

**VOW NOW Academy**

**STUDENT**

**HANDBOOK**



**2023 - 2024**



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## **MISSION STATEMENT**

At V.O.W N.O.W Academy (VNA), we strive to provide a unique curriculum that aims to cultivate a love for learning and a deep appreciation for academic achievement.

## **VISION**

VNA's vision is to strengthen our community by cultivating creativity and inspiring youth in our community to go beyond their limitations.

## **BELIEF STATEMENTS**

1. Student development is rooted in a Montessori environment.
2. Each student is respected as an individual with unique intellectual, physical, social, and emotional needs.
3. Each student is capable of learning according to his/her ability.
4. Students learn in different ways and are therefore provided with a variety of instructional methods.
5. Student achievement is evaluated using various means of assessment or assessment techniques.
6. Well-defined goals with high expectations for individual students' achievement are the cornerstone of the curriculum.
7. Respect for cultural, socio-economic, and intellectual differences is encouraged within the school.
8. The responsibility for providing a supportive learning environment is shared among teachers, staff, administrators, parents, students, and the community.
9. All members of the school are committed to continuous improvement and have a willingness to change to maintain the quality of the school.

## **MESSAGE FROM THE PRINCIPAL**

Do not be satisfied with mediocrity! VNA encourages all students to excel and strive to perfect the academic, artistic, and athletic talents given to them. This statement is the driving force for our administration, faculty, staff, and students to intentionally move boldly forward in life.

## **HANDBOOK PURPOSE**

The Student Handbook contains important information concerning policies and procedures which exist to foster a safe and productive learning environment for all stakeholders.

For the school to operate safely and efficiently, students and parents must be familiar with and abide by the expectations, procedures and policies outlined in this handbook. *Students and parents must sign an annual handbook acknowledgement.* If you have questions about anything in the handbook, please contact the principal.

The school administration reserves the right to adjust school policies when necessary. If policy changes are made, students and families will be notified promptly. The principal also has the authority to take actions other than those specified in the handbook. This handbook is not intended and should not be considered as an instrument to create any additional rights for students or parents/guardians.



## **ACCREDITATION**

VNA is currently seeking accredited with WASC.

## **ACADEMIC EXCELLENCE**

The school will provide a well-rounded college preparatory curriculum. This will be accomplished within a framework of a personalized educational curriculum encouraging academic growth, promoting independent thinking, and problem solving.

## **DEVELOPMENT OF VOCATIONS**

The school will provide opportunities that support and nurture vocations. Through programs and in-depth presentations, students will explore career choice options that may appeal to them.

## **SCHOOL ADMINISTRATION, FACULTY, & STAFF**

### *Administrative Team*

- Mrs. Marah Hudson, Principal
- Mr. Jonathan Wilson, Assistant Principal
- Mr. Larry Hudson, Dean of Students

### *Faculty*

- Ms. Shenelle Baskin
- Ms. Brianna Inman
- Mrs. Janae King

### *Staff*

- Mrs. Dana Broer

## **BACKGROUND CHECKS AND SAFE ENVIRONMENT TRAINING**

All full and part time employees, substitute teachers, community coaches and volunteers must agree to a background check. Individuals are not permitted to work directly with students until the successful completion of background check and all other safe environmental training requirements.

All employees and volunteers are Mandatory Reporters and are required to report any suspected child abuse or neglect. All suspected child abuse must be immediately reported but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made immediately to the principal of the school and the Division of Family and Children Services (DFCS).

## **IMPORTANT CONTACT INFORMATION**

Contact Regarding:

Academic Questions

Discipline Questions

College Career Questions

Enrollment Questions

Academic Support Athletics

Attendance

Billing, Tuition and Fees



## ACADEMIC POLICIES

### *Graduation Requirements*

Students must complete the following credit requirements to earn a high school diploma from VNA.

- 4 Credits of English
- 4 Credits of Mathematics
  - Required - Algebra I, Geometry, and Algebra II
- 3 Credits of Social Studies
  - Required - World History, U.S. History, American Government (0.5), Economics (0.5)
- 3 Credits of Science
  - Required - Biology and at least one other lab science (Chemistry or Physics)
- 2 Sequential Credits of Foreign Language
  - These must be two (2) consecutive years of the same language.
- 1 Credit of Physical Education/Health
- 1 Credit of Fine Arts

Credits are awarded on a semester basis with .5 credit earned for each successful course per semester (except Dual Enrollment College classes which earn 1 credit per semester). Completion of all 24 credits in the specified subjects is required to participate in graduation ceremonies.

A Senior who fails to meet the credit requirements for Spring Graduation may earn up to 2 Credits in the summer following senior year. If the student is successful in this attempt by July 31st, he/she may still receive a VNA high school diploma.

### *Academic Regulations*

1. Sequential courses must follow the proper order, and students must fulfill all prerequisites before registering for a course.
2. If a senior does not have a class scheduled and does not need credit for graduation, he/she may leave before the end of the regular school day or arrive late.
3. When a student withdraws or transfers to another school, parents must notify the school and complete the necessary arrangements prior to withdrawal. Teachers will be asked to calculate an exit grade up to the last day of class attendance.
4. VNA offers a 4-year college preparatory program. Our courses meet the requirements outlined in Florida Statutes and are aligned vertically to ensure a logical progression. A student's academic placement is determined by past academic performance, course preferences and standardized test results, and scheduling availability.

### *Honors, Advanced, Online Placement Requirements*

Students must meet honors criteria established by Administration to enroll in 2 Credits of Electives (starting with the Class of 2027, .5 credit of Personal Finance is required by the State of Florida) honors coursework. Considerations for honors and AP courses include the following:

1. Does the Student consistently complete homework?
2. Maintain good attendance?
3. Maintain a clean behavior record?
4. Achieve MAP scores in the 60th percentile or above?
5. Achieve PSAT scores at or above College Board's benchmark for grade level?
6. Maintain at least a B average in the previous year's honors class OR maintain an A average for the previous year's regular level course.



If the student is an incoming freshman, they must have an 'A' in the corresponding eighth grade course and the High School Placement Exam will be used as a diagnostic tool as well. Failure to fulfill and maintain the above criteria may indicate that the student is not ready for the Honors Program and may not be placed in honors courses. All Honors students must promptly sign and return the Honors Course Contract at the beginning of the year and adhere to the Honors Program standards throughout the year.

#### *Advanced Placement (AP) Courses*

AP course offerings are contingent upon demand. Students are limited to a total of 4 AP classes during one academic school year. Students may only receive AP Credit for a class if they take the AP exam.

#### *Dual Enrollment (DE)*

Qualified 11th and 12th grade students may also elect to participate in Tallahassee Community College Dual Enrollment programs at either Tallahassee Community College or University of South Florida. In dual enrollment programs, students may earn college credit without being required to pass an end of year exam as with AP classes. It is important to note, highly selective colleges prefer AP courses within high schools over Dual Enrollment courses due to the variability within syllabi in DE and no standardized test score requirement that would demonstrate subject area competence.

Dual Enrollment is an option best suited for students whose primary goal is to get a head start on college credit and who intend to attend college within the State of Florida where colleges/universities are required to accept DE credit, though how the credits get applied will vary. Out of state colleges are not required to accept DE credit. It is imperative that students and families understand that grades earned in DE courses will follow the student to college. VNA is not notified of a student's dual enrollment course progress during the semester. Both TCC and USF professors expect the student to communicate on their own behalf, without intervention from the high school or parents/guardians. Dual Enrollment courses function as college courses in which the student is expected to be 100% independent.

DE course credits are reported separately on a transcript from the college (TCC or USF). VNA will report 4 courses on the students' transcript. Students are not eligible to earn redundant academic credit from VNA for courses completed at both VNA, TCC or USF. For example, VNA will not give credit for DE class CHM 1045 (General Chemistry) if the student has already taken AP Chemistry. Academic Core courses required for graduation must be taken at VNA. In most cases, a college semester course is the equivalent of a yearlong class at VNA. No more than 1 credit per class will be awarded per DE course (including courses with a separate lab). Students are limited to 4 Dual Enrollment courses during their high school career toward class ranking for valedictorian and salutatorian.

#### *Florida Virtual School*

Students are expected to take courses on campus at VNA if the course is offered. Students may enroll in approved virtual courses that are not offered on campus with administrative approval. Students/families are responsible for any costs associated with virtual classes in this scenario. Students who wish to graduate with extra credits in particular subjects are encouraged to take virtual or Dual Enrollment classes once core VNA credit requirements are fulfilled. Please Note,

- VNA may have different timeframes for completion of a virtual program. Confirm with the College Counselor what your required completion date is prior to beginning any virtual class.
- FLVS charges a fee of \$267 per semester/segment to students who receive a State of Florida School Choice scholarship (Step Up, UA, etc). Families on scholarship are responsible for any fees associated with FLVS courses.





### *Summer Grade Remediation*

All semester failures (59% and below) must be made up and fully completed over the summer via approved virtual school with a minimum grade of C prior to the first day of school. All students need approval from Administration before registering for a virtual course and must agree to our VNA virtual course policy.

If a student takes more than 4 DE courses, the additional courses will not be included into weighted GPA at Students in grades 9-11 who must make up more than three full credit in summer school will not be allowed to return to VOW NOW ACADEMY for the next academic year. This one full credit can be distributed in the following ways: 1.) a one semester failure in two different courses, or 2.) a failing grade both semesters in the same one credit course. Students who do not remedy a semester failure during the summer on an approved virtual course with a grade of C or higher will be asked to withdraw from VNA Any student who either earns a D or F or does not complete the course by the assigned summer deadline will be asked to withdraw from VNA . Students are not eligible for grade "forgiveness" for a grade of A, B or C.

Families should note that transcripts are considered legal documents. All grade attempts must be reported on the transcript. When a student repeats a course to replace a D or F and earns at least a C or higher, the original D or F will be removed from the VNA gpa calculation and only the second grade will be factored into the cumulative GPA. A repeat grade of D or F will not result in grade replacement. Please be aware that many colleges will average original grades along with replacement grades when recalculating GPA for college admission purposes.

\*Students/families are responsible for any cost associated with taking virtual classes for grade forgiveness. Step Up for students do not cover summer classes.

\*\*Beginning with the 2021-22 school year, students are limited to 2 total semester grade replacement opportunities during four years of high school.

A semester grade of F (59.4% and below) is a failure. Any student who has reached 3 F's (in one semester or combined from multiple semesters) will be asked to withdraw from VNA immediately.

Additionally, any student with a cumulative unweighted or weighted GPA of less than 2.00 will have to withdraw as a student from VNA if the student was not approved during admission.. Note: Grade point averages are calculated after each semester.

\*Seniors who fail a course in the second semester or who do not make up first semester failures through their second semester performance will not be allowed to participate in the baccalaureate and graduation ceremonies and will not receive a diploma until they have rectified their failures in summer school. The deadline for grade replacement is July 31st of the graduation year.

Summer Virtual Course Policy (subject to annual reevaluation)

- Florida Virtual Summer Enrollment for courses taught at VNA (e.g. NonAcademic Courses such as Health, Fine Arts, PE):

- Students may enroll in an Administration approved virtual course for summer classes by May 28th.

- All virtual courses must be completed one week before school starts (no exceptions) in order to allow time for creating the VNA Fall Class Schedule.

- Students should avoid trying to complete year-long (2 semesters/segments) courses as the completion deadline remains the



same. Students pursuing a year long class

must be approved by

Administration as it is a very tight timeframe in which to complete the class.

- Students must communicate to the online instructors that they must be on an accelerated program in order to complete the course by OUR deadline, which is much faster than the typical 18-week semester timeline for online classes.

- If students do not complete the virtual/online course(s) by the deadline, they will not receive credit for that course and must register for the course at VNA in the fall.

- Students may also have the opportunity to repeat certain courses at the Leon County Adult Education Center (ACE). Families will need to work directly with “ACE” to arrange this.

Honor Code

VNA is a community of learning and faith dedicated to developing students of integrity, embracing what is morally and ethically right and refusing to tolerate actions that contradict this integrity. Students are expected to adhere to these core values at all times, in both their academic and non-academic activities.

