

2022-2023

Veritas Classical Christian School

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Parent/Student Handbook

(Last updated Aug. 2022)

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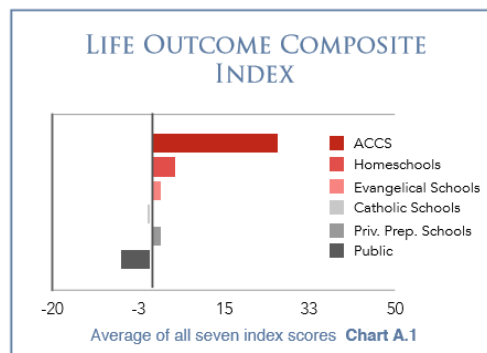
2022-2023 Welcome

Welcome to Veritas Classical Christian School in its 8th year. We are feeling quite at home in the lovely surroundings of Sumner Riverside Freewill Baptist Church. We praise God that he provided such a perfect location for us in which to serve families in the educating and training of their children.

Our mission is written using 236 words, and explains our purpose, but I'd like to make it more memorable for you using the letters VCCS. The V stands for virtue. We realize that who we are is much more important than what we know or can do, and that how a student goes through his/her day, doing the things assigned, is important. The S stands for scholar. We use classical strategies—those used for centuries before progressive ideas became popular—to engage students in rigorous learning. That is why ACCS schools out-perform all other categories of schools. Our goal is to continue toward ACCS accreditation both for the school and individual teachers. The first C stands for Christ. It is our number 1 desire that every student have a personal relationship with Jesus Christ, and that all else pales in importance to this life-altering decision. The second C stands for Christian World View. It is absolutely possible to be a Christian without a Christian worldview. Obtaining that worldview requires bringing our thoughts captive to God's Word. We are commanded to love God with all of our heart, soul, and mind. Learning to love God with our mind requires a diligent (2 Peter 1:5), dedicated (Philippians 4:8), and determined (Colossians 3:1) mind. As a man thinketh

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We hope for many new families this year, but our desire is to remain intimate partners with you, our parents in this most sacred of tasks. The importance of this "timed event with eternal consequences" is ever before us. As Matt Whitting would say, "On your mark.....get set.....go."



Vision

Veritas Classical Christian School (VCCS) aims to graduate students who think clearly with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so in joyful submission to God. The school strives to build a legacy of intelligent and thoughtful leaders who will pursue a purposeful life marked by truth.

Veritas Classical Christian School's purposes for faculty and staff are for professional and diligent work, gifted in teaching, and love for the students and the subjects they teach. Faculty should clearly understand the application of classical Christian education within the classroom, possess a lifelong hunger to learn and grow, and have opportunity to be refreshed and renewed. Existing faculty will coach and nurture new faculty serving as academic mentors to students as they mature in Christ and grow in the knowledge of God.

Veritas Classical Christian endeavors to cultivate within the school's parents a sense of loyalty toward the school seeing them well-informed about the goals of the classical and Christ-centered approach. They are encouraged to be involved and invested in the school. VCCS aims to help families follow Biblical principles in addressing concerns, to be inclined to hear both sides of a story before rendering a verdict, and to be quick to embrace the scripture's injunctions to encourage and stir up one another to love and good works.

Mission

Veritas Classical Christian School is called to glorify God by instilling in our students the Gospel message of Jesus Christ and educating the next generation of Christians. Our calling includes both introduction and encouragement to remain in a life of full devotion to Jesus Christ. We are charged with educating, encouraging, equipping, and serving our students and their families. We do this by directly instilling our Christian philosophy, values, missions, and goals in our students through offering a Christ-centered education.

