



Parent-Student Handbook

Training for Eternity



1200 Center Rd. ~ Venice, FL 34292
Phone (941) 496-4411 ~ Fax (941) 408-8362
www.venicechristianschool.org

Venice Christian School

Parent/Student Handbook

Few decisions are more consequential to you and your children than the choice of a school. It is there that both individuals and ideas will significantly impact your lives. Children will be shaped and molded by their school experience, for better or for worse. VCS seeks to partner with the family to provide a Biblical perspective throughout all academic disciplines.

Many schools may educate well. Many may do so in a structured and disciplined environment. But the Bible tells us that the “fear of the Lord is the beginning of knowledge.” If a successful school offers anything, it must, in addition to providing strong academics and discipline, offer instruction in a context where God is honored and where His laws are taught and modeled by the faculty and staff. Venice Christian School is a place where we strive to make this happen. A caring environment coupled with a solid academic program and a firm but loving disciplinary system has been the key to our success.

The critical role of a Christian education has never been more paramount as our children face the onslaught of an ungodly world. The investment in their lives is truly for eternity.

We are encouraged that you have chosen to take a closer look at, or have your child attend, Venice Christian School. You will not be disappointed.

“But seek first His kingdom and His righteousness, and all these things will be given to you as well”. (Matthew 6:33, NIV)

Venice Christian School reserves the right to change any policy here-in at the sole discretion of the VCS School Board and for the best interest of Venice Christian School.

WELCOME TO VENICE CHRISTIAN SCHOOL	4
History	4
Mission Statement.....	4
Non-Discriminatory Statement.....	4
Statement of Faith	4
EDUCATIONAL PHILOSOPHY	6
Social Networking.....	6
ACADEMIC PROGRAM	6
Expected Student Outcomes.....	7
Grading System.....	8
Employability Skills.....	8
Report Cards and Progress Reports	8
Promotion - Retention	9
Dual Enrollment (DE) and Florida Virtual School (FLVS)	9
HS Graduation Requirements	11
Homework	12
Make-up Work.....	12
ADMISSIONS POLICIES AND PROCEDURES	13
Enrollment Procedures	13
Student Records.....	14
Home School Student Participation	14
ATTENDANCE	14
School Hours.....	14
School Calendar.....	15
Holidays	15
Early Dismissal Procedures.....	15
Attendance Policy.....	15
Tardies	16
Visiting Procedures	17
Illness and Medication.....	17
Allergies	17
CONDUCT AND DISCIPLINE	18
Philosophy.....	18
Honor Code.....	18
Technology Use	19
Cell Phones/Electronic Devices.....	20
Sexual Harassment	21
Disciplinary Procedures.....	23
Suspensions.....	24
Expulsions.....	24
Grievance Procedures.....	25
Agenda System (3rd-12th Grades).....	25
DRESS CODE	25
Class Dress	26
Dress Code Violations	28
Other Considerations	29
Food, Water and Medicine	29
Yearbook.....	29
Athletics/Interscholastic Activities Eligibility	29
Athletic Participation at VCS (MS ONLY)	30

Inappropriate Items/Activities	30
Search Policy	30
FINANCES	30
Placement Testing Fee	30
Registration Fee	30
Annual Fee	30
REGISTRATION	31
Tuition	31
Auto Debit	31
Financial Assistance.....	31
Student Withdrawal	32
Extended Care	32
Field Trips	32
ADDITIONAL INFORMATION	33
Library Policies and Procedures.....	33
Nutrition.....	33
Lunch (Closed Campus) (HS)	34
Parent Teacher Fellowship.....	34
Room Parents	34
Severe Weather	34
Transportation	34
Motor Vehicles and Student Parking	35
Service Hours.....	35
Statement of Parent Cooperation	37

WELCOME TO VENICE CHRISTIAN SCHOOL

Welcome to Venice Christian School. The school and its faculty are committed to a Biblically sound education that stresses character and academic excellence. Students represent a variety of congregational and denominational backgrounds but the overall goal is to lead children into an intimate knowledge of God and to equip them spiritually, mentally and physically to live successful and productive lives for the Lord Jesus Christ.

History

Venice Christian School was founded in the spring of 1987 by several parents who were interested in providing a Christ-centered education for their children.

The school is an independent, not for profit, tax exempt private school. Board members include individuals from the administration of the school, from the members of supporting churches and from the school parent population at large.

Mission Statement

The mission of Venice Christian School is to educate children academically, spiritually, physically, and socially with a Biblical worldview in partnership with families, local churches and the community.

School Verse

Proverbs 28:1 "The righteous are bold as a lion."

School Colors

Purple and Gold

School Mascot

Lion

Non-Discriminatory Statement

Venice Christian School accepts students regardless of race, color or national origin and bestows all students the same rights and privileges.

Statement of Faith

Venice Christian School believes that Christian education rests on the foundation that God is central and that everything else exists in relation to Him. The mental, social, and physical aspects of a person's life have no meaning apart from the unifying force of the spiritual dimension.

Word of God

We believe in the unique, plenary, verbal, inerrant inspiration of the original writings of the sixty-six books of the Bible, the Word of God, wholly infallible in all its parts including scientific and historical accuracy; and that the Bible is the full and complete revelation of God's will for man, as well as the sole, supreme, and final authority in all matters of faith and practice.

One God

We believe in one God: spirit; holy; eternal; infinite, Creator of all things, eternally existing in three persons. **Father, Son, and Holy Spirit are** co-eternal in being, co-equal in power and glory and have the same attributes and perfection.

The Father: We believe that the Father is fully God, possessing the Divine attributes, including eternity, omnipresence, omniscience, omnipotence, and immutability.

Jesus Christ: We believe that Jesus Christ, as the Scriptures affirm, is the Son of God and the Son of man and that He was born of a virgin, and is, Himself, very God.

The Holy Spirit: We believe that the Holy Spirit is a divine Person, possessing all of the attributes of Deity, and that, in essence, He is equally God.

Man

We believe that man was created in the image and likeness of God, but through Adam's sin the whole race fell, became alienated from God, inherited a sin nature, and is totally depraved. Of himself, man is utterly helpless to come to the knowledge of truth apart from the Scriptures and the illumination of the Holy Spirit.

Salvation

Salvation is only by grace, a free gift of God, through faith in the Lord Jesus Christ, who died for our sins according to the Scriptures. Those who thus receive Christ by faith have their sins forgiven; their hearts cleansed, are born of the Spirit, become children of God, and are made new creatures in Christ.

Sanctification

We believe that sanctification has three aspects:

1. The believer was sanctified at his conversion by virtue of his union with Christ and the indwelling of the Holy Spirit;
2. He is continually being sanctified through the Word, as he walks in the Spirit and produces the fruit of the Spirit;
3. He will be completely conformed to the image of Christ when he sees his Savior face to face.

Satan

We believe that Satan is a personal being and was created the highest in rank of all angelic creatures; that he sinned through pride, thereby becoming the author of sin; that through the temptation of Adam he caused the fall of man; that he is the open and declared enemy of God and man; that he is the prince of the powers of darkness; and that he shall be eternally punished in the lake of fire.

Return of Jesus Christ

We believe in the visible, personal return of Jesus Christ, in power and glory. We believe in the resurrection of the body, the eternal life of the saved, and the eternal punishment of the lost.

EDUCATIONAL PHILOSOPHY

The Biblical and philosophical goal of Venice Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, the school's understanding and belief of what qualities denote characteristics of the Biblical standard serves as policy. All students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school. Thus, Venice Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, bullying and any form of harassment. All students have the right to learn in an environment free from verbal, physical and emotional abuse. This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities and on school vehicles. This policy also pertains to usage of electronic technology and electronic communication including cell phones, tablets etc.,.

VCS believes that the greatest academic success may be realized in a safe and secure environment where spiritual formation is achieved as well.

Let our prayer be that of the psalmist, Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O LORD (Psalm 19:14).

Social Networking

It is our policy that the above stated moral/ethical standards apply to the social networking environment as well. This would include such media as Facebook, Twitter, Snap Chat, etc. An honorable Christian witness is required in cyberspace as well. It is against school policy to communicate to staff through social media.