We recognize that all people are children of God and will treat everyone with dignity, respect and charity.

Guidelines to Avoid Plagiarism

In the academic world, plagiarism is considered to be the most serious offense in research and writing. Penalties for plagiarism in high schools and colleges nationwide are often severe, even when the plagiarism is unintentional. This document is designed to help you recognize and avoid instances of plagiarism and other forms of academic dishonesty.

Plagiarism refers to a form of cheating that has been defined as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (Alexander Lindley, *Plagiarism and Originality* [New York: Harper, 152]). Plagiarism involves two kinds of wrongs:

- Using another person’s ideas, information, or expressions without acknowledging that person’s work constitutes intellectual theft.
- Passing off another person’s ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud.

Students exposed as plagiarists suffer severe penalties, ranging from failure in the assignment or in the course to expulsion from school for habitual plagiarism.

Information Sharing Today

Innumerable documents on a host of subjects are posted on the Web apparently for the purpose of being shared. In this multitude of materials, some students may question the need to acknowledge the authorship of individual documents. As information sharing has become easier, so has plagiarism. For instance, on the Internet it is possible to buy and download completed research papers. Some students believe that if they buy a paper, it belongs to them, and therefore they can use the ideas, facts, sentences, and paragraphs in it, free from any worry about plagiarism. Buying a paper, however, is the same as buying a book or a magazine. You own the physical copy of the publication, but you are never free from the obligation to let your readers know the source of the ideas, facts, words, or sentences.

When completing assignments, assessment, or projects, students are prohibited from



claiming ownership of any text or other content produced by artificial intelligence (AI).

### Unintentional Plagiarism

The purpose of a research paper is to synthesize previous research and scholarship with your ideas on the subject. Therefore, you should feel free to use another person's words, facts, and thoughts in your research paper, but the material you borrow must not be presented as if it were your own creation. You must document everything that you borrow – not only direct quotations and paraphrases but also information and ideas. To guard against the possibility of unintentional plagiarism during research and writing, keep careful notes that always distinguish among three types of material:

- Your ideas
- Your summaries and paraphrases of others' ideas and facts (must be cited in the body of the paper and on the Works Cited page)
- Exact wording you copy from sources (must be enclosed in quotation marks and cited in the body of the paper and on the Works Cited page)

### Forms of Plagiarism

- Repeating or paraphrasing wording; copying a picture, chart, or graph.
- Taking a Particularly Apt Phrase.
- Paraphrasing an Argument or Presenting a Line of Thinking.
- Obtaining free or at cost and submitting as your own a paper written by someone else.

When Documentation is not needed you rarely need to give sources for:

- Familiar proverbs (“You can’t judge a book by its cover”)
- Well-known quotations (“We shall overcome”)
- Common knowledge (“George Washington was the first president”)

But if in doubt, cite your source.

In Summary the students has plagiarized if:

- Took notes that did not distinguish summary or paraphrase from direct quotation, and so did not use quotation marks when needed, even if you cited the source.
- Presented a quotation, paraphrase, picture, chart, or graph without citation.
- Pasted text from the web into your paper without quotation marks and/or without citing the source.
- Presented facts without saying where you found them.
- Took someone’s unique or particularly apt phrase without acknowledgement.
- Paraphrased someone’s argument or presented someone’s line of thought without acknowledgement.
- Bought or otherwise acquired a research paper and handed in part or all of it as your own.

### Not considered plagiarism

- An assignment that involves answering textbook questions (usually found at the end of a chapter) is not plagiarism, even if the answer is taken word for word from the book. Citing is not necessary.
- Answers to assigned reading short-answer questions (“What did Mr. Finch do for a living?”) are not considered plagiarized, regardless of whether the answer came directly from the book or from another published reference. Citing is not



necessary.

- Answers that you fill in to questions given to you as an aid or study guide to

prepare for a test or exam are not considered plagiarized even if taken word for word from a text or other published print or electronic source. Citing is not necessary.

\*It should always be remembered that when answering questions for an assignment, quoting passages word for word is usually not a good practice, even when plagiarism is not an issue (as in the above three bullets) for two reasons: it can result in additional information not needed to answer the question, and it is not an instructive exercise for the student. This type of copying or cutting/pasting can lower a grade because of the obvious lack of effort in thinking before writing down the answer.

- Answers to essay questions on assigned reading (“Compare Mr. Finch’s and Mr. Tate’s reactions to the death of Tom Robinson”) are plagiarized if the words or ideas presented in the answer are taken from another source and not cited.
- Oral presentations given in class and any handouts or PowerPoint slides that accompany such a presentation must include a Works Cited page or slide. Citations within slides are not needed.
- Although not plagiarism, submitting a paper for one class that you submitted for a grade in another class is a serious offense and is handled in the same way as plagiarism.
- Although not plagiarism, inventing or counterfeiting data or information or creating a fictional source is a serious offense and is handled in the same way as plagiarism.
- Although not plagiarism, translating from English to a foreign language or from a foreign language to English with an online translator is a serious offense and is handled in the same way as plagiarism.
- Although not plagiarism, using math applications such as Photo Math or Math Way will be treated as a violation of the Academic Integrity Policy and will be handled in the same way as plagiarism.

#### Academic Integrity Violations

A core value of VNA is to develop students who are morally strong. A formative response to academic dishonesty will encourage and help students to understand fully what academic dishonesty is and why it is wrong.

Academic dishonesty is defined in the prior section that talks about plagiarism. VNA’s policy to address students who have engaged in academic dishonesty will typically follow the guidelines below in cases where a student has been found to have engaged in academic dishonesty. These guidelines may be altered depending on circumstances surrounding the specific situation, at the discretion of administration.

#### First Offense

- The student will receive a zero on the assignment where the dishonesty occurred.
- The student loses the privilege of exam exemptions for the course in which the incident occurred.
- Parents will be notified by a phone call with a follow up email.
- The student will receive one after school detention.
- Incident records will be documented in the student's file.



### **Second Offense**

- The student will receive a zero on the assignment where the dishonesty occurred.
- The student loses the privilege of exam exemptions for all courses for the semester.
- Parents will be notified and a conference will be scheduled to include the student, parents, relevant administration, and any other persons as deemed necessary.
- The student will serve a Saturday detention to be served at the convenience of The Dean of Students.
- The incident record is documented in the student's file.
- A behavioral contract will be required to help the student resolve his/her Struggle with academic integrity. The contract will cover the duration of the student's enrollment at VNA .

### **Third Offense**

- The student will receive a zero on the assignment where the dishonesty occurred.
- The grade for the class where the third offense took place will be reduced by One letter grade.
- The incident record is documented in the student's file.
- The student will be immediately suspended after the third offense.
- While on suspension, a conference will be held in order to determine the student's eligibility to return to VNA, with consideration of expulsion or other appropriate remedies.
- The behavioral contract will be updated to reflect the parameters required for The student to remain at VNA

### **Grading System**

There are four (4) marking periods in the school calendar, with each quarter consisting of approximately nine (9) weeks. Two quarters constitute a semester. The semester grade is calculated by combining the first quarter numerical grade (40%), the second quarter numerical grade (40%) and the midterm/final exam numerical grade (20%). Grade point averages are recalculated on a semester, not quarterly basis.

At least three (3) assessments are given each quarter. Quizzes are administered with enough frequency to demonstrate appropriate progress. Homework assignments will be reasonable in their demands; generally, an average of 15-20 minutes per evening of written and/or reading work per subject is the norm. Honors and AP classes may require more time. Study and reading assignments are assigned with regard to the student's overall workload.

The following scale is used to assign grades:

90-100 A

The student has mastered, thoroughly, the fundamental data and principal concepts associated with the subject and has demonstrated extraordinary insight and originality. The student consistently applies his/her knowledge with precision, accuracy and creativity and exercises virtually all skills developed



through study of the discipline. The student manifests an enthusiasm for knowledge that exceeds the prescribed limits of course work.

#### 80-89 B

The student has mastered the fundamental data and principal concepts associated with the subject. The student applies the knowledge with precision and accuracy and effectively exercises most skills developed through study of the discipline.

#### 70-79 C

The student has achieved the objectives of the course. He/she can generally recall and apply fundamental data and principles and can exercise those major skills developed through study of the discipline. The student is performing at an acceptable level.

#### 60-69 D

The student has passed but has achieved few objectives of the course. He/she has mastered little of the fundamental data and can recall and apply a minimal number of the principal concepts associated with the subject. The student has demonstrated little ability to exercise the skills required by the discipline.

#### 0- 59 F

The student has failed to achieve the objectives of the course or has 10+ absences within a semester (attendance failure).

#### Grade of Incomplete

A grade of incomplete is assigned for an extended illness or serious extenuating circumstances. The student has three weeks from the date of the end of the most recent marking period to make up the work or fail that quarter. If extraordinary circumstances prevent the student from meeting this deadline, the student should meet with the teacher regarding the Incomplete. Extended time form must be signed and approved by the administration in order to receive any extended time on assignments. Failure to do this or to make up for the deficiency results in a failing grade for that quarter. When the student has completed the requirements of the course; the teacher will submit the grade.

High School GPA Weights: AP Courses: +1 Honors Courses: +.5 Grade

#### Correction

If a student believes that a grade has been incorrectly listed on the report card, he/she should consult with the teacher within three (3) school days after report cards have been distributed. The teacher will verify the grade in his/her grade book and, if necessary, will file a written request for a grade change with the College Advisor. All requests for grade changes (excluding incomplete grades) must be filed within seven (7) school days after grade reports have been distributed to parents.

#### Semester Examinations

Cumulative examinations are administered at the end of each semester. The following conditions apply to the midterm and final examinations for each course:

- Early exams will be administered in rare cases with prior approval by the administration.
- Make-up exams will be administered only with a note from the parent or doctor indicating illness or other emergency. Students who are absent on exam days must make arrangements immediately upon their return with the Dean of Academics and teacher.
- All core academic courses have a final exam/project each semester. The weight for final exams/projects will be 20% for all classes. It is the teacher's discretion as



to which assessment best fits the class.

Projects should be pre-approved by the  
Dean of Academics.

- Freshmen, Sophomores and Juniors are required to take the final examination for all courses.

Final Exam Exemptions

- Graduating Seniors may be exempt from the final exam during second semester provided that the student has:

1. At least 90 average (including the honors weight, if applicable)
2. No Out Of School Suspensions
3. No Saturday school (either semester)
4. No more than four administrative detentions
5. No More Than 8 Absences In That Class

- Students in AP classes may not exempt first semester exams.

- Students in AP classes will not take second semester exams if they take the College Board AP exam in May, which is an expectation for every student taking an AP class.

- Students who have a first offense for academic dishonesty will lose their exam exemption in that class.

- Students who have a second offense for academic dishonesty will lose their Exam exemptions for all classes.

### **Academic Accommodations**

Students with known learning challenges and who wish to receive services are required to provide specified documentation to the Director of Admissions upon application to VNA . Documented special needs is not a determining factor in admissions. However, limited resources cannot guarantee accommodations are available.

Requests for academic accommodations for students may be initiated by parents and/or professional educators. The request must be directed to the student's college advisor/resource teacher, in writing, and must clearly state the accommodations requested. In addition, the following requirements will adhere to any request:

- A diagnosis of a disability has been made within three years of the current request by a qualified, credentialed professional (not a primary care physician) whose specialty is linked to the disability under consideration.
- The diagnosis is supported by appropriate data from professional academic and cognitive assessments and is clearly stated using terminology and references contained in the most current version of the Diagnostic and Statistical Manual of Mental Disorders (DSM).
- Medical records are provided in support of the request for accommodations along with the documented history of previous support.
- The school is reasonably able to fulfill the accommodations requested.

Resources for Special Learning Needs

The Resource Teacher provides a variety of support services to students, parents, and teachers related to the identification, management, and accommodation of learning challenges and concerns. In particular, the Learning Services Coordinator serves students with documented learning disabilities or special learning needs by utilizing collaborative consultation and teamwork with teachers, students, parents, and



administrators to plan, implement, and evaluate educational programs to meet student needs.