We believe that our religious activity and education derives meaning in large measure from participation in a larger religious community. For this reason, parents and family of our student body play a significant role in furthering our mission and viewpoint as a school. We exist to foster a Christ-like educational environment of persons subscribing to our religious beliefs and faith. Associating with like-minded Christian families reinforces VCCS' Christian purpose and is vital to our educational mission to perpetuate the faith. We are committed to being and educating disciples who understand what it means to follow Jesus Christ into a life of worship, fellowship, sacrifice, service, and to be led by the Spirit. Our mission as part of the body of Christ is to participate, share, and encourage each other toward spiritual growth. For these reasons participation in our school requires a tangible commitment to our beliefs, purposes, and mission as outline in the Statement of Faith.

Statement of Faith

The Statement of Faith adopted by the Board of Directors of the Veritas Classical Christian School is limited to primary Christian doctrine, which is considered central to all Christian denominations and which sets Christianity apart from other faiths. VCCS is based on traditional Christian and Orthodox beliefs and, therefore, believes it is best for all concerned that employment and admission be open only to those who adhere to traditional Christian and Orthodox beliefs. For our purposes a Christian confesses with his mouth and believes in his heart that Jesus is LORD; He died for his/her sins, and that God raised Jesus from the dead. The Head of School shall operate a school that will closely adhere to the following Statements of Faith.

- We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice, the authoritative and final standard for belief and conduct.
- We believe there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. God is omnipotent—He can do all things. God is omnipresent—He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. God is omniscient —He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown. He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
- We believe that God immutably creates each person to reflect his image as male and female and that God looked at everything he had made, and He found it was very good (Genesis 1:1, 31, Deuteronomy 6:4, John 10:30). We believe that marriage was instituted by God, is the life-long covenant between one man and one woman, and that all forms of sexual activity outside marriage are sin (Mark 10:6-9).
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Matthew 1:18, John 1:29, Acts 2:22, Romans 3:24-25, Romans 8:34, 2 Corinthians 5:21, Ephesians 1:20, 1 Peter 1:3, 1 Peter 1:19-20, Revelation 1:5-7).
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (John 3:3-8).
- We believe that salvation is by grace through faith alone and not by works, that no one may boast (Ephesians 2:8-9).
- We believe that faith without works is dead (James 2:17).
- We believe in the present ministry of the Holy Spirit, and the gifts of the Holy Spirit (1 Corinthians 12), by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16).

- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation and separation from God (1 Thessalonians 4:16-17, 2 Thessalonians 1:9).
- We believe in the spiritual unity of all believers in our Lord Jesus Christ (John 17:20-23).
- We believe that God created mankind in His image and that human life begins at fertilization. From the moment of fertilization until natural death, every human life is sacred because every human life has been created by God, in His image and likeness.

Nicene Creed

We believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible.

And in one Lord Jesus Christ, the only Son of God, begotten from the Father before all ages, God from God, Light from Light, true God from true God, begotten, not made; of the same essence as the Father.

Through him all things were made.

For us and for our salvation he came down from heaven; he became incarnate by the Holy Spirit and the Virgin Mary, and was made human.

He was crucified for us under Pontius Pilate; he suffered and was buried.

The third day he rose again, according to the Scriptures.

He ascended to heaven and is seated at the right hand of the Father.

He will come again with glory to judge the living and the dead.

His kingdom will never end.

And we believe in the Holy Spirit, the Lord, the giver of life. He proceeds from the Father and the Son, and with the Father and the Son is worshiped and glorified. He spoke through the prophets.

We believe in one holy catholic and apostolic church.

We affirm one baptism for the forgiveness of sins.

We look forward to the resurrection of the dead, and to life in the world to come. Amen.

Affiliations and Associations

Our goal at Veritas Classical Christian School is to always be approved by the Washington State Board of Education. We are members of the Association of Classical Christian Schools (ACCS) for professional development, curricula, and future accreditation.

