

PARENT/STUDENT HANDBOOK

2023-2024



Our Vision

Vanguard Classical School develops well-rounded world citizens of exceptional character who are academically prepared to contribute to and improve their communities.

Our Mission

Vanguard Classical School facilitates individual academic achievement and character development through a safe, equitable, global, content-rich learning environment.

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Directory

WEST Campus

School Phone Number 303-691-2384
School Attendance Line 303-226-5528
School Fax Line 303-226-5529
School Address 801 Yosemite Street, Denver, CO 80230
School Website www.vanguardclassical.org

EAST Campus

School Phone Number 303-338-4110
School Attendance Line 303-338-4111
School Fax Line 303-338-4129
School Address 17101 E Ohio Dr, Aurora, CO 80017
School Website www.vanguardclassical.org



Section 1: Vanguard Learning Philosophy

Every child can learn and deserves the opportunity.

We believe that all students are capable and deserving of a free, high quality, broad education. We have adopted a curriculum that, when delivered effectively and appropriately, will enable students of all abilities to succeed in their continued education regardless of race, sex, heritage or socio-economic status.

A four-day instructional week

A four-day instructional week fosters relationships between the learner and opportunities for the learner to apply their learning. We believe having Mondays to apply real world learning opportunities combined with time as a family will allow our VCS families to become stronger partners in the learning process. The four-day instructional week at VCS allows our families to support and supplement classroom instruction by giving time as a family to do additional things together, such as spend a day visiting educational sites, discussing new learnings and developing thinking, taking hikes, going on bike-rides, resting, time to take an extended weekend trip or short vacation, time to serve the community as a family, develop new skills or polish old ones, and so much more.

A broad, rigorous, content-based curriculum prepares children to be productive citizens, lifelong learners, and future leaders.

The skills of learning, problem solving, and critical thinking are best taught through the content of a body of organized knowledge, modeling, and practice. These skills are required to communicate and function in a diverse society.

An inclusive environment values students of all abilities.

Important academic, social, and ethical skills are developed when students with various abilities, needs, and backgrounds learn together. Supports for students will be delivered both inside and outside of the classroom and in smaller ability groups through the cooperation and planning of the staff using a classical model of instruction.

Character development will be integrated throughout the curriculum.

It is our responsibility to educate both the mind and the heart in order to produce virtuous, educated citizens. A practical, non-sectarian, literature-based program is integrated into our curriculum to cultivate character growth through consensus virtues.

Active family involvement is critical.

Students and teachers cannot achieve high levels of academic success without family support. As a school of choice, we believe that families who elect to enroll their children in our school have chosen to play a strong, supportive role in the education of their children. Those families will find the necessary time, energy, and resources to assist the school in educating their children. The school anticipates that families will be directly engaged in assisting with tutoring, reading groups, volunteer activities, coaching, independent work, school governance, and other areas where they may have specific skills or expertise.

The Vanguard education team is held accountable for each student's achievement.

General education and special education teachers, together with the leadership team, educational assistants, paraprofessionals, and volunteers, will all work as a team to plan and ensure each student's success.

English literacy is fundamental to success in all other subjects.

Language Arts (reading, spelling, speaking, and writing) will be the main focus of instruction especially in the early grades. An explicit phonics program will be taught beginning in Kindergarten.

Student success is achieved through hard work, perseverance, determination, and commitment.

High expectations produce high results. Students will be expected to demonstrate determination, diligence, self-discipline, and perseverance to achieve maximum benefit from the defined curriculum.

Student promotion.

There will be no social promotion. Academic standards must be achieved to move to the next grade level. As a student progresses through the grades it is our hope that each student will grow in self-esteem through their effort, accomplishment, and achievement.

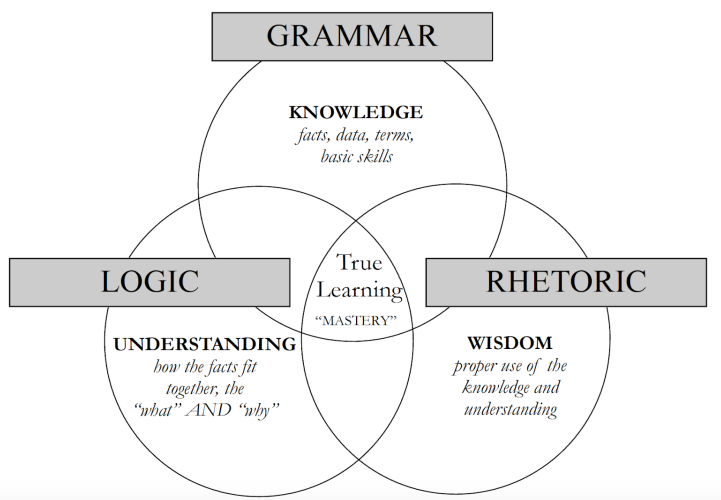
A Code of Conduct, consistently and equally followed, will ensure a structured, safe learning environment.

There is a uniformly enforced Code of Conduct developed for the school including a uniform dress code, student expectations, disciplinary policies, and grievance procedures.

What is a classical education?

A “classical education” began about 2500 years ago in ancient Greece and continued to develop through ancient Rome and the Renaissance. Classical education involves a three-part process of training the mind and using traditional standards of teaching, curriculum, and discipline. A classical education holds that humans are thinking creatures and are naturally curious. It values knowledge for its own sake and prepares students to be “good” or virtuous citizens through rigorous, relevant, engaged learning experiences.

The early years of a classical education (K-4) are spent acquiring basic skills and facts; establishing a firm foundation from which to pursue further study. In the middle grades (5-8), students learn to think through the facts; the evidence and apply logic. In the upper grades (9-12), students learn to reach conclusions, through thoughtful criticism and analysis, and support those conclusions in persuasive writing and speech. This classical pattern is called the Trivium.



What is Core Knowledge?

Vanguard Classical School uses the Core Knowledge sequence which is an organized course outline of topics to be studied by students in kindergarten through 8th grades. This sequence includes but is not limited to topics and subtopics in language arts, world history, American history, geography, visual arts, music, mathematics, Latin and science.



Section 2: Code of Conduct

Vanguard Classical School was founded on ten core philosophies. One of those philosophies is that a Code of Conduct, consistently and equally followed, will ensure a structured, safe learning environment. To that end, Vanguard Classical School will require that all persons involved with the school (students, teachers, administrators, staff, parents, and volunteers) adhere to certain standards of conduct.

Student Character

Students, parents, teachers, administrators, staff, and volunteers will model, by their words and actions, the cornerstones of character of Vanguard Classical School.

Academic Integrity

Students are expected to be honest in words and actions. Cheating will not be tolerated. Each student will respect the school's learning environment and will not interfere with another student's opportunity to learn.

Dress Code

Basic standards for dress and personal appearance are cleanliness and neatness. Students will adhere to the uniform dress code. All who enter the school should be dressed appropriately to reflect the importance of and a respect for education.

Technology

Technology is used at VCS to support instruction in the classroom. It is the responsibility for each student to care for their VCS supplied electronic device in the appropriate manner. Student use of VCS information technology is a privilege, not a right, and is only authorized for education-related purposes. Student use of VCS information technology shall be in accordance with policies outlined in this document, in accordance with other relevant VCS policies and regulations. Each time a student uses a VCS issued electronic device, computer or network, the student shall acknowledge the terms and conditions in this document that govern the student's use of VCS information technology. Student authorization to use VCS information technology may be suspended at any time it is in the school leadership team's best interest to do so, as determined by the VCS leadership team. Students found to be in violation of the expectations outlined in this document shall be subject to consequences that may include the suspension or revocation of use privileges, detention, and suspension or expulsion from school.

Homework

Homework is a fundamental part of our academic program. It is the practice used daily to reinforce the knowledge and skills learned that day. Students are responsible for turning in homework complete and on time. Make-up work should be completed in a timely fashion as required by the teachers.