### **Academic Warning**

“Academic Warning” is a designation for students whose grades reflect two Ds, or one or more Fs after a quarter’s end.

An Academic Warning requires a student to:

- Attend a meeting with his/her parent/guardian and Administration at the beginning of the following quarter during which a customized academic success plan will be created
- Fulfill the requirements agreed upon in the success plan

### **Academic Probation**

“Academic Probation” is a designation for students whose cumulative GPA falls below a 2.0 at the end of a semester. A student does not need to be on Academic Warning to be placed on Academic Probation. During the probationary period, the student will not be allowed to participate as a player or member of any sport, cheer, musical or club/teams until the student raises his cumulative GPA to at least 2.0.

### **Schedule Requests**

At the beginning of the second semester of each year, the course selection process begins. The master schedule and student assignments are based on teacher recommendations, student grades, and student requests. Every effort is made to schedule requested classes, but scheduling constraints sometimes make this impossible.

- Current teachers provide recommendations based on class performance and grades.
- Students will review possible course choices with the Academic Dean and the College Advisor.
- Students will submit course requests for the following school year. Students placed in and Honors or an AP class must agree to sign a course contract.

#### **Schedule Changes**

The following school policies apply to schedules:

- During the first two weeks of the academic year, a student may request a course change. Course changes are not guaranteed due to the constriction of the master schedule.
- Students may NOT drop a class after the second week of school.
- If the school places a student in an elective for scheduling purposes, the student may request a course change for the second semester.
- No schedule changes will be made for preferences of teacher, period, or friends.
- Level changes (between college prep, honors, and AP) are made only with teacher recommendation and approval by the Principal or the Academic Dean.
- AP classes may be dropped at the end of first semester if schedule allows.

- Students, in conjunction with their college advisor, are responsible for





monitoring their progress in meeting graduation requirements.

\*Students are not permitted to change their course selections after the registration process has concluded. Permission to change either the course selection sheet or the student's schedule may be granted by the College Advisor in coordination with the Dean of Academics and the Principal.

### **Middle School Classes for High School Credit**

VNA recognizes the following middle school courses for high school credit: Latin/Spanish/French I, Biology, Algebra I and Geometry. Students must pass State of Florida EOC exams with a score of 4 or higher in order to receive high school credit at VNA

If a student wishes to repeat a course taken in middle school at VNA, the VNA grade and credit will be reported in lieu of the middle school credit. Double credit is not possible.

### **Commencement**

Commencement provides an opportunity for the school community to recognize the accomplishments of each of our graduating seniors individually, and to highlight those who have been selected by their peers, faculty, and administration to receive several special awards.

### **GPA Calculations**

GPA (grade point average) is one of the main components of the college admissions process. Having a strong GPA (by earning high grades in all courses), can increase opportunities for post-secondary education.

VNA will use the following policies for calculating GPA. VNA does not rank students other than to designate a class valedictorian and salutatorian. To be considered for valedictorian & salutatorian, a student must have attended VNA since the fall semester of junior year and must graduate from VNA.

The class rank calculation will occur at the end of the first semester of the student senior year.

The following courses will not count toward a student's GPA though they may earn credits.

- Any courses taken prior to 9th grade
- Any courses that were graded Pass/Fail
- Dual Enrollment Courses (limited to 4 in high school)
- Any credit recovery courses not taken at VNA or FLVS
- Any courses taken in foreign countries
- Any courses from non-accredited entities
- Any courses from homeschool programs

GPA will be calculated on a 4.0 scale. Only AP courses, Honors courses, and 4 total Dual Enrollment courses will receive the weighted GPA. GPA will be calculated by adding up all of the GPA points (semesters as separate units) and then dividing by the number of units counted toward the GPA calculation. Any summer courses completed will be entered onto the transcript at the end of the following fall semester.

Cumulative GPA is only recalculated at semester end when .5 credits are awarded for every class grade of D or higher. (No credit is awarded after Quarter end.)

### **Graduating with Honors**

Graduate Academic Honors will be awarded to seniors at Commencement.



Beginning with the class of 2024, degrees will be awarded with honors according

to the following weighted, cumulative grade point averages that are calculated at the end of the students' seventh semester:

Summa Cum Laude 4.25 and above Magna Cum Laude 4.00-4.24

Cum Laude 3.75-3.99

### **Graduation Cords**

Students may earn cords to wear at graduation if they have being admitted to a school sponsored Honor Society or if they have completed 100+ approved service hours prior to graduation

### **COLLEGE ADVISOR SERVICES College Advisor Functions**

The primary function of the College Advisor Department is to aid students in maximizing their educational and personal development opportunities. The College Advisor strives to create an environment in which all students' special talents and gifts are recognized and fostered. They provide academic and personal counseling involving goal setting and personal growth.

#### **How Students Meet with their College Advisor**

Students may visit the College Advisor office during any free period to schedule an appointment with the advisor. Schedule changes **MUST** be approved by the college advisor to ensure graduation requirements, rigor, and college acceptance criteria are being monitored. In addition, the college advisor helps with academic challenges, course selection, test interpretation, and college and career planning as well as aiding students in overcoming personal difficulties that may hinder their academic and personal development. Students are released to visit their advisor by teacher permission only. Academic time is always preserved unless an emergency arises.

#### **Confidentiality Statement and Mandated Reporter**

All employees of VNA are mandated reporters by Florida Law, and must report any suspicions of child abuse or neglect. In those instances, only persons on a "need to know" basis would be notified, and the school has established protocols to ensure consistency and confidentiality.

The following are examples of some situations covered under Florida's Mandated Reporter Laws:

- Reporting any behavior, suspicions, or student reports of physical abuse, sexual abuse, emotional abuse, abandonment, or neglect to the appropriate agency;
- Reporting information to persons outside the school when a student indicates a crime involving the likelihood of significant personal injury or property loss will be or has been committed;
- Reporting to outside agencies after a written release of information form has been signed by the student and parent(s) and kept on file;
- Disclosing information deemed to be confidential when ordered to do so by a court of law.

### **Information to Colleges**

The staff of VNA has a responsibility to honestly represent students in their letters of recommendation and school forms to colleges. In accordance with The



Statement of Principles of Good Practice  
of the National Association for College Admission Counseling, VNA us, personal conduct, or qualifications  
that occur  
between the time of recommendation, application, and graduation.

### **Testing Program**

The College Advisor Department meets individually with students and parents throughout high school in order to aid the planning of postsecondary and career options. They help interpret test scores and also provide large and small group meetings to disseminate important information concerning testing. The following testing events are administered to VNA students:

Freshmen and Sophomores

- MAPS test
- Preliminary Scholastic Aptitude Test 8/9 (PSAT)/National Merit Scholarship Qualifying Test (10th grade) (NMSQT)

● Advanced Placement (AP) Juniors

- MAPS test
- National Merit Scholarship Qualifying Test (NMSQT)

● Advanced Placement (AP)

Seniors

- Advanced Placement (AP)
- SAT

### **ATTENDANCE POLICIES & PROCEDURES**

Attendance and participation in class are essential to the learning process. Students are expected to attend school daily and to be in their classrooms prior to the beginning of each class period.

Florida state law allows absences for illness and physician documented medical care (both for physical and mental illness), death in the family, religious holidays, prearranged absences for educational purposes/school sponsored activity pre-approved by the Principal, school athletic event and/or financial and certain other special circumstances and insurmountable conditions. However, even excessive excused absences will prevent students from earning class credit and receiving a passing grade. Once a student arrives at school, the parking lot is off limits unless a student has an off campus pass. Students are required to check in and out of school at the front desk of the High School. Attendance records become part of the student's permanent record. Attendance on the day after a night event away from campus is required as long as the student/athlete returns to campus no later than 12:30 a.m. If returning by 12:30 a.m. is not possible considering the ending time of the event (travel time plus no more than 1 hour for dinner) the team must plan for lodging away from campus in advance.

Return times:

- Before 11:00 p.m. report to school by 1st period the next day.
- Return by 11:30 p.m., report to school by 2nd period.
- Return by 12:00 a.m., report by 3rd period.
- Return after 12:30 a.m., the student-athlete must be at school by 4th period if the team does not lodge together out of town.

Tardiness

Tardiness creates a disruption to the student and to the learning environment of the entire class. It is our expectation that all students report on time for all of their classes. However, we realize that there may be times when circumstances



impede students from arriving on time for class. A student is considered tardy for school if he/she is not in the classroom prior to the bell beginning for his/her first class.

If a student must report to school late, he/she must sign in late at the front office upon arrival at school. Documentation for lateness must be turned in to the front office. A parent or guardian may also call the Attendance Office. Those students who do not present a note or phone call as indicated above will be given an Unexcused Tardy.

Students who are tardy to class without a signed excuse (provided by a faculty or staff member) will receive an unexcused tardy. Three tardies will equate to one unexcused school absence.

\*Students earn an unexcused absence for every three (3) tardies. Penalties for accumulated unexcused tardies to any combination of classes are as follows:

3 = Lunch Detention

6 = After School Detention and letter to parents

9 = Saturday School, Conference with parents

12 = Student will appear before the Disciplinary Committee and will be placed on an attendance contract.

All tardies are per semester.

**Absences Excused Absences**

Excused absences might be unexpected or anticipated. In case of an unexpected absence, the parent/guardian is required to notify the school via email to [broerd@vownowacademy.org](mailto:broerd@vownowacademy.org) with the reason for absence/lateness, between 7:30 and 8:30 a.m. on that day and every day (in the case of continuous absences). Florida Statute 1003.24 defines the responsibility of parents for the attendance of their child at school and requires them to provide an explanation for any absence from school. A student with an excused absence is not subject to any disciplinary or academic penalties.

For anticipated absences, a dated and parent-signed note of explanation must be brought to Attendance as far in advance as possible, but no later than one day in advance of the attendance.

The only excused absences permitted during final exam days are for illness, death in the family, or court summons. All known absences during final exams must be reported in writing to the Dean of Academics for approval.

**Missed work due to Excused Absences**

It is the student's responsibility to contact teachers to pursue makeup work on the date of return. Students should regularly monitor Gradelink to check assignments as well.

Should a student miss any test, quiz, or assignment due to an excused absence, the make-up policy is as follows:

1. students will be permitted one day per excused absence to turn in makeup work. After that, the work will be deemed late and scored with a zero.
2. Teachers reserve the right for long term assignments (defined as one due 3 or more weeks after is assigned) to insist that the assignment be turned in on the due date even if the student is absent on the day the assignment is due.



### **Unexcused Absences**

Although the school recognizes the right of parents/guardians to take their children out of school for personal reasons, the school retains the right to determine whether such absences should be categorized as excused or unexcused. Parents are encouraged to schedule appointments, college visits, community service opportunities, and/or family vacations during non-school hours. Absences during final exams week are discouraged. The following are examples of unexcused absences:

- Absence without a call or a note.
- Oversleeping.
- Sleeping late in the morning of a school-related event in order to rest up for that event.
- Family trips/vacation.

\*After an unexcused absence, it will be entirely the student's responsibility for learning the material missed.

\* Students who wish to participate in the Legislative Session Page Program may do so during Spring Break. This is not an excused absence activity for 9-11th grade students. Only Seniors will be excused for this activity.

Missed work due to Unexcused Absences

1. In the case of unexcused absences, tests and assignments that are due on the day if the absence becomes due on the day the student returns.
2. Students returning from an absence must be prepared to participate in previously announced tests/quizzes/assignments immediately upon return to school.
3. The highest grade the student will receive will be 75%.

Unexplained Absence

Parents/guardians must provide the school with a reason for a child's absence within 24 hours. If the child is not in school and the school office has not received parental/guardian notification, this absence will be considered "unexplained" and will be marked as "unexcused" in the child's record and the guidelines above will be applied. Students absent from individual classes for more than 10 days in a given semester, even with a doctor's excuse, may lose credit or receive a failed (F) semester grade for the class(es) missed. The Dean of Academics, College Advisor, and the Principal make a determination regarding the status of course credit and they may request a withdrawal from VNA High School.

(Note: school sponsored absences do not factor into the 10 absences.)

