

Ventura Missionary School
Middle School Handbook
2024-2025



**“And He took the children in His arms,
put His hands on them and blessed them.”
Mark 10:16**

MISSION STATEMENT OF VENTURA MISSIONARY SCHOOL

We exist to live and share the transforming love of Jesus with our community and world: Ventura Missionary School fosters a culture of love where the whole child experiences a practical foundation committed to academic excellence, social relationships, and spiritual development through our arts enriched platform of active learning.

Welcome to Ventura Missionary School! It is a privilege to partner with you in the educational choices for your child. Your willingness to exercise your parental right to choose a Christian School for your family, we pray, will ensure a strong Biblical and academic foundation for your child. VMS provides an environment where children learn to love and follow Christ in everything they do.

Ventura Missionary School maintains rigorous standards to help our students achieve academic excellence while also building character through a growing personal relationship with Christ. As our students are discovering their unique God-given gifts and talents, our school is committed to creating academic classrooms that will stimulate growth by offering opportunities in artistic expression, athletics, Spanish, STEAM, and leadership. The behavioral and academic expectations set forth in this handbook are adhered to and should be carefully considered by any family enrolling at Ventura Missionary School. In adopting the scope and sequence of our curriculum, California State Standards, best teaching practices, and a Biblical worldview are integrated into the instructional plan.

This handbook has been prepared to help familiarize parents and students with both the privileges and the responsibilities of being a Ventura Missionary School student and family. However, no attempt has been made to include all aspects of the school's procedures. Various situations arise from time to time that will be addressed on an individual basis. To help you fully understand school expectations, policies, and procedures, please take time to review your handbook carefully. Ventura Missionary School reserves the right to change policies anytime during the school year. Enrollment of your children is dependent on your support of the school, our staff, and our policies. We hope you have a memorable and successful 2024-2025 school year. Go HUSKIES!

*Living Hope,
Mrs. Amy Hall
VMS Principal*

VMS DAILY SCHEDULE

School Starts: 8:00am middle school students

School Ends: 2:35pm middle school students (minimum days 12:00pm)

Extended Care Morning: 7:30am-7:45am

Extended Care Afternoon MS: 2:50pm-5:30pm

Nutrition Break: 6th-8th grade students 9:25am-9:40am

Lunch: 6th grade students 11:30am-12:05pm, 7th-8th grade students 12:10pm-12:45pm

Daily Drop Off

Drop off is available from 7:30am - 8:00am. 6th-8th grade students will be dropped off in the drop off lane on the upper site by the school office, they will hang out in the courtyard and at their locker (7:30am-7:55am) and then start heading to their classrooms to line up so they are inside their 1st period class by 8:00am.

Rainy Day Drop-off

6th-8th grade students go to their classroom hallway until 7:55am and then enter their classroom at 7:55am.

Daily Dismissal

6th-8th grade dismissal is at 2:35pm. Teachers will escort their students to the dismissal area - 6th&7th grade dismissal area is in the upper campus basketball court parking area and 8th grade dismissal is in front of the Willett building in the parking lot between the Marriage Well building. Students not picked up by 2:50 pm will be escorted to the extended care program. 5th grade students join Middle School students for extended care.

Rainy Day Dismissal

Same as normal day dismissal for middle school students.

Rainy Day / Excessive Heat / Excessive Wind Conditions

Teachers and Yard Duty staff will supervise students in their classrooms. All attempts will be made to provide students with time outside, when possible.