Board of Directors

Paul Hoffman – Chairman – paul.hoffman@veritasccs.org

Cinda Hopper – Vice Chairman – cinda.hopper@veritasccs.org

Nick Roth – Secretary – nick.roth@veritasccs.org

Stephan Jaworski – Treasurer – stephan.jaworski@veritass.org

Mike Snow – Administrator – mike.snow@veritasccs.org

Meetings are held at 3:15 p.m. on the second Wednesday of the month and are open to visitors. As a courtesy, please let a board member know if you plan to attend. If a visitor has an item for the agenda, please let the Chairman know so that it can be placed on the agenda. An executive session, without visitors, may be scheduled in the event of sensitive agenda items.

Policies and Procedure

School Hours

AM Kindergarten	8:30 AM to 11:30 AM	PM Kindergarten	12:00-3:00 PM
	1 st through 6 th		8:30 AM to 3:00 PM

Security

Students may enter the building at 8:15 A.M. when the door is unlocked, to engage in a teacher-directed activity at their desk. The classroom doors will be relocked at 8:30 A.M. and remain locked throughout the day. No one may enter without permission or keyed access.

In addition to monthly fire drills, VCCS will be notified by the Sumner Police Department in the case of emergencies. In emergency situations, a text message and email will be sent to families to notify them of the situation.

Emergency Procedures

Inclement Weather

VCCS will close for inclement weather when the Sumner School District closes. If special circumstances warrant closing the VCCS alone, each parent will personally receive a text message. If parents believe road conditions are too hazardous, they should keep their children home, and an excused absence will be recorded which will not be considered with other absences for administrative action.

Disaster Plan

We recognize that the spiritual, emotional, and physical safety of our students is our most important responsibility. We have outlined specific procedures in our Emergency and Disaster Plan that include possible emergency scenarios. Our plan is a cooperative effort between the on-site response team and local governmental authorities. The Principal, or his designee, is the Site emergency Coordinator. We practice emergency protocols during drills to teach the students to be prepared. In the event of an emergency, parents will be contacted by text and email with basic information regarding where to go and what to do. Parents are urged to keep contact information updated with the office.

Cell Phones

Students should not bring cell phones to school. For routine issues, parents may call the office (253.878.1423) to relay a message to a student in class. Please ensure that the school has current contact information and numbers for you.

Transportation

When dropping off or picking up students, please enter the parking lot observing a 2 mph speed limit. At pick-up, students will be released to the first two cars at a time. Feel free to park and gather your student(s) personally or to speak to teachers. Cars clear quickly from the drive-by pick-up process. In the event that someone other than those designated on the Safety Form needs to pick up a child, a note from the parent sent to the teacher is needed.

Visitors

All individuals, other than registered students and church/school staff, must check-in at the door. Arrangements can be made at least 72 hours in advance to observe a classroom in session. We strive to teach the best way we know how every day and welcome your interest and participation. We desire to honor the work of the classroom teacher by providing notice of changes to the routine.

Lunch

Students will bring a lunch to school. A microwave is available. In order to honor your choices as a parent, students are not allowed to exchange lunch items. They will not discard items at school to allow you to know their nutritional needs. Special commercial, hot-lunch options, such as Pizza or Sub Fridays, may be provided at a reasonable price throughout the year.

Facilities Use

All VCCS property and facilities (including furniture, fixtures, and equipment) are holy and set apart to worship God, regardless of the location of the facility. VCCS facilities are consecrated to our religious ministry and mission because they are a provision from God. Use of VCCS property shall be for the propagation of the Christian faith, for fellowship, witnessing, religious training, and charity. Therefore, all use and occupancy of VCCS property shall be limited to persons of our particular religion, the propagation of religion, or related religious purposes.

All activities on school property must cohere with the religious purpose of VCCS and further its Christian mission.

Finances

Tuition

The mission of VCCS is to provide an excellent, classical, Christian educational experience for families called to VCCS who desire a classical Christian education for their children. Tuition may be paid in advance for the year, or paid monthly, June through March. An annual registration fee is due at the time of enrollment, and the annual curriculum fee is due by May 30.

Registration (non-refundable)	\$150.*
Kindergarten curriculum	\$ 238.
Elementary Curriculum	\$345.