\*Please note: students who experience ongoing medical (including COVID-19 concerns) or mental conditions that contribute to 10+ absences will have regular meetings with the Dean of Academics and College Advisor in order to establish an academic recovery plan. The inability to make a timely return to school will result in the need for modification to the student's graduation timeline.

Five unexcused or ten or more excused absences = Mandatory parent meeting with Administration and Absenteeism Intervention Plan.

\*In accordance with Florida law, continued absences may also be reported to the Florida Department of Children and Families as educational neglect if the circumstances warrant it.

### **Reporting Absence**

It is a parent's/guardian's responsibility to notify the school in writing when a student



is going to be absent/tardy by emailing broerd@vownowacademy.org or by 8:00 a.m. A doctor's note is required for illnesses, accidents, and extended school absences of a medical nature in order to be considered excused. Students are not permitted to selfreport absences.

### **Early Dismissal Policy**

Parents are asked to schedule non-emergency medical, dental or other professional appointments during non-school times. However, appointments requiring an early release will follow this procedure:

- The parent/guardian will sign-out a non-driving student.
- Parents of driving students must contact the office via email (broerd@vownowacademy.org) indicating the name of the student and the date, time and reason for the early release. The student will report to the office and sign out for the dismissal. Students will be given an early release pass that will allow them to exit campus.
- Upon returning, he/she must sign in at the front desk of the high school.

Note: Students are not permitted to leave campus at lunch unless it is for an approved and documented appointment. Students failing to comply with the off campus procedures will serve an after school detention.

#### **Skipping Class or School Functions**

Truancy from school, an individual class, or school activity is a serious matter. Students will not be allowed to check out for the sole purpose of missing assemblies, pep rallies, study halls, or other scheduled school functions unless determined to be an emergency. Students who check out prior to an assembly may not return for the remainder of the school day. Also, the student will not be able to participate/attend sport practices or any extra curricular activities. Students leaving without signing out in the Office will be treated as truant. Students assigned to study halls must adhere to the same attendance policy as a core class. A student who exceeds nine absences in a semester will lose the privilege of the study hall and be placed in a core class.

#### **Opt-out Option**

Students opting out 1st, 2nd, and 6th periods or a combination of these must not be on campus before their first period begins or must leave campus immediately after their last period. Students are not allowed to hang out on campus if they are not assigned to a class or a Community service hours.

#### **Drop off and Pick up**

Students should not be dropped off at school before 8:30am and they should be picked up right after dismissal unless they are participating in an extracurricular activity. The school is not responsible or liable for any student left on campus due to carpool issues before or after school.

#### **Other Issues Regarding Absences from School Illness/Injury at School**

If a student becomes ill or is injured while on campus, he/she should immediately report to the front desk of the high school. The staff will attend to the student, and contact the parent or designated emergency contact person. If the situation warrants the student being sent home, he/she must have consent of the parent or designated emergency contact person who has arranged for the student's transportation.

Students who are not able to drive may only be picked up by parents, guardians, or designated adults age 18 or older.

\*Students incurring a part-day absence following this procedure are excused, and can make up all work missed for full credit.



All accidents and/or injuries occurring at or during an athletic game or competition must be reported to the Athletic Director by the end of the event. This can be done by telephone or email. The Athletic Director will immediately notify the Principal. An Accident/Incident Report form must be completed for all accidents/injuries within 24 hours.

#### Parents out of Town

When parents are going to be out of town, the Attendance Office requires a note informing the school how parents can be reached and who is responsible for the student in the parent's absence. This information is critical in case of medical or other emergencies.

#### Field/Class Trips and Good Academic Standing

Field trips are designed to correlate with teaching units and to enhance curricular goals. A field/class trip is a privilege, not a right. Students may be denied participation if they fail to meet academic or behavioral standards. To be considered in Good Academic Standing and be eligible to miss class for field trips, a student must have no more than 2 D's in their classes.

#### Athletic/Activity Eligibility

VNA Students must be present (at least 4 periods of class attended) during the school day to participate in any co-curricular programs scheduled for that day (i.e., athletic contests, plays, proms, trips, concerts, etc.). Lunch doesn't count as a period. This applies to whether a student plays for another school as well.

## **STUDENT POLICIES AND PROCEDURES**

### **DISCIPLINE**

#### Discipline Philosophy

A disciplined environment is essential for any school to achieve its goals. Consistent with its emphasis on the whole child, VNA approach to discipline strives to be formative.

Formative discipline is not discipline based solely on justice, which demands that certain consequences accompany a certain action. Rather, formative discipline seeks to positively teach and motivate students, guiding them to identify and choose what is good and just. Formative discipline motivates the student to understand, value, and internalize expectations that reflect virtue, proper habits, and principles of life.

Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others.

Formative discipline requires more time and effort than punitive discipline. Most importantly, it requires personal attention to the student that is only possible with the ongoing cooperation and support between parents and the school. Communication must be timely and consistent. All employees of the school are responsible for creating and maintaining an environment of formative discipline in the school, inside and outside the classroom. Our students are expected to be respectful of others, of property, of authority, and of themselves.

From arrival time on campus until departure time for home, we expect students to contribute to this environment of respect through their behavior and appearance.

#### STUDENT CONDUCT Code of Conduct

We believe that a disciplined and structured atmosphere is necessary for students to achieve their potential academically, physically, socially and spiritually. A healthy, positive, and productive learning environment requires a high degree of order and structure. The rules and policies of VNA exist to develop and foster the healthiest, most



positive, and most productive learning environment for everyone involved. The purpose of discipline is to maintain a safe, honest, and caring environment to help the students succeed and excel. We believe that every person at VNA has the right to an environment that upholds and protects the integrity, dignity, and safety of the whole person: mind, body, and spirit. Families with students at VNA are expected to be committed to and supportive of our behavior philosophy.

### **Student Expectations**

The following habits are considered appropriate and commendable. This list is not intended to be all-inclusive, and we reserve the right to use discretion in evaluating a student's conduct.

VNA students are expected to

- Obey the Ten Commandments,
- Conduct themselves in a manner consistent with moral and values, and be reverent. Respect for Others (Charity, Kindness, and Justice),
- Use vocabulary which is respectful and non-vulgar,
- Be attentive in class,
- Speak in class when it is appropriate and in a respectful manner,
- Show affection for others in a manner appropriate for a public setting,
- Encourage others to be respectful,
- Provide for the comfort and acceptance of guests of VNA
- Respect the religious beliefs and ideas of others,
- Be courteous, kind, and respectful of all members of the VNAI community,
- Honor and respect cultural heritage, including their own, and exhibit sensitivity

in language and behavior.

Respect for School Property (Service, Responsibility, and Pride)

- Clean up after themselves,
- Properly maintain the property, buildings, and furnishings, and eat and drink in

the areas provided for those activities.

Respect for School Authority (Respect, Trust, and Obedience)

- Abide by all school rules,
- Follow all given instructions, and use appropriate titles for adults.

Respect for Themselves (Modesty, Integrity, and Honesty)

- Be clean, well-groomed and dressed appropriately,
- Be honest, and be trustworthy.

Students who do not meet these expectations will be subject to disciplinary action, including potential loss of privileges, including

- attending special class activities,
- participating in athletics, clubs, retreats, and other school sponsored activities,
- participating on the student council, and any other privileges deemed appropriate

by school administration.

Minor Behavioral Infractions

Refer to each teacher's syllabus for classroom policies and consequences. If minor behavior violations persist or a major behavior violation occurs, the teacher will contact the Dean of Students.

Minor behavior infractions include, but are not limited to:

- Excessive talking in class





### Disruptive behavior

- Failure to have required materials
- Littering
- Rude/discourteous/disrespectful behavior
- Inappropriate language
- Mischief
- Non-sanctioned electronic device use
- Unauthorized phone usage in class
- Failure to comply with instructions or direction

Teachers will handle minor discipline infractions with the full support of the Administration. Any major offense or excessive minor offenses will be referred to the Dean of Students and Administration.

#### Disciplinary Referral Process for Minor Behavioral Violations

Teachers address minor classroom and/or campus infractions with individual students (and parents if necessary). If the problem continues, or the student does not respond, a referral to administration will be issued.

- Up to 3 referrals: Lunch detention, depending on the nature of the infraction. Parents will be notified by the administration.
- 4 to 9 referrals: After-school detention for each referral. Parents will be notified by the administration.
- 10th referral: Suspension. A conference will take place with the student, parents/guardians, a member of the administration, a member of the counseling staff, and teacher(s) as deemed appropriate by the administration. A behavior contract will be established, outlining the expectations that must be met in order to remain at VNA.

Repeated offenses may be handled through removal from the classroom or activity, detention, suspension from any school privileges and activities, Saturday detention, out-of-school suspension or expulsion, and a parent conference.

\* Failure to attend assigned detention will result in another referral.

#### Major Infractions

The following is a list of infractions that are considered serious. Behavior of these types may result in detention, probation, suspension, and/or expulsion.

##### Fighting

VNA I has a zero tolerance policy for physical fights. Fighting is prohibited on campus and at any school function. Students should be aware that the penalty for fighting is sometimes imposed on all participants equally.

Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racist, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight.

##### Aggressive Behavior

Physical or verbal behavior directed toward another person, including but not limited to hitting, shoving, tripping, or threatening.

Arson, Reckless Burning, Fire Alarm, Bomb Threat: The student will pay full restitution for property damage and/or any fines incurred. Local law enforcement may be consulted.

Assault (Physical and Verbal): To intentionally, knowingly, or recklessly cause physical injury to another. To place another person in fear of imminent physical injury



by word or conduct.

**Dangerous Objects and Weapons:** Any materials or devices that might endanger the physical safety or disrupt the normal school day and/or injure others or cause damage to property are not allowed on campus or at any school sponsored event. This includes anything that could reasonably be considered or used as a weapon, such as firearms, knives or other weapons, explosives, firecrackers, smoke or stink bombs, poisons, drugs, alcohol or any object that resembles a lethal weapon. If administration believes a student may have a prohibited item on his/her person, or in his/her car or locker, administration reserves the right to initiate a search. Another adult will be present to act as a witness during searches.

Students found to have or to have had any of these items on campus will be subject to severe disciplinary consequences.

**Forgery:** Behavior including lying and/or falsifying signatures, phone calls, or emails. Saturday detention will be issued on the first offense.

**Inappropriate Use of Electronics:** This includes inappropriate viewing, sharing, browsing, downloading, and/or printing of any demeaning or offensive content/pornography. This also includes activity relating to harassment/bullying and/or derogatory comments made via electronic communication.

**Insubordinate Behavior:** Behavior including, but not limited to, willfully disobeying the authority of school staff, cumulative minor infractions, profane language or gestures, disruption of any classroom or school sponsored activity and not attending assigned detentions.

**Theft:** Taking of someone's property regardless of the monetary value. Theft undermines the trust that is essential in an educational community. Students will pay full restitution and/or return the stolen item(s).

**Vandalism:** The willful, ignorant, or malicious defacing or destruction of property. Students will pay full restitution for damages.

#### Disciplinary Consequences

To ensure the well-being of our school community, inappropriate or unacceptable behavior will result in disciplinary actions from the Administration. Inappropriate or unacceptable behavior infractions and the corresponding consequences are explained below. Consequences may be adjusted depending on the severity of the infraction. Consequences may include suspension and/or expulsion, depending on the severity and persistence of the violation. The Administration will determine appropriate consequences for any behavior not addressed in this handbook. Repeated instances of the same behavioral infractions suggest a student's unwillingness to follow the rules and may result in more serious consequences. Parents will be notified of all detentions and suspensions. At the parent conference, a plan will be established for disciplinary actions and consequences for subsequent violations.

It is also our belief that the consequences for unacceptable behavior should be clearly defined. The handbook is a guide toward this end; it is not an exhaustive and all-inclusive manual for behavior. It is important and desired that the environment and the culture of the school foster respect for self, fellow students and faculty and staff, and respect for the facilities and network with which we have been entrusted.

The VNA discipline policy pertains to daily activities and events at school as well as school-related activities and events off campus. However, students who do not behave in a manner reflecting the values and expectations of VNA, including while online, offcampus, and outside of the school year, may be subject to school discipline. This includes, but is not limited to, illegal activities of any type.