Tardies

School starts at 8:00am and students are considered tardy if they are not inside the classroom by 8:00am. Students arriving at school after 8:05am must present a written explanation to the **school office** in exchange for a tardy slip. Excused tardies will be issued for doctor's appointments or traffic emergencies. Business or personal delays, whether the fault of the student or not, are not considered excused tardies. If your student's carpool is causing tardiness, alternative transportation may need to be arranged. **When a student has acquired 6 tardies (1st time in a semester) and 4 tardies subsequently following, from any one class period they will earn a detention.**

Absences

An absence is considered excused in the event of an illness, doctor appointments, or family emergencies. Accurate attendance records are important and required by law. If a child is absent, parents must directly notify the child's teacher in writing (email or Remind is acceptable). If you wish to pick up absent work before your child returns to school, notify your child's teacher, and they will prepare a packet of the day's missing work and inform you when it can be picked up in the school office. For a prolonged absence due to illness (5 or more days) a doctor's note is required to return to school. We strongly encourage family vacations to be planned during school breaks. Exceptions must be requested in writing to the school office and teacher with as much advance notice as possible. Students will then be issued a 'Blue Absence Request Form' to record work that will be missed. This work is due upon the student's return.

Early Departure

We encourage you to schedule appointments after school hours. However, when that is not possible and a student needs to leave campus during the school day for an appointment, the parent must sign the student out in the school office and then proceed to the student's class to pick him/her up. It is helpful for teacher planning to send an email message to all the teachers the student is missing class from, as well.

Supervised Areas

Students must be supervised while at school; students are required to remain in supervised areas before, during, and after school. No student will be allowed to go to an unsupervised area without a pass from a teacher or yard duty personnel. The parking lot is considered unsupervised outside of drop off and pick up times.

Extended Care

Before-school care is available between 7:30am - 7:45am. There is no cost for students to be on campus beginning at 7:45am. After school care is available from 2:50pm-5:30pm for middle school students. This care must be reserved in advance. Emergency care is available on an as needed basis and will be charged at a higher rate than pre-arranged extended care. All students will be released to adults listed on their pick-up list only! This list is generated by the parents through their FACTS Family Portal. See the school website for current prices and sign up procedures.

Closed Campus

ALL parents and visitors must obtain a 'School Pass' ID badge from the school office to enter upper campus hallways, buildings, or classrooms. This system is in place to keep track of visitors on campus and important for the safety of our children in the event of an emergency. The teaching staff at VMS extends an invitation to parents to visit classrooms during the school year. We want to encourage parent participation in school activities and acquaint you with our programs. Classroom visits are limited to 15-20 minutes and must be arranged in advance with the classroom teacher and the office needs to be notified. If you do not have a pass, please expect a staff member or a member of our security team to approach you and help you check in and get a pass from the school office.

Leaving School Grounds

Students can only leave school grounds with written permission from parents. All students must be signed out of the school office when leaving campus before the end of the school day. All students are expected to leave the property by 2:50pm with the planned person picking them up or they will be escorted to extended care until they are picked up. Students are not allowed to wait in the parking lot past 2:50pm for pick up.

Lunch Break

All food must be eaten while seated in the designated lunch area. Sitting on tabletops is not allowed. When a student has finished eating, yard duty personnel will dismiss them. Upon dismissal, all trash must be put into the proper containers. If a student needs to see a teacher during lunch, a note from that teacher is required. Students must eat first, then show the note to yard duty personnel, and then go to the designated meeting place. Students are NOT permitted to call home for forgotten lunches, the school will provide a nutrition bar so the child does have something to eat before the end of the day. **Students should refrain from sharing or trading their food and must not sell their food to other students.**

Choice Lunch

Choice Lunch is the company we use for our hot lunch program. For this program to be continued for our students it requires 2-3 parent volunteers daily. Please contact Diane Murray in the school office if you can volunteer, your child will receive a lunch credit for each time their parent volunteers. Register your student with Choice Lunch, view menus, and order at Choicelunch.com. Orders must be placed by 9:00 a.m. the school day before (Monday's lunch order must be placed on Friday). The price of the lunch varies, depending upon choice and size. Remember to cancel hot lunch on field trip days or days you know your child will not be on campus. Remember to send a snack with your child for the morning break on the days you have ordered hot lunch.

