

**NEW VINEYARD ACADEMY**  
**Elementary School**



**Parent & Student Handbook**  
**2023 – 2024**

**4207 Rainey Road**  
**Jackson, MS 39212**  
**(601) 487-2330**

[www.newvineyardchurch.org](http://www.newvineyardchurch.org)

Gregory L. Divinity, Sr., Senior Administrator

# Table of Contents

## Introduction

Welcome Letter.....	4
---------------------	---

## School Overview

Brief History of New Vineyard Academy.....	5
School Motto, Pledge, & Song.....	6
Mission Statement.....	7
Vision Statement.....	7
Statement of Faith.....	7-8

## General Policies and Procedures

Prayer Policy.....	8
Notice of Nondiscriminatory Policy.....	8
Confidentiality Policy.....	8-9
Crisis Plan.....	9
Safety Drills.....	9
ID Badge & Security.....	9
School Closings.....	9
Inclement Weather.....	9-10
Parental Support.....	10
Use of Tobacco Products.....	10
Weapons Policy.....	10
Immunization Records.....	10

## Academic Policies

Admission Ages.....	10
Withdrawal Policy.....	10-11
School Hours.....	11
School Office Hours.....	11
Absentee Policy.....	11-12
Visitors.....	12
Releasing Students.....	12
Participation in Extracurricular Activities.....	13
Electronic Devices Policy.....	13
School Confiscation Policy.....	13
Van Procedures.....	13
Change of Address.....	13
Educational Records.....	13
Field Trips.....	14
Library Services.....	14
Lost and Found.....	14
Teacher Sponsored Activities.....	14
Telephone Use.....	14
Valuables.....	14

## Health Policies.....14-16

School Lunches.....	16
---------------------	----

<b>Wellness Policy</b> .....	16
<b>Parental Involvement</b>	
Fundraising.....	16
Parent Teacher Association (PTA).....	16
Volunteer Policy.....	16
Volunteering.....	16
<b>Academics</b>	
Grading System.....	17
Honor Certificates.....	17
Administrators List/Honor Roll.....	17
Parent Teacher Conferences.....	17-18
Homework.....	18
Homework Assignments.....	18
Instructional.....	18
Graded Papers.....	18
Daily Papers.....	18
Makeup Work Policy.....	18
Protection of Instructional Time.....	18-19
Class Promotions.....	19
Guidance Services .....	19
Progress Reports/Report Cards.....	19
<b>Conduct and School Rules</b>	
Dress Code.....	19-20
Honor Code.....	20-21
<b>Tiger Manners</b>	
Chapel Service.....	21
Breaks and Mealtimes.....	21
In Classroom.....	21
In Library.....	21
In School.....	21
Network and Internet Policy.....	22
Social Network Policy .....	22
Textbooks .....	22
Conduct and Discipline.....	22
Methods of Discipline.....	22-23
Extracurricular Activities.....	24
Tiger Care/Aftercare.....	24
Tuition Policy.....	24
Delinquent Accounts/Returned Checks.....	24-25
Late Pickup Charges.....	25
Withdrawals.....	25
School Calendar.....	26
Grades/Progress Report Schedule.....	27
<b>Acknowledgement and Receipt of Parent Handbook</b> .....	28

## **A MESSAGE TO OUR PARENTS**

Dear Parents/Guardians:

Welcome to a new school year at New Vineyard Academy. The faculty and staff are proud to partner with you in your child(ren) education.

Educational success for all students cannot be complete without an effective partnership with our parents. You are the most essential part of your child(ren) education, and it is important that we build a strong relationship, in order, to best serve your children's educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days, PTO meetings, and other school activities.

You will find in the Parent/Student Handbook some important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (601) 487-2330.

Our hope is that the partnership you develop with your child's teachers and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Sincerely,

*Gregory L. Divinity, Sr.*

Gregory L. Divinity, Sr.  
Senior Administrator

## **Brief History of New Vineyard Academy**

---

New Vineyard Academy is the “Home of the Tigers.” The school is in southwest Jackson, at the edge of Jackson going into the city of Byram. We take pride in our tradition of excellence in academic programs, teacher qualification, and student achievement.

New Vineyard Academy was opened in the summer of 2014. Then, the school enrollment housed school aged summer campers only. Later, it housed school age afterschool, summer campers and preschool. In the fall of 2020, the kindergarten to 5<sup>th</sup> grade program was added.

New Vineyard Academy prides itself on having strong parental support and community involvement. The school has several partnerships with churches and businesses.

New Vineyard has been under the leadership of one administrator since its existence. Pastor Gregory Divinity serves as senior administrator. Under his leadership, a summer camp, preschool, afterschool, elementary, and tutoring program have all been established. Additionally, our food service is offered through the year-round feeding program. A separate program for At-Risk children in the community has been established to serve those students who are at risk of hunger. In the fall of 2020 two new playgrounds were erected.

As New Vineyard continues to move forward, we pray and hope that our school will be a blessing to the community and families that make it up.

# New Vineyard Academy

---

**School Colors:** Green, Purple and White

**School Motto** “Achieving Excellence Together”

**School Pledge**

I pledge today to do my best in reading,  
Math and all the rest.  
I promise to obey the rules in the classroom  
and in my school.  
I’ll respect myself and others too.  
I’ll expect the best in all I do.  
I’m here to learn all I can, to do my best and  
be all that God say that I am!!