Any of these steps may be altered, depending upon the circumstances of the situation, at the school's discretion.

#### Detention

Detentions are issued in three forms:

- Lunch detention: Students assigned lunch detention should report to the detention room at the assigned time and come with food and homework. Lunch detention will be served the day after the offense occurs unless arrangements are made with the Dean of Students. Extracurricular activities, such as meetings or rehearsals, are not considered acceptable excuses for failing to appear in detention.
- After school detention : Students assigned after-school detention should report to the detention room within 10 minutes of the end of the last class of the day. After school detention is to be served within three days from the day it is assigned, unless arrangements are made with the Dean. After school extracurricular activities, such as sports practices, club meetings or rehearsals, are not considered acceptable excuses for failing to appear in detention.
- Saturday detention: Saturday detention dates are arranged by administration. Saturday detentions will be held 4 times during the semester. Students are expected to report at the arranged time (9am-12pm). Attendance is mandatory. Failure to attend a Saturday detention will result in an Out of School Suspension (OSS).

The following guidelines apply to Saturday detentions:

1. The detention must be served on the assigned Saturday,
2. Students must arrive on time and must bring sufficient school work or appropriate reading materials to occupy three hours,
3. Students are not permitted to communicate with each other, listen to music, snack, sleep, or use any electronic devices.
4. Students who do not comply with Rule 2 and Rule 3 will be dismissed from the detention with parents notified immediately. Any misconduct will result in further disciplinary action.

#### Out-of-School Suspension

When a student is suspended, all student privileges are revoked. A conference involving the student, the student's parents/guardians, and school administration will be required. The attitude of the student and the willingness of the parents/guardians to support the judgment of the school will be major factors in determining the conditions for readmission to classes and a return to good standing.

\*While in OSS the student is not permitted to participate in any extra curricular activity/sport or being on campus for any school-sponsored event. The student will be responsible for any missed work and will be ready to take any assessments missed during his/her absence. Students are responsible to contact teachers for assignments. All assignments must be submitted on the day the student returns to school. Student will receive a zero for any assignment that is not completed and turned in on time.

\*After two suspensions, the administration will review the student behavioral records to determine if expulsion is necessary.

#### Dismissal/Expulsion/Withdrawal

If a student is asked to withdraw or is dismissed/expelled from VNA:

- Administration will notify the parents/guardian,



- Financial policies outlined on the tuition contract remain in effect, in addition parents are still responsible for the remainder tuition for the year. This includes and not limited to any part that step up deems as a receivable due to student unenrolling.
- The student will clean out his/her locker and return all books and/or athletic uniforms/equipment,
- The parent/guardian of the student will fill out a Withdrawal Form and return it to the Registrar and make any necessary arrangements for transferring records to the new school,
- The student will not be allowed on campus without specific permission from administration,
- The student will not be allowed to attend any function that is the sole activity/event of VNA without specific permission from administration.

#### School Sponsored Events

Students are encouraged to attend all school-sponsored activities. In the interest of student safety, the school reserves the right to remove an individual from an activity for behavioral reasons or to ensure the safety of the general community. The school reserves the right to search a student's belongings or require a student to submit to a breathalyzer test upon entering an event. The school also reserves the right to

address students whose attire does not reflect the mission/vision of the school on campus or away events in a manner it deems appropriate.

#### Athletic Contests

Students should follow these guidelines at all VNA athletic contests:

- Demonstrate good sportsmanship,
- Be respectful and courteous towards others, opposing players, coaches, spectators, and officials.
- Use positive cheers to support your team, and
- Remember that you are representing yourself, your family, and VNA when you are at school-sponsored events.

#### Uniform Infractions

Students who arrive at school out of uniform will not be admitted to the classroom and marked absent. Parents must deliver appropriate clothing before he/she can attend class.

#### SUBSTANCE ABUSE POLICY

It is strictly forbidden for students to possess, use, or distribute alcohol or any other illegal drugs. The school reserves the right to take disciplinary action, up to and including expulsion, should misconduct occur. VNA reserves the right to conduct drug testing without warning.

In recent years "vaping" has become a pervasive problem among young people and in schools. Vaping is addictive and harmful to those who do it, and to those around them. The school administration has the right to search and examine students and all items brought on to school grounds or to school events without prior warning.

The school will use whatever means available to work toward a drug and alcoholfree campus. This includes involving local authorities, increasing its own surveillance and checks of students and items they bring on school property following these guidelines:



Any student found to be selling, promoting the sale of, or in any way trafficking alcohol, prescription drugs, or other illegal substances will be expelled from VNA. Proper police and/or law enforcement authorities will be informed and involved.

2. Any student found to have willingly and knowingly received alcohol, prescription drugs, or other illegal chemicals, whether or not in exchange for money, will be subject to immediate expulsion.

3. Any student found to be under the influence of or in possession of alcohol or other illegal chemicals will face serious school consequences up to and including expulsion. "Possession" includes materials found in a student's school locker, car, backpack, etc. Proper law enforcement authorities will be informed. Consequences will depend on the nature of the incident at the discretion of administration.

4. If the student is allowed to remain at the school, consequences will take the following forms:

- The disciplinary consequences for such misconduct will be suspension from school; extended time in detention; and a 30-school day ban on all participation in athletic or extracurricular activities. Failure to comply with these disciplinary consequences will result in automatic and immediate expulsion. Should the student be allowed to return, he/she should expect to be on probation for the remainder of their time at VNA.
- During the 30 days, the student is not allowed to participate in any activities in any manner (practice, dress, travel, organized workouts, rehearsals, etc.). The student must serve the entire 30-school day ban before he/she is eligible to resume participating in activities.
- In this context, "school day" means a day that counts as an instructional day in the school calendar. Thus, a student who has not completed the 60 days by the end of one school year is ineligible to participate in any school activities that summer and at the start of the next school year until the 30-day ban has been completed, unless otherwise determined by the school administration.
- School administration may conduct or arrange for the conducting of searches of persons, lockers, personal effects, vehicles, and other property located on school premises, of students suspected or alleged to be involved in any of the activities listed in this policy.

NOTE: Mere presence in a group where vaping equipment, alcohol, a controlled substance, or drug paraphernalia is/are being used or openly displayed or presence in a vehicle containing alcohol, a controlled substance, or drug paraphernalia may subject a student to the same penalties as the sale, purchase, transfer or possession of the alcohol or controlled substance. Students are not permitted to be in bathroom stalls with other students at any time for any reason.

**Chewing or Smoking Tobacco**

Students who vape, use chewing, or smoking tobacco on school premises or at any school function are subject to disciplinary action that may result in suspension/expulsion.



## Self-Referral

The most desirable goal of VNA is prevention. The school will make its best effort to provide education and participation in early recognition and intervention when there is sufficient evidence to indicate students are involved in harmful behavior. Although the school is not a treatment center, we are a cooperating agent with parents and guardians. These are the steps to follow if VNA determines that the student is dealing with a drug, or alcohol problem:

- The student will be required to undergo substance abuse assessment and/or treatment. VNA may require that the student not return to school until the assessment and/or treatment is completed.
- If treatment is recommended, parents and students will sign a release form allowing the outside treatment center to confer with the school about its findings, recommendations, and follow-up.
- The student and parents must agree to participate in any follow-up treatment recommended by the professional treatment center.

## HARASSMENT/BULLYING POLICY

VNA is committed to providing a learning environment free from harassment/bullying in any form. Harassment/bullying of any student by another student, staff member, volunteer, visitor, parent or vendor is prohibited. The school treats allegations of harassment/bullying very seriously and investigates such allegations promptly and takes any necessary corrective action. Students found to have filed false or frivolous charges also may be subject to disciplinary action up to and including dismissal.

Harassment/bullying occurs when someone repeatedly and on purpose says or does mean and hurtful things to another person who has a hard time defending himself or herself. It also occurs when someone is subjected to treatment that is unwanted and considered hostile or intimidating because of the individual's race, creed, color, national origin, religion, disability, gender or any other status protected by applicable law.

Harassment/bullying includes, but is not limited to the following:

- Verbal harassment/bullying: Derogatory comments, jokes, and/or threatening words spoken to another person.
- Physical harassment/bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any other intimidating interference with the normal work or educational environment.
- Visual harassment/bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, photographs, video, drawings, gestures.
- Sexual harassment/bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the above mentioned occur.
- Cyber Bullying: Spreading rumors, posting mean-spirited or unflattering images with intent to embarrass or humiliate, making derogatory comments, and/or making threats by means of email, instant message, text message, Instagram, Snapchat, Facebook, blog, or with any other use of technology or electronic means which make the victim feel intimidated or unsafe while or outside of campus.

We encourage students to report every form of harassment/bullying to administration. Any victim of harassment/bullying should inform the individual engaging in the harassment/bullying that his/her conduct is offensive and must



stop.

If the behavior continues, the harassment/bullying should be reported to administration, and corrective action will be taken. VNA reserves the right to modify any of the following consequences to match what it believes is the severity of the offense and in the best interest of the school. Administration will utilize due diligence to determine if an accusation is valid. Once an accusation is verified, the following consequences will be applied as appropriate:

First Offense:

A conference will occur with the offender and his/her parents where it will be made clear to the accused and parents that the behavior will not be tolerated among VNA students.

Additionally,

- The offender will be assigned a Saturday detention,
- Parents may be required to establish and prove participation in formal counseling for their child in an effort to help the child adjust his/her behavior,
- The victim of bullying will be offered personal attention from appropriate school personnel in an effort to ensure he/she is able to handle the situation appropriately, and
- If the first incident of bullying is deemed by the school to be particularly egregious, VNA reserves the right to forgo the established process and administer a different consequence depending on the specifics of the case.

Second Offense:

A second verified case of bullying will result in a conference with the offender and his/her parents where it will be made clear that one more instance of any type of bullying toward any individual will result in expulsion from VNA .

Additionally,

- The offender will be assigned in-school suspension.
- The offender will be required to continue or re-engage in formal counseling,
- The victim of bullying will be offered personal attention from appropriate school personnel in an effort to ensure he/she is able to handle the situation appropriately, and
- If the second incident of bullying is deemed by the school to be particularly egregious, VNA reserves the right to forgo the established process and expel the student immediately.

Third Offense:

A third verified case of bullying will result in immediate expulsion.

\*These are guidelines, but VNA reserves the right to modify any of the following consequences to match what it believes is the severity of the offense and in the best interest of the school.

#### TECHNOLOGY ACCEPTABLE USE POLICY

##### TECHNOLOGY USE

VNA reserves the right to modify these terms and conditions at any time. These terms and conditions shall be governed by the applicable policies of VNA

1. Privileges: The use of the SVNA network is a privilege, not a right.

Inappropriate use will result in the cancellation of those privileges. Based upon the guidelines established in this document, and any subsequent modifications hereto, VNA system administrator will determine appropriate use for our system.

VNA reserves the right to terminate, suspend or otherwise limit network access at



Anytime as required. Such decisions of the school are final. The school reserves the right to inspect or review accounts and files.

2. Acceptable Use: The use of a student account must be consistent with the educational and operational policies and procedures of VNA . The use of other organizations' networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of ANY material in violation of any U.S. or state statute or regulation is strictly prohibited. This includes but is not limited to: copyrighted or trade secret material and threatening solicitations. Inappropriate use will be reported to the responsible authorities.

3. Etiquette: Students are expected to comply with the generally accepted rules of the school when communicating on the network.

These include, but are not limited to the following:

- Comply with all school rules regarding behavior and personal conduct. Be polite.
- Use appropriate language. No swearing or use of inappropriate language.
- Do not use the system for frivolous, harassing or inconsiderate purposes, including cyber bullying.
- Do not send inappropriate photos or graphics of any kind
- Do not reveal your personal address or phone number(s).
- Electronic mail (if in use) is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor it.
- Be mindful that you are representing not only yourself, but VNA as well when using social networking sites. Understand that faculty reserve the right to monitor these sites and take disciplinary action if material is inappropriate.
- Being identified on the Internet on a site that depicts activities that are illegal or depict gross misconduct is a violation of this policy.

