

Village Parkway
Christian School

Pre-K 3 through 5th grade



touching lives for eternity

PARENT/STUDENT HANDBOOK

For the Lord gives wisdom;
From His mouth come knowledge and understanding.
Proverbs 2:6

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MISSION, DEFINITIONS, SCHOOL GOALS

MISSION STATEMENT

Village Parkway Christian School is committed to providing a Christian education and to assist parents in educating their children from a Biblical perspective that will prepare them to influence their culture and society for Jesus Christ.

DEFINITIONS

Christian Education:

At Village Parkway Christian School, our foundation is the unchanging Word of God, and we are committed to a Biblical worldview. God created the world and everything in it. He reveals Himself in His creation, in the Bible, and in His Son Jesus Christ. He is Lord over all, and all creation is subject to Him. Therefore, we may confidently teach all subjects in the light of His Lordship. This affects more than mere academics. We strive to practice biblical living and teaching everywhere—in our curriculum, our administration, and our staff.

We are absolutely committed to the central principles of the Christian faith, but allow for a variety of convictions on secondary doctrinal principles. Our staff represents several different evangelical churches, and that is also true of the vast majority of our student body. Those students who come from homes in which there are unbelieving parents must consequently be in a Christian culture dominated by God's Word. We seek to build Christian unity among the families of the school, and we pray that Village Parkway will never drift from stressing the importance of a consistent and personal adherence to the Gospel of our Lord Jesus Christ.

SCHOOL GOALS

So that VPCS can implement the above mission, the following goals are set forth:

- That our education (including our educators and curriculum) is thoroughly and unabashedly Christian and has a distinctively Christian outlook in all disciplines, one in which our students develop a Biblical worldview.
- That our education reflects the truth that God is sovereign over all creation and daily life and that there is a right understanding of the Creator/Sustainer's role in all that the students learn.
- That those who complete our program are equipped to be Christian leaders in our community and will necessarily influence their society for Jesus Christ.

DISPUTES

As Christians we believe that the Bible commends us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunction of 1 Corinthians 6:1-8, Matthew 5:23-24, and 18:15-20. Therefore, we agree that any claim or dispute arising out of or related to policies in this handbook, including any claim or statutory claims shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Association of Christian Conciliation Services.

We agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive the right to file a lawsuit against one another in civil court for such disputes.

EXPECTED BEHAVIOR FOR STUDENTS OF VILLAGE PARKWAY CHRISTIAN SCHOOL

A student from VPCS should set an example for others. The student should be a credit to his parents and his school and should be pleasing to the Lord. No set of rules or regulations can accurately direct a student to this type of behavior without becoming uselessly extensive or vague. The following guidelines do not aim to be complete; they simply call attention to some of the items which should be considered in daily behavior. Keep in mind that the Administration reserves the right to interpret, execute, and expand these policies:

- 1 Students will demonstrate respect for teachers and school staff at all times.

- 2 Students will be ready to begin each day. Students are expected to be prepared with all materials and completed homework assignments.
- 3 Students will treat others in a loving manner in attitudes, words, and actions.
- 4 Students will use only appropriate language and gestures. Disciplinary action will be swift for the use of profane language or obscene body language.
- 5 Students will use school/church facilities and furniture appropriately.
- 6 Students will always do their work. Honesty is required by the Lord and therefore is the rule of the house.
- 7 Students will NOT bring toys or electronic games, or any other related items to school. If students have any of these, the teacher will take it from them and a parent will have to pick it up in the school office.
- 8 Students who bring cell phones to school must keep the phone on silent and in their backpack during the entire school day. If a student takes their phone out of their backpack during the school day, the teacher will take it from them and a parent will have to pick it up in the school office.
- 9 Students will bring to school and school functions only materials that honor and glorify God. This will be according to the discretion of the teacher.
- 10 Students will remain on the VPCS campus from arrival to dismissal unless given specific approval from the office to leave.
- 11 Students will eat and drink in designated areas only.
- 12 Students will be in a classroom after school dismissal only if a teacher is present.
- 13 Students will NOT sell any items at school without prior permission from the office.
- 14 Students will NOT enter any custodial storage or work areas or the kitchen area at any time during the day.
- 15 Students will walk in a quiet, orderly manner inside all school/church buildings.
- 16 Students will NOT throw rocks or pebbles at any time indoors or outdoors.
- 17 Students will comply with all classroom rules set by the teacher.
- 18 Students are not to purchase or bring sodas at anytime during the school day.

