

# Valley of the Sacred Heart

## Parent/Student Handbook

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## Letter of Welcome

*Catholic education is an expression entrusted by Jesus to the Church He founded. Through education, the church seeks to proclaim the Good News and to translate this proclamation into action.*

Dear Families,

As director of Valley of the Sacred Heart Academy and on behalf of Father Juan Carlos, our chaplain, the faculty and staff, I want to welcome you to our school. VSH Academy faculty and staff are dedicated to educating and preparing our students for the full reality of life, both spiritually and academically. At the heart of our school is Catechesis of the Good Shepherd, a distinct approach to religious formation of the child; where students can fall in love with God. This handbook outlines school expectations for our students as they move through their elementary education and on to Chesterton Academy.

I have been an educator since 1992. I attended UC Davis, CA and continued my education at St. Mary's College in Moraga, CA earning two teaching credentials and my Master's in Education. I worked for 20 years in the field of Special Education. My husband and I then homeschooled our own children for 7 years before I helped found Valley of the Sacred Heart Academy. I have received my Level 1, 2, and 3 national certification for Catechesis of the Good Shepherd and am currently a catechist. My time working with the children is the highlight of my week. I am an active member of St. Peter Parish and Catholic Advance. Being a director of VSH Academy has allowed me to combine two of my greatest rewards in life, my faith and serving others.

VSH Academy is an independent Catholic school. We exist to partner with parents in their obligation to raise their children in the faith as part of the promises made at baptism. We also provide a healthy, rigorous, academic program following Montessori and classical methods of instruction. We are not required to follow any state or diocesan educational requirements that are contrary to Catholic teaching; therefore, we are able to choose the best curriculum and texts for a wider array of options to meet the spiritual and educational needs of children.

VSH Academy is for all children. The faculty and staff believe in the basic goodness of every child. Our hope is to continue to spark each child's desire to learn through the awe of discovering God in all aspects of learning. Catholic education will not only evangelize your children, bringing them closer to God, but also giving them skills to move into high school and beyond. Our hope is your child and your family will grow in the love of Christ.

Please take the time to review and familiarize yourself with this handbook. These guidelines are here for the protection and fairness of all parties, most importantly, the children. It explains policies and procedures followed at VSH Academy.

Please use it throughout the year as a reference.

Thank you for entrusting the education and spiritual development of your child to our care. We take this responsibility very seriously. Together we can build on the Christian values and foundations begun at home to mold your child into a beautiful child of God. Your child will learn the caring, the love, the compassion, the mercy, and forgiveness of Jesus that comes from living in Christian community. When parents and school partner together, they truly provide the best education for the child.

In His love,

Chris Simpson

Director

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## **Important Information Regarding Enrollment and this Handbook**

### SCOPE of this HANDBOOK

Enrollment at Valley of the Sacred Heart Academy (VSH) is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

### PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that VSH Academy has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with VSH Academy and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

### RIGHT TO AMEND

VSH Academy reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of VSH Academy. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the

policies, rules, and regulations of VSH Academy if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at VSH Academy on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this

handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

#### CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of VSH Academy. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at VSH Academy in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook. Depending on the

severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

## About Valley of the Sacred Heart Academy

### MISSION STATEMENT

Valley of the Sacred Heart Academy provides a rich Catholic environment that is rooted in the principles of Montessori and Classical education – while igniting a child’s love for God.

### VISION STATEMENT

VSH Academy serves children in TK-8<sup>th</sup> grade, providing a solid Catholic education, is faithful to the mission of the Church, and reasonably priced for families. Valley of the Sacred Heart Academy assists each child to reach his/her potential as a child of God.

### STUDENT LEARNING EXPECTATIONS (SLEs)

As a school community, these are the expectations our students are to learn through the active participation at VSH Academy:

#### Faith

A student who:

- believes in God and all that has been said and revealed to us
- demonstrates reverence at Mass and during prayer
- seeks to know and do God’s will

#### Hope

A student who:

- believes that God is above all things
- demonstrates a trust in God
- seeks Him for our salvation

#### Love

A student who:

- believes the supernatural gift given to us by God
- demonstrates loving our neighbor as ourselves
- seeks the Fruits of the Spirit and fullness of the Law (CCC 1824)

### HISTORY

Valley of the Sacred Heart Academy opened in November 2013 with 12 children and 3 adults and was located at St. Peter’s Church in Dixon, California. The Academy was open one day per week for 3 hours and offered Spanish, Geography and one session of Catechesis of the Good Shepherd for children ages 3 – 6. By the fall of 2014 the Academy had expanded to 35 children, was open two days per week, had added 3 teachers and offered two sessions of Catechesis of the Good Shepherd.

In 2015, the Academy served 75 children, added 7 more staff members and offered six sessions of

Catechesis of the Good Shepherd. At present, we have families attending the Academy from Fairfield, Vacaville, Winters, Sacramento, Woodland, Davis, and Dixon.

In 2016, an initiative was undertaken with the Sacramento Diocese to open a full time Montessori elementary and a full time Chesterton Academy - a classical high school. Bishop Soto approved that we move forward with the initiative as per need and desire. The Valley of the Sacred Heart Academy is the only Catholic Montessori and classical school within a 40-mile radius of Dixon.

#### ACCREDITATION

VSH Academy is seeking accreditation by the National Association of Private Catholic and Independent Schools (NAPCIS) and the Western Association of Schools and Colleges (WASC) over the next 5 years. These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

#### NON-DISCRIMINATION POLICY

VSH Academy, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. VSH Academy does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships and loan programs, and athletic, and other school-administered programs.

## **School Structure and Organization**

### BOARD OF DIRECTORS

VSH Academy School Board is comprised of 5-7 members which include, Pro Ecclesia Sancta religious and Catholic laity. VSH Academy is an independent Catholic school in the Diocese of Sacramento.

### CHAPLAIN

The chaplain of the school is a Pro Ecclesia Sancta priest working in the Diocese of Sacramento. The chaplain is delegated by the board to serve as the spiritual leader. The chaplain is available on a weekly basis for confession and on occasion school Masses and activities. The chaplain works with VSH Academy administration to advise staff and students regarding religious instruction.

### PRINCIPAL

The school principal is delegated by the board to serve as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of VSH Academy.

### GOVERNANCE

VSH Academy is overseen and given direction by the VSH school board. VSH Academy is recognized as an independent Catholic school in the Diocese of Sacramento per the Bishop's approval. VSH works alongside Pro Ecclesia Sancta, an ecclesial religious organization, to offer a Catholic education to students and families.



### ADMINISTRATIVE TEAM

One member of the faculty, in addition to the vice-principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

### FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the VSH Board. A directory of faculty and staff may be found on the school website.