4. Disciplinary Action: Failure to comply with the rules of this Acceptable Use

Policy may result in disciplinary action. VNA has a zero-tolerance policy for cyber crimes/cyber bullying.

5. Responsibility: VNA cannot be held responsible for any lost resources or damages incurred through the use of this account.

6. Security: Users of the system agree not to attempt to violate ours or any system

security or intentionally interfere with system performance, or access to another person's account, files or password. Individuals may be denied access to the system based upon security violations of other computer systems.





7. Fee Services: Students may not use the VNA Network to access any content which charges a fee for such service or access. Students failing to comply are liable for any and all charges.

Technology is an important enhancement to the academic curriculum taught at VNA . Our objective is to provide the most appropriate tools available to support higher-level learning and instruction in and out of the classroom. Technology is a supplement to sound instruction, not a replacement for it.

All VNA students are expected to contribute to a stable and productive learning environment using good judgment at all times. All technology resources are to be used for educational purposes and with good manners. The rules and guidelines that govern the use of VNA 's technology and network resources are outlined below.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to: hardware (computers, cell phones, media players, printers, projectors, interactive boards, network, iPads, and all related materials), software, and internetbased programs (VNA website, email system, and any other school-owned or schoolbased internet programs.)

#### Network Etiquette and Acceptable Use Guidelines

The school's code of conduct extends to the electronic world. Technology should not be used in any way that is contrary to our mission and philosophy. This includes but is not limited to:

- Harassing or bullying
- Stealing, borrowing, or plagiarizing the work of others
- Accessing or storing inappropriate materials
- Sending out "chain" or unsolicited communications and/or surveys that have not been approved by faculty or staff.)
- "Multitasking" during class time (emailing, chatting, doing homework for other classes, etc.)
- Using technology to take a photo, record through video or audio any student, or staff member, without their knowledge and consent
- Expressing profanity and vulgarities
- Sharing personal information about yourself or any student or school personnel to anyone via the Internet
- Endangering your safety or the safety of students or staff members
- Interfering with the ability of a teacher to teach and other students to learn, focus, and concentrate
- Disrupting the use of the network by others

#### Fundamental Digital Etiquette and Acceptable Use Policies

1. VNA technology is to be used for educational purposes first and foremost and

should be handled with care and consideration. Using electronics and technology for personal purposes (Playing games, online chatting, watching unrelated videos, unrelated web browsing etc.) is not allowed during class or instruction time unless associated with a class and/or permission from a staff member is explicitly given.

2. Any storage on the VNA network or VNA owned device or service is for school-related files only. These resources should not be used to



store or download personal music, videos, game files or photos.

3. VNA electronic resources may not be used to engage in any illegal activity at any time (i.e. breaking copyright law, using unlicensed software or pirating audio or visual materials). Accessing “pirated” materials is not only a violation of this policy; it may also be a criminal act punishable by law.

4. Do not use electronic resources to plagiarize. While covered in the guidelines above, this bears repeating. Using the work of others without giving them proper credit, even if they say it is okay, is plagiarizing. This includes asking others for their homework so that you can copy it or cutting and pasting from the web without a full citation.

5. VNA students are assigned unique email accounts and credentials to protect their personal information. All users are to respect the need for this security and confidentiality.

- Do not access or use other people’s accounts, computers, iPads or folders, nor borrow computers or computer accessories without explicit permission from the owner.

- Passwords must not be shared with any other person. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member.

- Students are responsible for all actions taken under one’s username and password.

- Students should always use their VNA email address or username when utilizing online resources or services related to academic work.

- Electronic communication with VNA faculty and staff should be conducted through VNA emails assigned to every student and faculty/staff members.

6. Students should not attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.

7. Students should back up their academic work often. Do not use technology as an excuse. If your computer/device fails, do your work on paper or in some other way.

8. Students are to take responsibility for checking their VNA email account and Gradelink messages regularly to stay updated on information that has been shared by the school, administrators, college advisor, or teachers.

9. Electronic devices, personal or otherwise, should not be used to record, store, manipulate or transmit any type of image, sound, or video except for approved projects. Publishing photographs, videos, or audio recordings of school personnel on or off campus without the explicit written consent of the individual is strictly prohibited. In addition, publishing photographs, videos, or audio recordings of students, faculty, or administrators on or off campus without consent of the individual is strictly prohibited. If a student engages in any of



these actions, he/she will be subject to disciplinary action as needed up to and including suspension and/or expulsion

### **Social Networking and Electronic Communication**

The use of technology to connect and interact with others is amazing and powerful. It also comes with responsibilities. Remember that by its nature, social networking is a public language. Remember too that our private communication can have public consequences.

When using electronics and technology, remember to communicate only in ways that are truthful and respectful of others, on and off campus.

In other words: THINK before you post or send: ask yourself, is it.....

True

Helpful Inspiring/Intelligent Necessary Kind

VNA reserves the right to actively pursue or routinely view personal networking sites or devices. More specifically, in cases when objectionable or disrespectful material is brought to the administration's attention, the school reserves the right to address the content and conduct if it interferes with instruction or education or if it creates a hostile or disrespectful environment. The school encourages parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk.

VNA reserves the right to impose consequences for inappropriate behavior which interferes with its success or its mission whether it takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment/bullying, use of the school's name, logo, or mascot, remarks directed towards or about administrators, teachers, staff, coaches, volunteers or other students, sexting, offensive communication about anyone, and safety threats. Regardless of the specific wording of the Acceptable Use Policy, network users are always expected to use network resources in the spirit of cooperation and in accordance with school policies and our mission.

Persons who believe that they have been harassed or threatened by any of these methods of communication should immediately report the concern to the administration. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones must be placed in the designated area at the beginning of class. Cell phones may only be used during class time for educational purposes with the express permission of the teacher. Cell phones may be used between classes, during lunch and during snack unless otherwise instructed by the Administration. Students who violate our policy with their phone will have the device confiscated until the Administration judges it reasonable to return. Apple/smart watches are not allowed to be worn during assessments. Headphones are not permitted during class unless specifically authorized by the teacher.

Our Cell Phone/Electronic Device Policy is an effort to assist our students in their understanding and appreciation for proper use of technology. Improper use of technology is an obstacle to healthy social integration and to understanding the



necessity for appropriate limits of use within a professional environment. This policy applies to the use of cell phones/electronic devices on campus during school hours. VNA administration reserves the right to modify consequences as needed. The school is not responsible for the loss, damage, or theft of any device brought to school.

- Electronic devices (cell phones, tablets, laptops, digital media storage devices, personal computers, media players, handheld video game devices, cameras, personal iPads, any “smart” devices including watches and wearables, or any other device that VNA staff deems a “personal electronic device”) are to be OFF and STOWED AWAY in backpacks, lockers or classroom caddies during class. Exceptions to this policy may only come from VNA faculty and administration in the form of explicit verbal or written permission.

- VNA students may not use social media, email, or any digital communication to threaten, degrade, or harm another individual at any time, on or off campus. In the event of an emergency, parents or legal guardians should contact the student by calling the school directly.

\*Any attempt to bypass the network protection protocol is prohibited. This includes but is not limited to the use of personal devices as a "hotspot", or use of a VPN program.

### **Cell Phone/Electronic Devices Violations**

Violations may result in disciplinary action up to and including suspension and/or expulsion for students.

These are guidelines but VNA reserves the right to modify any of the following consequences to match what it believes is the severity of the offense and in the best interest of the school.

The following consequences would be aligned with the new cell phone policy in regards

to phone use during class:

1st offense - 2nd offense - phone is taken by the teacher and given to the Dean of Students. The student may pick it up at the end of the day. Students will be assigned lunch detention.

3rd - 4th offense - phone is taken by the teacher and given to the Dean of Students. The student may pick it up at the end of the day. Student will be assigned after school detention.

5th offense - phone is taken by the teacher and given to the Dean of Students. A parent must come in to pick up the phone after school hours at 3:15pm. The student will receive Saturday detention. A parent conference will be held and the student will sign a behavioral contract.

6th offense will result in suspension. The phone will be given to the Dean of Students and the parent may pick it up after school hours at 3:15pm. The student will lose the privilege to carry his phone throughout the school day for the rest of the semester. The student will turn his/her phone every day in the morning to the Dean of Students and can pick it up at the end of each day.

NOTE: Further violations of cell phone/electronic devices policy including but not limited to recording teachers, faculty, administrators, or students without their consent, will lead to disciplinary action as needed up to and including suspension and/or expulsion in accordance with VNA behavioral guidelines.

### **DRESS AND GROOMING CODE**

VNA dress and grooming code guidelines reflect the following goals to help us develop



our students' human formation:

- To show respect for self and others.
- To encourage personal responsibility and appropriateness in dress and appearance that emphasizes modesty in a school environment.
- To maintain an academic environment conducive to academic goals and achievements.
- To support our school culture and mission.

The appropriateness of student dress as it relates to the goals of the dress code is always up to the discretion and judgment of school personnel.

#### General Appearance

- Students' attire should be clean, neat, and appropriate for a school environment emphasizing modesty.
- Clothing must be in good condition without holes and/or rips.
- Clothing advertising drugs, sex, foul or obscene language, gangs or disrespect for any group may not be worn.
- Students should be in dress code at all times, according to the parameters of the event in which they are participating.

#### Personal Appearance: Accessories

- Hats, bandanas, knit caps, visors, sweatbands, doo-rags and sunglasses may not be worn in any campus building by males or females. Exceptions to this policy may only come from VNA Faculty and Administrators in the form of explicit verbal permission.
- No chains, safety pins, pocket or wallet chains, or spikes.

General appearance of students should be neat, clean and appropriate for school attendance activities. Any student who comes to school without the proper attire will serve a lunch detention. After four detentions, the student will be referred to the Principal.

### Uniforms

The official uniform for boys consists of the following:

- Navy Blue, white, royal blue or black polo and Khaki, navy blue or black pants and shorts with pockets and belt loops. Pants and shorts must be worn with a belt. Skinny pants or skinny shorts are not acceptable. Shorts must be no shorter than 3.5" (height of a credit card) from the knee (front and back).
- Polo shirts must have the official school logo. Long or short sleeve shirts are both appropriate.
- Plain tee-shirts may be worn under school shirts, but they must match the color of the uniform shirt.

#### Girls

The official uniform for girls consists of the following:

- Navy polo and navy plaid pleated skirt. Length should be four fingers from the top of the kneecap, including during physical movement.
- Khaki pants, capri pants and shorts with pockets and belt loops. Skinny pants and skinny shorts are not acceptable. Shorts must be no shorter than 3.5" (height of a credit card) above the knee.
- Polo shirts must have the official school logo. Long or short sleeve shirts are both appropriate.

#### General Uniform Guidelines



- Cargo pants are not allowed.
  - Students may wear socks of their choosing as long as they do not have inappropriate words or images.
  - Students may wear shoes of their choosing as long as they meet safety requirements. Backless shoes (mules or Birkenstocks), flip flops, slippers, moccasins, or boots are not acceptable.
- with the school logo are allowed for other times.
- Outerwear, defined as jackets, sweaters, and sweatshirts, must be school approved wear. VNA Team outerwear is acceptable on Friday Spirit Days as well on game days. Questions about outerwear may be directed to the Dean of Students.

The following consequences will be the result of non-compliance with Uniform Dress Code: Students out of dress code will be referred to the Dean of Students and are expected to correct the problem when notified in order to preserve the integrity of the learning environment. If the student is unable to correct the problem the following consequences will be applied:

1st - 3rd referral - lunch detention

4th - 9th referral - after school detention 10th referral - suspension

Spirit Day Attire

Den with non-ripped jeans or school uniform bottoms. Uniform shoe requirements remain in place for Spirit Days.

No crocks, no slides, no leggings are allowed.

Sports Attire

Sports attire including outerwear may only be worn on Game Days, Spirit Days and with permission of the Administration for particular occasions.

### **Non-Uniform Days (“NUD”)**

On a number of occasions, administration allows students to attend school out of uniform. This Out-of-Uniform Dress Code Policy was established to provide clarity for students, families, faculty, and administration relating to appropriate attire on out-of-uniform days. Students may wear casual clothes, but appropriate attire is expected at all times.