ACADEMIC PROGRAM

The curriculum is the heart of the academic program in any educational institution. It provides both the breadth and depth of scope required for a well-rounded education. For this reason, we have chosen to use a variety of publishers. A-Beka, Bob Jones and ACSI (Association of Christian Schools International) materials are predominant with teacher-generated supplements providing an additional resource. Any secular texts are supplemented with Christian resources to support a Biblical worldview. The educational experience of each child is further enhanced by our library and courses in computer, art, music, drama, and physical education.

In keeping with our philosophy of building character, we offer a variety of after school activities and a diverse sports program. Student activities will comply with the overall mission and philosophy of the school, and have objectives and a purpose for students. Activities will be regulated by school administration and supervised by an authorized adult.

Standardized testing, administered every spring to each student in 1st through 12th grades, provides a helpful tool for evaluating VCS's academic program through its grade by grade comparisons with other public and private schools.

Venice Christian School is fully accredited, preschool through 12th grade, by the Florida Council of Private Schools (FCPS), and is a participating member of the Association of Christian Schools International (ACSI) as well as the Church of God Association of Christian Schools (CGACS). Classroom teachers are college graduates with state, FACCS, AACS, ACSI and/or CGACS certifications.

Expected Student Outcomes

As we strive to attain our vision, we believe it to be important that ACSI member schools develop programs, strategies, and methodologies within the context of biblical principles, producing graduates with a Christian worldview, who:

1. Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science.
3. Have a knowledge and understanding of people, events, and movements in history, including church history, and the cultures of other peoples and places.
4. Appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality for others.
6. Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
7. Know how to utilize resources including technology to find, analyze, and evaluate information.
8. Are committed to life-long learning.
9. Have the skills to question, solve problems, and make wise decisions.
10. Understand the worth of every human being as created in the image of God.
11. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
12. Understand and commit to a personal relationship with Jesus Christ.
13. Know, understand, and apply God's Word in daily life.
14. Possess apologetic skills to defend their faith.
 - a. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
15. Treat their bodies as the temple of the Holy Spirit.
16. Are actively involved in a church community, serving God and others.
17. Understand, value, and engage in appropriate social, community and civic activities.
18. Embrace and practice justice, mercy, and peacemaking in family and society.
19. Value intellectual inquiry and are engaged in the marketplace of ideas.
20. Respect, and relate appropriately with integrity to the people with whom they work, play, and live.
21. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
22. Are prepared to practice the principles of healthy, moral family living.
23. Are good stewards of their finances, time, and resources.

24. Understand that work has dignity as an expression of the nature of God.

Grading System

The following grading system has been adopted to evaluate the progress of students.

Grades K through 8th

A (94-100)	Student is more than meeting the demands of the teacher. The work is of superior quality, is on time, and shows mastery of the subject matter.
B (85-93)	Student is demonstrating quality work which is above average.
C (75-84)	Student is performing satisfactorily and doing average work.
D (65-74)	Student is doing passing work but is below average.
F (below 65)	Student is performing unsatisfactorily and is failing.
I (Incomplete)	Student must complete the work within three (3) weeks after the end of quarter (approximately two weeks after report cards are issued).

Grades 9th through 12th

A (90-100)	Student is more than meeting the demands of the teacher. The work is of superior quality, is on time, and shows mastery of the subject matter.
B (80-90)	Student is demonstrating quality work which is above average.
C (70-80)	Student is performing satisfactorily and doing average work.
D (60-70)	Student is doing passing work but is below average.
F (below 60)	Student is performing unsatisfactorily and is failing.
I (Incomplete)	Student must complete the work within three (3) weeks after the end of quarter (approximately two weeks after report cards are issued).

Employability Skills

Employability skills and attendance will become part of every student's grade in each class. A percentage of the grade will be based on the development of the following positive work habits:

- attendance
- punctuality
- bringing required materials
- maintenance of an assignment notebook (agenda)
- completion of homework
- appropriate dress for class
- attitude of cooperation with staff and students
- time in class devoted to the appropriate task

Report Cards and Progress Reports

The school year is divided into four (4) grading periods and report cards are posted online through a parent portal approximately one week after the end of each period. These report cards evaluate, and are meant to communicate the students' academic progress as well as study skills, attitudes, and behavior.

Student progress is communicated to the parents by means of a mid-term report posted online through a parent portal. This report is used for informational purposes only and is not recorded on the student's permanent record. Parents are expected to discuss the report with their child and with their child's teacher, if necessary. Parents are encouraged to review their child's academic progress weekly and schedule teacher conferences as deemed necessary.

All family financial accounts must be current to have access to a report card at the end of each quarter or a transcript throughout the year.

Promotion - Retention

Students who receive satisfactory grades in all subject areas are promoted to the next grade. Students who receive failing grades, exhibit learning difficulties, or demonstrate immaturity will be evaluated by the classroom teacher and administrator to determine grade placement for the following year. Academic ability and emotional development of the child will be considered. Parents will be made aware of difficulties by means of midterm reports and parent conferences.

Dual Enrollment (DE) and Florida Virtual School (FLVS)

Florida Virtual School (FLVS) enrollment

Students are required to take 1 FLVS course during their high school years. Each course averages 18 weeks per half credit, at a rate of approximately 4-6 hours study hours per week.

Considering the fact that VCS teaches its subjects from a Biblical perspective, it is the policy of VCS to teach all core classes at VCS. Approval for FLVS classes will be for elective courses only or possibly for grade forgiveness. All approval decisions will be at the discretion of the administration. If a student is interested in taking an FLVS course, they should contact the VCS Guidance Counselor. For more information, visit www.flvs.net.

Dual Enrollment at Suncoast Technical College (formerly SCTI)

High school students attending Suncoast Technical College (STC) have the opportunity to be dual enrolled in post-secondary courses and earn post-secondary credits known as Occupational Completion Points (OCPs). For more information, visit <https://www.suncoast.edu/how-to-enroll/high-school-dual-enrollment>.

High school students interested in attending STC should do the following:

1. Interested students should meet with the VCS Guidance Counselor to discuss possible programs.
2. Interested students need to have an un-weighted 2.0 cumulative grade point average.
3. If approved by the VCS Guidance Counselor, students should meet with a guidance counselor at STC by January of the school year before the program begins. Call (941) 924-1365 ext. 62283 to make an appointment.
4. Complete both sides of the STC Secondary Student application and return it to the STC guidance department.

5. Before registering, students must check the time frame of STC classes so they can attend core classes at VCS.
6. Once approved by STC, student must submit a copy of their application/ acceptance to the VCS Guidance Counselor.
7. When classes are completed, student must bring a copy of the transcript showing the class grade to the VCS Guidance Counselor. **NOTE: If this is not done, the dual enrollment grade will not be entered onto the student transcript and no credit will be awarded.**

Dual Enrollment at Charlotte Technical College

High school students attending Charlotte Technical College (CTC) have the opportunity to be dual enrolled in post-secondary credits known as Occupational Completion Points (OCPs). For more information, visit <http://charlottetechcollege.net/programs/>.

High school students interested in attending CTC should do the following:

1. Interested students should meet with the VCS Guidance Counselor to discuss possible programs.
2. Interested students need to have an un-weighted 2.0 cumulative grade point average.
3. If approved by the VCS Guidance Counselor, students should meet with a guidance counselor at the CTC by January of the school year before the program begins. Call Barb McCauley at (941) 255-7500 ext. 179 to make an appointment.
4. Complete the CTC Secondary Student application and return it to the CTC guidance department.
5. Before registering, students must check the time frame of CTC classes so they can attend core classes at VCS.
6. Once approved by CTC, students must submit a copy of their application/acceptance to the VCS Guidance Counselor.
7. When classes are completed, students must bring a copy of the transcript showing the class grade to the VCS Guidance Counselor. **NOTE: If this is not done, the dual enrollment grade will not be entered onto the student transcript and no credit will be awarded.**

Dual Enrollment at State College of Florida (SCF)

For more information, visit www.scf.edu. Students must meet the following criteria to qualify for dual enrollment classes at SCF:

- Be a junior or senior at VCS.
- Maintain an un-weighted grade point average (GPA) of 3.25.