REGISTRATION AND ADMISSIONS

Registration will begin in early spring for fall enrollment. Payment of the registration fee secures a space for your child and is non-refundable unless the child is denied admission to the school.

ADMISSION REQUIREMENTS:

1. Birth Certificate is required for all applicants.
 - a) Pre-Kinder 3 students must be 3 years old on or before **September 1** of the school year.
 - b) Pre-Kinder 4 students must be 4 years old on or before **September 1** of the school year.
 - c) Kindergarten students must be 5 years old on or before **September 1** of the school year.
 - d) First Grade students must be 6 years old on or before **September 1** of the school year.
2. Proof of up-to-date immunizations must be submitted.
3. A Registration Packet must be obtained and all documents completely filled out.
4. Transcripts and records from previous school must be obtained.
5. Testing must be completed and properly evaluated for new students, 1st – 5th with the administration.

Due to the current facilities and personnel, it is necessary that we refrain from admitting students with special education problems, e.g., physical handicaps, emotional problems, mental problems, or other problems that might affect the classroom teacher's ability to operate an effective learning program for the majority of the class.

Village Parkway Christian School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, and other school administered programs.

FINANCIAL OBLIGATIONS

The cost of registration is payable upon enrollment of the child(ren). The curriculum fee covers the cost of consumable books, copy paper, construction and drawing paper, and testing materials.

Tuition will be paid according to the contract as set up when your student is fully enrolled. Late fees will be assessed according to the financial agreement signed at the time of enrollment.

STUDENT WITHDRAWAL (and Financial Obligations)

Parents are to notify the school at least three days prior to withdrawal. Parents must fill out a Student Withdrawal form, available in the office. All tuition payments and any other incurred fees must be paid in full through the month the child has attended and are non-refundable.

The student must return all books to the library and pay all tuition due and any school debts (library, hot lunch, extended care) before any official records, transcripts, or grades are released.

Students who withdraw from school before August 1st are entitled to a full refund of tuition. The registration fee, curriculum fee, and test fee are non-refundable. Refunds will be mailed within 30 days of the date of withdrawal.

PROPERTY DAMAGE

Damages to the school or church property that result from improper behavior by any student are the responsibility of the parents.

Hard-cover and some soft-cover books are the property of VPCS and are loaned to the student at the beginning of the year. Students must not write in these books. Should a student lose or damage a book, he/she will be responsible for the cost of a replacement book plus shipping and handling. Records will be held until charges are paid.

SCHOOL POLICIES

School hours:

8:30 a.m. - 3:20 p.m. (Pre-K – 2nd)
8:30 a.m. - 3:30 p.m. (3rd – 5th)

MORNING DROP-OFF

Morning care is available from 7:00 to 8:15 a.m. for a minimal charge. Parents who will not be using this service must drop their child off in the carline beginning at 8:15 a.m. The 4th and 5th grade students and a teacher will be on morning patrol from 8:15 to 8:30 a.m. Parents are asked to follow the directions of the teacher and the children on patrol and to observe safety rules with regard to the stop signs.

After the first day of school, parents **MUST NOT** enter their child's classroom when dropping off their child. At no time during the school day will a parent

or visitor be allowed to enter a classroom unless accompanied by someone from the school office.

AFTER SCHOOL PICK-UP

Pre-Kinder through 2nd grade classes will dismiss at 3:20. The 3rd through 5th grade classes will dismiss at 3:30. Parents, or those authorized to pick up children, must follow the Traffic Flow Map on page 16 of the Student Handbook. As you enter one of the car pick-up lanes, you will proceed until your car is situated between the two loading signs. Put your car in the park position, turn off your engine, and remain in the car. The teachers and patrols will load the children into the cars in both lanes of traffic. Please do not get out of the car.

To facilitate the loading, please prepare a sign for the front window of your car with your child's name, grade, and teacher. As soon as your child is loaded, remove the sign. If you need to speak with your child's teacher, please park your car in the lot and wait until traffic pick-up is complete (3:35 p.m. for Pre-Kinder through 2nd grade; 3:45 p.m. for grades 3-5).

SAFETY PATROL

The boys and girls in the 4th and 5th grade will be asked to serve on patrol. The duties of the patrol will include being available at 8:15 a.m. or 3:20 p.m. to unload and load the Pre-K – 3rd grade children during morning drop-off and afternoon pick-up.