## **Schedule**

School hours are 8:00 A.M. to 3:00 for 6-8th

9:00 A.M. to 3:00 P.M. for TK-5<sup>th</sup>

7:58 A.M. The bell for the beginning of the school day will sound

8:00 A.M. School will begin 9:00 for TK-5th

3:00 P.M. Dismissal for grades TK-8<sup>th</sup>

12:00 P.M. Dismissal on specified days (TBD)

## **Admission, Registration, and Financial Policies**

### PARTNERSHIP of SCHOOL and FAMILY

VSH Academy works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Theology class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to VSH Academy is a privilege, not a right. Parents have a right to apply to VSH Academy for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Catholic Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into VSH Academy is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### ADMISSION PRIORITIES

The order of priority for acceptance to VSH Academy follows:

1. Continuing students in good standing at VSH Academy who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending VSH Academy
3. Siblings of non-Catholic families attending VSH Academy
4. New Catholic Families
5. New non-Catholic families

### PROBATIONARY ADMISSION

All students are admitted to VSH Academy on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

## AGE for ADMISSION

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1<sup>st</sup> of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program. A child may enter Transitional Kindergarten after September 1, during the school year, under the following conditions:
  - Space is available in the class.
  - The family understands that their child will repeat TK the following school year.
  - The child is fully potty-trained.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1<sup>st</sup> of the current school year.

## DOCUMENTATION REQUIREMENTS

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, the school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable).

## PHYSICAL EXAMINATION

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

## IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK– 12 currently include the following: polio (OPV or IPV--4 doses); diphtheria, tetanus, pertussis (DTP, DTaP, or DT--5 doses); measles, mumps, rubella

(MMR or MMR-V--2 doses); hepatitis B (HepB or HBV--3 doses); and varicella (chickenpox, VAR, MMR-V, or VZV--2 doses).

- Students entering 7<sup>th</sup> grade are required to have Tdap (whooping cough booster usually given at 11 years and up--1 dose) and varicella (chickenpox; usually given at ages 12 months and 4-6 years--2 doses).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption (see below).
- For a medical exemption for student admissions on or after July 1, 2019, a parent or guardian must submit a signed, written statement from a physician (MD or DO) licensed in California which states:
  - The specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization.
  - Each specific required vaccine that is being exempted.
  - Whether the medical exemption is permanent or temporary.
  - If the exemption is temporary, an expiration date no more than 12 calendar months from the date of signing.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.
- The school reserves the right, at the sole discretion of the principal (in consultation with the Board), to deny admission to any student who is not fully immunized, even if there are qualifying medical or personal grounds for exemption from the immunization requirement.
- Covid-19 immunization is optional under the direction of the Sacramento Diocese.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

#### APPLICATION PROCESS

New student applications are accepted via FACTS.

Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Parents will be notified by email or phone regarding acceptance or non-acceptance.

APPLICATION INTERVIEWS, TESTING, or SCREENING

Placement tests may be administered to all prospective students. For TK and Kindergarten students, there will be a screening completed by the staff before new students will be allowed to enroll. New students in 3<sup>rd</sup> through 8<sup>th</sup> may be given a STAR test from Renaissance learning for placement prior to enrollment.

REGISTRATION FEE

This fee helps offset various costs including standardized testing, sports, student materials, and textbook use.

- A registration fee of \$200.00 for 1-2 students and \$250.00 for 3 or more students. There is a \$100 art/material fee per student. Fees are due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration fee for continuing students is due no later than June 1st; priority status for any student is forfeited if the registration fee is not received by the due date.
- ALL financial obligations for the previous school year, including registration or art/material fees are due and must be paid in full. All required work service hours must be completed and recorded before registration is accepted.
- A penalty fee of \$10.00 per hour per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

TUITION

Tuition rate for families with children TK-5th grade:

1 <sup>st</sup> two children	\$4,000 per child
3 <sup>rd</sup> and subsequent children	\$3,600 per child

Tuition rate for families with children 6-8<sup>th</sup> grade:

1 <sup>st</sup> two children	\$5,500 per child
3 <sup>rd</sup> and subsequent children	\$5,000 per child

OTHER FEES

**Athletic Fees**

There is a nonrefundable \$30 fee per student for participation in first sport played; additional after-school sports will cost \$20 each. Fees will be collected at the office prior to the first day of practice. (Fees not applicable at this time). Fall sport uniforms are the property of the school and must be returned or replaced at the end of the season. Detention and/or tutoring time must be served prior to

sports practice or game. Tuition must be current in order to play.

### **Field Trips**

Most classes plan one to two field trips during the school year. Cost for any field trip is the sole responsibility of the parent. Collection of funds for field trips will be collected by administrator. If the parent experiences a hardship paying for the field trip and want their student to attend, they must contact the classroom teacher in a timely manner.

### TUITION COLLECTION

Tuition is managed exclusively via the FACTS. Parents may select one of the following options:

- One payment: August 1 (full payment may be made no later than August)
- Ten payments: August 1 – May 1
- Twelve payments: August 1 - August 1

If an account is in arrears for more than two months, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the principal. All monies owed to the school must be paid before a student can enroll for the following year.

### FINANCIAL AID

FACTS Management Company manages all applications for financial aid. Applications must be completed by May 1 of prior school year attending. Awards for assistance will be determined by school board team.

### COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at VSH Academy. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to VSH Academy.

### OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 30 Parent Service Hours minimum total per family
- Each family is expected to actively support and participate in our fundraisers:  
Examples include: Gala, Jog-A-Thon, special food sales, yearly campaign, etc.
- A penalty of \$10 per hour per family is added to the registration fee for unserved parent hours for the year ending at the time registration is due.

### WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. **The registration and art/material fees are non-refundable.** *If a family pays tuition in full at the start of year and their student leaves after the start of 2<sup>nd</sup> semester, no refund is not granted.* The school reserves the right to withhold student records until all financial obligations have been settled.

## Communication

### SCHOOL CONTACTS

School Office: 530-574-0804  
Office Fax Number: 707-676-9100  
Website Address: [www.valleyofthesacredheart.com](http://www.valleyofthesacredheart.com)  
School Attendance: 530-379-8424

### PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in SchoolSpeak.

### CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

### OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the office staff.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: illness, forgotten gym clothes, homework, lunches, or social arrangements after school.

### COMMUNICATION from the SCHOOL

- The SchoolSpeak portal is the school’s primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP’s, grades, and homework and progress reports. Please check SchoolSpeak on a daily basis to receive the most up-to-date information and announcements.

### CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.



### E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is NOT an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is NOT an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should NOT be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should NOT be used when the sender is upset.

### DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and lastname and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent or student after school.