Steps to becoming an SCF dual enrollment student – be sure to follow deadlines for application. If deadlines are missed, student will not be attending SCF dual enrollment.

1. Obtain and complete an “Application for Early College” from the VCS Guidance Counselor. Be sure to get the proper signatures.
2. Take “Application for Early College” to SCF Educational Records on Venice campus. At this time, student will be assigned a “G” number which is the

- college identifying number. Keep this number in a safe place. The student will need this number for all SCF communication.
3. Student needs to have a qualifying score on the PERT, SAT, or ACT. If the student does not have a qualifying SAT or ACT score, they must call the SCF testing office at (941) 408-1540 to make an appointment to take the PERT exam. They are located at 8000 S. Tamiami Trail, Bldg. 100, Room 154 in Venice. Fax# (941) 480-3390
 4. For more information concerning qualifying scores and other pertinent information, please visit www.scf.edu, put cursor over “admissions”, click on “Dual Enrollment/Early Admissions” and look for FAQ and other information in the left column.
 5. Once student has qualifying score, student brings score to the VCS Guidance Counselor to complete “High School Early College Approval Form” (student needs G number). Student needs signatures from parents and VCS Guidance Counselor.
 6. Student takes “High School Early College Approval Form” to SCF to register for approved classes.
 7. Once student is enrolled in class/classes, student must bring a copy of “High School Early College Approval Form” and “Student Detail Report” (Obtainable from SCF Connect) to the VCS Guidance Counselor.
 8. Although there is no tuition cost for the student, they are responsible for purchasing necessary books and paying for any labor classroom fees.
 9. When the class is completed, students must bring a copy of the transcript showing the class grade to the VCS Guidance Counselor. **NOTE: If this is not done, the dual enrollment grade will not be entered onto the student transcript and no credit will be awarded.**

Dual enrollment from Southeastern University on VCS Campus

Students have the unique opportunity to earn dual enrollment credit from Southeastern University on our campus. Initially the DE courses offered were Bible courses, but in the future we will be offering other courses as well. To qualify, students must be juniors or seniors, maintain a 3.0 B average, and have teacher approval.

Dual Enrollment at Christian universities off VCS campus

There are some opportunities for dual enrollment at Christian universities. Please be aware that families are responsible for all costs associated with these opportunities – tuition, books, lab or class fees, and travel if necessary. If a student is interested in this type of opportunity, please see the VCS Guidance Counselor.

HS Graduation Requirements

Graduates are required to have a minimum of 26 credits, 100 hours of Community Service and a Minimum C Average. This is a four year curriculum including possible electives and clubs.

9 th Grade	10 th Grade	11 th Grade	12 th Grade
-----------------------	------------------------	------------------------	------------------------

English 1 Honors	English 2 Honors	English 3 Honors or DE ENC1101	English 4 Honors or DE ENC1102
Algebra 1 or Geometry	Geometry or Algebra 2	Algebra 2 or Math for College Readiness or DE MAC1105-College Algebra	Math for College Readiness or DE MAC1105-College Algebra or DE Math class
Physical Science	Biology	Chemistry or Anatomy Physiology Honors or Marine Science Honors	Leadership
Geography	World History	American History	Economics with Financial Literacy/American Government
Bible 1	Bible 2	Bible 3 or 2 DE Bible classes from Southeastern (1 high school credit, 6 college credits)	Bible 4 or 2 DE Bible classes from Southeastern (1 high school credit, 6 college credits)
Spanish 1	Spanish 2	Elective	Elective
HOPE	Debate	Elective	Elective

High School electives are offered based on student interest and may vary from year to year. The following are possible electives offered:

From Sarasota Technical College or State College of Florida (Dual Enrollment courses): Fine Arts such as Visual Art (Yearbook), Music, Theater, Film or Art, and PE such as Team Sports or Weight Training.

From VCS: Psychology, Music, Foundations of Business, Personal Finance, Business Communications 1, Microeconomics, Ethical Business Practices, Introduction to Accounting & Finance, and Principles of Economics.

All after school clubs are subject to student interest and availability of a sponsor for the club. These could include: Bible, Robotics, Computer, Math, Music, Chess, Debate, and Entrepreneurial/Junior Achievement.

Homework

Homework assignments will vary with each class and teacher. Long-term projects may be given as well as daily assignments. Middle and High School teachers coordinate homework assignments so as to avoid overloading the students.

Parents are encouraged to schedule a specific time in the evening's activities for a quiet study period and to help the student plan his or her time wisely. Study time is usually made available during the school day, and therefore the amount of homework will vary depending on the student's ability to use that time wisely.

Make-up Work

It is the student's responsibility to ask the teacher for the assignments and tests which were missed during an absence. Generally, work missed during an absence should be made up by the second day after the student returns to school, otherwise late penalties may occur.

ADMISSIONS POLICIES AND PROCEDURES

Students applying to Venice Christian School are considered for acceptance regardless of race or national origin. Students must reside with their parents or legal guardians. If they are living with someone else, that individual must have a signed, notarized statement from the child's parents or legal guardians indicating that he has been given temporary guardianship.

Venice Christian School reserves the right to establish and maintain its own standards with regard to scholarship and conduct and to refuse admittance to anyone who is not in agreement with or violates the standards laid down in this handbook.

Students will not be accepted if the child has been expelled or suspended from his or her previous school or if the student received less than a C average for the previous marking period. As a matter of procedure, the administrator will call the last school attended to ascertain the exact nature of problems, if any, the student might have experienced. A letter of recommendation from a church leader is also requested for high school students seeking admission. Once accepted, the payment of all fees will be required for admission. For midyear transfers, there will be a review of the child's behavior and academic progress after four weeks. At that time, a decision will be made regarding his continuation.

Accounts must be current in order to register for the next school year.

Enrollment Procedures

The following steps are necessary to enroll a child in Venice Christian School.

1. Complete the required application forms for each child who is being enrolled. Parents will be expected to have read the school Handbook so that they can sign the "Parent Covenant" attached to the application. Students in the middle school will be required to sign the "Student Covenant" as a part of the application process.
2. Submit application forms along with a current report card and a current standardized test evaluation, if applicable. Applicants are required to undergo additional testing to determine acceptance and proper placement.
3. Provide a letter of recommendation from their church pastor or a church leader. (High School students only.)
4. Parents of new applicants must schedule an interview with the administrator.
5. Parents of new applicants will be notified of their child's acceptance. VCS reserves the right as a private institution to both refuse admittance to any child and to not define the reasons for non-acceptance.
6. Once accepted, the final steps of the application process as enumerated below must be completed to formally enroll a child.
 - a) Pay all fees.
 - b) Submit a physical examination form and immunization form (HRS 680), as required by the State of Florida.

- c) Submit the following forms: Nutritional Lunch, Emergency Card, Student Directory information, Payment Agreement and Day Care Registration.

Student Records

Cumulative files are kept on hand for every student currently enrolled in the school, as well as for all former students. Cumulative student files contain the student's original enrollment application, parent agreements, cumulative academic records, health records as required by law, a copy of their birth certificate, discipline records and attendance records. Student files are systematically organized by grade and then alphabetically by the last name of each student within that grade. These files are regularly maintained and kept up to date. For security and privacy reasons, all student records are maintained in a lockable, fire-proof file cabinet.

Home School Student Participation

Home school students interested in attending classes will be permitted to attend individual classes and extra-curricular activities under the following conditions:

- a) They submit and have on file an application, a physical form and a record of immunization.
- b) They pay a home school registration fee.
- c) They attend in the school uniform.
- d) They remain current on all class fees.
- e) The class size limit is not exceeded. Full-time students have priority if class size is exceeded.
- f) Venice Christian School will provide a transcript for classes completed, upon request. Diplomas are only provided for our full time students.

ATTENDANCE

School Hours

VCS has staggered start and dismissal times by grade in an attempt to streamline traffic in and out of campus. Parents are welcome to park and walk their children to their classrooms before the start time for their class. Parents are expected to drop their children off and exit campus by 8:30am when classes begin. This helps to minimize disruption.

Administration has instituted a "No Fly Zone" after 3:00 P.M to alleviate pedestrian foot traffic at dismissal time. Parents with students in grades K-12th are required to join the car line to pick up students at dismissal time. Students are called by UHF radio communication and join their parents at the car. Parents with students in multiple grades should arrive in time to pick up all of their students at the latest designated dismissal time.