2022-2023 Tuition

Kindergarten	\$2950
First Child	\$5900.
Second Child	\$5900.
Third Child	\$4720.
Fourth Child	\$3540.
Children after the fourth	Free.

It is important and right for staff to receive their salary at the promised time. Retaining qualified teachers and meeting monthly expenses requires VCCS attention to this task of fiscal responsibility. Your understanding of this is greatly appreciated. Therefore, accounts more than 45 days past due may result in the student being suspended from school. Report cards will be held and requests for transcripts/transfer of records will not be honored until the account is paid and a withdrawal form is submitted. Students will not be re-enrolled if tuition is past due.

Continuing enrollment for returning families opens February 1 and is \$75 per family. Registration for new families opens March 1. New student registration for the next school year continues until classrooms are full. However, the arrival of curriculum cannot be guaranteed for students enrolling after July 15, and additional copying expenses will be added to the cost of curriculum while waiting for the student's curriculum to arrive.

* If a student's enrollment is not accepted, the registration fee will be refunded.

Tuition Commitment

All families will be invoiced for their first tuition payment on May 15. Your first monthly payment in June signals your financial commitment for the entirety of the following school year.

We will begin hiring teachers, setting salaries, and buying curriculum based on that commitment. This commitment continues even if your child is withdrawn or is expelled. The one exception would be when the vacated seat is filled by an incoming student in that class.

Fundraising

VCCS conducts two fund raising events a year. Your support is needed and greatly appreciated. Contact the principal if you have any questions about fundraising.

Admissions

VCCS is based on traditional Christian and Orthodox beliefs and, therefore, believes it is best for all concerned that employment and admission be open only to those who adhere to traditional Christian and Orthodox beliefs. For our purposes a Christian confesses with his mouth and believes in his heart that Jesus is LORD; He died for his/her sins, and that God raised Jesus from the dead.

Kindergarten

Readiness for kindergarten usually centers around the following topics:

- Mental, emotional, social, spiritual, and intellectual maturity consistent with the program.
- Attention span
- Self-control
- Ability to work in a classroom setting
- Ability to learn from a non-parent
- Parental support for student training

The minimum age for Kindergarten is 5-years-old by September 1 of the enrollment year.

Learning Disabilities

VCCS does not have adequate staff, funding, or facilities to enroll children with severe learning disabilities. Children with a learning disability will be required to meet the same academic standards as all other children in their grade level and will be given as much individual instruction and encouragement as their classmates.

Promotion

It is the promotion policy of VCCS to promote students after they have mastered the key elements of their current grade level. The student must earn at least a C (70%) grade in each

subject in at least three out of four quarters of the current school year. A student failing any of the core courses in two or more quarters of the current school year will generally be retained at the current grade level.

Non-Discrimination Statement

VCCS admits students of any race, color, national and ethnic origin to all the 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. It is required that all administration, staff, board members, parents, and upper-grade students subscribe to the statement of faith.

Attendance Policy

Students are expected to be present and on time to school every day school is in session. Attendance records are kept by the individual classroom teachers and reported on the student's report card each quarter.

Definitions:

- Full-day absence: a day in which a student is absent from school for 3 ½ hours or more
- Half-day absence: a day in which a student is absent from school between 1 and 3 ½ hours
- Tardies: any time a student is not seated at his desk at 8:30 AM.
- Excused absences: medical appointments, dental appointments, personal illness, death in the immediate family, family emergencies.

Guidelines:

- Missing class without parental permission results in an office visit.
- More than five full-day absences per quarter will result in no credit for that quarter.
- Requests for a waiver must be presented in writing to the Principal
- Written notes from a parent/guardian are required upon return from an absence stating the reason for the absence.

Elementary:

- All tardies in the elementary are recorded alike and reported on the quarterly report card.

Leaving and Returning to School

When leaving school early, parents must sign out their student. When returning, the same day, students must be signed back in.