Telephone Usage

Using the telephone is permitted only with a pass from the teacher and with office approval in case of a real emergency. Please refer to the school's cell phone policy for student on campus use of personal cell phones. **Students will NOT be given permission to call home for forgotten lunches, homework, or making plans with friends after school, once school starts at 8:00am.**

Parent-Teacher Fellowship

This group of parents and teachers meet several times a year and provide an opportunity for parents to become more involved in school activities, staff recognition, and service projects. You are invited to come to our PTF meetings and/or check in with our PTF Chairperson to learn more about ways to get involved.

Parental Involvement

A volunteer room parent is needed for each class. Each teacher helps to identify the room parent or co-room parent for the year. The person is primarily responsible for helping the teacher coordinate parties and special events. Teachers may also use parent volunteers in the classroom as they see a need. Each teacher will have several opportunities for parent volunteering throughout the year. We are a closed campus. **Parents need to obtain a visitor pass in the school office prior to working in the classroom.** We also ask for each parent to sign out as they exit the campus.

Party Invitations

Parents, **PLEASE DO NOT PASS OUT INVITATIONS OF ANY KIND** on your own at school. It is nice to include friends, but please mail/email the invites privately. **Exception:** If you are inviting an entire class, you may send invitations for the teacher to place in student backpacks.

Chapels

Weekly chapels are scheduled for worship and to learn Biblical truths. They are held Wednesday mornings. Additional chapels or assemblies may be scheduled.

Field Trips

Off campus enrichment activities are planned, on average, 4 times a year. These activities may require a fee to be provided by parents and all field trips require parent volunteer drivers. All paperwork needs to be completed and turned into the office each year and at least one week prior to the field trip. (copy of driver's license, VMS Field Trip Form, insurance declaration page with needed limits) Each parent who is driving anyone in their car besides their own child, will need to be cleared. Field trips are designed for the students who are in the grade level, please do not bring other guests or siblings. Drivers should not make any unscheduled stops while driving students. The teacher will organize driver and student groups, please do not do this on your own without consultation of the teacher.

Library

Students can check out 2 books weekly. Items are loaned for two weeks and may be renewed for an additional week. Borrowing privileges are suspended until overdue books are returned or a lost book fee is paid. We do not accept replacement books in lieu of lost book fee due to the fact that the librarian chooses replacement books based on current library needs. The minimum replacement fee is \$10 per book. Borrowers are responsible to pay for items that are lost or damaged (beyond normal wear and tear). Please see the refund criteria for 'lost' returned books on the school website. While it is not encouraged, parents may revoke their child's borrowing privileges by submitting a yearly written request to the school office. Expect email reminders for overdue books.

Yearbooks

Yearbooks can be purchased in the school office and will be distributed the last few days of school. All student written comments are to be positive. **Yearbooks will be held for all financial holds; ex. tuition, extended care, and library.**

Lost and Found

We retrieve a large number of jackets, sweaters, lunch boxes, water bottles, and other items, daily. Periodically check the Lost and Found in the kindergarten hallway and on Friday's in front of the church lobby. At the end of each quarter items left in the Lost and Found are donated to charity. Label all personal items with your child's first and last name.

Medication

All medication, whether prescription or over-the-counter, must be kept in the school office. Pain relievers may be kept in the office with instructions and parental permission for use on an as needed basis. Students should keep their inhalers and epi-pens with them at all times to use as necessary. An "Authorization for Medication" form must be on file in the school office before *any* medication may be distributed.

STUDENT RESPONSIBILITIES

General School Standards

We expect the attitudes of our students to complement the culture our school aspires to.

1. Show respect and obedience to all school and church staff
2. Show reverence to the Bible, Christian, and American flags
3. Show proper care of all school and church property
4. Have orderly and courteous conduct in the classrooms, sanctuary, hallways, playground, and restrooms

School Supplies

Each student must always have adequate pencils, pens, paper, markers and crayons, scissors, ruler, and glue. Additional materials may be required for specific classes. Starting in 1st grade, all students must have a study Bible, which can be purchased at the school office. Please check your student's supplies mid-semester and throughout the year for replenishment, if needed.