Grades K to 5th: The school day is in session from 8:30 A.M. to 3:10 P.M. Parents should have students at school by 8:20 A.M. Students should report to class by 8:25 A.M. and be ready to start class at 8:30 A.M.

Students are dismissed at 3:10 P.M. Students awaiting dismissal remain in the classroom until 3:30 P.M. when Extended Care begins.

Grades 6th to 8th: The school day is in session from 8:20 A.M. to 3:10 P.M. Parents should have students at school by 8:15 A.M. Students should report to class by 8:15 A.M. and be ready to start class at 8:20 A.M.

Students are dismissed at 3:10 P.M. Students awaiting dismissal remain in the classroom until 3:30 P.M. when Extended Care begins.

Grades 9th to 12th: The school day is in session from 7:25 A.M. to 2:15 P.M. Parents should have students at school by 7:15 A.M. and students are to be in class at 7:25 A.M.

Students are dismissed at 2:15 P.M. Students may dismiss themselves with written permission from parents. Those students who remain on campus after 2:30 P.M. are signed into Extended Care.

School Calendar

The school calendar is published in the spring for the following school year and is posted to the school website at that time. Over the summer, the registrar sends a hardcopy of the calendar to each enrolled family via the summer packet.

Holidays

Federal holidays observed during the school year include:

- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day

Early Dismissal Procedures

Parents must report to the office and sign their children out for all early dismissals. Advance notice should be given whenever possible, so that teachers can prepare any make-up work needed.

Students may walk/ride bikes/drive off campus at dismissal time with prior approval from parents. Approval forms must be filed in the office and students must sign themselves out in the office before leaving campus. Students are not allowed to leave campus or access their cars during the school day.

Attendance Policy

Florida Statute 1003.24 states that the parent/legal guardian of a child of compulsory age is responsible for the child's daily school attendance. School staff, parents, students and state agencies are expected to work together to ensure that

all applicable school attendance laws are obeyed, including but not limited to referral to the state-designated agency for possible court action for truancy.

All absences are considered unexcused until the school receives written explanation from the parent/guardian within three days of the absence. The principal or designee has the authority to determine whether or not an absence is excused. Excessive excused absences for illness may result in the student being required to provide a doctor's note or other substantiating evidence.

Class attendance is imperative to student achievement and success. By state law students are required to have been in attendance to receive high school credits. Students who have accrued more than the allotted amount of unexcused absences will be subject to loss of credit.

*Any student age sixteen or older who accumulates more than 10% of unexcused absences may be subject to withdrawal from school when conferences with the student and parent have failed to correct the situation.

Excused Absence –

1. Documented illness of the student
2. Documented major illness in the immediate family
3. Death in the immediate family
4. Duration of a religious holiday of the specific faith of the student
5. Special and unique situations approved by the principal

Unexcused Absence –

1. Inadequate or unacceptable reason for the absence; i.e., oversleeping, driver's license appointments, alarm malfunction, etc. are all unexcused
2. Results from school disciplinary action
3. Truancy

The office and teachers must be given as much advance notice as possible for planned absences. Vacations should be taken during scheduled school time off. Any vacations taken during regular school time or extended absences (more than 3 days) must be approved by administration.

Tardies

Tardy students affect the entire class disturbing the teaching process and learning environment. Excessive tardiness affects a student's grades and could place his promotion in jeopardy. A meeting with the principal may be warranted for ongoing infractions.

Students who are late must sign in at the front office and receive a class pass. Late arrival can only be excused by a parental phone call or written note to the office. A note from the parent does not automatically excuse a tardy. Normally a tardy would be excused for the following reasons: illness, unusual traffic problem, flat tire or car trouble, or medical appointment. Tardiness is not excused for oversleeping or forgetting a lunch/backpack.

Visiting Procedures

All visitors must report to the office with their government issued driver's license and be checked in through the Raptor Visitor Management System. A visitor badge will be provided and is to be worn at all times while on campus. Staff visitation must be pre-approved and scheduled in advance. For safety and security reasons, we ask that visitors limit their visit to their originally stated destination.

Visitors under the age of 21 years must arrange their visit with a staff member who agrees to supervise them while on campus. Arrangements for this visit must be made in advance.

Parents are encouraged to meet their students for lunch during the school day. For safety reasons, students and siblings should remain seated under the awning for the duration of their lunch period. Once your student's lunch period has ended, please return them to their class in Lion's Hall and clean up the area where you were eating.

Illness and Medication

If your child shows any of the following symptoms: sore throat, rash, fever, cough, earache, headache, or upset stomach, it is the responsibility of the parents to keep him home, rather than expose others at school. School policy requires that your child be fever free for 24 hours without the use of any medication before they can return to school.

If a child becomes ill during the day, parents will be notified immediately. You will be contacted if your child has a fever of 100.4 (or higher) or has vomited, and your child will need to leave school. It is the responsibility of the parent to notify the office of any changes in their emergency contact information. In the event that we are unable to reach the parents of the child, we will continue making calls to the emergency contacts listed on the back of the emergency card until we are able to reach someone.

In the event of childhood diseases, please check with your physician as to the number of days your child should stay out of school.

Please do not send any medications to school with your child. We encourage parents to give prescription medication at home. Prescription medication for a non-contagious condition may be given at school only with the appropriate form completed by physician and parent. Such medicine should be pre-measured single doses, and should be turned in to the school office by the parent. Please advise the clinic if your child has any chronic conditions that may become an issue during the school day. Students may not carry any medication on their person or keep any medication in their backpacks or lockers. ALL medication, including cough drops, must be kept in the clinic.

Allergies

Advise the office and child's teacher of any allergic reactions, including food allergies, that should be watched for and what is to be done in the event of exposure. This information should be included on the emergency card at the time of enrollment. If there is a medication that would help your child in the event of

exposure, please consider sending it to the office with the appropriate authorization form, to be kept on hand.

Life threatening nut allergies are on the rise. The danger is not just the actual nut itself, but includes foods that have been processed in facilities that handle nut products. Please remember, before you send any food items in for students to share, check the label for a warning that the item has come from a facility that processes nuts. **DO NOT** send in products with these warnings. Thank you in advance for your diligence on behalf of our students.

CONDUCT AND DISCIPLINE

Philosophy

Order and control are necessary in the classroom to create an atmosphere conducive to optimum learning. The primary purpose of discipline is educational, not punitive. The Bible itself teaches, "All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness." (Hebrews 12:11) When disciplinary action is necessary, it is to be carried out with the best interest of the student in mind. Because we love the child, we discipline him. We seek to deal with issues of the heart which are at the root of defiant behavior. Thus the school utilizes Bible Study materials in a discipleship strategy, realizing that it is God's Word that transforms us.

The home and school must work together in the disciplinary process. This is all the more important when it is considered that the school seeks to partner with the parent. All our efforts will be frustrated if the parents are not in general agreement with what we are seeking to do in the lives of children in the school environment. It is very important, thus, for the channel of communication between parents and teachers to be open at all times.

Honor Code

Proverbs 22:6 says, "Train up a child in the way he should go; and when he is old, he will not depart from it". A goal of Venice Christian School is to train for eternity. We especially want to foster honesty as a core value and a primary attribute of our children.

In an effort to support the academic integrity of our curriculum at VCS, parents and students are asked to join with teachers to maintain high standards for education and character.

Test materials currently used by our teachers may be published or have been provided in earlier years to other students. Because of this, obtaining test materials published by our curriculum provider or using tests and projects obtained from older students, siblings, or friends is considered cheating and will not be allowed or tolerated.