Medications

VCCS must have written permission from a licensed practitioner and parent to administer medication (including over-the-counter medications). Medications must be in their original containers.

Immunizations

Records showing up-to-date immunizations or a signed waiver must be presented before the first day of attendance. Information on required immunizations is available in the office.

Third Party Sale of Goods

The selling of goods or services not sponsored by VCCS is not allowed.

Behavioral Expectations

Students are expected to exhibit behavior and attitudes that are right in God's eyes and obey all VCCS rules. Allowing for individual teaching styles, behavioral expectations for proper classroom and playground behavior is consistently applied by all staff. Minor infractions will be dealt with by teachers and staff. If minor infractions continue or become excessive, the student will be referred to the Principal. Parents will be informed at each point to ensure the best outcome for the child.

Basic School Rules

- Be respectful, courteous, cooperative, and prompt in their obedience to all school personnel. There should be no talking back or arguing with teachers, staff, or volunteers.
- Be considerate of other students' learning needs and demonstrate a servant's attitude.
 - The first male student to arrive at the door is to hold the door as other students pass through. Students for whom the door is being held are to thank the student that is holding the door.

- Demonstrate purity toward one another, avoiding any sort of public display of romantic affection or other evidences of exclusive pairing. VCCS is not the place to cultivate romantic relationships.
- Be responsible for personal property and be respectful of other peoples' property.
- Assist in maintaining a clean school.
- Rise and greet teachers and adult visitors, at the teacher's direction, and cheerfully greet visitors.
- Raise hands and stand to ask or answer a question.
- Cheating is widespread in academia today. Keeping eyes on a student's own paper begins in grammar school. Cheating is defined as:
 - Plagiarism or copying an answer
 - Working together on an assignment that was meant to be completed individually
 - Looking on another student's paper during a test.
- Obey the right way, all the way, with a good attitude every day.

Students are not to:

- Run in buildings or on walkways.
- Yell or speak loudly in or around classrooms.
- Chew or spit gum.

Social Media

Social networking online via computer or phone is a popular means for social interaction in today's culture. VCCS advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access these networks. There are significant risks associated with all forms of social media, so we assume you will be monitoring your own children's use of it.

Students are not permitted to be on-line while at school, unless under direct, adult supervision, and then only for purposes related to a class.

VCCS is responsible to protect the school and to develop guidelines for the use of social networking by school employees, especially as it may pertain to students. We do not prohibit faculty and student interaction on social media since it can have many positive aspects. However, we have established guidelines for our staff regarding such interactions. These are outlined in the Staff Handbook and include the following:

- Employees may not initiate friend requests to students
- Employees may not accept friend requests from students
- Employees may not initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional.

Discipline

The goal of discipline is to change behavior and affect positive growth. Our desire is to reach the heart of the student and help them align their behaviors with God's standards. The kind and amount of discipline will be determined by the teachers and, if necessary, the administrator. The discipline will be administered in the light of the student's problem and attitude. Our teachers and administration will consistently apply discipline with the understanding that each situation is a private matter between the student, family and the teacher/administration. All discipline will be based on biblical principles: restitution, apologies, meaningful punishment, restoration of fellowship, no lingering attitudes, etc. **Love and forgiveness will be an integral part of the discipline of a student.**

Office Visits

There are five basic behaviors that will automatically necessitate a teacher removing the student from the classroom and having an office visit with administration.

- Disrespect shown to any teaching staff. The teacher/staff will be the judge as to whether disrespect has occurred.
- Dishonesty in any situation while at school, including lying, cheating, stealing, and vandalism.
- Rebellion—outright disobedience in response to instructions.
- Fighting—striking in anger with intent to harm or endangering the lives of other students or staff members
- Obscene language including taking the name of the Lord in vain, or speaking about the private parts of either gender.

If a student is removed from the classroom a pink slip will be written and a phone call home will be made.