Being on the school patrol is a privilege, and we expect the students to conduct themselves as leaders in the school, making themselves available to the teachers to whose classrooms they are assigned. When the students are on morning patrol, we ask that they be here at 8:10 a.m. so they are available promptly at 8:15.

PARENTS AND PARENT VOLUNTEERS

Parents coming into the school must report to the school office. Parents will sign in at the office and be escorted to their desired location.

Parents who are picking up their children early must report to the office to sign out their child. Office personnel will go to the classroom to get the child(ren).

Parent volunteers must sign in at the office indicating their time in, length of their stay, and the location they will be working.

LUNCH

Students need to bring a lunch each day. Please include cold packs in boxed lunches for items in need of refrigeration. Also in preparing a boxed lunch do not send food that needs to be heated as

microwaves are not available. *Beverages with red dye and sodas are not allowed.* We have a closed-campus policy in our school which means that children must eat their lunches in school at the designated time. Parents (and relatives) are welcome to join their child for lunch. They may also bring in a special lunch for their child as well.

CHAPEL

The children (PK-K and 1–5) will go to Chapel services every Wednesday morning. The Principal, Teachers, and Ministers of VPBC will lead Chapel on a rotating schedule. Parents are invited and encouraged to attend these services. Please check with the office for chapel times.

EMERGENCY SCHOOL CLOSING

School closings due to inclement weather are announced on the following radio and television stations:

Radio: KSLR 630 A.M.
Television: KMOL
KENS
KSAT

If Northside School District is closed due to inclement weather, VPCS will also be closed.

FIRE DRILLS

During fire drills students are to proceed in a quiet, orderly manner to the places designated on the fire drill exit sheets posted in each room. Students are to remain quiet and follow directions. Students will stay in their designated areas until an office staff person tells them to go to another location or return to the building.

Students should use the extinguishers only upon the instruction of a staff member.

SPECIAL SCHOOL EVENTS

- A. Open House (usually in Sept. – Oct.)
Parents are invited to the first music program of the year, and then will go to their child's classroom to visit with the teacher and other parents.
- B. Christmas Program
Pre-K through grade 5 will be involved in a Christmas presentation for parents.
- C. Field Day (usually the last day of school)
All types of competitive events are planned for students in grades 1-5.
- D. Additional Events
Students in 1-5 grade will have opportunities to participate in a number of extracurricular academic events throughout the year: Spelling Bee, History Fair, Science Fair, Solar Car Race.

STUDENT BIRTHDAYS

We understand that your child's birthday is very special. Teachers will recognize your child in a special way during the school day. We ask that you adhere to the following rules:

1. No cupcakes, cookies, goodies, or goody bags will be allowed in the school during the school day.
2. Students may not distribute invitations for private parties at the school.

These rules are for the health and safety and welfare of all our children. Thank you for your cooperation.

CAMERAS AND VIDEOS

Parents may use cameras during class parties or field trip events. However, videos will not be allowed in the classroom. They may be used only for large school assemblies such as our Christmas Program.

INSTRUCTIONAL PROGRAM

We provide an instructional program for children in grades Pre-K through 5 in self-contained, heterogeneous classes. The regular classroom teachers instruct the students in all subject areas except for PE, music, and library (and computer 1st grade and up).

The focus of our **Pre-K and Kindergarten** program is on developing pre-reading and reading skills, with an emphasis on phonics. Skill building in math includes a focus on pre-computation and computation, with students using manipulatives, writing numbers, and learning the number families. Students also develop social skills, class participation skills, thinking skills, and small and large motor skills. Bible instruction includes learning major stories from the Old and New Testament, memorizing verses, and learning the books of the Bible, the Ten Commandments, and doctrine.

Students in **Grades 1 through 3** continue to develop their reading skills through the use of phonics and are introduced to classical literature. The emphasis for all subjects is on the "grammar" of each area of study. This entails the fundamental rules of each subject as well as basic data that exhibit those rules. Math skills are more fully developed, as the students learn the grammar of math: addition/subtraction and multiplication/division facts, measurements, place value, etc. The focus of our Bible classes is on learning the stories as told directly from the Scriptures, Old and New Testament, and learning hymns. The children continue their doctrinal study and scripture memorization.