**School Song:** New Vineyard is My School (To the tune of “This Land is your land”)

New Vineyard is my school  
New Vineyard is your school  
From the month of August to the month of May  
From the start of a new year to the end of the semester  
This school was made for you and me

As I go learning, on my spiritual journey  
I see before me, a bright new future  
I see above me, God’s grace and mercies  
This school was made for you and me

I learned and listened, and I followed instruction  
To the bible commandments of God’s holy word  
All around me, I felt the warm love  
This school was made for you and me

New Vineyard is my school  
New Vineyard is your school  
From the month of August to the month of May  
From the start of a new year to the end of the semester  
This school was made for you and me

## **MISSION STATEMENT**

**New Vineyard** staff will strive to provide quality childcare and educational services that promote and enhance each child's development while assuring our parent's peace of mind in the care and service we render.

**New Vineyard** provides a safe, nurturing and age-appropriate program which fosters active learning, support for the whole child, a Christian atmosphere, and a child friendly environment.

- **We** foster innovation.
- **We** embrace teamwork.
- **We** strive for excellence.
- **We** respect and support families.
- **We** respect and appreciate diversity.
- **We** actively listen and seek to understand.
- **We** communicate openly and productively.
- **We** use resources creatively and responsibly.

## **VISION STATEMENT**

**New Vineyard** vision is to provide a spiritual, loving, caring and warm environment where children are free to learn, grow and play. Our **main vision** is for children to know Jesus Christ as Lord and Savior and to help foster their spiritual development in their new relationship with Christ or their existing relationship with Christ. We desire to draw all students, parents, and employees to a loving and lasting relationship with Jesus Christ through on-going activities, invitations to church and church activities.

## **Beliefs**

We are committed to:

- Providing a Christian education and environment through God's word
- Promoting high achievement and academic success through collaboration and shared decision making with stakeholders.
- Creating a nurturing, safe, and supportive atmosphere.
- Providing data driven instruction.
- Differentiating instruction to meet the needs of all students.
- Seeking and implementing innovative teaching techniques to promote academic excellence.
- Implementing research-based best practices that support critical thinking and problem solving.
- Utilizing current technology to enhance the quality of instruction.

## **STATEMENT OF FAITH**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. 2 Timothy 3:16-17
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. Deuteronomy 6:4, Colossians 1:16

3. 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. John 10:30, Matthew 1:22-25, Hebrews 7:26, 1 Thessalonians 4:16
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely, essential. Romans 3:23, Ephesians 2:8-9
5. We believe that children and adolescents should be taught in Christian love. Hebrews 12:6, Revelation 3:19
6. We believe that all Christians are called to live Godly lives. Colossians 1:9-12, Romans 12:2

## **GENERAL POLICIES & PROCEDURES**

### **PRAYER POLICY**

We recognize that prayer is a foundational and essential element of the Christian faith and is an integral part of every aspect of the school life at New Vineyard Academy, including morning circle time, assemblies, sport's events, student and staff meetings, chapel, and many other activities.

### **NOTICE OF NONDISCRIMINATORY POLICY**

New Vineyard Academy, admits students of any race, color, nationality, and ethnic origin, and the handicapped 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 or the handicapped in administration of its educational policies, admissions policies, financial aid program, athletics, fine arts, and other school administered programs.

### **CONFIDENTIALLY POLICY**

Our goal is to strive for excellence in services to your child. We will communicate with outside persons with your written permission.

### **LIMITS TO CONFIDENTIALITY**

There are three circumstances, in which there is an ethical and legal obligation to breach confidentiality. The three circumstances include.

#### **1. Child Abuse**

We are mandated reporters of past or present child abuse. This includes physical abuse, sexual abuse, and neglect. There is no stature of limitation on child abuse reporting. We are dedicated to the welfare of your child. If a report of abuse is needed, we will make you aware of this and discuss any concerns you may have.



## **2. Threats of Suicide**

If an individual makes statement that suggest that the individual is suicidal, then we must communicate that information to appropriate family members and possibly to the appropriate mental health support organization. This would be true for children or other family members.

## **3. Danger to Others**

The staff of this school has a concern for the welfare of your child(ren) and society as well. If we believe that someone is in danger of being hurt, we will take steps to inform that person and, if necessary, others to ensure that person's safety.

## **CRISIS MANAGEMENT PLAN**

New Vineyard Academy has a Crisis Management Plan in effect. NVA is prepared to respond to natural disasters such as hurricanes, tornadoes, earthquakes, freezing rain or snow, and fires, as well as man-made disasters, as set forth in the Crisis Management Manual. NVA Emergency Management Team is in place to ensure a quick response to any crisis that may arise.

## **SAFETY DRILLS**

Several times during the school year, the students will practice fire, tornado, and lockdown drills. Fire drills will be conducted on a monthly basis, from August through May. These drills prepare students in the event of an emergency. In the event of a school crisis, the New Vineyard staff will implement the Crisis Plan according to the school's policy.

## **ID BADGES/SECURITY**

The safety of our students is a primary concern to the staff, administration, and school board. All employees must wear their identification badge, at all times, while at work. All doors will be locked during school hours. Entry into the school will be carefully monitored and controlled from multiple access points.

## **SCHOOLS CLOSINGS**

Information regarding school closings will be primarily communicated by school administration via texts, announcement system and/or emails to those parents/guardians who have signed up for notification through remind101.com.