Similarly, plagiarism is an act of intellectual dishonesty. [VCS follows the definition of plagiarism as outlined in Joseph Gibaldi's sixth edition of *The MLA Handbook for Writers of Research Papers* (New York: MLA, 2003)]

It is academically unethical and unacceptable to do any of the following acts:

- To submit an essay written in whole or in parts by another student as if it were my own.
- To download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source.
- To restate a clever phrase verbatim from another writer without acknowledging the source.
- To paraphrase part of another writer's work without acknowledging the source.
- To reproduce the substance of another writer's argument without acknowledging the source.
- To take work originally done for one instructor's assignment and re-submit it to another teacher.
- To cheat on tests or quizzes through the use of crib sheets, hidden notes, viewing another student's paper, revealing the answers on my own paper to another student through verbal or textual communication, sign language, or other means of storing and communicating information--including electronic devices, recording devices, cellular telephones, headsets, and portable computers.
- To copy another student's homework and submit the work as if it were the product of my own labor.

The consequences for committing any of the aforementioned acts of academic dishonesty, including cheating and plagiarism are:

- 1st Offense: Conference with parents, student and principal, followed by discipline
- 2nd Offense: Possible student suspension, final determination to be made by Administration
- 3rd Offense: Possible student expulsion, final determination to be made by Administration.

Please covenant with us to uphold Godly principles for your children in all areas of their lives. "Pray for us: for we trust we have a good conscience, in all things willing to live honestly". (Hebrews 13:18)

Technology Use

Technology is an integral part of a student's educational experience and must be used in a way that is consistent with the goals of VCS. Technology includes, but is not limited to, computers, personal digital assistants, other electronic devices, software, e-mail, the Internet, other network resources, cell phones and cameras. Student use of technology is a privilege and students are responsible for using technology appropriately. This includes the use of school equipment away from school grounds.

Cell Phones/Electronic Devices

If your child brings a cell phone to school, they must leave it with their first period or homeroom teacher. Cell phones are a disruption to the classroom and a major temptation. Students may retrieve them at the end of the school day. Cell phones are not permitted to be used in extended care before or after school. Please note: Apple watches are cell phones and the cell phone policy applies to these watches as well.

If a student needs to contact their parents during the school day, they are welcome to make the phone call from the school office or from extended care before/after school with permission. For safety reasons, emergency situations must be handled through the school office. Students not complying with the VCS cell phone policy will receive one warning, after which they will no longer be permitted to bring their cell phones to campus.

NO laptops, netbooks, tablets, electronic games, electronic book readers, video game players, MP-3 players, I-Pods, CD players or anything else with a headset are allowed on the campus without prior permission under special circumstances.

The following are inappropriate and/or illegal uses of technology:

- Photographing or using photographs of individuals without their knowledge or consent.
- Accessing or distributing offensive, inflammatory pornographic or obscene images, language or materials, including screen savers, backdrops, and/or pictures on school district-owned technology or on any other electronic device brought to school.
- Transmission of any material in violation of federal, state, local law, or School Board policy, regulation, or Code of Student Conduct. This includes, but is not limited to copyrighted material; threatening, obscene, or pornographic material; vandalizing data, test questions and/or answers; student work products; trade secrets; and computer viruses, “worms” or “trojans”.
- Utilizing technology for commercial activities unless explicitly permitted by the School Board.
- Downloading and/or printing music, games, videos or inappropriate files during school hours.
- Modifying the school district’s original pre-set software or hardware, including, but not limited to: loading software applications not authorized by the school district; changing the computer name; changing or removing operating system and extensions; altering security/filtering software; altering the pre-loaded operating system or application; or taking apart the computer for access to internal parts, accessing or altering password.
- Using e-mail, instant messaging, web pages, or other technology operations to threaten, disrupt, or interfere with the safety and welfare of the school community.
- Gaining or attempting to gain unauthorized access to the district’s network, computer servers, or data files.

- Gaining or attempting to gain unauthorized access to non-district networks, computer servers, or data files utilizing district equipment.
- Using profanity, obscenity, other language which may be offensive to another user or reposting and copying personal communications without the author's prior consent, when using computer network access.
- Attempting to log on to VCS network using another person's identity.
- Bypassing or attempting to bypass the district's filtering software.
- Using computers, networks, and online telecommunication systems unrelated to students' educational systems. This includes the prohibition of plagiarism, reproduction of teacher-made tests, textbooks, teaching materials, non-authored text, cheating and theft of ideas.
- Accessing or distributing offensive, obscene, inflammatory, or pornographic material.
- Using network access to destroy information that belongs to others.
- Copying personal communication to others without the original author's permission.
- Copying software or other copyright-protected materials in violation of copyright laws.
- Using the network for any illegal activity or private business purposes or accessing inappropriate Internet sites.
- "Hacking" into the school's computer systems or unauthorized modification of computer settings. These acts will be considered vandalism and disruption of a school function and will be treated as such.
- Using technology to threaten, harass or bully other students or staff.
- Using a computer, video, camera or program in any manner other than for appropriate educational purposes.

Violations will result in serious disciplinary actions, which may include an arrest if any criminal law is broken. Examples of such violations would be computer hacking or trespass, harassment, or threats via computer or computer fraud.

Sexual Harassment

VCS's policy is to provide a campus environment that is free from harassment. Therefore VCS will not tolerate harassment based on age, race, color, religion, national origin, or disability. Such conduct is prohibited in any form on campus, at campus-related functions, or outside of school if it affects the classroom environment.

There are two recognized types of sexual harassment under state and federal law: Quid pro quo and hostile work environment. The definitions of both forms of sexual harassment are as follows:

1. "Quid Pro Quo" Sexual Harassment. The essential elements of this type of harassment are unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:
 - a. Submission to the conduct is made either explicitly or implicitly a term or condition of an student's grade, or
 - b. Submission to or rejection of the conduct by a student is used as the basis for decisions affecting that student's grades.

2. "Hostile Classroom Environment" Sexual Harassment. The essential elements of this type of harassment are:
 - a. The student affected was subjected to harassing conduct directed toward him or her, or the student personally witnessed the harassing conduct and it took place in their classroom or on campus;
 - b. The student's gender was a motivating factor for the harassment;
 - c. The conduct is unwelcome and sufficiently severe or pervasive that it has the purpose or effect of altering the conditions on campus and creating an intimidating, hostile, abusive, or offensive school environment;
 - d. The classroom environment created by the conduct would have been perceived as intimidating, hostile, abusive, or offensive by a reasonable person in the same position as the affected student; and
 - e. The classroom environment created was perceived by the affected student as intimidating, hostile, abusive, or offensive.

Examples of conduct prohibited by this policy include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, or race;
- Threats and demands to submit to sexual requests as a condition of continued favorable grades, or to avoid some other loss, and offers of grade benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment

If you believe that you are being subjected to harassment on campus, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to any staff member with whom you feel comfortable.
3. Report any additional incidents or retaliation that may occur to a staff member.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given the school's obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by VCS to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against a student who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Any student who violates this policy or retaliates against another student in any way will be subject to disciplinary action up to and including immediate expulsion.

Your complaint should be as detailed as possible. You will be asked to provide the details of the incident(s) that occurred and the names of all individuals involved and any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

Staff members will refer all complaints involving discrimination, harassment or other prohibited conduct to the Principal. Upon receipt of a complaint, the Principal will immediately contact the student's parents and then proceed with a thorough and objective investigation of the allegations. All complaints will be investigated.

Investigations will be confidential. Information obtained during the complaint procedure and investigation will be only shared with those individuals on a need-to-know basis or as required by law. The Principal will advise all parties concerned of the results of the investigation.

If the Principal determines that discrimination, harassment or other prohibited conduct has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any student determined to be responsible for discrimination; harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to and including suspension and/or expulsion.

The Administration will not retaliate against a student for filing a complaint and will not tolerate or permit retaliation by staff members, students, parents or other third parties.

Disciplinary Procedures

The administration of Venice Christian School expects its students to maintain the highest standards of conduct at all time. Students who exhibit exemplary conduct will receive merits through special activities and recognition awards. Generally speaking, our classroom teachers handle discipline and we have found that most problems can be resolved at this level.

In the classroom:

1. The student's name will be written on the board as a warning of inappropriate behavior in the classroom.
2. Continued disrespect/disruption will warrant a visit to the Office to conference with the principal.

If the student is referred to the Office, the following guidelines will apply:

1. The first two office referrals will necessitate a visit with the administrator for counseling, exhortation, and prayer. The parents will be notified at this time.
2. A third office visit will result in further parental communication. At this point, the administrator will recommend specific disciplinary guidelines to the teacher and parent.
3. Failure to follow the guidelines or lack of significant progress may be grounds for suspension or dismissal.