Grades 4 through 5 complete the grammar stage. In these grades the students continue to enrich their learning of the basic skills and begin to see how the separate courses of study work together in the overall plan of God. There is a deepening of the learning in history and science and broader usage of oral and written skills in communication. In math, the children continue their study of increasingly difficult concepts, to include fractions, decimals, and simple algebraic and geometric functions. In Bible the students continue their study of the stories of the Old and New Testaments, memorization of Scripture verses, and study of doctrine.

REPORT CARDS

Report cards are issued every nine (9) weeks for students in Kindergarten through 5th grade. The card is released the Wednesday following the end of the nine weeks. It must be signed and returned by Friday of the same week. Pre-Kinder students will receive semester reports only.

Progress Reports are released every four (4) weeks (grades 1-5 only). Parents must sign the report and return it to the teacher. Teachers are instructed to consult parents on any problem that might arise during the year. Parents are encouraged to ask for a conference with the teacher for an up-to-date report of their child's progress.

GRADING SYSTEM

The student is responsible for the delivery of the report card to his/her parents. Should a card be lost, a \$5.00 fee will be assessed for a duplicate. The grading system at VPCS is as follows:

1st thru 5th Grade

A+	98 - 100
A	94 - 97
A-	90 - 93
B+	88 - 89
B	84 - 87
B-	80 - 83
C	75 - 79
D	70 - 74
F	below 70
I	Incomplete

Conduct Grades

E-	Excellent
S-	Satisfactory
N-	Needs Improvement
U-	Unsatisfactory

Kindergarten

E	Excellent
S	Satisfactory
N	Needs Practice

Pre-Kindergarten

G	Good Progress
W	Working on Skill

Grades are not the only indicators of what a student knows or can do. Students are encouraged to do their best.

CONDUCT GRADES

Conduct grades on progress reports and report cards are indicators to both the student and parents concerning the attitudes and behavior of the student. Appropriateness of response to authority, manners, Christian relationships, willingness to do work, attitudes toward other students and staff, and following school policy are some of the criteria for the assignment of the conduct grade. Christian character is a very important factor reflected in the conduct grade.

HONOR ROLL

Two levels of academic achievement will be recognized in each nine-week grading period:

1. "A" Honor Roll - Students must have all As in each subject. All conduct grades shall be either "E," "S," or "S-."
2. "AB" Honor Roll - Students must have all As and Bs in every subject. All conduct grades shall be either "E," "S," or "S-."

PROMOTION-RETENTION

The decision to promote or retain a child at the end of the school year will be based on the child's ability to function adequately at the next higher grade level. Aspects to be considered will include academic progress in reading, language, and math, and the presence of any learning disabilities and social maturity. Generally the teacher will be able to predict this decision by the end of the first semester. All efforts will be made to inform the parents of possible retention no later than the middle of the third nine (9) weeks.

TESTING

Normal testing within the classroom will proceed at the teacher's discretion. Achievement tests will be administered in the spring of the year so that we might better assess our teaching standards and practices. Parents will be notified of student's scores on achievement tests. Scores will be reported in percentiles and stanines for each child.

LIBRARY

The school library is continuing to grow and all students are encouraged to use its services. Teachers will take their children to the library once a week. The librarian will work with the children on library skills and introduce them to good books.

ATTENDANCE REGULATIONS

We at Village Parkway Christian School have a high regard for academic excellence and scholarship. We believe that school attendance and time spent in study have a significant relationship to achievement.

It is the responsibility of parents to:

- See that your child attends school every day school is in session.
- Stay aware of your child's attendance record.
- See that your child does not miss school. Every attempt should be made to schedule appointments after school or toward the end of the school day. Students should return to school after appointments made earlier in the school day.

STUDENT ABSENCE

Students should only be absent from school because of one of the following:

- Personal illness
- Death of a close relative

Procedures when a student is absent:

- Parents must notify the school office before 9 a.m. on the day of absence explaining why the student will not attend school.
- On the day the student returns, the student is to bring a note explaining the absence and signed by a parent.
- If a student is absent 3 or more consecutive days, a doctor's note explaining the nature of the illness and when the student may return to school will be required.

Village Parkway Christian School requires all students including Pre-Kindergarten to be in regular attendance and has the responsibility to notify parents when students are having an attendance problem.

Students must attend at least 90% of the school year (if they enroll later in the school year, they must attend at least 90% of the remaining school days) to receive course credit. The Principal will notify parents by letter if a student is getting near the maximum for absences. The letter must be returned to the office with the parent's signature and explanation of absences.