## **INCLEMENT WEATHER/EMERGENCY SITUATIONS**

In the event of inclement weather, please tune in to the local radio and television stations for a list of school closings. Information will be provided for broadcast by 6:30 am. In the event of weather emergency or other emergency situations during school hours, the local radio and television will be notified when our school will be closing. Parents will be contacted as soon as possible to pick up their child/children.

## **PARENTAL SUPPORT**

Parental support is required in all aspects of New Vineyard Academy. NVA reserves the right to dismiss students when parents fail to support the administration, faculty, and policies. Parental/guardian support is required with, regard to, all aspects of New Vineyard Academy

and is an integral part in contributing to the school's success and the child's success.

### **USE OF TOBACCO PRODUCTS**

The use of possession of tobacco or tobacco-like products (including cigarettes) is prohibited at New Vineyard Academy and includes all school property (buildings, fields, and transportation) and school functions on and off campus.

### **WEAPONS POLICY**

No weapon of any size or type, including, but not limited to knives, firearms, hunting weapons, or any instrument which could be classified as a weapon, will be allowed in the possession of any individual (all ages while on the property of New Vineyard Academy. Possession means: one person or in a purse, briefcase, backpack, desk, vehicle, or any other location on school property.

Any student found with a weapon in their possession will immediately be suspended. Any student displaying, using, or threatening to use any weapon, or any instrument that could be classified as a weapon, will be subject to expulsion from NVA without a release from the membership/tuition contract and may face legal action.

If a parent/guardian or any other visitor on the school property is found with a weapon in their possession, appropriate action will be taken, which may include contacting law enforcement, legal action, and/or banning violators from coming on school property.

### **IMMUNIZATION/SHOT RECORD**

Upon your child's admission to NVA, we require that you provide a 121-immunization shot record as required by law from your doctor. All students in K-5<sup>th</sup> grade must have an up to date immunization record in their files.

## **ACADEMIC POLICIES K-5<sup>TH</sup> GRADE SCHOOL**

---

### **ADMISSION AGES**

K-5 students must be five years old before September 1<sup>st</sup>.

1<sup>st</sup> Grade students must be six years old before September 1<sup>st</sup>.

### **WITHDRAWAL**

Requests for withdrawal from school must be submitted to the school office in writing and must include the reason for withdrawal. Voluntary withdrawals, as well as withdrawals due to suspension or expulsion, release the person(s) responsible for payment from contractual financial obligations only as set forth in the Enrollment Contract that is in force at the time of the withdrawal. Additionally, tuition or fees paid in advance are non-refundable. New Vineyard Academy reserves the right to deny admission to any student who withdraws. No student will be considered for readmission unless they are in good standing academically, have an account balance of \$0.00 and behaviorally. Students will not receive a report card or transcript until the account balance has been paid in full.

## **SCHOOL HOURS**

School hours are from 7:00 AM to 3:00 PM. Afterschool from 3:00 pm to 6:00 pm. Arrival time to school is between 7:00 am and 8:15 am. **No student can stay at school more than 10 hours per day.**

**PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 7:00 AM.** There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:00 AM. Students must be dropped off in front of the school in the designated drop off area. Please do not drop off students in the parking lot area.

**Dismissal:** Begins at 3:00 PM/6:00 (Full day/Afterschool)

**Student Pick Up:** Students who are picked up will remain in their classes until pickup. Parents/guardians should report to the check in/out station and wait for their child to be brought to them by a staff member. Please note the following:

- Parents of students who are picked up early on a regular basis will be contacted by the director/designee to discuss the reasons and to develop a preventative plan.

**Please Note:** When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

### **Full-Day class time schedules are as follows:**

K-5<sup>th</sup> Grade 8:00 am – 4:00 pm      Afterschool 4:00 pm – 6:00 pm

### **Afterschool half time schedules are as follows:**

4:00 pm – 6:00 pm

## **SCHOOL OFFICE HOURS**

The school office is open Monday-Friday from 8:00 AM to 5:00 PM. If you need to contact the school before or after these hours, you may call (601)487-2330 and leave a message. Someone will return your call, during our normal school hours.

## **ABSENTEE POLICY**

If your child is going to be absent, please notify the school at (601) 487-2330. In order, for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child's name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused. Excessive or unexcused absences from school are detrimental to the educational process. Students having more than 20 absences for the year may, on the authority of the Director, be denied promotion. The procedures for unexcused absences are as follows:

CODE - ATTENDANCE REQUIREMENTS	NEW VINEYARD ACADEMY PROCEDURES
1. <b>Any unexcused absence</b> – Parent/guardian contacted to obtain explanation via telephone	Make a reasonable effort to contact parent/guardian to verify 1. knowledge whenever a student fails to report to school and maintain contact log information.
2. <b>5<sup>th</sup> unexcused absence</b> – Direct contact via telephone/in person to obtain explanation of absence and explain consequence of non-attendance.	<b>3<sup>rd</sup> unexcused absence</b> – Teacher continues attempts to make 2. contact with parent/guardian to give notification of the number of unexcused absences and obtain written documentation.  <b>4<sup>th</sup> unexcused absence</b> – Teacher will send letter to parent/guardian informing them of the student’s attendance record, possible consequences, and the need for a response. <b>5<sup>th</sup> unexcused absence</b> – Teacher will initiate attendance referral and forward to Principal/designee. <b>The Headmaster/designee</b> will Schedule conference with parent/guardian regarding unexcused absences and document on the back of the attendance referral:
3. <b>6<sup>th</sup> unexcused absence</b> – Headmaster/designee will schedule a conference within 10 days to be held within 15 days.	<b>6<sup>th</sup> unexcused absence</b> – The Headmaster/designee will ensure 3. follow-up on identified building level interventions.