School Property and Personal Belongings on Campus

Desks, tables, chairs, lockers, and books are the property of the school/church and should be kept clean, orderly, and free from stickers or defacing marks. If an administrator or member of our safety team feels there is reasonable suspicion or there are other concerns, pertaining to items that may be in a student locker or their personal belongings, there will be a search of the student and his/her belongings to ensure there are no illegal or harmful items on campus.

Cheating

Cheating on tests, class work, and/or homework papers is dishonest. Any student caught cheating, either by letting another student copy material from their work, copying off of another student's work, or plagiarizing anything will receive a zero for that work and parents will be notified and the student will earn a citation or detention depending on assignment/test. All work must be in the student's own words unless quotations are used, and sources credited. Using programs like AI to complete work, as a student's own, is considered cheating.

Homework

The assignment of homework is considered an integral part of the school's total experience. Homework is an extension or expansion of work begun in the classroom. It may consist of any or all of the following activities:

1. Practice assignments in a skill area
2. Review of content previously studied
3. Special study motivated by special interests
4. Reading
5. Use of community resources
6. Creative writing

Homework is assigned for the following reasons:

1. To make up the work that was missed
2. To complete assignments started in the classroom, but not completed
3. To provide additional practice in the mastery of new skills and concepts
4. To extend the application of the curriculum beyond the classroom

Google File Archives:

Students turn in work in their google classroom. When a student permanently leaves VMS, students may only retrieve their google work for a short period of time before it is terminated. Please see the VMS website for details on how to archive student work.

Parents have the responsibility to assist the child in his/her homework by providing a time and place conducive to study, which will allow for concentration and the absence of distractions.

Parents should not do the work for the child, but they should provide encouragement and supervision so that the child will get the work accomplished. At the teacher's discretion, points may be deducted if it is apparent that the parent, not the child, completed the assignment.

Dress Code

It is the understanding of the school that parents and students will cooperate with standards of dress as the school defines them. The final authority and decision will rest with the administration as to the appropriateness of the personal appearance of any student attending Ventura Missionary School.

Shirts, Tops, Outerwear

Acceptable:

- Plain, striped, patterned or floral - shirts with writing ONLY if they are VMS shirts, church or Christian camp shirts, Christian message shirts, a brand name (ex. – DKNY, Guess, Abercrombie), company name, team, or shirts with the name of a place (example – New York, St. Louis Cardinals, or Best Donuts)

Unacceptable:

- Midriff (skin should not show when bending over or lifting arms)
- Backless tops or low necklines - please be modest and cover all private body parts
- No sleeveless tops, must have at least a shoulder cap so shoulder is covered
- message shirts that do not fall in the above category.

Shorts & Pants

Acceptable:

- Shorts must be 5-inch inseam or longer.
- Leggings can only be worn with a dress or long shirt that falls to the upper thigh.

Unacceptable:

- Jeans with fashionable holes or rips
- Any style that does not cover undergarments completely

Hair

Acceptable:

- Hair style must not be distracting.
- Hair must be a natural color.

Unacceptable:

- Mohawks
- Unnatural colored hair (student will have 24 hours to dye their hair back to natural color)

Shoes

- Shoes must be worn and tied properly at all times.
- Flip flops and Croc style shoes are acceptable in middle school
- No shoes with marking soles in the gym.

Other

- Body piercing jewelry, except for earrings, is not allowed.
- Earrings are not allowed on boys.
- Pajamas are only allowed on teacher or school designated PJ days.
- Undergarments need to be covered at all times even when moving.
- Skulls & crossbones are not allowed on apparel, backpacks, shoes, or hats.

Consequences for not following the school dress code

Violation of the dress code will result in one or more of the following consequences:

- Student conference with teacher or office staff
- Student will be given appropriate attire (PE shirt or shorts) to wear for the day
- Parent written notification, citation, detention
- Parent conference
- *Repeat offenders will result in a discipline notice and an alternate dress code*

PERSONAL CONDUCT

Romans 13:1 states “*Let every person be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God.*” **This section applies to students, parents, and school staff.**

Respect and Courtesy

Students are to show respect for all teachers, playground and daycare supervisors, and other staff members. When any staff member gives a student an instruction, the student is expected to obey promptly, without argument. Respect needs to be shown toward other students of any age. Respect and courtesy are to be given during all activities.