MAKE-UP WORK

It is the parent's responsibility to determine what the student missed in class and to see that the student makes up the missed work (see UNEXCUSED ABSENCES below). Please call by 9 a.m. to arrange to pick up missed work the next day after an absence (however, check with your child's teacher to see if the teacher's policy is different). This allows teachers time to prepare instructions and get student materials together without interrupting the teaching process. The student may take no more than the number of days he/she was absent to complete and

hand in makeup work. FAILURE TO MAKE UP THE WORK ASSIGNED WILL RESULT IN A ZERO GRADE.

UNEXCUSED ABSENCES

Students will receive an unexcused absence for absences not related to personal illness or death of a close family member.

- All class work must be made up.
- The grading system for unexcused absences is as follows. During the first week of an unexcused absence 10 points will be deducted. The second week 20 points will be deducted.
- Repeated unexcused absences will not be tolerated. Written notice requiring a meeting with the parent and principal will be set up to determine appropriate action.

TARDIES

The classroom door will be shut at precisely 8:30 a.m. A student entering the building after 8:30 a.m. must report to the office for a tardy slip in order to be admitted to class. Examples of tardies are car trouble, missed rides, overslept, couldn't find uniform/uniform was dirty, running late, etc.

- Tardies are considered unexcused. Any class work missed because of tardiness must be made up.
- On bad weather days, when the majority of parents have difficulty getting to school on time, grace will be given at the discretion of the principal.
- All students who are late must be walked to the office and signed in by a parent.
- The student will be given a tardy slip for admittance to class.

EXCESSIVE TARDIES

Repeated tardies will not be tolerated (this also includes Pre-K). Each time a student is tardy, the class is disrupted and the teacher is often required to repeat instructions that have already been given. This in effect penalizes the students who were on time and takes away valuable teaching time from them. Please make every effort to avoid this situation.

- Every three tardies will result in one unexcused absence and detention.
- Students missing class work due to excessive tardies will receive zeros for the missed work.
- If a student is regularly tardy, the parents will be required to meet with the Principal to discuss the problem and determine alternative ways to eliminate the problem.

EARLY SIGN OUT

Every effort should be made to arrange doctor, dental, or other appointments after 3:30 p.m. If this is not possible, parents must send a note to the office on the day of the early dismissal. The note must include student's name, grade, reason for leaving, time the student needs to be dismissed, and parent signature. If an emergency comes up and you must take your child out early, please phone the school office to let them know in advance.

EXTENUATING CIRCUMSTANCES

When circumstances arise that are not addressed above in the attendance regulations, parents will need to arrange a meeting with the teacher to discuss the need for a student to be absent. Approval will be needed from the Principal before granting an absence for unusual circumstances. On an individual basis it will be determined whether or not the absence will be considered excused with the full privilege to make up class work, or unexcused with or without the privilege to make up class work.

AFTER-SCHOOL PICK-UP

Transportation for all students in grades PK-5 should arrive on time. If you are running late, you must call the office to inform them. After 15 minutes, students who have not been picked up will be sent to after school. The cost for after school will be the responsibility of the parent.

CHANGES IN PERSONAL INFORMATION

It is very important that the school office be informed AS SOON AS POSSIBLE if there are any changes in your home phone or work phone numbers, home address, or designated person(s) to pick your child up from school.

EMERGENCY PICK-UP

If it is necessary for you to have someone pick your child up (either during the day or after school) and that person is not on your list, he/she MUST come to the office and MUST show proof of I.D. In addition we will require that the person sign the child out to have a record of that pick-up.

EXTENDED CARE

BEFORE-SCHOOL CARE

Early morning care is available from 7:00 a.m. to 8:15 a.m. for a minimal charge, as needed. Parents must walk their child in the building each morning and sign in. The fee will be billed on the child's account.

AFTER-SCHOOL CARE

Licensed childcare is available from 3:30 - 6:00 p.m., Monday through Friday, on school days only. There is a separate fee for enrollment charges for this service. The monthly charge for this care is the number of school days in each month x the daily rate. Payment is made in advance, on the first of each month. There is NO CREDIT for any unused days. Children must be picked up by 6:00 p.m. There will be a charge of \$1 a minute for every minute a parent is late picking up a child. Parents must pay the late fee at the time they pick up their child. If there is a second late pick-up in a 9-week period, you will be required to find another after-school care program.