### LATE ARRIVALS/TARDINESS

Students arriving late (after 9:00 AM) to school must report to the office with their parent/guardian to Be counted in attendance before going to class. A note from the parent/guardian explaining the reason for the late arrival is required. Parents of students who have 10 or more tardiness in a semester will be required to meet with the principal/designee to discuss the reasons for the tardiness and to develop a plan for improvement.

### VISITORS

For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive a visitor’s badge. This badge is to be displayed while in the school. This includes parents, volunteers, and other people. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

### RELEASING OF STUDENTS

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen **(18) years of age** during school hours. Students must be signed in and out at the check-in/out station, before leaving the school grounds.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

In order, for a student to compete, practice, or be involved in any extracurricular activity (athletics, music, etc.) the student must be present for all classes on their schedule that day. Circumstances such as school functions, medical appointments or a death in the family are exceptions to this rule. A doctor's excuse which verified the date and time of the appointment must be submitted to the school office upon returning to school and prior to participating in any extracurricular activity.

## **ELECTRONIC DEVICES/CELLPHONES**

Students are allowed to bring cellular telephones, onto school property. The device must remain off and out of sight, **at all times** until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day and on the school bus, shall have the device confiscated.

## **SCHOOL CONFISCATION POLICY**

Cellular telephones are not to be visible during school hours. Students found in violation will have them confiscated and returned to a parent. All cell phones, electronic devices and other confiscated items cannot be picked up for **48 hours**. When the parent/guardian picks up the confiscated item he/she will be required to sign the General Confiscation Form acknowledging that if the same or similar item is confiscated a **second time** it will be kept until the end of the semester; and if confiscated a **third time**, the device will be kept until the last **calendar day of the school year**. The school must be contacted to schedule a pick-up time.

## **VAN PROCEDURES**

The van drivers have the responsibility of transporting the children to and from school and events in a safe manner. Therefore, it is critical that all children follow the rules that have been established by New Vineyard Academy. When a child's conduct is excessively disruptive or endangers others riding the van, he/she will be excluded from the van until the school can be assured of acceptable behavior.

## **CHANGE OF ADDRESS/PHONE NUMBER**

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

## **EDUCATIONAL RECORDS REQUESTS**

Requests by parents/guardians for information regarding their children's educational records should be made to the school administrative assistant at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately. Note that all balances must be paid before any records will be released.

## **FIELD TRIPS**

School sponsored field trips are designed to complement the curriculum and are related to the standards of learning taught. A field trip permission form will be sent home three days before the field trip and must be completed by the parent/guardian.

- ❖ Parent/guardian will be notified of each field trip.
- ❖ Some field trips may require a nominal fee for student participation.
- ❖ Parent/guardian may be required to escort a child on a field trip due to his/her behavior.
- ❖ In some cases, a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.

## **LIBRARY SERVICES**

Students in grades K-5 are allowed one (1) book. Students are responsible for handling the books with care and not losing the books. If books are lost, the parents will be notified, and the student's book check out privileges will be limited until the book is found or the replacement fee is paid.

## **LOST & FOUND**

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each month will be discarded or donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.

## **TEACHER SPONSORED ACTIVITIES**

There are times during the year when teachers offer before and after school activities for students. Some examples of these activities are celebrations, tutoring, and chorus/play practice. Permission slips will be sent to the parent/guardian when these activities are offered.

## **TELEPHONE USE**

The office telephone is for business calls. Students may use the office telephone only in case of an emergency and with written permission from the teacher.

## **VALUABLES**

Please do not allow your child to bring large amounts of money and/or other valuable items to school. New Vineyard Academy is not responsible for lost or stolen items.

## **Health Policy**

### **ADMINISTERING MEDICATION ON FIELD TRIPS**

If your child is administered medication at school daily, when attending a field trip, the director will send a single dose of the medication with the teacher or instructional assistant who has received training from the director. If your child uses a multi-dose inhaler at school, the one you provided will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the director.

## **FACE MASK**

COVID-19 can be spread to others even if you do not feel sick. A **cloth face covering** helps prevent a person who is sick from spreading the virus to others. Students 2 years and older are required to wear a face mask to school daily and will be encouraged to keep the mask on in class, during instruction, while in the hallways and when approaching others. Social distancing will be practiced throughout the day.

**Epinephrine Pen (Epi-Pen)** – If your child has a severe allergy that requires use of the epi-pen while on a field trip, they will have to go to the hospital emergency room for follow-up care. The student’s emergency form will cover ambulance transportation; however, an adult, who is related to the student, will have to provide authorization for the emergency room to treat your child. For this reason, it is requested that you or another responsible adult family member accompany the student on the field trip.

**INSULIN DEPENDENT DIABETES-** If your child has insulin dependent diabetes, it is requested that you or another adult family member accompany the student on any field trip when blood sugar testing or insulin administration may be needed.