Attendance

Students are expected to attend school consistently and to be on time. Frequent absences will impact a students' progress. Classes start promptly at 7:40 am. The school doors will open at 7:25 am, and with the new 4-day schedule it is very important that your student is on-time every day.

Conduct

To effectively accomplish our mission and goals, it is necessary for the educational environment to be safe and free from unnecessary disruption. It is the expectation of the school that VCS students abide by the HAWK expectations of behavior. VCS students are expected to demonstrate well behaved conduct at all times, respecting themselves, others, and property. Each student will bear the responsibility for his or her own conduct. All directions and reasonable requests made by school personnel are to be followed when given with a positive attitude. Students are expected to communicate in an acceptable tone of voice using an acceptable vocabulary.

Family Involvement

By choosing to enroll your child in Vanguard Classical School, you agree to the partnership between home and school. Please find the necessary time, energy, and resources to devote to your child's education. VCS has established three involvement standards toward the successful student/family/school partnership.

- Parent(s)/guardian(s) will attend parent/teacher conferences held twice each school year per student.

- Parent(s)/guardian(s) should provide a time and place free from distractions for the student to complete his or her homework, provide support as needed, and communicate any concerns to the teachers.
- All families are encouraged to attend and/or participate in school-wide activities and are encouraged to participate on school committees or in other volunteer activities as they are able.

Traffic Safety

VCS drivers and pedestrians will abide by the traffic policies set by the school. Failure to do so not only compromises the safety of students but also undermines, in a direct and visible way, the values we are teaching our students, including respect and responsibility. Drivers and pedestrians are to set the example of obedience to rules.



Section 3: Information

Academic Textbooks, Chromebooks, and Supplies

Use of Vanguard Supplies

- Vanguard Classical School provides the best learning materials for its students. Materials that are loaned or given to students are to be treated appropriately.
- Students are responsible for these materials. If materials given to a student are lost or damaged, the parent(s)/guardian(s) will be charged the appropriate amount for the replacement of the material.

Student Fees and Supplies

- Student fees and supplies are used to provide additional educational opportunities for specific courses, provide additional resources for specific student related use, or participation in certain trips or outings.
- All fees will be set and approved annually by the Board of Directors.
- All supply lists are set by the teachers and approved by the Leadership Team.
- These fees and/or supplies are non-refundable/non-returnable.
- Fees for field trips, classroom activities, and supplies will be waived for qualifying students. Qualification is determined solely by Federal guidelines and timely submission of the Family Income form to VCS or APS annually.
- In the event a family does not qualify, but cannot allow participation of a student due to a financial hardship, a member of the leadership team may authorize a waiver for that specific situation.
- Fees for optional activities or items, except as defined in this policy, are not eligible for waivers by the school.
- Fines for damaged materials may not be waived for any reason.
- Payments can be made online using credit or debit cards. Click the link below to access your corresponding campus:
 - WEST : <https://vanguardclassical.revtrak.net/vanguard-west-campus/#/list>
 - EAST : <https://vanguardclassical.revtrak.net/vanguard-east-campus/#/list>

Assessment

VCS uses curriculum-based assessments to measure progress and mastery in all subjects. In most cases, grade levels and/or subject area teachers are expected to work together to identify or create appropriate assessments and may be asked to provide data regarding common assessments as needed to the Leadership Team.

VCS administers certain internal assessments for instructional and accountability purposes. Results from these tests are reported to the Board of Directors and may be used to inform plans for professional development and individual teacher development. These include:

- iReady (K-8 grades)
- TS Gold (Kindergarten)

VCS participates in all state and district-mandated assessments. These include:

- CMAS ELA, Math, Social Studies and Science (3-8 and 11 grades)
- W-APT and ACCESS tests for English Language Learners
- CogAT for gifted screening (All 2 and 7 grade students)
- PSAT (9th and 10th grades)
- SAT (11th grade)

Opt-Out

Per Aurora Public Schools policies, IKA and IKA-R, the parent/guardian of a student enrolled in the district may request that his or her child be exempt from participating in one or more state assessments. Please direct any questions regarding opting out of state tests to the Leadership Team.



Attendance

VCS has adopted a 4-day schedule and so regular on-time attendance on those four days is important in order to ensure achievement in school. Frequent absences and tardies will create gaps in student learning and will limit their ability to learn new concepts as they are introduced. Students are expected to attend school all day, every Tuesday through Friday. A great day to schedule appointments is now on Monday, ensuring that your student(s) maximizes their learning opportunities throughout the remainder of the week. Although we now have a shortened week we use the policies and procedures established by Aurora Public schools as a guide. The policy can be reviewed at <http://aurorak12.org/pol-reg/SectionJ/je.pdf>

Excused Absences

To excuse a student, a parent shall notify the school within 24 hours by telephone, written notification, or through other verifiable documentation as required by the school Leadership Team. The principal or designee may require suitable proof regarding excused absences, including written statements from medical sources. When a student has excessive excused absences due to reported illness, the principal or designee may require a written medical excuse from the family physician. If a family indicates they have no physician or medical source available for this purpose, the school nurse is authorized to make a determination if a student is, indeed, ill. The school nurse may also refer families to appropriate medical resources when needed to substantiate the illness.

The following absences shall be considered excused:

- A. Illness/injury
 - a. Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student's parent/guardian.
- B. Absences shall be excused on a case-by-case basis if a student has a circumstance of a *serious nature*, which cannot be resolved before or after school hours. To the extent possible, Monday should be used for student appointments. The parent/guardian is encouraged to notify the school in advance regarding serious circumstances.
- C. Extracurricular experiences which have been approved by the school
 - a. A student's request to participate in extracurricular experiences outside of the school building

may be approved under certain circumstances and on a case-by-case basis. All work missed during the student absence shall be completed per the current VCS student absence policy. Approval shall be left to the discretion of the school's principal. The principal may use any of the following criteria or any combination of the following criteria in determining whether a student is permitted to engage in said extracurricular experiences.

- i. The student is in good academic standing (all classes with a passing grade);
- ii. The student has no unexcused absences;
- iii. The student has five or fewer excused absences in a semester or nine or fewer excused absences for the school year;
- iv. The student is attending any school-sponsored activity or activities of an educational nature with advance approval by the Leadership Team.

D. Family business days which have been pre-approved by the school.

- a. A student's parent/guardian may request approval for an excused absence to attend a family business (e.g. wedding, family trip). Students are responsible for any and all make-up work due to missed academic days. All work missed during the student absence shall be completed per the current VCS student absence policy.

E. Funerals

- a. A student's parent/guardian may request approval for an absence to be excused to attend a funeral. We respectfully ask that families communicate this absence to the Leadership Team so that we may provide missed academic work when the student is ready to receive said work.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered in the excused absence section. Each unexcused absence shall be entered on the student's record. The parent/guardian shall receive notification of student unexcused absences through Infinite Campus and voicemail. All work missed during the student absence shall be completed per the current VCS student absence policy.

- In accordance with VCS policy, the Leadership Team may impose penalties which relate directly to classes missed while unexcused. The school Leadership Team shall develop appropriate intervention strategies to assist the student in changing his/her truancy behaviors, which may include the development of an attendance contract.
- Any student initiated "ditch day" is not sanctioned, supported or sponsored by the school and shall be considered an unexcused absence.

Late Arrival /Early Release

- Classes begin promptly at **7:40 am**.
- The school doors open at 7:25 am. This means there is adequate time before 7:40 am for students to arrive and be in the classroom, ready to go. Arriving with adequate time to avoid being tardy is the responsibility of the parent(s)/guardians. Parent(s)/Guardian(s) are expected to have their children to school a minimum of five (5) minutes prior to the start of classes in order to avoid being tardy.
- Tardy students must be checked-in at the Front Office BEFORE going to their classroom.
- Tardiness is a form of absence and interferes with student learning due to disruption and loss of instruction time.
- Recurring tardiness will be addressed by the Leadership Team and could involve notifying Aurora Public Schools and/or the Department of Human Services.