DRESS CODE: UNIFORM REGULATIONS

Upon enrollment you received and acknowledged receipt of the Uniform Regulations which detail the proper uniforms for the different grades. Please refer to that for the specific uniform guidelines for your child.

REGULATIONS

- Each student (1-5) is required to have one **Dress Uniform**. The Dress Uniform is required wear for chapel days and on other designated occasions. **Optional items** are also available which may be worn on non-chapel days. Uniforms are to be **purchased exclusively from the companies designated by VPCS** (see school office for detailed information). In addition, the optional items must be purchased through the school's official uniform stores.
- Uniforms are to be worn properly while students are **on campus**. On school events **away from campus**, uniforms are also to be worn properly. Students represent VPCS wherever they go, particularly when in uniform. These regulations apply to the required Dress Uniform and the optional uniforms. Ultimately the teachers and administrators are responsible for interpreting and enforcing the uniform regulations.

The following are **guidelines** for the proper way to wear the school uniform:

1. Shirts are to be **tucked in** while students are on campus or while off campus on a school event (*Exception: the girls' over-blouse*).
2. **Belts** are to be worn on garments with belt loops (*Exception: Pre-K and Kinder students*).

3. **Coats and/or jackets** may not be worn in the classroom. Only the required VPCS uniform **sweaters** may be worn in the classroom.
4. First through 5th grade girls are required to wear **sneakers** (see *Uniform Regulations for required sneakers*) on P.E. days, not dress shoes.
5. **Blouses** must be worn with the coordinating **tie**.
6. **Jewelry**: girls only may wear one pair of stud **earrings** (for safety reasons). **Rings** must be simple and be limited to one on each hand (for safety reasons). **Necklaces** must be tucked into shirts and may not show. *The staff has the authority to require the removal of any inappropriate or distracting jewelry.*
7. Girls' **hair accessories** (which include only hair bows, headbands, or scrunchies) must be the solid red, white, or blue of the uniform colors. The plaid must be purchased from the uniform company.
8. **Tattoos** are forbidden.
9. **Hair** must be a natural color, not dyed.
10. Boys' **hair** length must be above the collar with no spikes or similar styles.
11. Girls' **hem lengths** must be no shorter than one inch above the knee. While kneeling on the floor, the skirt or skort should rise no more than 3 inches from the floor.
12. **Caps** and/or **hats** may not be worn in the classroom.

BELT / TIE RENTALS

If a student arrives at school missing a tie or belt, the student will be provided with a rental tie or belt (to be returned at the end of the day). A rental fee will be added to the student's tuition account. In the event the tie/belt is not returned, the purchase price listed with Dennis Uniform will be charged to the student's tuition account.

HOLIDAY CELEBRATIONS

The purpose of Village Parkway Christian School is to glorify God in all that we do. Therefore, holidays throughout the school year will be Christ-centered. We will not acknowledge or celebrate Halloween, nor can we allow the children to dress or partake in

activities that promote witches, goblins, or jack-o-lanterns. Likewise, the focus of Christmas and Easter will be on Christ Jesus and the meaning of His birth, death, and resurrection. Therefore, we will not focus on Santa Claus or the Easter bunny or allow the children to dress or partake in activities that promote these.

DISCIPLINE POLICY

RESPECT AUTHORITY

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rulers hold no terror for those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right and he will commend you. For he is God’s servant to do you good. But if you do wrong, be afraid, for he does not bear the sword for nothing. He is God’s servant, an agent of wrath to bring punishment on the wrongdoer. Therefore, it is necessary to submit to the authorities, not only because of possible punishment but also because of conscience” (Romans 13:1-5).

BE AN EXAMPLE

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity” (1 Timothy 4:12).

PRACTICE CLEAN SPEECH

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:29).

REFLECT JESUS

“Finally, brothers, whatever is lovely, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable—if anything is excellent or praiseworthy—think about such things” (Philippians 4:8).

At VPCS we discipline according to biblical principles. Ephesians 4:32 states, “Be kind and compassionate to one another, forgiving each other just as in Christ God forgave you.” In addition, Ephesians 6:1 states, “Children, obey your parents in the Lord, for this is right.” We take seriously the parent-delegated responsibility for your child during school hours. As your child requires correction, we will use Scripture to discuss offenses, and pray with

your child. Discipline is seen as a learning experience during which the student is lovingly, but firmly, restored to a right relationship with the Lord and with those in authority over him or her.