Two such referrals will warrant a boot camp. Boot camp will take place either at the beginning of the school day or the end of school day dependent upon staff availability. This is a comprehensive exercise program including running, calisthenics, advance exercise and Bible Study.

Two boot camp sessions within 1 quarter will warrant an Out of School Suspension (OSS) and conference with parents prior to the student returning to campus.

Students' behavior outside of the classroom will be handled in a consistent manner with warning and subsequent visit to the Office.

Behavior of a more serious nature may warrant immediate referral to the office, detention, OSS and possible expulsion at the discretion of the principal.

The disciplinary process is designed to maintain order and an environment conducive to learning.

Suspensions

Suspensions are a disciplinary tool that is useful in alerting parents and students alike to the fact that a serious breach of conduct has occurred. Suspensions may be in school or out of school, as determined by the administrator, and may be given without warning for up to five school days. In addition, the student will complete all schoolwork and tests missed during the In School Suspension, but it will be reduced by one letter grade. Students in Out of School Suspension will receive a "zero" for missed schoolwork. Parents are required to meet with the administrator before the student can return to school.

Expulsions

A serious breach of conduct may result in expulsion. A student expelled from school may be readmitted at the commencement of a new school term providing that solid evidence exists that the problem, which brought about the expulsion, has been eliminated. When the student has been accepted, the payment of two months tuition and all fees will be required for re-admission. After four weeks, there will be a

review of the child's behavior and academic progress. At that time, a decision will be made regarding his/her continuation.

Grievance Procedures

The Bible teaches that the best way to handle a problem with another person is by going directly to the person(s) concerned. The process is spelled out in detail in Leviticus 19:15-18 and again in Matthew 18:15-17. God's people are to confront one another directly and in private. Guidelines to consider as we seek to do this are listed in sequence:

1. Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.
2. If the problem cannot be resolved with your child's teacher, seek out the administrator or vice-principal. Discussions at this level will most likely require the teacher's continued input.
3. If the problem has still not been resolved, go to the Venice Christian School Board. The best way to approach the board is by letter.
4. For any other Board related concern or grievance, please send it in writing to the School Board.

"There are six things the Lord hates, seven that are detestable to Him a false witness who pours out lies and a man who stirs up dissension among brothers."

Proverbs 6:16

Agenda System (3rd-12th Grades)

The Agenda system is designed to help students (Grades 3-12) reach their greatest level of academic achievement. The agenda is a planner designed to help students keep track of their homework assignments, test and quizzes. It emphasizes organizational and study skills enabling the student, parent and teacher to identify areas of strength and weakness. Improvement in these skill areas has been shown to positively impact academic performance. Parents are asked to review the student's agenda daily and communicate with any attached notes to offer assistance as areas of weakness are identified. As always, communication with the teacher will help to clarify any questions which may arise.

"Personal Responsibility, Organization and Communication"

Areas of emphasis include:

- Work area organized
- Agenda available and signed
- Promptly reporting to class (not to be confused with late to school)
- Prepared for class (paper, pen/pencil, books and agenda)
- Assignments/Paperwork signed
- Locker neat and organized
- Dress code compliance

DRESS CODE

The intent of the dress code at Venice Christian School is to place emphasis on the character development of the student rather than on external appearance. The uniform is intended to make dressing for school simple and economical while instilling school spirit in a neat and modest fashion. All judgment on questionable clothing rests with the school administration. **Uniforms must be purchased through Children's World, 4525 Bee Ridge Rd., Sarasota, FL 34233 (941) 955-6999.** Our school has a used uniform sale before the beginning of the new school year. Please consult your school calendar for this date.

Class Dress

All students are required to wear the school uniform on regular school days and all field trips. All clothing must be in good repair. Children's World is the only business authorized to replicate the VCS logo, and as such, all clothing with the VCS logo must originate from Children's world.

Matching Socks are required at all times and should color coordinate with the school uniform.

Students will be allowed to be out of uniform on "Civvies Days" as determined by the administrator. "Civvies" must exhibit a clean, modest appearance. Shirts must be worn as to not expose midriff. Shorts and skirts must be of modest length (no shorter than 2" above the knee). Leggings and spandex clothing are not permitted. Ripped or torn jeans are not permitted. **No symbols**, only sports team logos and Christian shirts, are acceptable.

Elementary School students will wear the physical education uniform to school on days that they have Physical Education. Middle School students are required to bring their P.E. uniform to school, change for class, and then change back into their regular uniform after P.E. class. The P.E. grade will reflect adherence to the code.

All clothes are to be free of stains/wrinkles and worn with modesty in mind. Jeans and cargo pants are not permitted. Shorts and skirts should be no shorter than two inches above the middle of the knee.

Please note:

- 1) Belts must be worn with all outfits that require them.
- 2) Jackets or coats, if worn, must be worn over the school uniform. These must be removed in class.
- 3) All shirts must be tucked in while the student is on campus. Folding or "tucking under" does not qualify.
- 4) Athletic or dress shoes shall be closed-toe, appropriate and neat. Sneakers are permissible in all grades. Clogs, "croc", and sandals are not permitted.
- 5) Plain navy, gray or dark green sweaters or sweatshirts (no markings other than the VCS logo) of the student's choice may be worn in the classroom. **Students may also wear hooded and zippered VCS logo sweatshirts in the classroom.**
- 6) The following additional regulations will guide the uniform policy:
 - a. Skirts (no shorter than 2" above the knee) and shorts (including P.E. shorts) should be of modest length and fit loosely.

- b. Uniforms, including P.E. uniforms should be clean and in good repair with no holes, tears, shredded cuffs or discoloration.

DRESS CODE-PHYSICAL EDUCATION: K-8th

1. VCS P.E. shirt and VCS shorts. Students in grades K-5 must wear gray shorts. Students in grades 6th-8th are permitted to wear purple shorts in addition to gray shorts.
2. All P.E. uniforms are to be worn tucked in.
3. Sneakers and a matching pair of solid dark or white socks are permitted.
4. Plain navy or gray sweatshirts/sweatpants may be worn over the P.E. uniform.

ELEMENTARY SCHOOL (GRADES K-5th)

Boys

- Shorts: Navy or khaki
Trousers: Navy or khaki slacks
Shirts: Short-sleeved white, hunter green or gold polo shirt.
(Long sleeved white polo discontinued: May be available from the VCS used uniform closet but is no longer available for purchase from Children's World.)
Socks: Matching socks are required in coordinating school colors.

Girls

- Jumper: Plaid #80 drop-waist shift (Kindergarten – 3rd graders only)
Skirts: Plaid, navy, or khaki (length no more than 2" above the knee)
Wrap Skort: Plaid only
Culottes: Plaid or navy only
Shorts: Navy or khaki walking shorts
Slacks: Navy or khaki slacks—**Kindergarten only** may wear pull on slacks with the elastic waist sold by Children's World.
Shirts: Short-sleeved white, dark green or gold polo shirt.
(Long sleeved white polo discontinued: May be available from the VCS used uniform closet but is no longer available for purchase from Children's World.)
Socks: Matching socks are required in coordinating school colors.
Tights: Tights in solid white or navy may be worn under the school uniform.

MIDDLE SCHOOL (GRADES 6th-8th)

Boys

- Shorts: Navy or khaki walking shorts
Trousers: Navy or khaki slacks
Shirts: Short-sleeved white, dark green, purple, navy or gold

polo shirt. (Long sleeved white polo discontinued: May be available from the VCS used uniform closet but is no longer available for purchase from Children's World.)

Socks: Matching socks are required in coordinating school colors.

Girls

Skirts: Plaid #80, navy or khaki pleated skirts

Wrap Skort: Plaid #80 only

Culottes: Plaid or navy culottes

Shorts: Navy or khaki walking shorts

Slacks: Navy or khaki slacks

Shirts: Short-sleeved white, dark green, purple, navy or gold polo shirt. (Long sleeved white polo discontinued: May be available from the VCS used uniform closet but is no longer available for purchase from Children's World.)

Socks: Matching socks are required in coordinating school colors.

