School Board. The Administrator in conference with the Chairman of the School Board will determine how the matter will be presented to the Board.

In summary, the principles of Christ in Matthew 18 require that parent(s) talk to teachers about student problems before they talk to the Administrator. If not resolved at this level, then the matter is prayerfully referred upward in the School organizational structure.

Emergencies

Safety Drills: Drills (fire, disaster, bus, lockdown) will be held throughout the year. Students will know where to report within the building or how to leave the building in any type of situation.

Snow, Ice, and Fog days: In the event of unusual weather or emergencies, which may require the school to close, information about the closing will be relayed to the local radio and TV stations.

The school administrator will utilize the School Messenger communication system to notify parents/guardians of school cancellations or early dismissals.

Generally, but not always, VisionWay Christian School cancels school when the Taylorville public schools are canceled for weather related reasons. School Messenger will notify parents/guardians of all cancellations

Communications

Parents are encouraged to communicate with teachers and administrators, as communication is essential to the educational process.

We request that parents respect our teachers by limiting calls to school office hours whenever possible.

When telephoning the school during the day, a message will be relayed to the child's teacher. The teacher will not be called to the telephone during instruction periods. All calls will be returned during non-instruction time or immediately following school dismissal.

School Day – Arrival and Departure

The school day will be from 8:25 a.m. to 3:00p.m. for Kindergarten through 8th grade students.

Students should be dropped off between 8:00 a.m. and 8:20 a.m. and picked up no later than 3:10 p.m. each day, unless notified otherwise by your child's teacher.

Car Pooling: We encourage carpooling. However, parents will need to send a note to school designating the name of the person(s) who will be picking up the child after school, if it is different than the parent.

Before and after school student supervision for a fee is available from 7:00 to 8:00 a.m. and 3:10 to 5:30 p.m. (Hours are subject to change based on the need.)

Health and Safety

A parent is required to sign a medical treatment consent form upon the enrollment of each child.

All medications should be administered at home according to a doctor's instructions. When a child is required to receive medication during the day, staff will administer medication **only** when a written request from the parent is submitted to the teacher. The request must include the name of the child, doctor, prescription number, date and specific instructions concerning amount and time(s) to administer the medication and proper measuring device. All prescription medication will be kept in a secure location with the exception of epinephrine auto-injectors and asthma inhalers. VisionWay allows students to self-carry and self-administer these medications. **No medication requiring refrigeration will be kept at school overnight.**

Children who become ill at school will be isolated from other children and the parent(s), guardian, or emergency person listed on the enrollment form will be contacted to pick up the child immediately. Please do not send a child to school if he/she still has an abnormal temperature or is suspected of having a communicable illness.

The Administration is concerned that students who are ill have adequate time to recover before returning to class. Therefore, we require that students who exhibit flu or flu-like symptoms (vomiting, diarrhea, or a fever of 100 degrees or more) 24 hours or less before the beginning of the school day may not attend school. Parental cooperation with this requirement will ensure that ill students have time to recover and that other students are not unnecessarily exposed to illness.

Minor injuries such as scrapes, cuts and bruises will be treated by the on-duty teacher or the school office without parental notification. Cuts appearing to require stitches, suspicion of broken bones, and other more serious injuries will require immediate parental notification. Any reported injury to the head will result in immediate parental notification regardless of apparent severity.

Any member of the school faculty or staff who suspects that a child under his/her care has been the victim of sexual or physical abuse is under legal obligation to report those suspicions to the Department of Child and Family Services and will also notify the Administration.

School Calendar and Holidays

A calendar for the year will be distributed to parents at Orientation, and if changed, a new calendar will be sent home from the office.

School Supplies and Materials

Students are expected to come to school prepared with required supplies. A list of items that each student will need for the school year will be posted on the school website, www.visionwayschool.org. Items listed should be brought the first day of school, unless directed otherwise.

Lunch

Hot lunch will be served daily. The cost is \$2.50 including milk. Extra entrees are available for third graders through jr. high school students for an additional charge of \$.75. If you prefer, you may send a sack lunch. We ask that you not send soft drinks in the lunch. Juice is fine to send in lunches, or milk may be purchased for \$.30. You may wish to pick up your child at lunch time. Please observe the class lunch period and be punctual. **Your child must be signed out and in at the office, and will only be dismissed from his/ her classroom or office area, NOT the playground.** If a parent would like to join his/her child for lunch on any given day, the school office needs to be notified by 10:00 a.m. so that an accurate lunch count can be given to the kitchen. The lunch fee can be paid in the office or taken off the student's lunch ticket. Parents must sign in with the school office before entering the lunchroom.

Lunch accounts must maintain a positive balance or the student(s) will be served a PBJ sandwich entrée at regular meal cost.

Holiday and Birthday Parties

Typical holidays will be celebrated by classes at VisionWay Christian School, with emphasis placed upon the religious significance of the Christmas, Thanksgiving, and Easter holidays. Staff will be encouraged to downplay the secular aspects (Santa Claus and the Easter Bunny) of these holidays. The "spiritism" aspects of Halloween, ghoulish costuming, pranks, etc., will not be practiced as part of the school parties or celebration.

Birthday and holiday treats are permitted with prior approval of the teacher. Please check with the teacher concerning classroom allergies.