The following clothing is not permitted:

- Clothing must be clean and in good condition without holes and/or tears.
- No clothing advertising drugs, sex, foul or obscene language, or disrespect for anyone.
- Shirts and tops must cover midriffs at all times, including during physical movement.
- Shirts, tops, and dresses must not expose cleavage. They must have a full back, sleeves that fully cover the shoulder, and should not be excessively tight. Sheer or see-through clothing is not allowed. Undergarments must be completely covered.
- Dresses and skirts must be four fingers above the top of the kneecap or longer, including during physical movement, with or without leggings or tights.
- No shorts allowed, unless specified by the administration for appropriate occasions.
- Shoes must be worn at all times on campus. Slippers, slides or flip-flops are not allowed.
- low-rise pants
- ripped jeans



- skinny or form-fitting pants (including spandex and jeggings)

- strapless or spaghetti strap tops

Students inappropriately attired will be sent to the office for parental intervention.

\*Clubs wishing to schedule a "NUD" must obtain permission from the Principal, advertise the event and theme at least two weeks in advance, and be willing to arrive at school by 8:30 a.m. to start collecting money at the school doors.

#### Homecoming Week

- Clothing must be without holes and/or rips.
- No clothing advertising drugs, sex, foul or obscene language, or disrespect for anyone.

- Shirts and tops must be long enough to cover midribs at all times, including movement.
- Shirts, tops, and dresses must not expose cleavage at any time, and should not be excessively tight.
- Sheer or see-through clothing is not allowed.
- Undergarments must be completely covered.
- If the costume requires wearing a dress/skirt, either the length of the dress/skirt should be four fingers from the top of the knee cap, or if it is shorter, it must be worn with leggings or tights underneath. The skirt/dress length appropriateness will be determined at the discretion of the Principals and/or the Dean of Students.
- Short shorts, compression shorts, and overly tight fitting shorts are not allowed. Running shorts are allowed, as part of the costume.
- Sweat pants, flannel, nylon or fleece pants are allowed only if part of the costume.
- Shoes must be worn at all times while on campus.

#### .PUBLIC DISPLAY OF AFFECTION

VNA I recognizes that genuine feelings of affection may exist between students. However, students should refrain from inappropriate intimate behaviors on campus or at school-related events and activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times. Inappropriate behaviors including kissing, intimate contact, or any other behavior deemed improper by administration, will result in a parent meeting and possible suspension or expulsion if the behavior continues after a warning.

#### STUDENT COUNCIL

The Student Council provides an ideal leadership training opportunity for students to work together under the supervision of school administration to promote the mission of the school among their peers and the school community in a formal, constructive, dynamic, and apostolic manner. The mandate of the Student Council is to assist the school in building strong and healthy school spirit by developing and coordinating certain student and school activities throughout the year. Academic or behavioral incidents may result in suspension or removal from the Student Council.

#### ATHLETIC POLICIES

VNA is a member of the Florida High School Athletic Association (FHSAA) and adheres to all its policies as stated in the organization's Constitution, By-Laws and Rules and



## Regulations.

These principles are the guidelines used to formulate VNA specific policies, which are outlined below.

Students participating in athletics should ensure that their conduct brings credit to themselves, their school and their sport. The penalty for the display of unsportsmanlike conduct will be left to the discretion of the individual coach's pre-season policies or the Athletic Director. Additionally, student-athletes must remember that they are students first and must be in good academic standing in order to participate in athletics.

EL2 and EL3 forms must be in before the first day of preseason conditioning.

Any questions regarding VNA athletics should be presented to the Athletic Director.

VNA I Athletic Program Areas of Concern Parents who have specific concerns and wish to meet with a member of the VNA athletic staff, need to follow the appropriate protocol for communication by making an appointment with:

Area of Concern

Student Health Student-Athletic Activities

Contact Information

Athletic Director

Individual Sport Head Coach / Athletic Director

The Student-Athlete All student-athletes are subject to both school and archdiocesan policies and the actions of the Discipline and Academic Offices. Athletic practices and games are NOT acceptable excuses for missing formal disciplinary or academic obligations or Catholic Sacramental obligations.

The student-athlete's academic progress is a priority. Acceptable progress is a prerequisite for continued participation in athletics. The student-athlete is responsible for managing his/her time efficiently to ensure that he/she is able to meet both academic and athletic commitments. The student-athlete on probation is excluded from sports activities during the time of his/her probation. The student on probation may not associate with the team as a team member during practice or games.

Eligibility

Each student-athlete participating in interscholastic athletics at the varsity level must be certified eligible by the Florida High School Association (FHSAA). Each student-athlete is responsible for making sure that he/she meets eligibility requirements. For further explanation of eligibility requirements, contact the Athletic office.

Academics

All student-athletes are expected to make academics their number one school priority. In order to be eligible to participate, practice and/or try out in interscholastic activities, a student must be academically eligible in accordance with both the FHSAA Constitution and By-Laws and VNA requirements. If either of these requirements is not in compliance, the Athletic Office will notify the student that he or she is ineligible.

Effect of Absence on Activity Participation

Students who have missed more than four academic class periods in one academic day because of illness or an unexcused absence may not participate in or attend any extracurricular activity that day. In the case of an informed or excused absence, the Athletic Director / Principal will determine the legitimacy of a student's request to participate. Documentation such as a doctor's note or court summons may be required. Students will not receive penalties from any VNA activities, events, athletic practices or games for adhering to the school requirements





## Athletic Participation

In order to compete in any sport, students must have a complete up-to-date physical and concussion form (as required by the FHSAA) submitted and verified by the Athletic department.

### Tryout Procedures for All Sports

1. The student-athlete must be aware through their head coaches of the tryout dates and times.
2. All transportation from tryouts is the responsibility of the studentathlete.
3. The student-athlete is responsible for having proper equipment and clothing.
4. All student-athletes must have an athletic physical on file prior to trying out. A student-athletes are required to have one physical per year, as required by the FHSAA. This physical must be completed on or after April 1 of the preceding school year.
5. All student-athletes are expected to be in good physical condition. The student-athlete is encouraged to do some physical conditioning prior to tryouts. Specific instructions will be given by each coach.
6. Student-athletes are expected to understand the importance of out-of-season conditioning and summer practice. Student-athletes may be asked to participate in a pre-season conditioning program, if not already involved in an in-season sport. The student-athlete may also be asked to attend summer workouts and camps.
7. Tryouts are competitive in nature. Not all candidates may be selected for a team. The student-athlete should understand that player selection is one of the most difficult decisions made by a coach. Decisions are made on the basis of a professional analysis by the coach and his/her assistant coaches. Players who do not make the team are encouraged to work on their own, play in recreational leagues, and try out again in the subsequent season.
8. When there is an overlap in sports seasons, a student-athlete will complete the season in which he/she is involved before trying out for another sport. When that season ends, the student-athlete will be granted a full tryout. Missing the original tryout will NOT hurt an athlete's chances of making a team.
9. Any student-athlete who quits prior to the end of the varsity season will not be allowed to tryout until the conclusion of his/her team's current season without the approval of the Athletic Director.
10. The activities which constitute a tryout and the duration of the activities are at the discretion of the head coach based upon the needs of his/her sport.
11. The coaching staff at VNA makes every effort to ensure that each student-athlete has ample opportunity to display his/her abilities. Fairness is an integral component of the VNA Athletic program.

### Summer Activities

In keeping with the Florida High School Constitution By-Laws, summer activity for athletes is unrestricted as long as the student's participation is voluntary. Athletes are not required to participate in summer athletic programs in order to be considered for VNA athletic teams during the academic school year.



## Equipment and Uniforms

Student-athletes at VNA are responsible for any equipment and uniforms issued to them. A student-athlete who loses equipment or uniform is liable for the full replacement cost of the item(s). In addition, the student-athlete is responsible for cleaning the uniform and otherwise taking precautions to ensure that the uniform remains in good condition and the equipment is maintained. Report cards and transcripts will be withheld until payment is received for lost or damaged athletic uniforms and/or equipment.

### Appearance

VNA student-athletes are expected to demonstrate to teachers, students, and the general public that they are student-athletes by their exemplary appearance and conduct. All student-athletes must adhere to the VNA policies for hair, jewelry, earrings, etc. as they are representing our school.

### Profanity and Abusive Language

Any profanity and abusive language is prohibited. Cursing during practices regardless of coaching supervision or at an official, coach, opponent, fellow team members, and/or spectator(s) during a game may result in the student-athlete's removal from participation.

### Injuries and Illness

All injuries (major and minor) and illnesses are to be reported to the head coach or the VNA I athletic director as soon as they occur.

### Alcohol, Drugs, and Tobacco Products

The policy for drugs, alcohol, and tobacco use/possession/distribution can be found in the Discipline section of this handbook. Student-athletes are held to the same standards of conduct as the school.

### Conflict Resolution Procedures for Contacting Coaches

In the event that a conflict develops between a student-athlete and a coach, or parent and a coach, there is a procedure of appeal. The procedures for contacting coaches follows:

1. The initial approach should be made to the coach in question. Inquiries should be made at the appropriate times, when the issues can be given a fair hearing they deserve. Immediately prior to and following games is a poor time to discuss such conflicts because of time limitations.
2. Should the student-athlete or parent believe that an equitable solution has not been achieved, the Head Coach of the sport should be contacted.
3. If the conflict is still not resolved, the student-athlete or parent can bring their concerns to the Athletic Director. The Athletic Director has the authority to request a conference, which would include the coach in question, the student-athlete and the parent(s).

### Letters and Awards

VNA athletic letters will be awarded according to the following criteria: playing time, attitude, leadership, effort, contribution to the team, cooperation, and attendance. The general criteria listed above applies to all sports. All athletes are expected to attend the post-season awards assemblies.

### Lockers and Security

Athletic teams are responsible for cleaning the gym (if used) and locker rooms once a week while in season. Students must lock all valuables in their lockers or cars at all times. VNA will not be responsible for any lost or stolen items.



## **EXTRACURRICULAR ACTIVITIES POLICIES**

The nature, scope and purpose of the VNA student program is derived from our school philosophy, which fosters a responsible use of personal freedom in all aspects of life. Recognizing the diversity of intelligence, creativity and potential inherent in a student body, the school designs its programs to meet the intellectual, spiritual, moral, emotional, social and physical needs of its students. We, therefore, consider the extracurricular activities at the school to be a major component of our total educational program. As such, we encourage all students to participate in extracurricular activities according to their needs and abilities.

### **STUDENT CLUBS AND ACTIVITIES**

Activities/clubs are available to students after school depending on the interests of faculty and students. A list of current clubs and activities is maintained on our website. Students who enroll in a club must be actively involved and attend meetings and activities regularly. Students who hold leadership roles in clubs must attend all meetings and activities and be at school the majority of the day so they can uphold their leadership responsibilities. Students who can not fulfill these desired responsibilities will be asked to immediately give up their position.

### **DRIVING/PARKING REGULATIONS**

Parking is a privilege offered by VNA . Failure to comply with the driving/parking regulations will result in disciplinary action, potentially including loss of the parking privilege and/or the vehicle being towed at the owner's expense. Students driving to school must accept the responsibility of arriving on-time.

The following are parking regulations that every student at VNA must respect and follow:

- Students must possess a current driver license in order to drive to school. Upon approaching campus, music should be turned down to a level not heard from outside the car.
- Seniors, juniors and sophomores may park their cars on school grounds only in designated student parking areas.
- Injured students must have a doctor's note or an official handicap tag to be able to park in spots reserved for injured and handicapped students.
- Students who wish to purchase a parking pass must complete the required registration process with the business manager in the main office or online.
- Parking decals must be affixed in the designated place.
- Students who park without the approved permit are subject to disciplinary action.
- Irresponsible driving or unauthorized leaving of campus by car will result in a loss of driving privileges.
- Access to the student parking lot is off-limits to students during the school day.

If

a student must access the parking lot during the day, he/she must obtain a pass from the front desk.