### BACK to SCHOOL NIGHT

A Back to School Night will be held within the first 6-8 weeks of school for all parents to attend. There will be one general meeting at which the principal will address all parents. At this time parents will sign up for various fundraising events.

### PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a vice-principal, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. The principal will consult with the school chaplain who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- Such conferences to resolve conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict. The conference may not take place if other visitors or legal counsel are present.
- After consultation with the school chaplain, it is the responsibility of the principal to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the VSH Board of Directors.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## Visiting the School and Volunteering

### VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of VSH Academy are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized.

### CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

### VOLUNTEER REQUIREMENTS and GUIDELINES

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive and/or attend field trips, help in the classroom, or volunteer at parish events where the school children are present, **MUST** be fingerprinted (volunteer must pay for fingerprinting) **AND** have clearance through the Safe Haven Program. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week, and sometimes more. All results are sent to the Diocese of Sacramento. It is **REQUIRED** that this clearance be on file **BEFORE** anyone can volunteer in any capacity. Volunteering is a privilege granted at the discretion of the principal.

- Fingerprinting: The school will provide forms and information regarding fingerprinting.
- Save Haven training: A link is available on our website  
<https://valleyofthesacredheart.com/parents#volunteer>

This online training is for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.

- Driving and Insurance Requirements:
  1. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
  2. The privately-owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
  3. No vehicle larger than an 8-passenger vehicle may be used.
  4. The number of persons in a car should not exceed the number for which the car was constructed.

5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
6. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.

#### VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Sacramento must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;

- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth;
- Use profanity in the presence of children and/or youth;
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included; or
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

#### FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher or administrator. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have valid driver's insurance coverage information on file and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing VSH Academy, they are required to adhere to free dress attire policies.

#### VOLUNTEERING OPPORTUNITIES and REQUIREMENTS

##### ANNUAL FUNDRAISING COMMITMENT

All families will participate in fund raising volunteer hours. This can consist of selling items, helping with events and purchasing or selling tickets, etc.

Fundraising:

The following may be included in this group:

1. Gala: \$40-\$60 per ticket
2. Bake Sales: donating/buying items
4. Jog-a-thon; sponsors for a minimum of \$50 per student
5. Raffle tickets: 10 tickets per family to buy or sell
6. Annual Campaign mailouts: 10 letters per family

Annual goal of collecting \$300 in donations per family. The final list of fundraising activities and required participation will be presented at Back to School Night.

### ANNUAL HOURS COMMITMENT–Preschool - TK – 8<sup>th</sup> Grade

All families will be required to perform service hours to the school. TK through 8th grade families has a requirement of 30 service hours per school year.

As a part of the admissions requirements, each family has agreed to fulfill 30 hours. It is each family's responsibility to turn in their Service Hours form to the office by June 1.

### **Fundraising Hours**

**Fundraising Hours are divided as follows:**

Please note that families may do all of their hours in fundraising if they prefer.

1. All school families will be required to participate in the GALA EVENT(5 hours per family). Soliciting auction items for the silent & live auction can be used for hours, purchasing drinks, baking, etc.
2. Every family must complete the remainder of their hours in other fundraisers including but not limited to:
  - a. Gala
  - b. Jog-a-thon
  - c. Bake Sales
  - d. School Plays
  - e. Spring Concert
  - f. Annual Campaign
  - g. School Cleaning

**4. Volunteers who do not show up for their scheduled time after being contacted by the chair will be billed \$20.00 for each hour they were scheduled to work. These hours cannot be made up at another fundraiser.**

## General Hours

Examples of General Hours are as follows:

- Clean up days at school; special projects
- working on school projects at school; driving for field trips
- working on school projects at home or in the classroom
- working in the school's sports program or student school activities
- helping with lunch "dine out Wednesdays" or donating items

## EARNING HOURS

1. An hour of service worked or item donated is worth hours for service hours.
2. Donation of a single **MAJOR** item for Gala (item must be approved by Gala coordinator:

\$200.00+	4 Fundraising Hours
\$150.00-\$199.00	3 Fundraising Hours
\$100.00-\$149.00	2 Fundraising Hours
\$50.00 - \$99.00	1 Fundraising Hour
3. Baking for school events fundraisers is worth one General Hour for baking two- dozen cupcakes, 3 dozen-cookies, one cake or one pie.
4. Working at a School workday earns an hour worked for an hour in General Hours.
5. Families must log all hours completed on Schoolspeak or Service Hour Form and submit by June 1.

## POINTS TO REMEMBER

- No family may give hours that they have earned to any other family. The purpose is for the school to benefit from each family's effort and talents, not to have a few people do all the work.
- Families may have a relative/close friend help fulfill these hours with approval from Principal.
  - Raffle tickets, Gala tickets or campaign pledge forms are sent home for some of the fundraisers with the requirement that a family either purchase them, try to sell them to others or distribute to friends and family (campaign pledge cards). Keep in mind that the family is monetarily responsible for any Gala or raffle tickets.

## Non- Hour Earning items:

- ✓ Participating by purchasing food at fund raisers
- ✓ For purchasing items at Gala or other fundraiser.
- ✓ Attending school events

## Coaches:

- Coaches will receive all of their service hours for coaching a team.

**Catechists:**

- Catechists or parent volunteers who work weekly in the atrium, will receive all of their service hours for the year.



## Curriculum

VSH Academy embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at VSH Academy are developed using Montessori and classical methods of instruction. The curriculum is carefully coordinated throughout all grades. Teachers and school administration review and evaluate materials/textbooks cyclically and sequentially according to specified curriculum areas to insure that California standards are met and/or exceeded. In math and language arts, the school has NOT adopted the California State Common Core Curriculum Standards. Further specifics regarding the curriculum can be provided by the principal.

### ESSENTIAL, CORE CURRICULUM

VSH Academy provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, and religion.

### ENRICHMENT CURRICULUM

Students participate in programs of study in music, art, and foreign language as an enrichment of the academic curriculum.

### MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an "M"; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. VSH Academy endeavors to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

### STUDENT SUPPORT TEAM

A Student Support Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Support Team may consist of the classroom teacher,

principal, vice-principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

#### RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- VSH Academy provides weekly religious instruction through a Montessori approach to faith formation.
- Students ages 3-13 participate in weekly 2-hour Catechesis of the Good Shepherd Atrium sessions.
- Students who have been in Level 2 for at least two years are eligible to prepare for, and receive, the sacraments of First Reconciliation and First Eucharist at the end of the year Abide in Me Retreat.
- Students in 7-8<sup>th</sup> grade prepare for, and receive, the sacrament of Confirmation at their local parish or make arrangements with St. Peter Church.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students throughout the school year.
- Students in 5-8<sup>th</sup> grade will have an opportunity to attend a one day retreat.