- Dismissal:

West Campus
3:30 p.m. Dismissal
Tuesday-Friday

East Campus K-4
3:30 p.m. Dismissal
Tuesday-Friday

East Campus 5-12
3:30 p.m. Dismissal
Tuesday-Friday

- A student removed from school early (non-excused) is a form of absence and interferes with student learning due to disruption and loss of instruction time.
- **Please refrain from picking up your children between 3:15 pm-3:30 pm.**
- Students may NOT be taken from the school, playground, or school sponsored activity unless parent(s)/guardian(s) have signed them out in the Front Office.



Truancy

At VCS regular on-time attendance is an expectation of classical education, therefore, if a student has fifteen (15) consecutive unexcused absences a phone call will be placed with Child Protective Services informing the agency that the child is “habitually truant,” and at ten (10) days consecutive absence the student will be disenrolled.

According to Colorado School Law, “habitually truant” means a student has accumulated more than four (4) unexcused absences in one month or ten (10) days in any year. The Leadership Team will address such truancy in the following manner:

- A phone call to the parent(s)/guardian(s) will be made after 4 unexcused absences.
- Send a letter to the parent(s)/guardian(s) to inform them that their student has been truant and request a return phone call to discuss the absences.
- If there is no response from the parent(s)/guardian(s) within two (2) business days, another letter will be sent to the parent(s)/guardian(s) requesting a conference with the Leadership Team to discuss strategies to assist students in improving attendance.
- If there is no response from the parent(s)/guardian(s) within two (2) more business days, parent(s)/guardian(s) will be informed via letter that a truancy case may be filed with the courts. The actions of the court could include:
 - Community service for parent(s) and students
 - Jail time for parents
 - Parents may be ordered to accompany students to classes all day
 - Fines
- Additionally, a student identified as truant may lose their automatic re-enrollment and may be retained due to missing instructional time. If applicable, the parent(s)/guardian(s) could elect to place the student’s name in the general lottery for entry the following year.
- If the parent(s)/guardian(s) does not sufficiently explain the reason for unexcused absences, the Department of Human Services will be notified.
- An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.
- Each unexcused absence will be entered on the student’s record with Aurora Public Schools.
- In the case of an unexcused absence, make-up tests/quizzes and adjustments to assignment due dates may or may not be allowed at the discretion of the teacher in dialogue with the Leadership Team.
- Recurring or routine absences from school are discouraged; however, individual cases may be allowed at the discretion of the Leadership Team.

- VCS reserves the right to drop students after 20 consecutive days of absence.

Closed Campus

Vanguard Classical School is a **CLOSED CAMPUS**. Students in grades K-12 are not permitted to leave campus during the school day, including the lunch period. This regulation may be waived for junior and senior students to attend off campus courses, internships, or jobs (provided credit requirements are being met), with the permission of their parents/guardians. Unauthorized visitors, including students from other campuses are not allowed on campus, including the parking lot, during the hours of 7:25 am-4:00 pm. Unauthorized visitors will be required to leave the school grounds.

When taking a student off campus for any reason, parents/guardians must sign the student out and in at the school office. For their protection, students will not be released to anyone who does not appear as an authorized contact in Infinite Campus, or for whom parents/guardians have not given written authorization. Infinite Campus data is compiled from the Student Information sheet required to be updated every year at Student Registration. The school will notify parents/guardians when students are absent without an excuse from a parent/guardian.

Communication

Communication between the Vanguard educational team and parent(s)/guardian(s) is critical for overall school success. The school will utilize the following modes of communication at minimum.

- Email
- Phone
- School Messenger (see description below)
- School Newsletter
- Grade Level Newsletters
- School Website
- Classroom Webpages
- Friday Folders (West K-8; East K-6)
- Infinite Campus Parent Portal
- Report Cards/Progress Reports
- Conferences

School Messenger

School Messenger is a service used by Vanguard that specializes in emergency and mass notification for the school. Vanguard uses School Messenger to deliver mass phone messages and emails to notify parents/guardians of school closures, emergencies, and other important information such as the monthly school newsletter. In order to be notified through School Messenger, Vanguard must have a current, valid phone number and email on file. Please update your information regularly with a front desk administrative assistant.

Advertisements

Opportunities that arise for students through the community, parent(s)/guardian(s), employees, etc., may be posted on an information board at the school and/or on the website AFTER approval by a member of the Leadership Team. These opportunities will not be part of the weekly communications.



Cell Phone and School Phone Usage

- **Cell phones are not allowed to be used during the school day.** Cell phones are not allowed in classrooms, bathrooms, during passing periods, or in other educational spaces. **They must be turned**

off, and out-of-sight in the student’s backpack or locker. If the student decides to bring a cell phone it can only be used outside of school hours. Vanguard is not responsible for the loss, theft, or breakage of any electronic device brought to school including items left at the front office. Cell phones are not permitted between the hours of 7:25 am-3:45 pm, on field trips, or at after school clubs/sports. **Noncompliance will result in a discipline referral.**

- **1st offense: The phone is confiscated by a staff member, and the student is able to pick up the phone after a conference with an administrator at the end of the academic day.**
- **2nd offense: The phone is confiscated by a staff member, the student and parent/guardian will have a conference with an administrator, and the phone will be relinquished to a parent/guardian at the end of the academic day.**
- **3rd offense: The phone is confiscated and returned to the parent/guardian at the end of the academic day. For a determined time set by VCS school leadership, the student will need to turn in the cell phone to the front desk at the start of each academic day and the cell phone will be returned to the student at the end of the academic day.**
- Students may use the school office courtesy phone in the event of an emergency, and before/after school changes or cancellations. However, students need to make prior arrangements for transportation home rather than tying up the phones at the end of the school day.


Communication Corridor

As a community, we encourage respect in our daily communication of wishes and concerns. In the case of classroom concerns, it is essential that parents/guardians and teachers work together in support of the students. To this end, it is helpful if parents/guardians and teachers express concerns to each other directly. If a parent/guardian would like to speak with a teacher, he or she is to arrange a meeting by calling the teacher’s voicemail or sending an email to set up an appointment. Out of respect for the learning environment, the teacher may not be reachable during classroom instruction time. VCS teachers will respond within 48 hours to all parent/guardian enquiries. VCS faculty and staff have been instructed to end any conversations that result in disrespect and report those to the VCS leadership team and schedule a follow-up meeting with all involved parties. In the case that, after much effort, the parent/guardian or teacher is not satisfied that his or her concern is being heard, either may institute the school’s grievance procedure.

Single Classroom Issues

Step 1 – Directly contact the teacher via phone or email. Teacher will return contact within 48 hours.

Step 2 – If issue is not resolved contact:

	East Campus	West Campus
Leadership Team 	Lisa Gamel (Dean of Culture) lgamel@vanguardclassical.org Sean Bakersky (Secondary Instructional Coach) sbakersky@vanguardclassical.org Katy Gauthier (Elementary Instructional Coach) kgauthier@vanguardclassical.org	Morgan King (Assistant Principal) morganking@vanguardclassical.org <u>Karen Mortensen (ESS Coordinator)</u> kmortensen@vanguardclassical.org

	Jeannie Easton (ESS Coordinator) jeaston@vanguardclassical.org	
Principals 	Kara Clark kclark@vanguardclassical.org	Keria McCafferty kmccafferty@vanguardclassical.org

Step 3 - If issue is not resolved, contact:



Karen Secor: Vanguard Classical Schools
Interim Executive Director - ksecor@vanguardclassical.org

Step 4 - If the conflict is still unresolved, parent(s)/guardian(s) can present their concern to the Board of Directors (BOD), following the procedures listed in the Grievance Policy.

In accordance with our charter, all grievances must be resolved at the school. The Vanguard Board of Directors holds final authority in all charter school-related disputes. Though we are chartered through APS, the district does not have general oversight of VCS operations.