The teacher is responsible for discipline in the classroom. Three minor infractions committed in one day in the classroom, or one major infraction committed at any time constitutes a visit to the principal’s office.

Examples of *minor infractions* include disruptions, distractions and attitude offenses. Examples of *major infractions* would include direct or intentional disobedience such as lying, cheating, stealing, fighting, or blatant disrespect. *Major infractions* require an immediate visit to the Principal’s office. (Infractions for uniform violations are different.)

First Office-Level Offense – occurs only after three minor infractions in the classroom or one major offense at any time.

On the first visit to the office the principal will phone the parent and documentation will be sent home. The student will be allowed to return to the classroom.

Second Office-Level Offense

On the second visit to the office the principal will phone the parent, documentation will be sent home, and the student will receive a 20-minute before school detention the following week.

Third Office-Level Offense

On the third visit to the office the principal will phone the parent, documentation will be sent home, and the student will receive a 40-minute before school detention the following week. A conference between the principal, teacher, and parents will be set up within two school days.

Fourth Office-Level Offense

On the fourth visit to the office the student will receive a two-day suspension from school beginning the next school day. The student will receive zeroes in all subjects for the days of suspension. A conference between the principal, teacher, and parents will be set up within two school days.

Fifth Office-Level Offense

On the fifth visit to the office the parent will be called and the student will be expelled from VPCS.

ADMINISTRATOR DISCRETION

The Bible, God’s Holy Word, is the basis for our discipline policy and procedure. As children mature, they should develop a sense of what is appropriate behavior in various situations in the light of Scripture. Understand that when a situation occurs, the principal will make a judgment in prayer, based on God’s Word.

HEALTH SERVICES

FIRST AID

Minor first aid will be administered by our part-time nurse or school personnel. Parents are required to sign an Authorization for Emergency Care Form. This form identifies the physician and hospital preferred in the event parents cannot be reached. Parents should keep this information current by notifying the school of any changes.

IN-SCHOOL ILLNESS

Children are expected to be free of fever and communicable diseases (e.g. rash, pinkeye, head lice) for 24 hours in order to attend school. The office will notify parents (or authorized emergency pick-up person) should a student develop a fever at school or exhibit symptoms of illness or conditions of communicable disease. The student must be picked up from school within 30 minutes of being contacted.

Children may not return to school until the following criteria have been met:

- No fever for **at least** 24 hours **without** being medicated.
- No episodes of vomiting or diarrhea for **at least** 24 hours.
- Any illness that includes a rash will require a physician note to return to school.
- If antibiotics are prescribed they must complete 24 hours of therapy.
If antibiotic is ordered to be given once daily then must complete **2 doses.**
If ordered to be given twice daily then must have completed **3 doses.**
If ordered to be given three times daily then must have completed **4 doses.**

In some cases, a physician's statement may be necessary to be readmitted to school. Students with communicable diseases will be readmitted to school with a signed note from the parent saying that the child has been treated.

MEDICATIONS

Texas State law requires that any drug a student takes must be accompanied by written permission and instructions from parents. This should include the child's name, grade, name of drug, time to be taken, diagnosis, and any side effects to watch for. You will need to secure a form from the school office. Please include on the form the length of time the child will be on the medication. Non-prescription medication will not be given unless physician prescription is received. No medication will be given unless physician prescription and written permission are provided.

Prescription medication must be in a pharmacy-labeled container in the child's name. All medications, whether prescription must have a childproof cap and must be kept in the school office. A student must not keep medication or cough drops in his/her pocket, desk, or backpack.

If your child will be taking any medication, the first dose is to be given at home prior to bringing them to school.

IMMUNIZATION

All students must have proof of immunization on file in order to conform to the immunization requirements of the State of Texas. Failure to comply will result in suspension from school until requirements are met.

HEALTH SCREENING PROGRAMS

Students will have the benefit of vision and hearing screenings as well as a scoliosis and Acanthosis Nigricans check when these can be scheduled. These tests are not diagnostic. When results are not within normal limits, students will be referred to their private physicians. Parents NOT wishing their children to participate in these programs should advise the school nurse or office personnel in writing.

SIGNIFICANT HEALTH PROBLEMS

If your child has or develops a chronic health problem, please detail this on the registration form or inform the school office. If desired, a meeting with the school nurse is available.