Tights: Tights in solid white or navy may be worn under the school uniform

HIGH SCHOOL (GRADES 9th-12th)

High School students are required to wear the school uniform with the following guidelines:

- Girls may wear khaki, black or navy dress slacks or shorts, skirts no shorter than 2" above the middle of the knee and black, royal blue, or red "polo" uniform shirt with the school logo located on the left side.
- Boys may wear khaki, black or navy dress pants or shorts and black, royal blue, or red "polo" uniform shirt with the school logo located on the left side.
- **Only VCS "hoodies" purchased through Children's World** are allowed in the classrooms.
- Shoes must have closed toes and socks must be worn. No "flip-flops", "croc", backless shoes, slippers, boots, or heels over 2" are allowed.
- Students may not at any time wear a black uniform shirt with black pants.
- Sweat pants and athletic pants are not permitted. Dress pants are warm enough for cooler Florida weather.

Dress Code Violations

Dress Code Violations will be handled as follows:

1st occurrence - Teacher will send a uniform discrepancy notice home with the student.

2nd occurrence - Student will call the parent from the office to inform them of the violation. The parent will be asked to bring the uniform item which will clear the violation. Mr. Frimmel will write up a discipline referral form.

3rd occurrence - Student will receive a second discipline referral, resulting in a disciplinary boot camp.

Other Considerations

No student should have hair color taken to extremes (i.e. purple or blond/black, 2-toned, unnatural colors/streaks, etc.) Boys' hair should brush the top of their ears, not touch eyebrows and be above the shirt collar in the back. Boys must be clean shaven and are not permitted to wear earrings.

Visible tattoos and using pen/pencil to write on the skin are not allowed.

6th – 8th grade girls may wear modest makeup (no eyeliner) and jewelry as long as it is appropriate to the uniform and not a safety issue. High school girls may wear modest makeup and jewelry as long as it is in good taste and not a safety issue (no hoop earrings larger than 2"). Dangling earrings and multiple ear piercings are not permitted on campus. Girls may wear one simple chain/pendant necklace (no large beads or chokers).

Food, Water and Medicine

Bottled water is allowed in the classroom and encouraged. Students in preschool through 3rd grade have a designated snack time (dry snacks only). Students in 4th through 12th grades are encouraged to eat a nutritious breakfast every morning because snack food items are not allowed in the classrooms or hallways and are restricted to lunchtime only. **NO GUM** is allowed anywhere on campus by school policy.

Please inform the office and your teacher of any medical requirements/restrictions. Aspirin, cold medicine and other medications are not permitted in the classroom. Arrangements should be made with the office to store any prescription or over-the-counter medicines. (See Illness and Medication) Please update any doctor's instructions for the new school year.

Yearbook

Middle/High School students and advisors work together to produce our school yearbook, which is made available to families each year. You are encouraged to purchase one as a memento for your child.

Athletics/Interscholastic Activities Eligibility

To be eligible for athletics and interscholastic activities The Florida Christian Conference requires that a student must maintain a cumulative grade point average of 2.0 in all courses taken which are required for graduation as well as not receiving an "F" on a report card. A student's eligibility is determined after each nine-week grading period.

High School students are eligible to participate with sports teams at local high schools. The VCS Athletic Director can provide students with general information regarding the sports at various schools, but it is the responsibility of the parents to complete all paperwork required by the schools at which the student will be participating.

Athletic Participation at VCS (MS ONLY)

Prior to participating in athletics a student must provide the following:

1. Participation Physical Evaluation (current school year)
2. Parent/Guardian Release and Hold Harmless Agreement for High School Athletic Participation (current school year)
3. Original Birth Certificate
4. Athletic Participation and Treatment Authorization Form
5. Player Eligibility and Athletes Code of Conduct Form
6. Transportation Authorization Form

All of the above must be turned in to the Athletic Office. Students may not participate in sports without appropriate paperwork on file.

Inappropriate Items/Activities

The following activities are forbidden by law:

- Carrying a knife or any other weapon
- Loitering or disturbance at school
- Possession of drugs, paraphernalia, or under the influence of drugs at school or a school activity
- Possession of, or under the influence of alcohol at school or a school activity
- Serious vandalism or theft

(*The police must be called for these offenses.)

NOTE: It is important that all students and parents understand that certain criminal and/or disruptive behavior must be reported to the appropriate police authorities. Any person involved in the use, possession, sale or transmission of controlled substances, paraphernalia, or alcoholic beverages on school premises or at any school sponsored activity, except as prescribed by a licensed physician, will be referred to the appropriate law enforcement agency.

Search Policy

Upon reasonable suspicion of questionable student conduct, a search of any student property, in which illegally possessed items or objects could be concealed or stored, will be conducted. (F.S.S. 232.256)

FINANCES

Placement Testing Fee

The placement testing fee is for new students only and covers the administrative cost of testing, interviewing and enrolling new students. This fee is non-refundable.

Registration Fee

The registration fee is for each student and covers the cost of registering students and secures a spot in the class.

Annual Fee

The annual fee covers the cost of registering the students and all the materials that will be purchased for the students' use during the school year. These materials are

ordered in large part by the end of May. This fee covers the cost of books, testing and quiz materials, teacher and classroom supplies, library, art, music, computer, and P.E. supplies, the cost of student supplemental insurance, ACSI membership for each student and standardized testing.

Please note: The Registration Fee must be paid prior to enrollment and is non-refundable. The Annual Fee deadline must be met in order to maintain student enrollment status.

REGISTRATION

Returning students have an opportunity to register prior to new incoming students. Once community registration begins, all available classroom slots will be filled on a first-registered basis. **Students and or families with an outstanding balance from the current year will not be allowed to enroll until their prior balance is paid in full. If at the end of the school year the student has an outstanding balance, their enrollment status may be forfeited.**

Tuition

Tuition is due at the beginning of the school year. As a courtesy to parents, we offer several payment plans: Pre-payment, Twelve-month payment (June to May) and Ten-month payment (August to May). The Twelve-month payment plan option is only available to those who register prior to June 1st. **Tuition monthly payments are due promptly on the first of each month.** It is the responsibility of the parent/guardian to pay for their tuition on time and to notify the office immediately of any emergencies or problems with payments. If the parent has not notified the school of the need for emergency payment plans or fails to provide an approved payment plan, a 5% late fee of the balance due will automatically be charged on the account. Students may not receive Report Cards or be able to play on Sports Teams if the entire family account (tuition and all fees) are past due. Extended care privileges may also be denied once accounts become more than one month past due. Should an account become 90 days past due, enrollment status may be immediately forfeited.

Auto Debit

As a convenience to our VCS families, we offer an Auto Debit program. We would encourage you to participate in this program as this option offers a convenient monthly withdrawal from your checking or savings account. Enrollment in this program will help keep tuition costs down for all of our families. You may enroll in or discontinue this plan at any time throughout the school year.

Financial Assistance

Venice Christian School has limited financial assistance available each year. The assistance, if provided, is a discount to tuition and not underwritten by outside funding. For this reason we ask that you prayerfully review your current situation and submit an application only if there are no other alternatives regarding funding (i.e. family, friend, or church assistance). To be considered for assistance, parents/guardians must pick up an application form from the office and submit it

with all supporting documentation. The form explains the entire application process.

Student Withdrawal

In the event of withdrawal, transfer or expulsion, the parents are responsible for full payment of the tuition and other fees through the last month of enrollment. Parents must sign a withdrawal form prior to the student's last day. **The school reserves the right to withhold report cards and student's records until tuition and other fees have been paid in full.**

Extended Care

An Extended Care Form must be completed prior to the beginning of the school year. **ALL** children must report to Extended Care if they arrive before classrooms are open. All students remaining on campus after dismissal are sent to Extended Care.

Families with multiple school start/end times will not be charged for siblings in Extended Care. This policy does **not** apply to carpooling families.

Your account will automatically be billed for daycare in arrears at the hourly rate, unless you have elected the monthly "Flat Rate" option. The "flat rate" will be billed August through May and must be arranged in advance.

All students must be picked up by the end of Extended Care. Failure to do so will result in late charges of \$1.00 for each additional minute. Please note that the VCS Office closes at 3:30 p.m. daily, and Extended Care staff may be reached at **941-223-4682** after this time.