In addition, if a student does not follow the class or school rules, or is disruptive in class, the following accounting may be observed:

1. 1st instance – name written on board
2. 2nd instance – checkmark by name
3. 3rd instance – checkmark by name and pink slip sent home. If a pink slip is sent home a call will also be made to the parents.
4. Additionally, the teacher **may** deem it necessary for the student to visit the administrator or miss recess. This could take place in addition **or** in place of a pink slip.
5. The first two times a student has an office visit, the parents will be contacted afterward. Their assistance and support will be sought.
6. The third office visit will be followed by a meeting with the parents.
7. Should the student require a fourth office visit, he may be suspended for two days.

8. Excessive pink-slip offenses will result in an *Office Visit* and Parent Contact.
9. If a fifth offense is recorded, the student may be expelled from the school. This is a serious matter and only taken when a student and his parents are unable to eliminate behavioral problems.

Grievance Procedures

It is our desire to address grievances in a Biblical manner. The following guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of the administration of the school between any two parties connected in a direct way. This includes students, parents, staff, volunteers, administration, and the Board of Directors. In all instances of conflict resolution, it is imperative that the parties enter into discussions with a spirit of humility and love with a sincere desire to be at peace with one another. (Matthew 18)

1. Consider speaking to an adult
2. Speak with the perceived offending party
3. Seek the assistance of a mediator
4. Present the issue to the authority for adjudication and disposition.

All concerns about the classroom must first be presented to the teacher. If the problem is not resolved, the concern should be brought to the Head of School. If there is still no resolution, the parents may put their concern in writing, which will be passed through the Head of School to members of the Board of Directors.

All concerns of staff or volunteers will be similarly presented to their supervisor first and then to the Board.

Uniform Standards

VCCS standards reflect the conviction that all endeavors—even dress—reflect a heart attitude and affect the learning environment. Students are to dress in a way that is consistent with the mission of the school, and should be done to the glory of God.

- A uniform creates an orderly environment and academic workplace, freeing students from social pressure so they can better concentrate on their studies.
- A uniform allows godly authority to set dress standards rather than certain popular individuals.
- A uniform protects the community from dealing with immodesty or inappropriate attire.

Uniforms can be purchased from Tommy Hilfiger (<http://www.globalschoolwear.com/school-search>). (Type in Veritas Classical Christian Academy Bonney Lake). Everyday uniform pieces have been selected, and these are the acceptable clothing items for school days and events, with the rare exception of specially designated days/events. This eliminates the need to anticipate and curb the many issues that can arise in this area. Also, it is our desire to create a policy that

produces an environment where our appearance is honoring of our calling. A uniform appearance communicates unity and making this a priority establishes another tradition toward excellence.

On special days, such as Grandparents' Day or the Christmas Program, boys are to wear buttoned down shirts with ties. This outfit is always acceptable at school, and gives our young men experience in wearing a tie. When the weather turns cold or is extremely inclement, girls may wear slacks. Leggings or tights are always a good idea for under dresses.

It is the responsibility of parents/guardians to send their children to school in the proper uniform. Consequences for noncompliance:

- 1st A note will be sent to parents stating necessary corrections.
- 2nd The Principal will request a meeting with parent(s) to clarify the issue(s) in question and
- 3rd The student will be removed from class and allowed to return when compliance with uniform standards have been met.

Overall Guidelines:

- **Dress Neatly:** Clothing must be appropriately sized for the wearer. Pants must fit well, and pant legs must cover socks when standing. It is required that shirts are tucked in, shoes are tied, and clothing is in good condition.
- **Be Clean:** Hair is to be clean, neatly groomed and out of the eyes for both boys and girls. Boys' hair length can be no longer than the top of a collared shirt with ear lobes showing. Clean hair helps prevent health issues for your student or other students. Unnatural colors are not allowed. We discourage tatoos or body piercings because of the age of the student.
- **Be Modest:** VCCS goals include demonstrating respect for each other and for the school. Outlandish and/or distracting appearance or clothing is not allowed. It is the Principal's decision as to whether a student's appearance is distracting. Skirts or jumpers must be at or below the knee. Girls should wear shorts under dresses for recess.