#### ALTAR SERVERS

Students in grades 4-8 are encouraged to serve the school by training to be altar servers. Parents will be notified about sign-ups and training sessions for them.

#### SUNDAY LITURGY/FAMILY MASS

At VSH Academy our mission is to educate our students forming their intellects and their virtues to the limits of their potential. However, even before these aspects of our mission, our mission is to form their spiritual lives and attempt to make disciples of them all. While it is true that some of our students may not be Catholic, we nonetheless approach our mission from a Catholic perspective. Therefore, part of our regular life here at VSH Academy is to be

involved in the Mass and other sacraments. The School participates once a week in the daily Mass, but we must not limit ourselves to this. Our Catholic doctrine teaches us that the “Sunday Eucharist is the foundation and confirmation of all Christian practice. For this reason, the faithful are obliged to participate in the Eucharist on days of obligation, unless excused for a serious reason.”

Because of this Catholic teaching, VSH Academy has the expectation that all of our families that are Catholic would fully practice Catholicism when away from the school and at home, which includes going to Mass every week and on all Holy Days. While this specific Mass might not always fit into an individual family’s schedule, it is highly encouraged for our families to regularly attempt to be present.

#### FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

#### TEXTBOOKS

Textbooks are provided by the school for students to use. Students may be asked to cover textbooks. Parents will be asked to replace any lost or destroyed textbooks. Students should always treat textbooks with respect. Teachers will instruct students as to which textbooks they may consume (write in).

## Student Evaluation

### PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of SchoolSpeak to monitor student progress and to take the initiative to contact teachers should they develop a concern.

### STANDARDIZED TESTING

VSH Academy uses a comprehensive, formative assessment program called STAR Renaissance. These assessments are administered to students in 2<sup>nd</sup> – 8<sup>th</sup> grade two-four times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

### HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

### HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student and grade level; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects.

### MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

- When a student is absent for three or more days due to illness, a parent may call the school office before 9:00 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

### GRADING

The following academic grading scale has been adopted by VSH Academy for essential curricular subjects in accordance with local Catholic schools in the Diocese of Sacramento.

#### GRADES TK – 5

Mastered	M
Usually	U
Developing	D
Beginning	B
Concept not introduced	X

#### GRADES 6-8

##### Grade Percentage and Grade Point Equivalent

A 90% or above	4.0
B 80-89%	3.0

C 70-79%	2.0
D 60-69%	1.0
F 0-59%	0

Grade Point Averages are calculated as follows:

A+,A, A-	=	4.0
B+, B, B-	=	3.0
C+, C, C-	=	2.0
D+, D, D-	=	1.0
F	=	0.0

#### CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class.

#### PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each semester for students in grades 6-8. (non-applicable at this time)

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

#### REPORT CARDS

Report cards are given in Grades TK-8 at the close of each semester of instruction. Report cards are to be signed by the parents and returned to the teachers within three school days. Students who have been absent 10 or more days during a semester may receive an incomplete in the subject areas affected.

### PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for TK – 8 grade before the half way point during the first semester. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

### ACADEMIC/BEHAVIORAL PROBATION

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on semester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on semester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

### PROMOTION

VSH Academy students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.

### RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible.

### ACCELERATION

Acceleration of the student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

### HONOR ROLL (GRADES 6-8)

To recognize the academic achievement of the students who earn good grades, there are three honor roll categories: Principal's Honor Roll, A Honor Roll and B Honor Roll for students in grades 6-8. The Honor Roll is the AVERAGE of all letter grades in all subjects' received each semester.

- In order to qualify for the "Principal's Honor Roll", a student must achieve a 4.0 or better in all subjects with no A-s
  - In order to qualify for the "A" Honor Roll, a student must achieve an AVERAGE of 3.5 or better.
  - In order to qualify for the "B" Honor Roll a student must achieve an AVERAGE of 3.0 or better.
  - To maintain the high academic standard of Honor Roll, earning a grade of "F" in any subject area will disqualify a student from Honor Roll.
  - Translating the letter grade into its numerical value then adding these numbers together and then dividing by the number of classes involved compute the Grade Point Average (GPA).
  - The average calculated is not rounded up when determining Honor Roll. (i.e., 2.99 does not round up to 3.00 and does not qualify for the B Honor Roll).

### EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8<sup>th</sup> grade requires the following:

- Achievement of a passing grade in all subject areas
- Completion and submission all assignments
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15<sup>th</sup>

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Baccalaureate Mass at the Cathedral of the Blessed Sacrament for all of the eighth-grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event and may choose to attend this event. (Not applicable at this time)



School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

## **The School Day and Attendance**

### SCHOOL and OFFICE HOURS

School hours are from 8 am to 3:00pm.

Office hours are from 7:45 am to 4 pm on regular school days.

### CLOSED CAMPUS

VSH Academy is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

### ARRIVAL

Students may be on campus at 7:45 am. Earlier arrivals must wait outside or in the church with parents.

### DISMISSAL

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at VSH Academy cannot, and will not, be supervised by the coaches or other adults.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.

- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

### **DROP-OFF and PICK-UP PROCEDURES**

#### **ARRIVAL/DROP-OFF PROCEDURE**

- For safety reasons, children are not to be dropped off before 7:45 am.
- All students are to arrive **before** 8:00 am. in order to make the 8:00 A.M. bell. The student(s) will still be considered tardy if they arrive after 8:00 am. For TK-5<sup>th</sup> 9:00 am.
- Children are to be dropped off at the side school gate and proceed directly to the playground, dropping off their belongings at their classroom.
- Before school, cars can park near or in St. Peter parking lot.
- Parents wishing to walk their child to class may do so after parking near school. Hold your child's hand and cross cautiously to the school grounds.
- Before school, all students are to wait on the recess grounds and not in front of the school with parents or guardian.

#### **DISMISSAL/PICK-UP PROCEDURES**

- Children are not permitted to go to the parking lot area passed the orange cones unless accompanied by an adult. Parents who wish to walk in to pick up their child may park in front of the church or across from school. Hold your child's hand and cross cautiously.
- Please, never ask your child to meet you in front of the church, in the parking lot, or any other out-of-the-way place on campus. Children, for their safety, need to be within view of the school staff.

- Students walking or riding their bicycles must have a written note on file in the school office verifying parent permission. Students must let their teacher know when they are leaving the school grounds.

## ***PLEASE BE PATIENT- THE SAFETY OF OUR STUDENTS ALWAYS COMES FIRST!***

### WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

### MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00 pm.

### ABSENCES

- If a student is absent, a parent/guardian must notify the school before 8:00 am on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- A written excuse from the parent/guardian stating the reason for an absence must be presented to the office or homeroom teacher by the student upon returning to school.
- Medical/dental appointments are considered excused absences. Parents must send a note to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

### TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00 or 9:00 am depending on the child's grade level. A child is considered tardy if he/she is not in line or in the classroom by the 8:00 or 9:00 am bell.

- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must receive a tardy slip from the office prior to admittance to class.

#### EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in decreased academic credit or disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes may be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

#### ABSENCES AND MAKE-UP WORK

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## Appearance and Student Uniform Requirements

### INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of VSH Academy. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the VSH Academy uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

**Uniforms can be purchased from Dennis Uniforms from the Sacramento/San Francisco stores or at [www.dennisuniform.com](http://www.dennisuniform.com) under Valley of the Sacred Heart Academy, school code: UVLYSH**

**PE uniforms for 6-8<sup>th</sup> grade students and optional sweatshirts for TK-8<sup>th</sup> can be purchased through All Sports 707-447-9258 or email [allsports1@sbcglobal.net](mailto:allsports1@sbcglobal.net)**

### Boys TK through 8<sup>th</sup> Grade

PANTS	<ul style="list-style-type: none"> <li>• Khaki twill pants. The pants should fit appropriately at the waist, not oversized or too tight in anyway, and have no excess at the foot. (No cargo or <i>jean-style</i> pants)</li> </ul>
SHORTS (seasonal)	<ul style="list-style-type: none"> <li>• Khaki twill shorts. (No cargo or <i>jean-style</i> shorts)</li> <li>• The shorts should be no longer than the top of the kneecap.</li> <li>• Fit appropriately at the waist, not oversized in any way.</li> <li>• No bicycle shorts.</li> </ul>

SHIRTS	<ul style="list-style-type: none"><li>• White or blue short sleeved, collared, two/three white button plain knit polo shirts with no tail.</li><li>• White or blue long sleeved knit polo shirts may also be worn – as needed for cooler weather</li><li>• Shirts are to be tucked in during school hours (not during recess time)</li></ul>
SOCKS	<ul style="list-style-type: none"><li>• White, black or navy blue socks.</li><li>• White, black or navy blue ankle or sport socks (no logos) must be worn &amp; visible at ankle.</li></ul>

SWEATSHIRT/JACKET	<ul style="list-style-type: none"> <li>• Blue sweatshirt with school logo.</li> <li>• Student last name may be embroidered on front of sweatshirt in white just above the bottom waistband. NO STUDENT NAMES MAY BE SCREENPRINTED ON THE CREWNECK SWEATSHIRT.</li> <li>• Navy Dennis uniform zip up jacket (optional)</li> </ul>
SWEATERS	<ul style="list-style-type: none"> <li>• Solid navy or red sweaters only (Dennis uniform preferred)</li> </ul>

**Girls TK through 8<sup>th</sup> Grade**

SKIRT/ JUMPERS	<ul style="list-style-type: none"> <li>• Plaid Dennis uniform skirts 5-8<sup>th</sup> grade.</li> <li>• Uniform should be at or below the kneecap.</li> <li>• Skirts may NOT be rolled at the waist.</li> <li>• TK-4<sup>th</sup> girls must wear the jumpers.</li> </ul>
SHIRTS	<ul style="list-style-type: none"> <li>• White or blue short sleeved, collared, two/three white button plain knit polo shirts with no tail. (No shorter <i>length</i> or sleeveless polos)</li> <li>• White or red long-sleeved knit polo shirts may also be worn – as needed for cooler weather</li> <li>• Shirts need to be tucked in during school hours (not at recess)</li> </ul>
SOCKS and TIGHTS	<ul style="list-style-type: none"> <li>• White, navy blue or black ankle-high or knee-high socks or tights.</li> <li>• No logos must be worn, socks must be visible at ankle</li> </ul>
SWEATSHIRT	<ul style="list-style-type: none"> <li>• Navy crewneck sweatshirt with school logo. Student last name may be embroidered on front of sweatshirt in white just above the bottom waistband.</li> </ul>
JACKET	<ul style="list-style-type: none"> <li>• Navy Dennis uniform zip up jacket (optional)</li> </ul>
SWEATERS	<ul style="list-style-type: none"> <li>• Solid navy or red only (Dennis uniform preferred)</li> </ul>

### Shoes for Boy and Girls

There is no special type of shoe required with the school uniform, however,

- All shoes must be black.
- All shoes must be worn with socks.
- All shoes must have tread. NO sandals, open-toe shoes, flip-flops, moccasins, slippers, slipper-like or slide shoes may be worn for safety reasons.
- Keep in mind that all the shoes must be appropriate for the type of activity in which the student is participating.
- Appropriate athletic shoes should be worn during physical activity, such as for recess and soccer, basketball, volleyball, or baseball.
- Students wearing shoes that have been deemed unsafe and not suitable to wear for obvious safety reasons will be asked not to participate.
- Shoes will be tightly fastened, laced or Velcro.
- No distracting shoes such as with lights, buzzers, or skating, etc.

### Jewelry/Hair/Make-up/Hats

- **NO MAKE-UP IS ALLOWED, EXCEPT 8<sup>TH</sup> grade girls may wear mascara.**
- **Only clear nail polish may be worn.**
- Hats may be worn outside when needed and if the hat is appropriate for the environment. Hats are to be worn correctly (brim or visor facing in front). No hats are to be worn indoors.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color with no highlights, no fads, distinct layers, or distracting hairstyles.
- Headbands for girls can be blue, black, white or uniform style. They must be simple with no oversized bows or adornments that create undue distractions. No animal ears, no matter how small, nor lights are acceptable.
- Boys' hair must be out of the eyes, above the ears, and off the collar.
- Boys must be clean-shaven (when applicable).
- The only acceptable forms of jewelry that may be worn at any time include a wristwatch (for boys or girls), one pair of matching stud earrings for girls only (to be worn one in each earlobe only), a holy medal, cross, or crucifix on a chain, a scapular that is worn inside the shirt or blouse (for boys or girls), or a medical alert necklace and/or bracelet when necessary, no other bracelets may be worn.

### Items to Remember

- Shirts are to be tucked in the waistband of the shorts, pants, or skirts.
- If a student's uniform is too large or too small or in any way fits inappropriately, the student will be asked to rectify the situation. Uniform items need to be size-appropriate and may not be modified in any way (e.g., purchasing smaller sizes than are appropriate or hemming skirts, etc.)