Field Trips

At varying times throughout the year, teachers may plan class field trips. Field trips must be shown to be a valid experience, justified against the philosophy and objectives of the school. The cost of the field trip is calculated and evenly spread over each of the students expected to attend. Costs for field trips include transportation (bus driver pay and fuel) and substitute teacher hours, as well as venue admission fees. In general, field trip costs billed to the students will not be refunded in the case of illness or other absence. Refunds requested due to special circumstances will be at the discretion of the Principal.

Parent chaperones are at the discretion of the teacher. There are trips where parent chaperones are necessary and other times when they are not. Likewise, student siblings may be permitted or not permitted at the discretion of the teacher. Parent chaperones are expected to assist in the monitoring of students, which becomes difficult if they have the distraction of monitoring younger siblings as well.

The VCS bus is available for field trips on a limited basis. When the bus is not available, parents will be asked to provide transportation for field trips in private cars. There is an ongoing need for parent volunteers to drive on our trips, so please volunteer whenever possible. Please provide a copy of your current driver's license and a copy of your auto insurance coverage declaration page and limits that you

carry on your policy as early as possible to avoid any delays. This copy will be kept on file in the office. Below is a list of limits required to drive for field trips.

\$50,000/\$100,000 Bodily Injury
\$50,000/\$100,000 Uninsured Motorist

ADDITIONAL INFORMATION

Library Policies and Procedures

Elementary School students have a designated library period each week. During this time they are able to check out books or videos and take Accelerated Reader quizzes. Middle School and High School students are permitted to check out books but do not have a specific library time.

All items are due in one week and may be renewed; however, they must be brought into the library in order to be renewed.

1. Students with overdue items may not check out additional items without permission from the Librarian.
2. If your child is sick or has forgotten their items on their scheduled Library Day, they must be returned on the next day or as soon as possible.
3. All items must be returned before Thanksgiving, Christmas and Spring Breaks, unless specific arrangements have been made with the librarian.
4. Venice Christian School maintains a policy of only shelving material appropriate to Christian education, however families should review the materials checked out by students to oversee individual family guidelines.

Literature and media in the library are selected for student use based on its consistency with Biblical truth. Many different denominations are represented at VCS, and different families have different ideas on what is appropriate and what is not. We ask that families discuss this with their children and use their book choices as a training opportunity that supports your family's values. Parents who find material they feel is inappropriate for the school as a whole are invited to fill out the "Request for Reconsideration of a Book" form. The Principal each request for reconsideration.

Volunteer help in the library is always welcomed. Please contact the school office for additional information.

Nutrition

Each child must have on file a signed NUTRITIONAL LUNCH FORM stating that the parent will accept responsibility for providing the child with a nutritious balanced lunch and beverage.

Parents who have children with a special diet or food allergy MUST submit it in writing to the school office and also bring it to the attention of the child's teacher. If

lunch is forgotten, a lunch will be provided and a fee of \$5 will be billed on the student's account.

Lunch (Closed Campus) (HS)

Venice Christian School is operated under a closed campus policy. This means all students must remain on campus during the school day. No one will be allowed off campus for lunch.

Each student shall have 25 minutes for lunch. Students are required to bring their lunch daily. (Pizza is offered on Fridays to students who order in advance)

Parent Teacher Fellowship

The PTF of Venice Christian School works cooperatively with the Principal in the interest of your child and the school. It seeks to promote the interest and involvement of parents in their school, to provide helpful, interesting, and informative meetings, and to raise supplemental funds for the school. Meeting times will be announced throughout the school year. Other activities and events are scheduled from time to time. Your active support of this organization is fundamental to the success of Venice Christian School.

Room Parents

Ideally each classroom should have a minimum of two room parents to:

1. Assist the teacher with class parties
2. Communicate class functions and needs to other parents
3. Provide any additional assistance to the teacher as requested

Severe Weather

In case of severe weather, listen to area radio and TV stations for school closings. If Sarasota County Public Schools are closed, we will also be closed. Campus wide announcements are made via public address system in the event of severe thunderstorms and tornado activity. In the event of extreme weather including lightning in the area, students are not permitted to use the playgrounds and teachers are instructed to hold students indoors instead of moving to their next class. In the event of a tornado warning, students are moved to shelter in the nearest interior room with no windows.

In the event of an emergency, the primary mode of communication between administration and teachers is the UHF two-way radio.

Transportation

Parents must provide transportation to and from school. Parents may form carpools. Parents must have listed on the emergency form anyone authorized to pick up your student(s) from the school grounds. Students will be released only to a parent or person specifically designated by the parent. All custody paperwork must be on file in the office.

Students who have parental permission to ride bikes/walk/drive home at dismissal time must have the appropriate form filed in the school office. No students are allowed to leave campus during the school day without prior notice from the parent. Please note: there is no pedestrian traffic from 3pm-3:35pm during afternoon

dismissal. This “No Fly Zone” provides for the safety and security of everyone on campus.

Motor Vehicles and Student Parking

Students who drive to school should be aware that PARKING ON CAMPUS IS A PRIVILEGE. Due to limited space and with regard for safety, the following regulations will be in effect:

- Drivers must obey state laws and school policies and drive safely while on school grounds.
- No students are allowed in the parking lot during the school day without administrative authorization.
- Violations of school parking and/or driving regulations will result in the loss of parking privileges.

Service Hours

The Venice Christian School Board thanks you in advance for your participation and cooperation with our Service Hours Program. The school and students have benefited greatly from the contribution of time from many of our families. We are seeking to provide an even greater benefit for our children and our school through the development of a formal volunteer program (Our Service Hours Program).

Research indicates that the degree to which parents participate in their child’s education directly influences their appreciation for the education and their child’s commitment to succeed. We are excited about the wonderful changes that are sure to occur in our children’s lives with this exciting program.

Our Service Program is based on a system of service hours. Each VCS family is asked to complete 20 service hours during the school year (single moms/dads to complete 10 hours.) Visitors to the campus are required to sign in (and out) in the office and wear a volunteer badge while on campus. Please record all service hours in the office.

Family Fun Fest, Library help, and Pizza Fridays are all great opportunities to earn volunteer hours. The school makes an effort to include volunteer opportunities in Lion’s Roar.

We are on the Honor System. It is your responsibility to be sure you have completed 10/20 service hours during each school year. All selections will be handled on a first come, first served basis, so it is important to sign up for the area that most interests you as soon as possible.

We realize that many parents complete the required 20 service hours and exceed that requirement by hundreds of extra hours. We are fortunate to have these willing parents and would welcome your continued involvement over the required level of 20 hours per year.

We are certain that you will feel blessed as you serve at Venice Christian School. This is a great opportunity to serve, come to know staff, meet other parents and become a special part of your child’s education.

Statement of Parent Cooperation

I understand that attendance at Venice Christian School is a privilege and we pledge to agreeably abide by all the policies and procedures set forth by the school. I understand this includes the enclosed policies regarding dress code and cell phone use. I understand that my child's continued enrollment is contingent upon adherence to these policies and procedures.

I understand that all State of Florida immunization and physical examination requirements must be met as part of the enrollment process.

I understand that VCS is a distinctively Christian School and that its tenets, methods, and rules are established on that basis. I understand that my student will study the Bible and that all lessons, discipline, and activities of the school are presented from a Biblical perspective.

I agree to support the standards of the school in its philosophy and policies including academic, behavioral, spiritual, dress, morality, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of my child's education; to support my child by being an encourager; and to keep regular contact with my child's teachers.

I agree to cooperate with school personnel in a positive and supportive manner concerning the operation of the school ministry and the implementation of the educational programs and discipline. I agree to apply the principles of Matthew 18:15-17 in resolving any questions or matters of disagreement (Matthew 18 requires direct communication with the person involved as opposed to general discussions or gossip with other parents or teachers who are not directly involved in the matter).

Venice Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Agreement Acknowledgement

My signature acknowledges agreement with and acceptance of the policies, procedures, and regulations set forth in this Statement of Cooperation and the dress code/cell phone policies.

Signature of Parent/Legal Guardian _____

Date _____

Signature of Parent/Legal Guardian _____

Date _____