Parents are called if their child has a fever or appears to be suffering from an illness or injury. **To ensure prompt notification it is critical that all emergency forms are current.**

## **LIMITED PHYSICAL ACTIVITIES**

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

## **MEDICATION POLICY**

Medication must be kept in the office and administered by the school principal or the person designated by the principal to give medication. Over the counter medications are not permitted. Guidelines for administering prescription medication within school are as follows:

1. A Request for Medication Administration form must be completed and signed by the student’s doctor/dentist and parent/guardian.
2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the director or principal’s medical designee by the parent/guardian of the student.
3. Medications must be brought to school by the parent/guardian and not the student.

## **COMMUNICABLE DISEASES/ILLNESSES**

All students returning to school after contacting a communicable disease (including, but not limited to, chicken pox, strep, pink eye, etc.) must present release from the doctor’s office or health department before they may be admitted to class.

## **SICK CHILD**

Parents and guardians are urged to keep their child at home if he/she shows signs of illness. This is for his/her own good as well as for the protection of the other children. If your child

becomes ill at school, you will be notified. Should he/she have a contagious disease, please notify the teacher immediately so the other parents can be notified. If your child has been absent because of a contagious disease, including strep, please bring a note from the doctor saying he/she is no longer contagious. Your child must be free of fever for 24 hours before returning to school.

## **SCHOOL LUNCHES**

Breakfast snack, a hot lunch, afternoon snack, and dinner, including milk, are available each school day free of charge to the student. Additional beverages and snacks may be purchased separately. A menu will be posted on the parent information board on the first floor. ***Meal applications must be filled out by each household.***

## **WELLNESS POLICY**

### **WELLNESS POLICY STATEMENT:**

New Vineyard Academy recognizes the link between student learning and a healthy lifestyle. Nutritious meals will be served daily to students. Lunch and dinner will include food from the five food groups: dairy, grain, meat, vegetable, and fruit. Morning breakfast and afternoon snack will include two food groups, for example, graham crackers and cheese cubes.

## **PARENTAL INVOLVEMENT**

### **FUNDRAISING**

During the school year there will be opportunities for parents/guardians to support the school through fundraising activities. For the safety of students, fundraising activities which involve door-to-door solicitations by students are prohibited.

### **PARENT TEACHER ORGANIZATION (PTO)**

The PTO at New Vineyard Academy is an important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. PTO meetings are held on the second Thursday of each month at 6:00 PM. Please join the PTO and help us have 100% parent participation.

### **VOLUNTEER POLICY**

Under normal circumstances, Parents are welcome to volunteer in their children's schools. However, due to COVID 19, there will be no volunteers allowed in the classrooms at this time. Also, anyone who wants to volunteer at the school, but does not have a child in the school will need to be recommended to Human Resources by the Principal, submit a TB test, updated immunization record and complete a criminal background check before they are allowed to begin.

### **VOLUNTEERING**

We value the volunteer services of parents/guardians. During the school year, there will be limited opportunities for volunteers to support school programs. **Due to COVID 19 issues, our volunteer services are restricted.**



## ACADEMICS

### K-5<sup>th</sup> Grade School Grading System/4 Point Conversion Scale

#### Grading System

<b>A</b>	90-100	<b>A</b> Outstanding progress, superior work
<b>B</b>	80-89	<b>B</b> Good, better than average accomplishments
<b>C</b>	70-79	<b>C</b> Average progress and accomplishments
<b>D</b>	65-69	<b>D</b> Poor, but passing
<b>F</b>	64 & below	<b>F</b> Unsatisfactory

#### Additional codes for grades K-5<sup>th</sup> Grade may include:

- I - Incomplete
- S - Satisfactory
- U – Unsatisfactory

New Vineyard Academy will convert the final numerical average to a 4.0 scale. New Vineyard Academy will continue to use the 100-point numeric average to determine valedictorian, salutatorian, honor roll, honor societies, and other school organizations that have grade requirements for membership.

	<b>Regular Class</b>	<b>Honor Class</b>
A=	4.0	4.5
B=	3.0	3.5
C=	2.0	2.5
D=	1.0	1.5

#### **HONOR CERTIFICATES**

Honor Roll and Principal's List certificates will be presented to first through fifth grade students at the end of the school year and to sixth grade students at their graduation.

#### **ADMINISTRATOR'S LIST/HONOR ROLL**

The administrator's list will consist of those students who have a grade average of 90 or above in each subject area at the end of each nine weeks. The Honor Roll will consist of those students who have a grade average of 80-89 in each subject area at the end of each nine weeks.

#### **PARENT/TEACHER CONFERENCES**

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and "peek-ins" during daily instructional time. The teacher belongs to the students from 8:00 AM – 4:00 PM. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by

emailing or sending a note to your child's teacher or by calling the school at (601) 487-2330 to arrange an appointment. Parents should be prompt for their appointments.

## **HOMework**

Homework is a vital part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility.

## **HOMework ASSIGNMENTS**

Students in grades kindergarten – 5<sup>th</sup> grade will receive weekly homework. Homework will count as 15% of grade.

## **Instructional**

Students enrolled in the elementary schools of New Vineyard Academy are taught Reading, language arts, mathematics, science, social studies, art, music, physical education, and agriculture.

## **GRADED PAPERS**

Graded papers will be sent home to parents every in the Teacher...Parent Communicator folder.

## **DAILY PAPERS**

**Kindergarten:** Your child will be given the papers he/she has done each day before going home. Please take time to look at them and discuss these papers with your child. Again, this is enforcing the concept to your child that his/her school activities are important. There may be comments or suggestions on the papers which will help your child. We ask for your cooperation in carrying them out.