- Golf carts are only allowed to be driven and parked on campus for students who are of the age of 16 years.
- Students who leave campus early by vehicle should depart immediately.
- Students may not sit in or on vehicles or "hang out" in the parking lot at any time.
- Cars are to be locked and windows are to be rolled up. VNA is not responsible for vandalism, theft, damage, etc. to a vehicle or its contents.



- Students driving a vehicle to school are responsible for activity connected to that vehicle.

- Motor Vehicle Searches: Vehicles may be examined or searched at any time. Such

examinations and searches may be conducted without notice or consent, and without a search warrant. Failure to comply with a vehicle search may result in permanent forfeiture of parking privileges and the notification of local police as deemed appropriate by the school administration.

\*All vehicles and personnel entering or leaving the school premises are subject to search.

\*The parking fee will not be refunded in the event a parking pass is suspended or revoked.

#### PARENT CODE OF CONDUCT

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to our school about conduct expectations while on school property, at school events and when interacting with employees and/or students.

#### General Propositions

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators and parents/guardians want all children to learn in a safe environment,
- Teachers, administrators and parents/guardians must work together for the benefit of all students,
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect,
- The school should be provided an opportunity to resolve issues of concern before public criticism.

#### Prohibited Behaviors

In order to provide a peaceful and safe school environment, the school prohibits the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone/social media or other written or verbal communication,
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup,
- Threatening to do bodily harm to a school employee, visitor, fellow parent/guardian or student,
- Threatening to damage the property of a school employee, visitor, fellow parent/guardian or student,
- Damaging or destruction of school property
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral communication

○ School staff and administration may not always be immediately available to speak with you. The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators



have a practice of attempting to return all phone calls/e-mails within 48 hours with great success. Your calls and visits will be responded to be consistent with this practice if someone is not immediately available to speak with

- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others,
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all,
- This includes use of any social media medium or online platforms.

#### Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in schoolsponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban.

Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

#### OTHER SCHOOL POLICIES

##### Change of Address

Any change of address, telephone number, email or parish during the school year should be reported directly to the front office to keep records up to date.

##### Communication

Strong lines of communication are important to the success of our students. VNA utilizes several modes of communication to communicate with students and families including email, postal mail, phone, social media, and group texts. Students are required to check their school email twice daily. Parents and guardians are also asked to regularly monitor all communication from the school in order to keep apprised of school happenings.

Situations will arise which necessitate additional communication with faculty and/or administration. During the day, faculty is occupied with teaching and planning as well as other duties. The best way to contact a teacher during the day is through email. If an emergency occurs, please contact the front office.

Please consult the communication hierarchy below for addressing any concerns and note: it is preferred that students initially take the lead in self-advocacy in order to prepare them for independent adult life.

##### Academic Issues

1. Teacher
2. Dean of Academics/College Advisor
3. Principal

##### Social Relationship Issues

1. Dean of Students/Chaplain
2. College Advisor
3. Principal

##### Athletic Issues

1. Coach
2. Athletic Director
3. Principal



## Student Activity Issues

1. Dean of Students
2. Principal Discipline Issues
  1. Teacher
  2. Dean of Students
  3. Principal

Appointments for conferences with faculty and/or the Administration may be arranged by telephone call or email. If a return call is requested, parents are asked to provide the preferred telephone numbers and times available for contact. Visits or phone calls to the classroom to discuss issues are not allowed during class time. With exceptions for emergencies, all school faculty and staff will respond within 48 hours to emails and calls.

### Faculty Lounge

The faculty lounge is off limits to all students at all times.

### Media Release

Parents and students sign a media release form during the enrollment process.

### Safety Drills

Fire drills and other emergency preparedness drills will be conducted periodically, and students will be instructed in the procedures used for all emergency situations.

### Rights to School Records

VNA abides by the provisions of applicable law with respect to the rights of noncustodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

VNA follows the policies regarding school records as outlined in the Family Educational Rights and Privacy Act (FERPA).

### School Closing or Delay

In case of inclement weather, VNA aligns with Leon County Schools in regard to school closings, late openings or early dismissal. The school will send an email to families with pertinent information, and closings will be posted on the school's website.

When school is closed for the day or when school closes early due to worsening weather conditions, all extracurricular activities, interscholastic contests, team practices, field trips, after school supervision, and non-school activities in the school building will be canceled.

When school opens late due to inclement weather, extracurricular activities will take place unless otherwise announced.

### School Grounds

During the school day, students may not leave and return to campus. The only exceptions are listed below:

- Court/legal business (documentation required)
- Medical, dental, professional appointment (documentation required)
- Afternoon op-outs

### Smoking

VNA is smoke-free at all times. All activities, on and off campus, are



smoke-free, including the vapor from e-cigarettes.

### **Tuition and Financial Aid**

Tuition is established annually as part of the budget process. VNA uses Tuition Management to collect tuition and incidental fees.

#### **Payment of Tuition**

The Business Office, in conjunction with Tuition Management, is accountable for tuition and fee collection services. This office is also responsible for financial matters concerning clubs, departments, classes, and other organizations of the school.

- Tuition for the 2023-2024 school year is \$12,200 for active students..
- A non-refundable \$250 re-enrollment fee per family is required to hold the student(s) place for the following school year. This fee is charged on March 1st as incidental billing. If this fee is not paid by April 1st, the fee will increase to \$250.
- All tuition is paid through tuition management service.
- Graduation, Macbooks, textbooks, test fees, athletic fees, field trips, club and honor societies fees are not included in the tuition and will be invoiced separately.
- If the account falls to 60 days past due, the student may be held out of class until the balance is brought current or a payment plan is agreed upon. The student would be ineligible to practice or play in any sport.
- Families who encounter a financial hardship situation should contact the business office to make alternative arrangements to avoid missed payments. We will be happy to work with our families but must be notified by the family to be able to make other arrangements.
- Families on a special payment plan must sign an agreement and if they default will be turned over to a collection agency.
- All student charges, both tuition and incidentals, must be paid in full for the student to participate in graduation activities.
- Failure to abide by VNA s financial policies may result in the student being withheld from class or withdrawn from VNA .

#### **Withdrawals**

If a student decides to withdraw from VNA , parents must notify the school and make arrangements for a conference with the Principal. If students transfer to another school, they may not return to VNA for the duration of that school year. No transcripts/records shall be forwarded to the new school until the Transfer Clearance Form has been signed by all parties and all outstanding financial obligations met. Macbooks must be returned to the school unless they have been paid in full.

#### **Re-enrollment**

Enrollment at VNA is on a year-to-year basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Instead, re-enrollment of any student requires the joint agreement of the student, the parents and the school administration. That agreement may be withheld by the student, the parents, or the principal either with or without cause.

Enrollment during a school year is subject to termination at the discretion of the principal.



## Fundraising Policies

When you arrive at VNA I, you become part of a community that embraces you as part of its family. Our mission depends on every member of this family contributing above and beyond tuition to ensure that we are able to continue to offer students an exceptional education. The following guide was created to help define and prioritize fundraising expectations at VNA .

At VNA all gifts are unrestricted. Donors are able to direct their gift to nine different areas of the operating budget: Technology and Innovation, Curriculum and Instruction, Financial Aid, Faculty and Professional Development, Athletics, Fine Arts, Campus Ministry, Clubs & Organizations and Areas of Greatest Need. The Advancement and Business offices keep track of all “directed gifts” and thank the donors accordingly. Should directed contributions exceed a fund’s budgeted limit, the school designates the use of such funds to the Areas of Greatest Need. Any additional fundraising projects for any program must have the written consent of the VNA administration and the Office of Institutional Advancement.

### Proper Use of the VNA Name, Crest, and Logo

The VNA school name, crest (or logo), are important brands that need to be properly and consistently used in marketing the school. Recognition of these items is very important as we promote ourselves to a highly competitive market. No one may use the school name, logo, or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, for example, without the express written permission of the Principal.

Social networking accounts are not endorsed or encouraged by VNA . In accordance with our school’s Acceptable Use Policy, defamatory comments about the school or its employees made by parents, or their student, at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student being dismissed from the school.

### Outside Credits

Upon entering VNA I, students will have courses re-evaluated and grades will be converted so they correspond with our grading policy. The evaluation of the transcripts

will be in keeping with the latest policy of the accrediting association to which VNA belongs.

In order to award historical credits, VNA must receive an official transcript directly from the previous school. It is the Principal’s discretion whether to award credit for courses outside the CPalms system. Students may be required to pass a state End of Course (EOC) exam or VNA Final Exam to demonstrate proficiency prior to receiving VNA credit for courses taken in a homeschool environment. Grades from homeschooled students must be from a registered homeschool program. EOCs are required for the following courses: Algebra 1, Biology and US History.

### Email Address

All students are assigned aVNA email address and are required to use and check this email account for all school-related activities. Official communications from the administration, faculty and staff are sent only to the assigned VNA email account.

### 1:1 Device Program

All students participate in a 1:1 device program designed to improve technological skills and provide enhanced learning tools. Students and parents must sign the Acceptable Use Policy prior to students being issued a device. The school reserves the right to examine and monitor the use of all technology on campus.

### Gradelink





Student grades and attendance details are viewable on the Gradelink web-based site and mobile app. Parents and students are encouraged to check this site daily to monitor academic progress.

#### Parent-Teacher Conferences

When concerns arise regarding student progress, either the parent or the school may initiate parent-teacher conferences. To arrange a conference with an individual teacher, parents may schedule an appointment with the teacher in advance by contacting him/her directly via email. Parents are required to register in the Front Office upon arrival on campus for any teacher conferences.

#### Gradelink

Class communication occurs primarily through Gradelink, our Learning Management System. Students are automatically set up to access their classes for assignments, activities, calendars, collaborative communication and other resources. Parents may request access to Gradelink.

#### Visitors

All visitors to the school must check in at the main office upon arrival. Students are not permitted to admit visitors into the school or to have guests during the school day.

#### Website

The VNA website ([www.vownowacademy.org](http://www.vownowacademy.org)) is an important means of communication. The school calendar and curriculum guide can be accessed on the website.

#### Service Hours Opportunities

Below you will find some of the many opportunities available to fulfill the Service Hours Requirement. This is not an all-encompassing list. Additional opportunities may be added during the year and will be distributed via a “principal blast email” or other means. Please email questions [admin@vownowacademy.org](mailto:admin@vownowacademy.org)

- PTO Committee Chair or Officer (automatic 10 hours plus hours worked)
- Set-up/Clean-up for student activities Uniform Closet (cleaning, organizing, etc.)
- Deliver Senior Signs for graduation celebration
- Assist with Teacher Appreciation efforts
- Providing food for events or sports teams (\$15=1hr, receipts required)
- Purchases from Amazon Wishlist (\$15 = 1 hour, receipts required)
- Volunteer talents for theater productions
- Working sports events
- Sports team administrator (see team coaches for details)
- Volunteering at Annual Southern Affair
- Completing Diocesan volunteer background checks and fingerprinting (6 hours)
- Attending PTO meetings
- Back to School Night (2 hours per family)
- Donations to school sponsored events (\$15=1 hr, receipts required)
- Homecoming and Prom clean-up
- Providing hospitality for admissions events Back to School Night set-up/cleanup
- Volunteering at campus clean up days
- Chaperoning a school field trip or service day

#### Examples Of Non-Approved Hours

- Volunteering at your local church
- Fundraising for athletic fundraisers (including player packs/ sports sponsorship)



signs) and school fundraisers/events

- Tickets for school sponsored events (including sporting events, theater productions, auctions)
- Annual Southern Affair, Christmas Gala, Golf or other silent/live auction donations

\*All hours not completed will result in a \$15 per hour charge\*

VOW NOW ACADEMY 2023 - 2024 Student Handbook

#### Acknowledgement

I acknowledge receipt of the Student Handbook containing the policies, rules, and regulations for VOW NOW ACADEMY. I understand and agree that the policies contained in this handbook are binding for students and parents alike. I understand that the Administration of the school will have the authority set forth in this document. I understand that the policies, rules, and regulations contained in this handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established and to see to it that my daughter/son adheres to the rules and regulations set forth herein.

Name of Student \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Name of parent/guardian \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to the Front Office by February 16, 2023