- A student choosing not to comply with this will be given a written warning and lose conduct points. The second time the student will be sent home until the situation is rectified.
- Uniform is to be clean and neat.
- **In the classroom, students are to wear only their uniforms.**
- **Only School Sweatshirts or School-related crewneck and hooded sweatshirts are permitted at any time – no other sweatshirts are allowed on campus unless the student is in free dress.**
- P.E. uniform shirts, t-shirts, and sweatpants are required **for 6<sup>th</sup>-8<sup>th</sup> grades**. (See All Sports)
- Clothing, backpacks, hats and all other personal items are not to have skulls, skull and crossbones, or any improper or suggestive language or pictures.
- NO TATTOOS, permanent or washable
- All clothing should be marked clearly with student first and last name
- Only school uniform sweatpants may be worn for PE – sweatpants are never allowed on campus otherwise.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters or school sweatshirts only).
- No other clothing is allowed including Scout uniforms, Little Flower uniforms, or high school/college sweatshirts (unless specified for Spirit Week).
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- A student choosing not to comply with this will be given a written warning and lose conduct points. Students coming out of uniform a second time must call home for a change of clothes. Upon the third time the student will be sent home until the situation is rectified.

#### UNIFORM HOLIDAYS /SPECIAL DRESS UP DAY

On certain days, the principal may call a uniform holiday. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the principal for the occasion. Students in grades TK-8<sup>th</sup> may have a uniform holiday on their birthdays (must be approved by the teacher in advance).

#### FREE DRESS for SCHOOL AND FIELD TRIPS

- Modesty and simplicity are guiding principles for free dress.
- No extreme fads
- Jeans in good repair (with no holes, intentional or otherwise) will be acceptable for casual “free dress” (not on “dress up” days or addressing the student body at Mass).
- Pants of any kind must fit appropriately (i.e. not skin tight, no spandex and no skinny jeans).
- Pants should be worn at the waist (no sagging).
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts or short shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.

- Flat soled shoes only.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair are acceptable.

When a student is redeeming a FREE DRESS PASS they must have the pass in hand to give to the homeroom teacher upon entrance in the classroom. Failure to produce the pass on the day of using it will result in a parent call home to bring their uniform or the pass.

## **Health and Safety**

### IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

### EMERGENCY INFORMATION

Each child must have a completed emergency form information up to date on Schoolspeak. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on SchoolSpeak and office staff notified immediately.

### ILLNESS and NOTIFICATION

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

## MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications (an updated Medical Admin Form must be completed and on file).
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school administration only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child.
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

## MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues (acquire Medical Admin Forms from the office).

## ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

### STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

### HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.

- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.
- We reserve the right to conduct periodic head lice screenings throughout the school year.

#### MANDATED REPORTING

VSH Academy is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

#### STUDENT THREATS OF HARM TO SELF OR OTHERS

VSH Academy will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or administration.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, chaplain, potential victims and their parents, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

#### PREGNANCY

Human life at all stages, including the preborn child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the school administration, teachers, and other students.

- Ordinarily the expectant student shall be allowed to remain in school.
- The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.
- Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school.
- This policy pertains to the boy or girl directly involved, or to any student continuing to spread rumors about an alleged abortion.

#### PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side, with the assistance of the driver, during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground area during school hours.
- Please show respect to all volunteers and employees directing traffic in and around the school. They serve to provide for the safety of all students.

#### SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

## Concussion Policy

### CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed



- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

#### FOLLOWING INJURY

The following steps must be followed (by the student/athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the student/athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.
3. Inform the child's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the student/athlete is evaluated by a health care professional.\*\*
5. Keep the student/athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the student/athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Student/athlete should limit all forms of physical activity.
7. Student/athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

#### RETURN to ACTIVITY/SPORT

Students with even the MILDEST concussion symptoms should NOT return to a P.E., game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. UNDER NO CIRCUMSTANCES CAN AN STUDENT/THLETE RETURN TO P.E., PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the student/athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

### SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened schoolday
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

### OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet and a Concussion Factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

## **Emergency Procedures**

## EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated SchoolSpeak system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, VSH Academy will relocate to the lot on the corner of A Street and 2<sup>nd</sup> Street (primary) Dixon Family Services 155 North 2<sup>nd</sup> Street (secondary).
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be released until all VSH Academy students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

## EMERGENCY DRILLS and EVENTS

- **FIRE**  
Fire drills take place regularly. The school will follow instructions of the Fire Department.
- **EARTHQUAKE**  
An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- **LOCKDOWN/ACTIVE SHOOTER**  
Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via SchoolSpeak as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- **BOMB THREAT**  
Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- **FLOOD**

The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via SchoolSpeak.

- For any other emergencies, the steps of the Emergency Action Plan above will be followed.

## **Student Discipline**

### GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at VSH Academy. A student is considered at all times and places a member of the VSH Academy student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. VSH Academy reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

### EXPECTATIONS

Students at VSH Academy are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;
- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year;
- To respect parish and school property at all times.

### ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

### VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

### BEHAVIOR GUIDELINES

1. No gum is allowed on campus
2. Always be in correct uniform.
3. Students are not to loiter in the hallways or the office area during recess/lunch times.
4. Play approved games only. If in doubt, check with teachers/substitutes or yard duty supervisors.
5. Have a school bag/backpack as needed in which to carry books to and from school.
6. Leave electronic devices at home, which include but are not limited to: mp3 players, video games, CD players, headphones, ear/air buds, smart watches, and electronic tablets. Parents are to call the office if they need to communicate with their child during the school day.
7. Cell phones are discouraged, but will be allowed to be kept in a student's backpack with sound and/or alarms off. The student carries the cell phone at their own risk and the school will not be responsible for damage or theft. Cell phones may only be used before or after school and ONLY with the permission of a school staff member. Cell phones being used during school hours are subject to confiscation by school personnel and the parent will be notified.
8. Do not bring toys (including trading or playing cards) to school, except when requested to do so by the classroom teacher. This includes any toy or object that can be used as a weapon, including, but not limited to, pocket knives, air guns, water pistols, paintball guns, slingshots, etc.
9. Never leave the school grounds without permission during school hours.

10. Walk at all times in the classrooms and hallways around the school.
11. Play only in designated areas of the playground.
12. NEVER play in the restrooms.
13. Enter the classroom only with the permission of the class teacher/substitute or the principal.
14. Refrain from excessive talking during instructional time.
15. Avoid disruptive behavior, including physical injury or harm to persons or property or threat or attempt of the same.
16. Line up quietly after the bell rings and enter the classroom quietly.
17. Do not use rude, discourteous, or foul language.
18. Respect and care for personal and school property.
19. Follow directions.
20. Refrain from public displays of affection.
21. Show respect toward all school personnel.
22. Do not cheat or commit plagiarism on homework assignments, projects, tests, or written assignments.

#### RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all cubby, school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

#### INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification

as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

#### DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Conduct referral notice, either paper or email
- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to in-school detention by a member of the faculty or school administration. Detentions are served during school on the day assigned or the day after only. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action.
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

#### SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process

through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

#### REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - refusal to obey school rules;
  - refusal to follow directions;
  - refusal to answer when spoken to directly;
  - giving sharp, rude answers in a disrespectful tone of voice;
  - causing interruption in classroom procedures;
  - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;
5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

#### EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as



detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and chaplain if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

#### DISCIPLINARY RECORDS

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at VSH Academy; they are not available to students or parents.

## Information and Communication Technology Policies

### ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

VSH Academy recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with VSH Academy.

### ETHICS AND RESPONSIBILITY

When a VSH Academy student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as a Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, school employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of VSH Academy, or St. Peter Parish, or the Diocese of Sacramento."

- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

### PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of VSH Academy that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

VSH Academy has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

### DISCIPLINE for the Policy above

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

### ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

## SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook.
- Students are reminded that they are always VSH Academy students, both on and off campus, and that ALL electronic content is both public and permanent.
- VSH Academy reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

## USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued Schoolspeak account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables of school/church property.
- Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

## ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use computers and other electronic devices in ways that are appropriate, educational, and meet VSH Academy expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, or any other forms of communication.
- I will not create, or encourage others to create, discourteous, or abusive content.

- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of the school computers and all technology devices.

#### CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined St. Peters or VSH Academy administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from VSH Academy.

### **Harassment and Bullying**

VSH Academy affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a

prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
- F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily

danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.

2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the chaplain and a school Board member.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
  - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
  - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
  - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly and confidentiality will be maintained to the extent practicable.
  - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
  - E. Once the facts of the case have been gathered, the principal, in consultation with the Chaplain and School Board will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
  - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the School Board. The School Board representative will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## **Controlled Substances**

VSH Academy emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches an administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.



- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student's belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, VSH Academy has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **Extra-Curricular Activities**

### SOCIAL EVENTS/DANCES

VSH Academy sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

### PRO ECCLESIA SANCTA YOUTH ACTIVITIES

VSH Academy works together with Pro Ecclesia Sancta priests and sisters to offer religious activities during and after school. These activities help students develop appropriate social skills in a Christian, Catholic context and deepen their faith. Such events can be held on school or parish premises and are open to students enrolled at the school or part of the larger PES community. Rules, guidelines, and permission slips if applicable will be distributed by the school.

### STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

## **Athletics**

### ATHLETICS

At VSH Academy, we believe that participation in after-school athletics is a privilege and a positive developmental experience for those who choose to compete. Our philosophy, supported by teachers, parents, and students who work as coaches and officials, promotes participation, cooperation,

fair play, and skill development for all athletes. School expectations are for coaches to be fingerprinted. It is important that coaches have a fundamental knowledge of the sport they are to coach and follow the philosophy and procedures of the sports. If you are interested in coaching, please contact administration.

#### REQUIREMENTS FOR PARTICIPATION

We compete with other private and public school teams in our area. All students in grades 7-8 may participate if they meet the following requirements:

In order to participate in the Athletic Program, students **MUST**:

- Keep academic grades a priority. Minimum grade requirements for participation in after school sports and activities are a “B” in conduct and a “C” average in academic subjects. Teachers, coaches, and the athletic director will check requirements regularly. Participation in sports is to supplement the academic program, not supplant it.
- Student athletes must put forth 100% effort at practices. Participation in the program requires attendance at all practices and games. Team members must attend practices unless excused by a written note from home.
- Players, parents, and other participants must present themselves at all times as respectful Christians and citizens. Membership on the team requires acceptable behavior as well as good sportsmanship.
- A student must attend at least half of the regular school day to participate in that day’s practices or games.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

#### FEES (not applicable at this time)

There is a non-refundable \$40 fee per student for participation in first sport played; additional after-school sports will cost \$20 each. Fees will be paid at the start of the year and/or at the start of the sport season. All sports uniforms are the property of the school and must be returned or replaced at the end of the season. Detention and/or tutoring time must be served prior to sports practice or game. Tuition must be current in order to play.

## TRANSPORTATION

All students who require a ride to any school-sponsored activity must have a Pre-Authorized Driver form from their parent/guardian allowing them to ride with pre-authorized drivers. These forms will be part of the registration packet and must be completed by all families to verify permission intents for the entire sport season. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parent/guardian.

Volunteers must provide transportation to and from “away” sports games. Drivers must have all of the needed insurance forms for the current year on file in the School Office. If there are not enough qualified drivers for a game or meet, the trip will be cancelled.

- Contact the coach or Administration if you are willing to provide transportation.
- Parents who do not qualify to drive students for field trips may provide transportation for their own child to games/meets.

**\*See Field Trips for other student and driver expectations.**

## SPORTS

Fall-	Co-ed Volleyball
Winter-	Co-ed Basketball & Cross Country
Spring-	Co-ed Golf

(Sports are subject to change depending on participation.)

## SPORTS PHYSICAL

Students enrolled in grades 7-8 who are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition, each family is required to attend a seasonal sport meeting before the child can participate (meeting not applicable at this time).

## PARTICIPATION on ATHLETIC TEAMS

Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee (not applicable)
- Parental permission emergency form
- Student’s continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.

- A student must attend at least half of the regular school day to participate in that day's practices or games.

### ATHLETIC GOALS

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;
- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

### CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent VSH Academy in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

### CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

### PLAYING TIME

Playing time is the prerogative of the coach who will follow league guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

#### REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

#### CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section. View

Concussion, Opioid, Cardiac Arrest Fact page: <https://valleyofthesacredheart.com/parents>

#### COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the administration.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

#### UNIFORMS

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty. (not applicable at this time)

#### OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Fact sheet and a Concussion Fact sheet before the athlete may participate in practices or competition. View Concussion, Opioid, Cardiac Arrest Fact page: <https://valleyofthesacredheart.com/parents>

## **Transfer, Custody, and Student Records**

### TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, chaplain, or the teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

### CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. chaplain, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.

3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

#### RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

#### STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

#### ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish



this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.

- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## Miscellaneous Information and Policies

### CLASSROOM PARTIES/BIRTHDAYS

It is always nice to have special surprises; however, surprises tend to disrupt the general flow of the classroom. Therefore, it is important that the classroom teacher and the office staff be notified before any intended surprise. Please notify the teacher and the office staff the day before you would like to bring in something. If notification is not given there is a possibility that the treats may be held in the office until after school.