Controversial Issues

- Controversial issues are defined as problems, subjects, or questions of a political or social nature where differences of opinion, passions, and emotions exist.
- Controversial issues will only be explored when emanating from some part of the curriculum and when these subjects come up, **teachers will present an impartial view of both sides without proselytizing.**

Discipline

It is essential that students be allowed to learn in a safe and disciplined school environment free from fear or unreasonable disruptions. Vanguard observes all Colorado State Statute and Aurora Public School’s policies as they relate to student conduct and disciplinary action. On any matter involving a legal felony, the police will be called to the school. Such violations, as defined by 22-33-106 C.R.S., shall lead to expulsion. In accordance with policy JIC: The Board of Education expects every student to follow accepted rules of conduct. In accordance with state law, the Board adopts the following Student Conduct and Discipline Code, which shall be enforced uniformly, fairly and consistently for all students.

Foundational Principles

Vanguard Classical School is committed to optimizing learning for all students.

- It is the expectation of the school that Vanguard students abide by the HAWK expectations of behavior.
- Students are responsible for recognizing, understanding, and following the Positive Behavior Intervention and Support (PBIS) school-wide system.
- VCS's fundamental principles of discipline guide students towards acceptable behavior and are designed to assist students in developing their own sense of self-discipline.
- Vanguard believes that formal discipline...
 - Maintains a highly effective learning environment where students focus on gaining knowledge with as minimal distraction as possible

- Utilizes the situation as a rich opportunity for a student to learn about themselves and others as well as provides students with actual Character Education and life lessons
- Reinforces Vanguard's commitment to treating all students with fairness, respect, and equality
- Effects a permanent, positive change in behavior



HAWK Behavioral Expectations

Vanguard Classical School utilizes the HAWK Behavioral Expectations and Positive Behavioral Interventions and Support strategies within the classroom. HAWK stands for the following:

- H: Honor
- A: Achievement
- W: World Citizenship
- K: Kindness



Student Guidelines for Behavior

- **Students will be held accountable for following the school dress code.**
- Students will attend school consistently, be on time, be prepared, and take responsibility for making up any work promptly when absent.
- Students will have cell phones switched off and out-of-sight.
- Students will remove EarPods, AirPods, Headphones, and other personal listening devices prior to entering the school.
- Students will be polite, attentive, and put forth their best effort towards every task.
- Students will follow directions when given and comply with all reasonable requests made by adults with a positive attitude.
- Students will show respect for self, others, and property.
- Students will communicate in a respectful tone of voice using respectful language.
- Students are not permitted to use racist, homophobic, or dehumanizing language.
- Students will follow all lunchroom, playground, field trip, lab, and individual classroom expectations.
- Students will follow school expectations when participating in school-related events on and off campus.
- Students will refrain from using threats or intimidation against any other person.
- Students will respect the health and safety of others, follow safety rules, and will not bring anything to school that could be used to harm another or that is illegal.
- Students will not use tobacco, alcohol, or other illegal substances.
- Students are not permitted to bring non-instructional items to school including, but not limited to toys of any kind, fidget spinners, pop-its, game cards, putty, stuffed animals, etc.
- Students will walk quietly in the halls and talk in a normal tone of voice in the school building.
- Students will not leave school grounds during school hours without a parent/guardian signing the student out in the main office.
- Students are not permitted to bring glass or metal bottles of any kind to school.
- Water bottles should be clear plastic containers and contain water only during the school day.
- Students are not permitted to use personal electronic devices of any kind (electronic readers, cell phones, smart watches, video game consoles, personal listening devices AirPods, EarPods, iPods, etc.) on school grounds between the hours of 7:25 am-3:45 pm. At no time should electronics be disruptive. Noncompliance will result in a discipline referral. If the student decides to bring a cell phone to school, it must be turned off and stored, and can only be used outside of school hours.

Vanguard is not responsible for the loss, theft, or breakage of any electronic device brought to school including items left at the front office. Cell phones are not permitted on field trips.

- Students will adhere to the Vanguard Code of Conduct.



Only YOU control what YOU do, how YOU act, and how YOU react

Role of the Leadership Team

- The goal of any meeting between a student and the Leadership Team is to facilitate a learning opportunity for the student in order to implement a positive change in behavior.
- In most instances parent(s)/guardian(s) will be notified of the student's visit with members of the Leadership Team.
- In evaluating consequences, the teacher and members of the Leadership Team will determine if the act is a "first time," "repeated," or "habitual" offense.



Role of the Teacher

- Teachers are responsible for maintaining their classroom environment. PBIS strategies and HAWK expectations will be implemented with fidelity.
- Within the classroom management plan, the teacher has the authority to confiscate toys, spinners, and any other items that are a distraction to the academic environment.
- Teachers will collaborate with and inform the Leadership Team to implement formal discipline whenever appropriate.
- Repeated infractions that disrupt the learning environment must be reported to the Leadership Team.

Formal Discipline Procedure

- For disruptive behavior that requires an office referral, teachers will issue the student a *Discipline Referral Form* which requires the student to visit a member of the Leadership Team.
- In most instances parent(s)/guardian(s) will be notified of the student's visit.
- Actions that warrant immediate referral include, but are not limited to:
 - Racial slurs
 - Malicious and/or willful physical contact (e.g. striking, hitting, slapping, biting or attempting to do so) from one student to another or toward a Vanguard educational team member
 - Sexual harassment and/or inappropriate physical contact
 - Theft/vandalism of or to school and/or personal property
 - Damage to or inappropriate use of VCS technology
 - Continued violation of the Cell Phone Policy
 - Cheating
 - Bullying
 - Use of/suspicion of using or possessing a controlled substance
 - Habitual non-compliance
 - Selling any item for personal monetary gain
- All actions taken by the Leadership Team are noted and included in the student's file.
- ***AT NO TIME*** will a student's disciplinary record be discussed with another student or parent(s)/guardian(s). However, other students or parent(s)/guardian(s) may be consulted regarding an incident in an attempt to discern the facts.

Fines

- Fines will be levied on parent(s)/guardian(s) for vandalism or theft committed by their student(s). **Police may be notified and or charges filed if appropriate.**
- Fines will also be levied for lost or damaged school property.
- Students may also be required to be involved in the maintenance or repair of damaged property.
- Lockers are the property of the school and may be opened and inspected at any time without notice.

Bullying

Bullying is the use of coercion or intimidation to obtain control over another person to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying is prohibited against any person for any reason. Bullying is prohibited on school property, at school sanctioned events, when students are being transported to or from school or a school sanctioned event, and off-campus when it is reasonably foreseeable that the bullying conduct may cause a substantial disruption in the educational mission of the school or interfere with the ability of other students to learn or be secure.

Bullying should be reported immediately to teachers, the Leadership Team, and/or staff. Retaliation, in any form, will not be tolerated and handled in accordance with the discipline policy.

Safe to Tell

Safe2Tell provides young people a way to report any threatening behaviors or activities endangering them or someone they know, in a way that keeps them safe and anonymous. By calling 1-877-542-7233 or submitting a tip through the website safe2tell.org, young people can help anyone who is in trouble or prevent tragedy.

Plagiarism/Cheating

- Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited.
- Plagiarism will not be tolerated in any subject since it is both illegal and in direct contradiction of the Core Virtues curriculum to which the school adheres.
- The entire system of assessment rests on the assumption that the work a student turns in is their own. Plagiarism compromises this system, is unfair to other students in the class, and constitutes a form of theft of another's ideas and labor.
- Teachers will provide students the guidelines and practice of acceptable citations.
- When in doubt, the student has the responsibility to ask how an author should be used in an assignment prior to the due date of the assignment.
- Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment or to avoid doing their own work.
- A student who allows others to copy their work or fails to alert a teacher when aware of such action, will also be deemed culpable and held accountable.
- **Students caught plagiarizing may receive 0% credit on the assignment/test and may also be subject to additional disciplinary action, up to and including suspension.**



Prohibited Items

Failure to follow this expectation will result in the confiscation of the prohibited items, and disciplinary action will be taken, up to and including a Police referral.

All parents/guardians will be contacted in the event that a violation occurs.