LOST AND FOUND

Students are asked to observe the following suggestions:

1. Do not leave money or valuables in clothing or backpacks.
2. Please report losses to the office immediately.
3. Please turn in found articles to the office.
4. Found articles will be kept in the lost-and-found. Small articles such as jewelry, glasses, and pens will be kept by the secretary and may be claimed upon identification. Students are encouraged to check the lost and found on a regular basis to claim lost articles.
5. Parents should make sure that all of their child's belongings are properly labeled with the child's name, grade, etc.

PLAYGROUND RULES

1. The children may not throw rocks.

2. The children must not play with sticks for any reason.
3. The children must sit correctly in the swing. They may not swing on their stomachs, stand up or twist the chains and spin. They may not climb on the swing poles. Only one child per swing.
4. The children must walk, not run, to the playground.
5. The children may not climb the fence.
6. The children must ask permission to go to the bathroom or for a drink.
7. They will be sent by two's--never alone.
8. The children are encouraged to keep the yard clean by picking up paper, etc.
9. Parents must come to the school office to collect the child. A CHILD MAY NOT LEAVE TO A HONKED HORN FOR ANY REASON. The teacher must see the person with whom the child leaves.

VISITORS

We welcome visitors to our school and encourage parents and friends to visit our school and classrooms. However, to minimize confusion or disorder, we ask that those coming to our school observe the following:

- If a parent or guardian is bringing a forgotten lunch box, money, books, homework, etc., they must bring them to the office.
- All visitors to the school must report to the office, not the classroom. They will need to sign in at the office and be escorted to their destination by school personnel. This will eliminate needless interruptions during valuable instructional time in the school day.
- Observers in classrooms must make an appointment with the school office. They will be escorted to the classroom by an office staff.
- Student visitors from neighboring schools are not permitted during school hours unless prior arrangements have been made and authorized by the teacher and administrator. Visitors must adhere to the rules of the school.

MISCELLANEOUS

- Students may use the soda and snack machines only after school.
- Students who have permission from a teacher may use the office telephones. The telephones are to be used for emergencies only.
- Students will be given a personal space in which to keep school supplies and books. Cleanups

may be done at the discretion of the teachers or administration.

SCHOOL PLEDGES

Below are the three pledges our children recite each morning with the teachers and in Chapel on Wednesday mornings. Please help your child learn these pledges so that they are able to recite them with their class.

PLEDGE TO THE AMERICAN FLAG

"I pledge allegiance to the flag of the United States of America, and to the republic, for which it stands, one nation, under God, indivisible, with liberty, and justice for all."

PLEDGE TO THE CHRISTIAN FLAG

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands: one Savior crucified, risen, and coming again with life and liberty to all who believe."

PLEDGE TO THE BIBLE

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

STATEMENT OF FAITH

- We believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Timothy 3:16-17; II Peter 1:21)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1; Matthew 3:16-17, John 10:30, 37-38)

We believe:

- in the deity of our Lord Jesus Christ (John 10:33);
- in His Virgin Birth (Isaiah 7:14; Matthew 1:23; Luke 1:35);
- in His sinless life (Hebrews 4:15, 7:25, 9:12);
- in His Miracles (John 2:11);
- in His vicarious and atoning death through His shed blood (1 Corinthians 15:3; Ephesians 1:7; Colossians 1:14; Hebrews 2:9);
- in His bodily resurrection (John 11:25; 1 Corinthians 15:4);
- in His ascension to the right hand of the Father (Mark 16:19); and
- in His personal return in power and glory. (Acts 1:11; Revelation 19:11-16)
- We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. (Romans 3:19, 23; John 3:16-19, 5:25; Ephesians 2:8-10; Titus 3:5, 6)
- We believe that the blood of Jesus Christ, shed on the cross, provides the sole basis for the forgiveness of sin. Therefore, the only means to salvation is belief in Christ's substitutional death and resurrection. (Acts 4:12, 13:38-39, I Corinthians 15:1-4, Romans 4:4-4, 5:1, John 3:16, Ephesians 2:8-9, Acts 16:31, Ephesians 1:4-5)
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Ephesians 4:30, 5:18; I Corinthians 3:16, 6:10- 20)
- We believe in the resurrection of both the saved and the lost. They who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28, 29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
- We believe in the creation of man by the direct Act of God. (Genesis 1:26-28; 5:1-2)
- We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9).

TRAFFIC FLOW MAP