Attitude

Negative comments, grumbling, complaining, and arguing are unbecoming. Christ gives us clear teaching in this area. John 6:43 states: “...*stop grumbling among yourselves.*” Philippians 2:14 continues “*Do everything without complaining or arguing.*”

Resolving Problems

The Bible is very clear in stating how to handle personal problems. In Matthew 18:15-17, it states: “*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church...*” This means that you should go to the person with whom you have the problem and try to fix it right away. The misunderstanding will only grow if you wait or include other people who are not part of the problem. If you are unable to resolve your differences, then go to a teacher for help.

Social Responsibility

Romans 12:9-21 outlines the Christian’s social responsibility toward others. Basically, we are to love each other and to show it by our concern and care for each other. It is not easy to love people who “rub you the wrong way,” but God commands it, and if you yield to Him, He will give you the strength and power to do it. Love is not a feeling, but an action of doing what is best for the other person. It may be tempting to belittle others and call them names. This is not love. The staff expects you to grow in your practices of Christian love toward each other, including earnest and regular prayer for one another and for your teachers.

GENERAL CLASSROOM EXPECTATIONS

Students are expected to exhibit good classroom manners and conduct themselves at all times in a manner that is conducive to learning and with regard to fellow students, as follows:

1. Answer all adults respectfully. Students must address all teachers and school staff by Dr., Mr., Mrs., Ms., or Miss. No first names.
2. Listen when others are speaking. Students must raise their hand and wait to be called on by a teacher.
3. When talking is permitted, the class must not become loud and boisterous.
4. Be courteous and considerate of those around you who are also trying to learn. Do not write or pass notes or toss or play with objects during class.
5. Assignments must be turned in on time and completed neatly with proper headings. Responsibility is one of the most important lessons of school. It is each student’s own responsibility to turn in within the stated deadline and/or assignment rubric.
6. Each student must come to class on time with all materials and necessary supplies.
7. Each student must help keep the classroom clean by picking up paper and debris before class dismissal.
8. Students are not to be in any classroom without teacher supervision.
9. Students must have permission to leave a classroom or instructional area during class time.
10. Specific classroom management plans will be posted in each room.
11. Students may not bring permanent markers to school or use them on campus
12. No hats allowed in classrooms.
13. Students may only bring water to drink inside the classroom and it must be in a closed container.

EXTRACURRICULAR ACTIVITIES FOR STUDENTS

Outdoor Education Camp

Middle School moves to the outdoors for a week of outdoor education during the third quarter. Attendance is highly encouraged, but not compulsory. However, since this week is an instructional week, any student not attending will be given assignments to complete at home and due in the office Monday morning after camp. There is an additional cost of approximately \$575.

Educational Travel Tours

The East Coast Tour, visiting historical sites, is offered every other academic year. Contact Mr. Marshall for details.

Student Ambassadors

This is a group of students who are considered Christian leaders of our school. The Student Ambassadors are chosen by the VMS faculty to represent and serve our school in a variety of ways. These students are chosen because of their love for Jesus, their love for the school, and their quality of character.

After School Activities

Students must attend school to participate in extracurricular activities (dances, athletic games, cheerleading, choir, etc.) unless they have an excused appointment slip from a doctor or dentist. Students who leave early for illness or any other reason may not attend the extra curricular activity. If a student has a special circumstance, they must receive advanced authorization from school administration. A fee to attend after school activities/events may apply.

Athletics

Interscholastic after-school sports are offered to middle school students and a *nonrefundable cost of approximately \$175-\$200* per sport is required to cover league fees, insurance, uniforms, and referees. The behavior of student athletes is to be above reproach. A student may not participate while on Academic or Behavior Intervention/Probation and may miss the opportunity to participate in a game due to earning a detention or other serious behavior infraction. Volunteer coaches are utilized.