Students are not to bring items such as:

- Gum or other candy without prior permission
- Fidget spinners, stuffed animals, stickers, collectable cards, toys of any kind
- Personal Electronic Devices including but not limited to: EarPods, AirPods, iPods, iPads, video games, or other personal technology
- Water guns, water balloons, or water spraying devices
- Sports equipment is not to be brought to school without prior authorization from the Leadership Team, Team Coach, or Athletic Director.
- Jewelry with spikes
- Items to sell. Students are prohibited from selling anything on school grounds without approval from the Leadership Team. Students may not bring items to school to sell for their own personal gain. This does not include an approved fundraiser.
- Skateboards or roller blades must be stored in the student's classroom or the office and may not be used on school grounds.
- Alcohol (Students who bring such items to school face severe disciplinary action)
- Controlled substances (Students who bring such items to school face severe disciplinary action)
- Weapons or weapon facsimiles, laser pens, knives, or other items that represent a potential threat to the well-being of the student or others (Students who bring such items to school face severe disciplinary action)
- Other Items. The VCS leadership team will determine any other items that are detrimental to the welfare and safety of the students

Student Privacy

- Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution.
- This individual right, however, is balanced by the school's responsibility to do everything reasonable to protect the health, safety, and welfare of all its students and to ensure compliance with student rules.
- Administrators or designee may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered or illegal items may be present.

Suspensions

- The Leadership Team has the authority to suspend students as appropriate.
- All suspensions will require a re-entry meeting with parent(s)/guardian(s) and an administrator prior to the student being readmitted to class.
- Immediate suspensions may be implemented by the Leadership Team depending on the severity of the infraction.

- According to Colorado statute, a student may be declared “habitually disruptive” after being suspended three (3) times in one year on the grounds set forth in CRS 11-33-106 for causing a material and substantial disruption in the class, on school grounds, on school vehicles, or at school activities or events because of behavior that was initiated, willful and overt on the part of the student, and the suspensions were made for:
 - Continual, willful disobedience or open and persistent defiance of proper authority
 - Willful destruction or defacing of school property and may result in criminal charges
 - Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel
 - Serious violations in a school building or on school property
 - Repeated interference with a school’s ability to provide educational opportunities to other students
 - And other grounds found in CRS-22-33-106(1)(a),(b),(c),(d), and (e).
- Opportunities will be given for a student to make up assignments during a suspension; the work is required so that the student may keep up with the current academic knowledge in each subject. It is the full responsibility of the student to complete suspension work so he/she does not get behind in information and content.

Expulsion

- In all cases where expulsion is either mandated by law or otherwise indicated, Vanguard’s Executive Director and the Governing Board shall act as the School District’s designee.
- Students facing expulsion will be afforded due process rights, including manifestation hearings and the implementation of behavior plans.
- General education services required by law to be provided to suspended or expelled students will be the sole responsibility of Vanguard, unless services for expelled students are purchased from the School District.
- Special education and related services required by law to be provided to expelled students shall be the sole responsibility of the School District.
- The School District Board shall have the option of accepting an appeal by a student from a student expulsion or exclusion decision of the Vanguard Board and in the event it accepts such an appeal, it shall have final authority regarding appeals in such cases.
- Expulsion from Vanguard Classical School will be mandatory for the following violations:
 - The possession, use, or threat of use of a dangerous weapon
 - The sale, use, intent of use, or distribution of a drug or controlled substance
 - The commission of an act which, if committed by an adult, would be robbery or assault other than third-degree assault
 - Repeated interference with the school’s ability to provide educational opportunities to other students or if a student is declared “habitually disruptive”
 - Making a false accusation of criminal activity against an employee



Dress Code

Vanguard Classical School follows a dress code that is conducive to learning as well as manageable to enforce by the Vanguard educational team. Research indicates that a uniform dress code minimizes peer pressure, improves the appearance of the student body, and reinforces an academic atmosphere (Manual on School Uniforms, U.S. Department of Education). Additionally, the dress code facilitates the overall security of the school since visitors are readily identifiable by the Vanguard educational team.

Enrollment at Vanguard Classical School constitutes acceptance of this policy, agreement to adhere to and support the policy, and acknowledgement of discipline for noncompliance as set forth in the Vanguard Discipline Code.

The final decision as to the safety or unsuitability of the clothing, hair, or jewelry will be determined by the Leadership Team of the school.

Students may NOT be out of dress code at any point during the school day.

There is an exception for physical education classes. Students may change out for 9-12 PE classes into clothing that is designed for athletic wear and is approved by their PE teacher no more than five (5) minutes before the class begins. The student must change back into appropriate dress code attire no more than five (5) minutes after the class ends. Failure to comply will result in a dress code consequence being issued.

Failure to comply with the dress code will result in staff members issuing consequences.

Students may also receive consequences for refusing a reasonable request from a staff member if a student does not correct an “easy fix” in a timely manner (e.g. one-two minutes). In the first week of classes in the first semester, students will receive verbal warnings to correct dress code violations. Persistent violation of dress code in that week will be addressed with the parent(s)/guardian(s).

Please note that school colors include navy blue, maroon, and white.

Please see the table for examples of appropriate and inappropriate attire for all VCS students.



DRESS CODE FOR ALL STUDENTS

	APPROPRIATE ATTIRE: You may wear...	INAPPROPRIATE ATTIRE: Included but not limited to, students may NOT wear the following....
General	<ul style="list-style-type: none"> • A dress code appropriate top and bottom must be worn at all times • Clothing must be worn such that undergarments are not visible at any time 	<ul style="list-style-type: none"> • Anything with rips, holes, tears, fringes, or unfinished edges • Any clothing item that is faded to the point where the color differs from the intended color • Excessively tight or baggy clothing • Hoodies • Pajamas or similar garments • Jackets, coats, parkas, ponchos of any kind in the instructional environment • Any bottoms that do not fit well at the waist • Any clothing that is intended to show undergarments • Any clothing, jewelry, or style of grooming that is identified with gang affiliation • Apparel advertising/depicting alcohol, tobacco products, illegal/controlled substances, and/or offensives sayings or innuendos • Permanent tattoos worn uncovered • Drawing on the skin with any writing utensils

Tops	<ul style="list-style-type: none"> ● A solid color polo shirt in navy, burgundy, white/ cream or black, plain or with Vanguard logo or approved Vanguard text; ● Undershirts must be under the approved Vanguard shirt or polo and must be a solid color in navy, maroon, white/cream or black 	<ul style="list-style-type: none"> ● V-neck, T-shirts, or Tank Tops ● Shirts with patterns on them ● Shirts with other logos or non-approved Vanguard text ● Tops with embellishments including beads, rhinestones, and bedazzling ● Logos other than the Vanguard logos
Sweatshirts and Sweaters	<ul style="list-style-type: none"> ● A crew neck sweatshirt that is in navy, maroon, or white/cream or black without a hood ● A solid color sweater in navy, maroon, or white/cream or black without a hood 	<ul style="list-style-type: none"> ● HOODIES ● Outerwear of any kind including rain coats, winter coats, windbreakers, fleece jackets, and other coats
Bottoms	<ul style="list-style-type: none"> ● Solid colored pants in dark blue, black, or khaki ● Solid colored skirts, shorts, skorts, or jumpers in dark blue, black, khaki that are within 3” of the knee when standing ● Bottoms must fit well at the waist and remain there when walking 	<ul style="list-style-type: none"> ● Leggings or athletic pants as the sole bottom ● Sweatpants ● Overalls ● Bottoms with patterns on them ● Bottoms with embellishments, including beads, rhinestones, and bedazzling ● Athletic shorts underneath pants that become visible when moving or standing ● Jeans or denim pants ● Pajamas or similar garments
Socks and Hosiery	<ul style="list-style-type: none"> ● Socks of any solid color or pattern ● Leggings or tights worn underneath dress code appropriate bottoms must be in good repair 	<ul style="list-style-type: none"> ● Socks with pants tucked into them
Shoes	<ul style="list-style-type: none"> ● Close-toed shoes in any color including athletic shoes, close-toed flats, and boots ● Shoes must be worn at all times ● Shoes must be a matched pair 	<ul style="list-style-type: none"> ● Sandals or Crocs of any kind ● High-heeled shoes with more than 1 ½” heels ● Shoes with bells or other distracting adornments ● Slippers or other shoes not intended to be worn outside ● “Boots” that are made with slipper material and have a slipper bottom ● Boots that come above the knee are prohibited
Accessories	<ul style="list-style-type: none"> ● Piercings or earrings in the ear that are no larger than a quarter ● A single nose stud or ring in the side of the nose (ring must not exceed 16 gauge in size) ● Ties in solid colors or patterns worn properly at the neck 	<ul style="list-style-type: none"> ● Visible piercings anywhere (except the ears and nostrils) including lip, tongue, eyebrow, and septum ● Distracting makeup and/or nails ● Scarves ● Ties in distracting patterns or with licensed characters or symbols ● Sunglasses worn indoors ● Animal chains/collars or tails ● Unnatural colored contacts
Headwear and Hair	<ul style="list-style-type: none"> ● Religious head coverings of any color/pattern ● Barrettes, hair ties, and plain headbands worn in the hair 	<ul style="list-style-type: none"> ● Hats of any kind including athletic/baseball caps, berets, winter hats, trilbies, Bandanas, or fedoras ● Athletic type headbands
The Leadership Team reserves the right to determine if items are acceptable or not.		