## **MAKE UP WORK POLICY**

It is always the responsibility of the student to make up missed assignments. Failure to do so will result in zeros for tests and daily assignments.

If the student does not have access to the assignments, please call the Director by 10:00 a.m. so that assignments may be picked up in the school office between 2:00 pm and 4:00 pm.

If a pattern of habitual absences during scheduled tests is recognized, a student will be warned, then will forfeit all opportunities to make up the test or tests missed. A grade of zero will be given for each test missed.

If work is missed during the last week for a reporting period, that work must be made up and graded before report cards will be issued in those subject areas. The director and teachers will determine the need for an extension of established make up time. It is the student's responsibility to contact each teacher about making up work.

## **PROTECTION OF INSTRUCTIONAL TIME**

Between the hours of 8:00 a.m. and 4:00 p.m. classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before

the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions.

### **CLASS PROMOTION REQUIREMENTS**

Students who fail one or two major subjects (Reading, Language or Math) for the year will be required to successfully complete and pass a summer program. The summer program must be provided by or approved New Vineyard Academy School. Students who fail a minor subject must complete summer work as assigned by administration. Failing any three subjects typically results in the retention (failure) in the current grade.

### **GUIDANCE SERVICES**

The guidance program exists to facilitate the growth and development of students as they progress through school. The counselor confers with parents and students concerning scheduling, academic achievement, test data interpretation, college and career decision making and personal counseling. Guidance services are an essential part of the educational program. The guidance program is designed to complement both instruction and administrative functions. Students are encouraged to see the counselor anytime a need arises. Conferences will be scheduled with students throughout the school year.

### **PROGRESS REPORTS/REPORT CARDS**

Communication between school and home is encouraged. Progress reports and report cards are sent to parents/guardians during every nine-week grading period to inform them of the students' progress. Please sign and return the reports promptly to the school the following day. Informal reports and graded papers are also sent home by the classroom teachers on a regular basis. Teachers should be contacted immediately, if parents have questions concerning their children's progress. Teachers are required to post all test grades within 3 days of the test.

### **CONDUCT/ SCHOOL RULES**

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the code of conduct. This handbook lists the student's rights and responsibilities, parents' rights and responsibilities, dress code, and the school board policy and discipline consequences.

### **DRESS CODE**

**New Vineyard Academy students shall NOT wear the following items:**

- Clothing, pins, jewelry, accessories, or other items of adornment displaying obscene, profane, derogatory, violent, or gang-related messages, themes, designs, or pictures;  
Clothing, pins, jewelry, accessories, or other items of adornment conveying messages

related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.

- Clothing pins, jewelry, accessories, or other items of adornment depicting bawdy, salacious or sexually suggestive messages.
- Clothing that is transparent or exposes the midriff, naval or cleavage.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outer garments or clothing that exposes underwear (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
- Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips, or holes in the garment.
- Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chop sticks).
- Clothing that is too tight and/or is inappropriate in length as determined by the building principal/designee.
- Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures). Head coverings or accessories that are not related to or required by student's bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves, or bandanas).
- Items that are intended for outdoor use (including, but not limited to, hats, caps, and similar head coverings, scarves, jackets, and coats).

## **HONOR CODE**

The honor code is created to create an atmosphere of trust, honesty, and integrity with mutual respect among administration, faculty, and students. A community can live together only where the basic beliefs of honor are the foundation of the community.

These principles are instilled in our students from kindergarten.

Every student will learn and understand that in order to establish a community of honor, we must all adhere and practice daily the honor codes.

**Cheating** – Cheating is defined as giving or receiving help on any pledged assignment or passing of information on tests to students who have not taken the test yet.

**Lying** – Lying is the intentional misrepresentation of facts to a member of the faculty, administration, or fellow student.

**Stealing** – Stealing is taking something that does not belong to you without prior permission from a person or company.

**Disrespect** – Disrespect is a lack of respect for authority or rules that have been set in place.

**Inappropriate Language** – Using inappropriate language includes cursing or vulgarity.

**Vandalism** – To willingly destroy or damage property of others.

**Plagiarism** – Plagiarism is the act of stealing someone’s ideas or thoughts and not giving them credit for the work.

**Dress Code Violation**- Willingly and continuously violate the dress code.

## **Honor Code Enforcement**

School administration will work closely with staff to make sure that the established codes of behavior, dress, and honor are communicated to students and are enforced.

## **TIGER MANNERS**

### **Chapel Service:**

- When coming in chapel or other areas of assembly for a program, students should enter quietly and remain quiet during the program.
- Respect the speaker and give full attention.
- Do not distract those students around you by making disturbing noises.
- Never laugh, joke, or make negative jesters when another student or teacher is speaking.
- Students should sit upright in their seats, no slouching.

### **During Breaks and Mealtimes:**

- Students should respect others and not reach over their food.
- Use proper table manners.

### **In the Classroom:**

- Cooperate with teacher and other students.
- Feet on the floor and bottom in the chair.
- No outbursts while teacher is instructing.
- Students need to raise their hand when they want to be heard.

### **In the Library**

- Silence is key.
- Use a small inside voice if you need to talk.
- Return books by the deadline.
- Follow the rules of the library.

### **In the School**

- Mind your business
- Do your work
- Be respectful

## **NETWORK/INTERNET USAGE POLICY**

All of the technological resources at New Vineyard Academy School are to be used in a manner that respects and protects the well being of the school. All files in the computer labs and library will be reviewed by appropriate school officials without prior notice. This includes checking the history of all internet made visits on each computer. Computers at the school are to be used for academic purposes only with the following policies. If a student fails to abide by these policies will have his or her privileges to use the computers revoked and will be subject to disciplinary consequences.