Field Trips

Class field trips are school events; therefore, the school is responsible for the safety and actions of those who are participating. All participants are expected to follow all school rules and dress codes. All students are required to ride the school bus and will leave from and return to the school on field trip days. Parents may be asked to chaperone class field trips when needed. A chaperone's duty is to assist the teacher. Field trips are scheduled for the enjoyment and education of our students and are not designed as family events; therefore, we ask your understanding in not bringing siblings on these trips. A **signed** permission slip will be required for all field trips. Without this signed form, the student **will not** be allowed to attend the field trip.

Homework

Homework assigned by VisionWay teachers will be meaningful and necessary. When given, homework is intended to provide needed practice for mastery of a skill or full comprehension of the materials being taught. Knowing family time is important; VCS teachers strive to give ample time in class or practice. However, some skills or students might require extra help/practice at home. In addition, learning memory verses, math facts, spelling words, and studying for tests and quizzes are tasks that will always need attention at home. Students who are excessively off task maybe required to finish classwork at home.

Make-Up Work

Each student will have as many days as he/she was absent to make up work, with the exception of long-term assignments.

All tests and quizzes will be made up at lunch, study hall, before or after school at the teacher's discretion. Long-term assignments are due on the date assigned.

Academic Reports

Parents/Guardians have access to RenWeb to regularly check their student's progress.

Report Cards are issued every nine weeks, the week following the end of the quarter for grades 2nd through 5th.

Regular Parent Conferences are scheduled the week after the first quarter report cards are received and are scheduled by the teachers and administrator.

Promotion/Retention

Student promotion/retention decisions shall be made upon the recommendation of the teacher and the approval of the administrator in the best interests of the student after careful evaluation of all factors. The school will consider the child's academic achievements and needs, and his/her social and emotional maturity in making the decision. If progress is inadequate and the teacher feels retention may be a consideration, the parent will receive written information about this possibility. If a Review Team is necessary to make the final decision, the team will consist of teachers, parents and the administrator. The team will meet and evidence supporting retention will be presented at the meeting. A decision will be made for what is in the best interest of the student.

Student Dress Code

Dress is very much a matter of personal interpretation for all of us. It is also a matter which is best enforced by the home, rather than the school. To fulfill the purpose of the school, serving as an extension of the Christian home, we must insist that our students dress modestly, with decency and propriety (1 Timothy 2:9).

The School administrator reserves the right to make judgments concerning appropriate dress when a student arrives at school in questionable grooming or attire. The school proposes to promote modest appearance and desires to reflect wholesome Christian testimony through its staff and students.

The following are a few of the guidelines that will be enforced to all students:

1. Students should be neatly groomed.
2. No clothing will be allowed with improper or sexually suggestive words or slogans or pictures.
3. No alcoholic beverage or tobacco slogans are permitted on clothing, sports gear, or school supplies.
4. Caps, hats, bandanas, sunglasses, etc. are not to be worn inside the building.
5. Coats are not to be worn in the classroom. Students should dress appropriately for existing weather conditions.
6. Clothes should be modest in fit and style. They should not reveal underwear or undergarments.
7. Clothes should be in good condition, clean and neat. Jeans should not have holes.
8. Neat, trim haircuts are expected. Hair should be cut to remain off the eyebrows and out of the eyes.

9. "Normal" shoe wear is required. Shoes with rollers/wheels of any kind will not be allowed at school. Gym shoes are required on P.E. days.

GIRLS:

1. All skirts, dresses and shorts should be longer than where the fingers are when hanging loosely at the side.
2. Tops are not to be sheer, tight-fitting, or low cut at the neckline. All tops should be long enough to cover the midriff (front and back) when sitting and bending over.
3. No spaghetti strap tops or halter-tops.

Due to the fact that all students go outside for recess and lunch breaks, short pants (athletic shorts, Bermuda shorts, etc.) should be limited to only very warm days. Remember we have an Air Conditioned building when dressing your children in warm weather. We ask that each student dress appropriately for cold and snowy weather as classes will be going outside in winter unless the temperature prohibits. If there is any doubt, send a coat with the student.

We ask parents to be the first to see that students are in compliance with the dress code. Please don't send a student to school in something you know is inappropriate.

Before and After School Care

Before school care is offered beginning at 7 a.m. The fee charged per student for before school care is \$3.00. After school care is offered until 5:30 p.m. on full school days. The fee charged per student for after school care is \$5.00 if student(s) is picked up by 4:00 p.m. and \$8.00 if picked up after 4:00 p.m. Before and after school balances must remain positive for the student to participate in the program. After school care closes at 5:30 p.m. If a parent or person responsible for pick up arrives after 5:30 p.m. they will be charged \$1.00 per child for every minute late. Beginning at 5:40 p.m. the closing teacher will begin calling emergency contacts on the child's registration.

VisionWay Christian School Grading Scale

100 = A+	99-91 = A	90 = A-
89 = B+	88-81 = B	80 = B-
79 = C+	78-71 = C	70 = C-
69 = D+	68-61 = D	60 = D-
Below 59 = F		

HONOR ROLL

Students in grades 2-8 are eligible to be on the honor roll, which is published at the end of each nine-week grading period. They must have a grade of B- or above in each subject area for that grading period.