Drop-off/Pick-up

In order to safely and efficiently facilitate the drop off/pick up of students before and after school, the following guidelines/protocols must be observed:

Drivers

- Be courteous, respectful, and patient.
- Follow the directions and prompting of VCS personnel at all times.
- Maintain a maximum speed of 5MPH until you clear the parking lot. This is especially true when late.
- Students dropped off outside the designated areas are not the responsibility of the school.
- Pull all the way forward in the respective loading zones and your child will walk to meet you.
- During drop-off/pick-up times, vehicles may not double park and children may not be left unattended in parked cars.
- Drivers must remain in vehicles in the drop-off/pick-up lines.
- Drivers should never park in the fire lane. Drivers who park in the fire lane may be ticketed.

Pedestrians

- Be courteous, respectful, and patient.
- Pedestrians must cross at the clearly marked and supervised crossing areas.
- Crossing in the middle of the drop-off/pick-up lane is prohibited, not only for the safety of all, but also for the poor example it sets for students.

Non-compliance

Putting the safety of students at risk by failing to comply with these guidelines may result in a report with appropriate documentation being filed with the local law enforcement authorities.

Student Parking

Students who drive to school are required to register their vehicle when they register for school (or at any time during the school year that they may begin to drive). Students are not to loiter in or go to parked cars before, during or after school.

West Campus Procedure

Drop Off/ Pick Up Loading Zones

There will be two (2) drop off/pick up lanes and loading zones:

- K-3rd grades and older siblings and/or carpool participants: West lane
- 4th-8th grade: East lane
- All students must wait until they are past the first speed bump to exit their vehicle.

Parking

- The church owns the parking lot on its North and East sides.
- Per our agreement with the church, only the spaces on the North side of the parking lot are available for public use. The spaces on the South side closest to the church's entrance are reserved for the church.
- The handicapped spaces are clearly marked and able to be utilized with an appropriate parking permit clearly displayed in/on the vehicle.
- Pedestrians must cross at the clearly marked and supervised crossing areas.
- Crossing in the middle of the drop-off/pick-up lane is prohibited, not only for the safety of all, but also for the poor example it sets for students.

East Campus Procedure

Carline Route

- All traffic enters eastbound on Ohio Place, proceeds south on Richfield, then westbound on Ohio Drive by turning right into the parking lot.
- No left turns will be allowed during drop-off/pick-up times.
- Please stay close to the curb while waiting in line along East Ohio Drive so that through traffic is not impeded.
- Exiting traffic may turn either direction back onto Ohio Drive.

Drop Off

There are two (2) drop off lanes:

- Choose either lane for morning drop off.
- Pull as far forward as possible.
- Students may only exit the vehicle in the designated area. For safety of all, students are NOT ALLOWED to exit vehicles outside of the designated area.
- Follow signals from carline staff.

Pick Up

There will be two (2) pick up lanes and loading zones:

- Youngest and only in grades K-4: RIGHT LANE
- Youngest and only in grades 5-12: LEFT LANE
- Pull as far forward as possible.
- Students may only enter the vehicle in the designated area. For safety of all, students are NOT ALLOWED to enter vehicles outside of the designated area.
- Follow signals from carline staff.

Parking

- The handicapped spaces are clearly marked and able to be utilized with an appropriate parking permit clearly displayed in/on the vehicle.
- Parents parking to drop children off must pull completely into an available space. The parking lot is not to be used for drive through for safety reasons.
- Pedestrians must cross at the clearly marked and supervised crossing areas.
- **Crossing in the middle of the drop-off/pick-up lane is prohibited, not only for the safety of all, but also for the poor example it sets for students.**



Extracurricular Activities

Sports Philosophy

If the student meets the eligibility requirements (see “Eligibility”), all students are given the opportunity to be on the appropriate teams. Students participating in sports may be required to provide personal safety equipment such as mouth guards, knee pads, etc. and have a current sports physical. All sports programs must be self-funded. Athletes, families, and their guests are expected to act according to the VCS Code of Conduct and demonstrate good sportsmanship at all times.

Eligibility--Extra-curricular Clubs, Teams, and/or Organizations

- Students are ineligible for school-sponsored/affiliated extracurricular activities if they have two “Fs”.
- Any disciplinary referrals within the school year may render a student ineligible for all extracurricular activities and functions up to the remainder of the term or school year.

- The Leadership Team may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.
- In order to participate in an event on any given day, you must be in attendance for at least half of the school day (CHSAA attendance rules apply to all sporting events)
- Fees are nonrefundable.



Facility Expectations

Field - VCS administration reserves the right to amend this list at any time.

1. Spectators, coaches, and athletes will enter and exit only at designated areas.
2. Pets are not allowed on the field unless they are ADA sanctioned.
3. All equipment must be returned to storage areas.
4. VCS reserves the right to remove spectators for violation of handbook or school policies or if deemed that actions do not align to our school values and safety expectations.
5. Spectators should remain in designated areas and may be removed from the event if obstructing view or play.
6. Footwear on the field may only be made of synthetic material; no metal cleats or spikes allowed.
7. Unapproved persons are not permitted near the scoreboard.
8. All persons should leave the premises immediately following an event. The AD or designee will walk the perimeter to ensure everyone has left.
9. Spectators, coaches, and athletes will abide by APS and CHSAA rules and regulations.
10. Weapons, drugs, tobacco, alcohol, or noise makers are not permitted on school grounds. All bags/backpacks are subject to search.
11. Any suspicious activity or unusual noticings should be reported to AD/Coach and administration member on duty immediately to ensure safety and field maintenance.
12. Spectators, coaches, and athletes should leave the field better than they found it by cleaning up all items and placing them in the trash receptacles.
13. Fields will not be rented to outside vendors.
14. Suspended or expelled students are not permitted at events.

Gym - VCS administration reserves the right to amend this list at any time.

1. Pets are not allowed in the building unless they are ADA sanctioned.
2. Gym space will not be rented to outside vendors.
3. All equipment must be returned to storage areas.
4. VCS reserves the right to remove spectators for violation of handbook or school policies or if deemed that actions do not align to our school values and safety expectations.
5. Spectators should remain in designated areas and may be removed from the event if obstructing view or play.
6. Footwear on the gym floor may only be made of synthetic material; no metal cleats or spikes allowed.
7. Unapproved persons are not permitted near the scoreboard.
8. All persons should leave the premises immediately following an event. The AD or designee will walk the building to ensure everyone has left.
9. Spectators must remain only in the gymnasium or designated bathrooms.
10. All spectators will enter through the front door and may be required to sign in. Persons will not prop open doors.
11. Spectators, coaches, and athletes will abide by APS and CHSAA rules and regulations.