#### **Treats should be taken directly to the OFFICE.**

- Please limit the treat to one food item (cookie, cupcake, ice cream) and one drink (no soda) per student.
- Ask the teacher if there are students with any food allergies and plan an alternative snack for that student.
- Any questions regarding treats or surprises please contact the School Office.
- In the spirit of fairness to all, gifts and flowers from student to student are not to be given at school.
- We ask that surprises, such as "birthday balloons" or "flowers", be delivered no earlier than 2:30 p.m.; the item will remain in the office until after school.
- **Please do not include gum, lollipops, soda or energy drinks in treats.**
- ***Birthday or other party invitations are not to be handed out at school unless all students in the student's class are invited.***

### FUNDRAISING RESTRICTIONS FOR STUDENTS

Students are not allowed to sell any items at school unless approved by the school administration.

Students may not do any trading of cards, etc. while at school.

### LOST and FOUND

It is the responsibility of each student to take care of their own items. All lost items will be placed in a receptacle located Parish Hall. Students and parents should check to find lost items.

### LABELS for EDUCATION PROGRAM

We participate in Box Tops for Education. These labels are collected on an ongoing basis throughout the school year. For question or to assist with this program, please contact Mrs. Maravilla.

Appendix A

Acknowledgement of Receipt and Compliance of Handbook

I have received and read a copy of the above Parent/Student Handbook. I agree to comply with all policies and procedures as applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Appendix B

Release of Liability

Liability Release; Authorization To Release Contact Information;  
Authorization to Make Audio/Visual Recordings

READ THIS PAGE CAREFULLY. Then print, sign, and return to school.

I acknowledge that my child(ren) will participate in the Valley of the Sacred Heart, a nonprofit organization under the PES and Catholic Advance Movement, at property of St. Peter Church, by the Catholic Diocese of Sacramento (collectively the “Hosts”). I hereby agree that I, my assignees, heirs, spouse, child(ren), legal representatives, and guardians ad litem will not make a claim against, sue, or attach the property of Hosts or VSH for injury or damage resulting from the negligence or other acts (excluding acts of gross negligence or intentional harm), however caused, by any director, employee or agent of Hosts related to our participation in any VSH activities.

I forever release Hosts and VSH, and their agents, employees and directors from all actions, claims, lawsuits, and demands that I, my assignees, heirs, spouse, child(ren) and legal representatives have or may hereafter have for injury or damage related to our participation in any VSH activities. I have read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between me (on behalf of my children) and Hosts and/or VSH, and I sign it of my own free will. I understand that I may seek the advice of an attorney before I decide whether to sign this release.

I authorize VSH to release our contact information to other families enrolled in VSH. I authorize VSH to photograph and publish and to make and publish audio / video recordings of me and my student’s participation in VSH.

\_\_\_\_\_  
Family Name

\_\_\_\_\_  
Parent / Legal Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



Appendix D

**Student Support Services Medical Administration Form**

*This request is valid for a maximum of one year.*

**PARENT/GUARDIAN AND AUTHORIZED HEALTH CARE PROVIDER REQUEST FOR MEDICATION**

Name of Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
School: \_\_\_\_\_ Teachers Name: \_\_\_\_\_  
Grade: \_\_\_\_\_

**PARENT/GUARDIAN REQUEST FOR THE ADMINISTRATION OF MEDICATION PRESCRIPTION AND NONPRESCRIPTION**

California Education Code Section, 49423 allows the school nurse or other designated non-medical school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school and to maintain, or improve his/her potential for education and learning.

I request that medication be administered to my child in accordance with our authorized health care provider written instructions. I understand that designated non-medical school personnel may assist in carrying out written orders under supervision of a qualified School Nurse. I will notify the school immediately and submit a new form if there are changes in medication, dosage, time of administration, and/or the prescribing authorized health care provider. I give permission for the school nurse to exchange medication-related information with the authorized health care provider. The school nurse may counsel appropriate school personnel regarding the medication and its possible effects. Emergency medicine such as EpiPen or inhalers may be carried by the student when recommended by an authorized health care provider and parent. Back-up medication should be kept at school for emergency use. I release the district and school personnel from civil liability if my child suffers an adverse reaction as a result of self-administering medication.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**AUTHORIZED HEALTH CARE PROVIDER REQUEST FOR ADMINISTRATION OF MEDICATION**

Reason for Medication: \_\_\_\_\_  
Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Route: \_\_\_\_\_ Time: \_\_\_\_\_  
If PRN: Amount of time between doses \_\_\_\_\_ Maximum number of doses \_\_\_\_\_  
Possible medication reactions: \_\_\_\_\_  
Instructions for emergency care: \_\_\_\_\_  
Authorized Health Care Provider Signature: \_\_\_\_\_  
Authorized Health Care Provider Name (print clearly): \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Provider NPI # \_\_\_\_\_  
Date of Request: \_\_\_\_\_  
Date to Discontinue Medication: \_\_\_\_\_

**Regarding EpiPen/Inhalers:** It is my professional opinion that this student should be permitted to carry/self administer this emergency Inhaler/EpiPen. This student has been instructed in, and demonstrates an understanding of proper usage.

**Health Care Provider Initials:** \_\_\_\_\_

**SCHOOL USE:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*This request is valid for a maximum of one year.*

**PARENT NOTIFICATION FOR THE ADMINISTRATION OF MEDICINE AT SCHOOL**

**Name of Student:** \_\_\_\_\_

**TO THE PARENT/GUARDIAN:** \_\_\_\_\_

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. **Medications, both prescription and over the counter**, may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. **The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home whenever possible.**

California Education Code, Section 49423 allows school personnel to assist in carrying out an authorized health care providers written orders. Designated non-medical school personnel may be assisting with your child's medication. They will be trained and supervised by credentialed school nurses. Medication will be safely stored and locked or refrigerated, if required.

Emergency medicine such as EpiPens or inhalers may be carried by the student **when recommended by a authorized health care provider and parent**. When appropriate, the school nurse will evaluate the student's ability to safely self-administer the medication based on written district guidelines. (Title 5). Back up medication should be kept at school for emergency use. Students who have a serious medical condition (diabetes, epilepsy, etc.) should have an emergency supply of their prescription medication at school with the appropriate consent forms in the event of a disaster.

**IF MEDICATION IS TO BE ADMINISTERED AT SCHOOL, ALL OF THE FOLLOWING CONDITIONS MUST BE MET:**

1. A written statement signed by the licensed authorized health care provider/dentist specifying the reason for the medication, the name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school by the parent/guardian or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. If pill splitting is required to obtain the correct dose of medication to be administered, only pills that are scored may be split, scored pills may be split in half only, and a commercial pill splitting device should be used for correct splitting.
7. Over the counter medication that has been prescribed by an authorized health care provider must be in its original container.
8. A separate form is required for each medication.

**NOTE: Whenever there is a change in medication, dosage, time, or route the parent/guardian and authorized health care provider must complete a new form.** Please discuss your authorized health care provider's instructions with your child, so that he/she is aware of the time medication is due at school.