All athletes who participate in our school's sports program are representatives of God, VMS, their team, their parents/guardians, themselves, and their coaches. Student athletes are expected to act with kindness and always demonstrate sportsmanship-like conduct. Victory is one of the goals of all our teams, but not at the expense of losing our dignity or compromising our Christian testimony. It is our goal that all student athletes will be obedient, attentive, and learn about the spirit of competition while having fun participating on our many sports teams.

Spectators are expected to exhibit self-control and all cheers should be directed at the Husky teams. VMS spectators are asked to share any concerns they have with the officials to our Athletic Director after the game, instead of yelling at the officials during the game.

Tryouts may be necessary; dependent upon the number of interested students. Therefore, students are not guaranteed a spot on a team. Every attempt will be made to play every student during each game, but not necessarily equal time, dependent upon skill, behavior, effort and attendance to practices and games.

Athletic Eligibility

Participation in our sports program is an earned privilege. Students who participate in our inter-scholastic programs are held to a high standard; the guidelines are as follows:

- Student athletes will not be allowed to compete in games while on Academic or Behavioral Intervention/Probation. Academic eligibility will be assessed at mid-quarter.
- Students must also comply with classroom standards as well as general school regulations (attitude, obedience, respectfulness, language, dress code, etc.) **A student may not receive more than 3 detentions during a season, or he/she will be dropped from the roster.**
- Unsportsmanlike conduct or behavior contrary to our school's Christian philosophy will result in immediate removal from the game in progress, as well as possible suspension for a game or games, and in extreme cases, dismissal from the team.

MIDDLE SCHOOL GRADING PRACTICES

ACADEMIC GRADES FOR MIDDLE SCHOOL STUDENTS

A+ 98.5-100%	A 91.5-98.4%	A- 89.5-91.4%
B+ 87.5-89.4%	B 81.5-87.4%	B- 79.5-81.4%
C+ 77.5-79.4%	C 71.5-77.4%	C- 69.5-71.4%
D+ 67.5-69.5%	D 61.5-67.4%	D- 59.5-61.4%
	F 0-59.4%	

Grade Point Average (GPA)

A+ 4.33	A 4.00	A- 3.67
B+ 3.33	B 3.00	B- 2.67
C+ 2.33	C 2.00	C- 1.67
D+ 1.33	D 1.00	D- 0.67

Extra Credit: Maximum 5% allowed per subject per quarter

Report Cards

Report cards are issued every quarter. They include achievement grades (how well a student has mastered the subject matter), citizenship (how well a student has conducted themselves in the classroom), and work habits (effort level). See report card distribution under Parent Teacher Conferences below. 8th Grade has weighted grades for honors classes and advanced math.

Late Work

Late work is reduced 10% the first day it is late and 50% thereafter. Some MS teachers have stricter policies, these are all discussed at Back to School night and in their individual syllabi.

Mid-Quarter Reports

A deficiency notice will be emailed or mailed to the home halfway through the quarter for each subject in which a student has a grade of C-/S- or lower. These notices give the student, parent, and teacher a chance to work together to improve a grade before the end of the quarter.

Honor Roll, Citizenship Standards, 8th Grade Graduation

Academic Excellence 4.0 GPA or Higher

Principal's List 3.5-3.9 GPA

Honor Roll 3.0-3.4 GPA

Citizenship - Outstanding (O's) in all academic classes

Honor Roll Day Off: 3 quarters of 3.0 GPA or higher or 3 quarters of all "O's" in citizenship