12. Weapons, drugs, tobacco, alcohol, or noise makers are not permitted on school grounds. All bags/backpacks are subject to search.
13. Any suspicious activity or unusual noticings should be reported to AD/Coach and administration member on duty immediately to ensure safety and gym maintenance.
14. Spectators, coaches, and athletes should leave the gym better than they found it by cleaning up all items and placing them in the trash receptacles.
15. Suspended or expelled students are not permitted at events.

Exceptional Student Services

Vanguard Classical School provides a full array of student services for individuals identified with a disability. Upon being drawn in the lottery and prior to formal enrollment, each individual learning plan is considered as to whether the needs of the child can be met in the program offered at the school. For further information about the evaluation procedures and provisions contact the Leadership Team.

Fundraising

- Fundraising activities must not undermine the mission and philosophy of the school.
- All fundraising must be approved in advance by the Leadership Team.
- We do not endorse door-to-door sales of any kind.
- Any request for donations from VCS must be approved by the Leadership Team.

SCRIP

Scrip cards may be purchased at the front desk.

Grades

- Grading of classwork is only one of many useful tools to gain insight into the extent to which a student has mastered a particular skill or course. In order to measure a student’s mastery of the content and skills required to advance, the school will monitor a variety of assessments, including:
 - Independent daily work
 - Progress monitoring assessments
 - Quizzes and end-of-unit tests
 - Standardized assessments
 - Projects and written work (essays, etc.)
- Bearing that in mind, grades will be assigned in all subjects. Vanguard Classical School will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject.
- Parent(s)/guardian(s) and students should work in conjunction with teachers to remain constantly informed of their progress. Parents are expected to monitor grades in Infinite Campus regularly and to communicate with teachers when they have questions.



Grading Scale for K-12

Grades in K-12 will include standard letter grades, A-F defined as follows:

A	B	C	D	F
90-100%	80-89.9%	70-79.9%	60-69.9%	59.9% and below

Homework Principles

Homework at VCS is an opportunity to practice the learning that happens in the school day and to help students develop independent work skills. Independent work, both in the classroom and for completion outside of the school day, is important to the reinforcement of concepts and processes, to gain concept knowledge and develop skills as an independent learner and is an integral part of Vanguard. All independent work is required to be turned in on the date due. Extra credit will not be offered in lieu of regular assignments and/or examinations. Grades for all work will be entered into Infinite Campus on a regular basis by the teaching staff.

- Expect independent homework, and this will vary depending on the grade level and subject.
- In addition, *it is expected that each child will read, or be read to* for at least 15 minutes each night.
- Independent homework completion and quality will comprise a portion of each student's academic grade.
- Although new assignments will not be assigned over Thanksgiving, Winter, and Spring breaks; students will be expected to complete any incomplete work to support mastery of content.

Communication of Student Progress

Grades and academic progress will be communicated with parents and students through a variety of formats, including:

- Infinite Campus Parent Portal
- Friday Folders (K-6)
- Report Cards/Progress Reports
- Parent/Teacher Conferences

Teachers are responsible for posting student grades to Infinite Campus at a minimum of twice a month and always in a timely manner. In general, daily or routine assignments are graded and posted to Infinite Campus within one week of the due date. Larger projects or assessments are graded and posted within two weeks of the due date. Teachers may need additional time to grade and post scores for late work. Parents are encouraged to communicate with teachers regarding specific assignments and the teacher's expectations.

Late Assignments

An important function of class work and independent work is to help students build independent work skills and to develop time management and organizational skills required to be successful in college and careers. For this reason, students are expected to complete all work assigned. Students will be required to complete late work in order to gain the practice and experience needed for mastery of content and skills.

- **Kindergarten:** Late work will be accepted for full credit within the grading period.
- **Grades 1-12:** Late assignments will be reduced by 5% each day up to 5 days. After 5 days, late assignments will be accepted up to a week before the closing of a grading period with a maximum score of 75% of the original grade.

In all grades, parents will be notified by the content teacher when late work is impacting the student's ability to move forward with classroom and individual instructional goals. Parents are encouraged to monitor student progress through the Infinite Campus Parent Portal. Current grades and missing work will be posted by teachers in a timely manner.

Some assignments may not be eligible for make-up, such as 8th grade capstone, 6th grade interview (VCS West), 5th grade interview (VCS East), etc.

Excused Absences

Students have the number of days they were absent plus one additional day to complete all missing work due to excused absences.

Promotion/Retention

- Our primary goal at the elementary level is to build solid academic foundational skills.
- Students not performing at grade level may be considered for retention.
- In addition to literacy, K-8 students must have attained competency in all the core subjects (English, including reading, spelling, grammar, composition; history and geography; mathematics; science).
- Completion of work demonstrates not only the ability of the student in the various subjects but also the mastery of study skills necessary for academic and personal achievement.
- Students whose grades and/or skills fall below the requirements of their grade level may be considered for retention.
- “Borderline” cases will be decided by the grade level teaching team along with the Leadership Team.
- Special exceptions will be discussed and decided by the parent(s)/guardian(s), teachers, specialists, and the Leadership Team.
- Age is the second criterion for placement in a grade level at VCS. A student must fall within state guidelines to enter a grade.
- It is our goal for parent(s)/guardian(s), teachers, and students to work together during the year to ensure that students are developing responsible work habits and attaining a sufficient level of understanding in their courses.
- Students may also be considered for retention due to habitual truancy.

Special Education Services

VCS is responsible for all services to students eligible for special education. For further information about the identification and evaluation procedures and the provisions of services to disabled students, please contact the Special Education Director/Coordinator at the corresponding campus.

Health Services

- Medication administered at school must be hand-delivered by the parent or other authorized adult and must be in its original prescription bottle.
- Written permission from the parent authorizing the school to administer the medication must be provided.
- All medications must be in the original pharmacy-labeled container.
- Limited health services are available at the school, so out of consideration for other students and the Vanguard educational team, do not bring sick children to school.
- It is the parent(s)/guardian(s) responsibility to keep student health records up to date; especially phone numbers and emergency contacts.
- Immunization records must be current for students to remain in school.
- District policy states that no medication, prescription, or over-the-counter medication (including aspirin, cough drops, vitamins, etc.) shall be given to a student by any personnel except on written orders of a parent/guardian and the physician or dentist.
- Students may not self-medicate at the school.
-
- Parent(s)/Guardian(s) will be informed if a student is seriously injured.
- If school personnel are unable to contact a parent/guardian, 911 will be called for emergency assistance.
- Students with a fever of 100.0 degrees or above, vomiting, or diarrhea will not be allowed to remain in the classroom. Students may return to school after being condition-free for 24 hours without the use of medication.

- Parents are responsible for reporting to the health office any relevant medical concerns that their children may have. Vanguard will support reasonable precautions and accommodations when indicated by a physician.

Lost and Found

- Lost clothing, lunchboxes, and other items will be placed in “lost and found.”
- Glasses, jewelry, electronics, and similar items will be placed in the Front Office and will require identification to claim them.
- All unclaimed items will be donated to charity or thrown away one (1) week after the end of each quarter and periodically throughout the school year as needed.

Lunch and Recess

Recess

- Students are expected to participate in outdoor activities with the class.
- In agreement with APS policy, students will go outside to recess unless the temperature with wind chill index is at or below 20°F.
- Students are to come to school dressed appropriately for the weather.
- Special consideration will be given to children who have a written medical excuse.

Lunch Program

- Vanguard has adopted the Aurora Public Schools Nutrition Services program.
- Lunches that are delivered from parents will be given to students close to their lunchtime.
- **Students and families will not be allowed to order from Grub Hub or other delivery services that would interrupt the instructional process.**
- Snacks of any kind are not to be shared with other students. Including but not limited to: Gum, Soda, Candy, Chips, and other food items deemed by the Leadership Team.
- Microwaves are accessible to high school students at the East campus.

Sharing food items is prohibited due to unforeseen medical concerns/emergencies (i.e. peanut allergies).