## **SOCIAL NETWORKING POLICY**

Students may not use any type of technology at any time or place that has a negative effect on themselves, other students, staff, and the reputation of New Vineyard Academy.

## **TEXTBOOKS**

A book fee is charged for each student to help defray the school's cost of textbook purchases. It is the student's responsibility to take care of their textbooks. When a student loses a textbook or worktext book, they are responsible for purchasing the book. The cost of the book will be determined by the cost for the school to replace the book.

## **CONDUCT AND DISCIPLINE**

It is imperative that students develop a perceptive awareness of high standards of behavior. This will enable young people to transition from childhood to adulthood. The primary responsibility for the conduct of a student rests with the students and his/her parents. Every effort will be made by administration to impress upon the students and the parents that discipline and order will be adhered to. Administrators and teachers will hold students accountable for any disorderly conduct a school and at school sponsored activities.

## **METHODS OF DISCIPLINE**

In the classroom, disciplinary cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with the policies of NVA. Methods of discipline will include missed recess, corrective writing, missed center time, or behavioral report to parents. Students will be assigned work at prescribed times. The amount will be according to the offense.

**Detention:** Early morning detention and Saturday detention will begin as assigned. Early morning detention will begin promptly at 7:00 a.m. Saturday detention will begin at 8:00 a.m. and will last until 11:30 a.m. All students should come prepared to work in detail. All worked assigned during detention will be completed. No one will be allowed to leave before 11:30 a.m. Tardiness for detention will result in either/or additional time served or In-school suspension.

Reasons for detention will include but not limited to the following disrespectfulness, tardiness, skipping school, and failure to comply with classroom rules.

## **IN-SCHOOL SUSPENSION**

Students will be isolated from other students and will be assigned academic work in each subject area. Work should be completed by the end of the school day. In-school suspension carries a daily grade of zero, which can not be dropped. All tests missed may be made up at make-up test times. In-school suspension (ISS) rules-an ISS student is to report to the designated in-school suspension area at 7:00 a.m. The student is to bring all assigned textbooks to the ISS area. The student is to remain in the designated suspension area until the monitor comes to get him/her. The student will not be allowed to talk or visit with other students.

Students assigned to ISS will not be allowed to participate in extracurricular activities for the day or part of a day served. No student will be penalized for two (2) days of extracurricular activities when serving two part-day ISS. In the event, that a student needs to serve two (2) part days of ISS, the student will miss the extracurricular activity for the day that the majority of the ISS is served. Failure to follow these rules could result in additional disciplinary action.

Reasons for In-school suspension will include but not limited to the following: excessive tardiness, cheating, profanity, disruption of school function, disobedience, disrespect. Insubordination, insulting language or behavior, obscene language or gestures, malicious mischief (intentional), use or possession of tobacco-like products, indecent display of affection, use or possession of fireworks, explosives.

## **BEHAVIOR PROBATION**

A student who displays continual inappropriate behavior will meet with the principal and the administrator. A behavioral contract will be established between the student and administrators outlining the probation period, expected behavior and consequences. This contract will be signed by the student, parent(s) and administration.

## **OUT OF SCHOOL SUSPENSION**

A student may receive an Out-of-School suspension from an administrator. Absences due to OSS are considered unexcused and will result in a grade penalty. A grade of zero will be given for each class missed during the time of suspension. No opportunity to make up tests will be given. Reasons for Out-of-School Suspension will include but not limited to the following: extreme tardiness, disrespect of school authorities, fighting, harassment, intimidation or threats, vandalism, theft, damage to property, use or possession of alcohol, and truancy (intentionally being absent from school without a legitimate excuse or skipping a class whether the student leaves campus or not).

## **EXPULSION**

A student may be expelled for the remainder of the year upon recommendation by the Administrator to the Membership Committee of the Board of Directors. A student who has been expelled may be readmitted only by appearing before the Admissions Committee with his/her parents and applying for readmission for the following year. Reasons for Expulsion will include but not be limited to the following use or possession of drugs, possession of weapons, hitting, striking, or threatening school personnel.

***Note: This handbook does not address every situation, question, or problem that may arise. Any situation, question or problem that arises is not covered in this handbook will be left to the discretion of the Administration.***

## **EXTRACURRICULAR ACTIVITIES**

The following activities are provided to enhance the educational experience of New Vineyard Academy students:

Class Field Trips  
Assembly Programs  
Sports Teams  
Dance

Christmas Charity Outreach Projects  
Thanksgiving Charity Outreach Projects  
Chorus  
Field Day

## **P.E. CLASS**

All students are expected to participate in P.E. Class. A doctor's excuse or note from parents should be sent to the P.E. teacher if a student cannot participate in P.E. activities. Tennis shoes must be worn for P.E. class. This is a safety precaution.

## **PLAYTIME**

We will be going outdoors each day except when the weather does not permit. If there is some reason your child cannot be outdoors, please send a note or doctor's excuse listing the reason your child can not go outside to play. Otherwise, all the children will go outside. We encourage the students to participate in outside play.