8th Graders must earn a 1.8 cumulative 8th grade GPA in order to graduate

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1. Answer all adults respectfully. Students must address all teachers and school personnel by Dr., Mr., Mrs., Ms., or Miss. No first names of school personnel may be used.
2. Listen when others are speaking. Students must raise their hand and wait to be called on by a teacher.
3. When talking is permitted, the class must not become loud and boisterous.
4. Be courteous and considerate of those around you who are also trying to learn, by refraining from writing or passing notes, tossing objects, or playing with objects.
5. Assignments must be turned in on time and completed neatly with proper headings. Responsibility is one of the most important lessons of school. It is each student's own responsibility to turn in assignments on time. Each student must come to class on time with all materials and necessary supplies.
6. Each student must help keep the classroom clean by picking up paper and debris before class dismissal.
7. Students are not to be in any classroom without teacher supervision.
8. Students must have permission to leave a classroom or instructional area during class time.
9. Specific classroom management plans will be posted in each room.
10. Students may not keep permanent markers at their desks.
11. Students will be mindful of personal and group safety in the classroom and outside.

CONDUCT ON SCHOOL GROUNDS

1. Students are to always remain in supervised areas. Students may not leave the school grounds without permission from the student's parent or guardian and then checked out in the office or the student's homeroom teacher.
2. Only students K-4 are permitted in the lower playground structure area during school hours.
3. Students are to walk and be quiet near any classrooms or offices.
4. There is no playing or loitering in the restroom areas or hallways.
5. All toys should remain at home *including trading cards* of any kind.
6. The following items are not allowed on school grounds, except where special permission is given by the Principal or teacher: electronic devices, electronic games, skateboards, bicycles, or E-bikes.
7. Weapons, guns, (toy, water or real), knives of any kind, or matches, lighters and lasers - including laser pointers are never allowed at school.
8. Cell phones are allowed but must not be used during school hours. They must be turned in the off position and stored in the student's locker until school gets out at the end of the day. Cell phones are to only be used to communicate with parents, no other apps are to be used on campus. See Cell Phone Policy for more details.
9. Smart Watches and/or digital watches that are connected to wi-fi or cellular are not allowed to be worn or used by students on campus.
10. For safety reasons, we have cameras throughout the campus.
11. Students are not allowed to chew gum on campus.
12. Always show respect for the rights and property of others. Students may not handle or use the property of others without permission. Parents or guardians may be held liable for any damage to property caused by their child.
13. Students are to follow our policy: no fighting, hitting, pushing, biting, or other roughhousing, even in play.
14. VMS has zero-tolerance for any type of bullying. Our expectation is respect and kindness for all.
15. Profane, vulgar, or derogatory language or gestures are not allowed.
16. Students may not play with sticks or throw items like dirt and rocks.
17. Bicycle riding, scootering, skating, and/or skateboarding are prohibited at school.
18. Any student using a bicycle, E-Bike, skateboard, or scooter as their school transportation needs to check in with the school office to receive permission. A note on file from the parent and a safety orientation are required for this type of transportation approval.
19. Rolling backpacks are permitted on campus with care and concern of other student's safety. Students may not ride on rolling backpacks while on campus.
20. Students are responsible to help keep our campus clean by throwing away their trash. Belongings must be secured in backpacks or lunch boxes to keep items safe from wind and seagulls.
21. Trading or selling personal items is not allowed on campus.
22. Public displays of affection are not permitted (hand holding, kissing, hugging, sitting on laps)
23. Dogs are not allowed on campus. Licensed service dogs are an exception. Proper certification must be carried by the owner and may be checked by our security team.
24. Permanent markers are allowed to be used under the direction of a teacher and will be supplied by that teacher.

Consequences for Student Behavior and Conduct

Discipline is intended for student growth and development. Most often teachers and school staff are able to administer natural consequences for student behavior that encourages positive development in a child. Sometimes children do not respond as urgently to correction as needed or deliberately disobey school staff. In these cases staff will administer a variety of consequences not limited to: loss of some recess or lunch time, loss of a class or individual reward, an opportunity to 'make up' for class disruptive time or destruction of property, behavior contract (positive and negative consequences), visit to school Principal, suspension, and lastly expulsion. Parent communication and support are key elements in advanced disciplinary action. Items brought to school that are on the list above will be collected by staff and can be picked up after school.