Shoes: closed toes and heels are required--loafers or tennis shoes.

Everyday shoes: plain, unadorned, non-"heely" athletic shoes with matching, tied shoelaces or Velcro closures. Snow or rain boots may be worn outside in inclement weather, but must be removed upon entry into the classroom.

Socks: must be plain and matching.

Academics

VCCS is dedicated to the pursuit of academic excellence. All curricula are Christ centered, and all subject matter is taught in the light of God's Word. A variety of curricula are used in grades K-6. These include Abeka, Memoria Press, and Logos Publishers. A trusted program of assessment is designed to measure each student's progress. All students take an achievement test (SAT10) each spring to measure achievement in English, mathematics, science,

and social studies. Results are used by the teacher-administration team to address the educational needs of individual students and to design learning experiences.

A variety of enrichment opportunities will be available for students who need more than the traditional curriculum. We believe all students should be actively engaged in meaningful learning activities throughout the day.

Acceptable Use Policy

At the elementary level, access to the Internet takes place only under the direct supervision of an adult. The curriculum goals of VCCS call for integrating technology into our instructional programs and classroom practice. Towards this end, students' access to, and use of, electronic resources including the Internet, is age and grade-appropriate and increases gradually from year to year. Use of the Internet by students at any grade is related directly to specific curricula.

Homework Expectations

We do not believe it necessary to assign a large amount of homework in order to receive a quality education. Our goal is to assign only that work which enables the student to keep pace with the grade-level expectations and learn responsibility in this area. We do not assign "busywork" or self-directed projects. Homework is useful when it is necessary to reinforce classroom learning, can be accomplished by the student without significant parental involvement, and is a necessary step to achieve mastery of a subject/skill. The following are suggested maximums and include daily reading.

Grade Level	Time per week-night
Kindergarten	infrequent
1 st Grade	10-20 minutes
2 nd Grade	20-30 minutes
3 rd Grade	30-40 minutes
4 th Grade	40-50 minutes
5 th Grade	50-60 minutes
6 th Grade	60-70 minutes

Any homework assignment submitted after the teacher requests it receives an automatic 20% off the earned grade.

Assignments must be complete, on time, and written properly. The only acceptable excuses for incomplete homework are the student's illness or an emergency explained in a written note.

Grading

VCCS uses an online gradebook. Parents will receive a unique login ID to allow them to access their student's grades via the parent portal. Teachers will post grades no later than 7 days following an assignment's due date. The online grade book enables parents and students to check assignments, grades, attendance, conduct, and schedule, as well as print report cards and transcripts—all conveniently from the web. Parents are expected to view student grades weekly.

Field Trips

Field trips will be chosen carefully to enrich classroom instruction. These trips are an integral part of the curriculum and student attendance is required. Parent involvement in transportation and supervision is needed for a small school to offer such enrichment.

Anyone driving on a field trip must have on file with VCCS a copy of a current driver's license, current proof of liability insurance, and a criminal background check. Chaperones are needed and will be assigned supervision of a few students, and therefore chaperones should not bring younger children, as they may distract from their temporary, yet primary responsibility of supervision. If the field-trip destination allows, parents with smaller children may attend but aren't considered part of the VCCS field trip and therefore cannot receive school discounts. Parents are responsible for providing the appropriate safety car seats for their student with the student's name affixed.

Cell phones must remain powered down unless approved by the administrator for picture-taking. The playing of DVD's, electronic games, and popular radio is not permitted. Drivers may play classical music, Christian radio stations, or Christian CD's in line with VCCS's statement of faith.

VCCS Policy & Procedures Disclaimer

The *Student Handbook* is developed as a courtesy to all VCCS students and families to clearly communicate expectations and intent. Changes to this manual are approved by the CCS Board of Directors. Should a mid-year change be required, families will be notified by email.