## **TIGER CARE/AFTERSCHOOL CARE**

Year-Round Tiger Care will be available for New Vineyard students in grades K-5<sup>th</sup> Grade. K-5<sup>th</sup> grade will go to Tiger after-school care if they are not picked up at dismissal time. Elementary students are dismissed at 4:00 pm. A free dinner is provided for the students through the school. Student in K-5<sup>th</sup> grade may go to Tiger afterschool care at 4:00 p.m. A supervised homework study hall will be held Monday through Friday from 4:0 p.m. to 6:00 p.m.

## **TUITION POLICY**

Admission to the school will be by enrollment only. The price varies by grade level and is nonrefundable and will enable the children to attend school. A yearly registration fee is due upon submission of the enrollment application. A yearly book fee is due on the day of enrollment. Tuition is due by the 1<sup>st</sup> day of attendance each month, no later than the 2<sup>nd</sup> of each month.

## **DELINQUENT ACCOUNTS/RETURNED CHECKS**

Payments not made by the 2<sup>nd</sup> day of the month will be assessed a \$25 late fee to the account of each child per day until the balance has been paid in full. If a full payment is not received by the second day of the month, your account will be considered seriously past due. If a full payment is not received by the 5<sup>th</sup> day of the month, your child can not return to school until your account has been paid in full. If you withdraw your child without paying the balance due, your account will be terminated and will be submitted to a collection agency and reported to all three credit bureaus.



A \$50 fee will be charged for the first returned withdrawal/check NSF. The second returned withdrawal/check NSF will be charged a \$100.00 fee. After the second returned withdrawal/check NSF you will be required to pay by money order or credit card, thereafter, or be subject to disenrollment from the school.

### **LATE PICKUP CHARGES**

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$2.00 per minute per child will be charged after 6:00 pm. Please remember our staff members are anxious to get home on time to their families and commitments.

### **WITHDRAWALS**

Parents wishing to withdraw their child(ren) may do so at any time. A two-week notice is required and appreciated. If two weeks' notice is not given, your account will automatically be charged for two weeks.

# SCHOOL CALENDAR 2023-2024

Student Registration Starts.....July 1, 2023

## AUGUST

Teachers Report..... Thursday, August 3, 2023

Open House.....Friday, August 4, 2023

First Day for Students .....Monday, August 7, 2023

1<sup>st</sup> Nine Weeks Begin

## SEPTEMBER

Labor Day Holiday (School Closed) .....Monday, September 4, 2023

1<sup>st</sup> Nine Weeks

Midterm Report Issued.....Monday, September 11, 2023

## OCTOBER

1<sup>st</sup> Nine Weeks End.....Tuesday, October 10, 2023

2<sup>nd</sup> Nine Weeks Begins.....Wednesday, October 11, 2023

P/T Conference

Report Cards Issued.....Tuesday, October 17, 2023

## NOVEMBER

2<sup>nd</sup> Nine Weeks End

Midterm report Issued.....Tuesday, November 14, 2023

Thanksgiving Break.....November 20-24, 2023

## DECEMBER

2<sup>nd</sup> Nine Weeks End

1<sup>st</sup> Semester Ends.....Thursday, December 21, 2023

Winter Break Begins.....Friday, December 22, 2023

## JANUARY

Students and Teachers Return

3<sup>rd</sup> Nine Weeks Begins.....Wednesday, January 3, 2024

MLK Day (School Closed).....Monday, January 15, 2024

2<sup>nd</sup> Nine Weeks

Report Cards Issued.....Tuesday, January 16, 2024

Parent/Teacher Conference Day

3<sup>rd</sup> Nine Weeks Midterm Report Issued.....Monday, January 12, 2024

## FEBRUARY

3<sup>rd</sup> Nine Weeks

Midterm Report Issued.....Monday, February 12, 2024

## MARCH

Spring Break Week.....March 11-15, 2024

3<sup>rd</sup> Nine Weeks Ends.....Friday, March 22, 2024

4<sup>th</sup> Nine Weeks Begins.....Monday, March 25, 2024

Good Friday (No School).....Friday, March 29, 2024

## APRIL

Easter Monday (No School).....Monday, April 1, 2024

4<sup>th</sup> Nine Weeks

Midterm Report Issued.....Tuesday, April 23, 2023

## MAY

Last Day of School/4<sup>th</sup> Nine Weeks Ends.....Friday, May 24, 2024

# NEW VINEYARD ACADEMY

## *Schedules for Issuing Progress Reports and Report Cards for the 2023-2024 School Year*

Grades K – 5th Progress/Report Card Schedule
--

<b>TERM</b>	<b>TERM BEGINS</b>	<b>MIDTERM PROGRESS REPORTS</b>	<b>TERM ENDS</b>	<b>REPORT CARDS</b>
1	August 7, 2023	September 11, 2023	October 10, 2023	October 16, 2023
2	October 11, 2023	November 14, 2023	December 21, 2023	January 16, 2024
3	January 9, 2024	February 12, 2024	March 22, 2024	April 23, 2024
4	March 25, 2024	April 23, 2024	May 24, 2024	May 24, 2024

If the schedule for issuing progress reports and report cards must be changed for any reason, ample notice will be provided.

## Acknowledgement and Receipt of Parent Handbook

This is to verify that I have read the New Vineyard Academy Parent Handbook.

I agree to comply with the policies and procedures outlined in this parent handbook.

I agree to pay all cost associated with my financial account.

### List the name of your children.

Child 1 \_\_\_\_\_

Child 2 \_\_\_\_\_

Child 3 \_\_\_\_\_

Child 4 \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_