VMS IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

Parent Teacher Conferences

Minimum days are established for parent-teacher conferences. Conferences are mandatory in the first quarter. Parents will receive their child's report card at the conference usually scheduled in November. Second and third quarter report cards are sent home in the student's backpack. Fourth quarter report cards are mailed during the summer with Standardized Test results. Minimum days are established for optional third quarter conferences. Parents may also request conferences throughout the year.

BEHAVIORAL AND ACADEMIC INTERVENTION/PROBATION

Behavioral Intervention can be assigned to a student who receives an N or U in citizenship categories, is sent to the office with a significant discipline issue, or for any major disciplinary problem, such as continued deliberate disobedience, a rebellious spirit which is unchanged after counseling or a continued negative attitude and influence on other students. Teachers will keep records of inappropriate student behavior and may initiate a contract for the student to follow. If the student does not improve, he/she may be placed on behavior probation. If the criteria for improvement as set forth in the behavior probation letter are not followed, the student may be dismissed from school and/or not invited to enroll the following year.

Academic Intervention can be assigned to students showing insufficient academic progress, as demonstrated by grades of a N or U in two or more subjects such as, Bible, Language Arts, Math, Science, and Social Studies/History. If a student is placed on academic intervention, a letter explaining intervention will be sent to the parents. If a student does not successfully remove him/herself from intervention after one quarter, the student will progress to academic probation status. If a student still does not show signs of progress, the student's academic records will be reviewed for possible dismissal from school and/or not invited to enroll the following school year.

SUSPENSION/EXPULSION

Any overt act, which in the opinion of the school administration, places any student or teacher in danger or places the school in a position of disrepute is cause for immediate suspension from school. Additionally, suspension may result from a student exhausting the various consequences for accumulated inappropriate behavior. The regulations and requirements of the suspension will be given in writing to the student and parents. Any failure to comply with written consequences of suspension is grounds for expulsion from school. Ventura Missionary School desires to nurture each individual student, but in doing so, will not allow an individual to jeopardize the safety or hinder the long term growth of others.

The following items are **examples** of just cause for immediate suspension without accumulation of behavior infractions or consequences for inappropriate behavior. This list is not exhaustive:

1. Caused or attempted to cause damage to school property or stolen or attempted to steal school property
2. Caused or attempted to cause damage to private property or stolen or attempted to steal private property
3. Caused or attempted to cause damage to school bathrooms by not using the toilets, sinks, or paper goods appropriately
4. Caused, attempted to cause, or threatened to cause physical injury to another person
5. Possessed, sold, or otherwise furnished firearm, knife, explosive, or dangerous objects
6. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind
7. Possessed or used tobacco or Vape product on school premises
8. Committed an obscene act or engaged in habitual profanity or vulgarity
9. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators
10. Failure to respond to terms set forth in behavioral and/or academic probation
11. Sexual harassment or improper behavior toward any student or adult
12. Cursing a teacher or adult authority
13. Leaving school grounds without permission

**THE FOLLOWING MUST BE SIGNED
2024-2025**

I have read the *Ventura Missionary School Middle School Handbook* and have become familiar with the programs, privileges, and responsibilities of Ventura Missionary School. I am responsible for the information contained in the handbook.

As a reminder; during the enrollment process, each family signed an acknowledgement of Ventura Missionary School's: Threat Assessment Protocols, Cell Phone Policy, Email Policy, Media Consent, Victim Interview Policy, Statement of Faith - including historical Biblical understanding of marriage, gender, and sexuality, student sexual harassment agreement (kindergarten students are exempt from sexual harassment agreement.)

Student Signature _____ Date _____

I agree to the above statements, and also agree to support the philosophy and ministry of the school. If I cannot, I agree to withdraw my student from school. I also, understand and agree that continued enrollment and re-enrollment of my children at VMS is dependent on my parental support of the school, its staff, and its policies.

Parent Signature _____ Date _____