Media/Technology

Student Information Release

- Students’ names, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parent/guardian consent unless the parent/guardian notifies the school in writing.
- Classroom activities and events sponsored by schools occasionally are photographed or videotaped for publication in newspapers, Facebook, Instagram, or broadcast on television.

Student Internet Acceptable Use Policy

The following applies to usage of Internet access provided by Vanguard

- Vanguard has installed CIPA software filters, in compliance with State and Federal law, seeking to prevent and protect students as much as is reasonably possible from viewing inappropriate material. Filtering is applied to internal Vanguard networks as well as Chromebooks issued by Vanguard
- It is intended that Internet access will be used to pursue intellectual activities in support of research and education as defined by Classroom Teachers and Principals.
- During online activity, students are expected to observe the same standards of behavior as they do in the classroom.

- Prohibited actions that may result in disciplinary action include but are not limited to:
 - Attempting to circumvent Chromebook filter or Vanguard network filter.
 - Unauthorized reproduction of school, legal, or copyrighted documents or materials. This includes but is not limited to the downloading of pirated content
 - Searching, viewing, or retrieving materials not related to educational purposes
 - Any attempt to destroy, alter, or access data, records, or files belonging to the school or another student.

User Accounts

All students are issued a Vanguard email account through gmail. These accounts are subject to all rules and regulations listed above. The highest level of spam and phishing filters are applied to these accounts. However, some unknown emails may still get through. Vanguard cannot be held liable for communication that occurs outside of the @vanguardclassical.org domain.



Chromebook Policies

Vanguard may issue a Chromebook or similar electronic device to a student(s) depending on their grade level and subject. Chromebooks or similar electronic devices supplied by VCS include a security label. Do not tamper with the label. Chromebooks or similar electronic devices supplied by VCS are checked out to students based on this security label. A charger will also be provided. Students in the high school may take the Chromebook home. When that is the case they are expected to arrive daily with a charged VCS supplied Chromebook or similar electronic device when learning is in person.

Vanguard expects students and families to take care of these devices as if they were their own. Students and families will be held accountable for damaged devices regardless of free and reduced status and whether or not the damage is accidental or intentional.

In the event of damaged or lost/stolen devices the following fees will be issued:

- Broken Screen- \$50
- Full device replacement- \$225
- Charger replacement- \$30

Penalties for Inappropriate Actions

- Violation of the terms of service may result in termination of user accounts or revocation of hardware rights.
- Further disciplinary and/or legal action may be taken when appropriate.

Video Viewing Policy

- Videos or other media may be used to support a lesson directly tied to the curriculum. In order to be used in class, videos must meet a specific curricular objective and not have profane language or sexually explicit material.
- Any videos/movies **must receive** prior leadership approval before using.
- All students will participate unless a parent/guardian has given the school written notice to the contrary.
- Based on the grade of the students, the following rated videos may be viewed:
 - K-3: Only G rated movies can be used.

- 4-8: G and PG movies can be used (if a PG-13 movie is to be used, the teacher will seek parent/guardian consent).
- 9-12: G, PG, and PG-13 movies can be used, in connection with curriculum.



School Closings

With the winter months come the possibility of school closures and schedule changes. The decision to change school schedules because of adverse conditions is based on one factor; the safety of all students and staff.

- Vanguard follows the district (Aurora Public Schools ie. Adams-Arapahoe 28J) regarding school closures, late starts, etc.
- Morning coverage for students will not be open on inclement weather days.
- Vanguard reserves the right to additional closures if deemed necessary.
- The Executive Director makes every effort to decide and announce decisions to close school before 6:30 am.
- Please refer to your local television stations (KWGN Channel 2, KCNC Channel 4, KMGH Channel 7, KUSA Channel 9, KDVR Channel 31) for official notification.
- Vanguard will also announce closures through School Messenger, on Facebook, Class Dojo, and on its website.

School Schedule

- 4-Day Week
- East Campus: Tuesday and Thursday “Blue Days”
- East Campus: Wednesday and Friday “Red Days”
- West campus: K-8: School starts at 7:40 and ends at 3:30 pm
- East campus: K-12: School starts at 7:40 and ends at 3:30 pm
- Parents/guardians are expected to be diligent in picking up their child from school on time.
- Students involved in afterschool programs and clubs are expected to be picked up promptly at the determined and communicated time.
- Any student that remains 30 minutes after a club or function has ended will be considered “abandoned” and a call may be placed to the Department of Human Services to report the situation.
- If any parent/guardian is concerned that they are unable to pick up their child at the appropriate times, they must make arrangements to enroll their child in the after school program and avoid any record with the Department of Human Services.
- Students walking and/or riding a bus home from school, must submit *written* parent permission to the front office prior to this mode of dismissal.

Special Events

Celebrations and Classroom Parties

VCS expects teachers to keep both the number of parties and time spent away from academic study to a minimum. Teachers are traditionally asked to use the last period of the day for a party. VCS does not celebrate religious holidays. VCS wishes to make sure that all students feel included, therefore we encourage families to include all students if birthday party invitations are passed out at school.

Food items for Core Knowledge celebrations, Culture Fair, birthday celebrations, etc. should primarily be store bought and in individual packaging. Should families choose to prepare a food item (i.e. tamales for our 1st grade Mexican Fiesta, mashed potatoes for our Kindergarten Thanksgiving celebration, etc.), recipes

including all ingredients must be shared, and **items must be submitted to teachers no later than two weeks prior to the event, and will be pre approved by a member of the leadership team.** Approval will be communicated to families one week prior to the event. Failure to adhere to these guidelines will result in items being sent home without any consumption.

School-wide Events

- School-wide events must be approved by the Leadership Team and must have a sponsor who will coordinate the event in its entirety. These events will be posted on the school website, and may be advertised on social media.
- Any parent-sponsored event must receive approval from the Leadership Team.
- Students must be in attendance the day of the event in order to attend an after school event.
- Students must be in attendance for a minimum of half a day to attend after school events and activities.
- Students who are suspended/expelled may not attend any after school activities or events.

Field Trips

- Field trips will be tied directly to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.
 - ***VCS is not, and will not be responsible for students transported in private vehicles.***
 - The following documents must be completed and submitted prior to the trip:
 - Document of Rules signed by each participating student
 - Document of Responsibilities signed by each chaperone
 - Written Emergency/Accident procedures
 - The parent/guardian of each student has completed a signed Field Trip Permission Slip.
 - Price of the field trip includes admission and transportation.
 - Siblings are not invited to participate on school-sponsored field trips.
 - No student is allowed to leave before the termination of the field trip.
 - Chaperone to student ratio is a minimum of 1:10.
 - Student cell phones are not permitted on field trips.
 - At least two (2) VCS staff members must be present for the entirety of the field trip.
 - A member of the Educational Teaching Team or Leadership Team must be designated to be in charge of a field trip and has the responsibility to enforce compliance with school policy by all persons participating in the activity.
 - If any of the field trip criteria are not met, the field trip will be canceled.

Facility Rental

- The facility may be used following these guidelines:
 - May be leased for use by contract through the Leadership Team
 - Must comply with all applicable laws and policies and liability insurance is required



Tobacco-Free Campus

Vanguard is a tobacco-free environment. Tobacco and vaping items are not permitted anywhere on the school campus before, during, or after the school day. Students who use tobacco or vapor at school face disciplinary action.

Visitors and Volunteers

Contacting and Scheduling Meetings with Staff

- Arrangements for conferences with teachers are strongly encouraged and may be made directly with your child's teacher during non-instructional times through email, voice mail, or telephone call. See the staff directory on the VCS website for the avenues through which your student's teachers may be contacted.
- Due to the disruption it causes to classroom instruction, parent(s)/guardian(s) are expected to contact teachers, in advance, to make an appointment. Unscheduled conversations with teachers are not permitted.
- Requests to meet with VCS staff during parent drop off or pick up is not feasible as VCS staff have supervisory duties during those times.
- The Leadership Team seeks to be as available as reasonably as possible for parent(s)/guardian(s), however their responsibilities both within and outside of the building result in a sporadic schedule. Parent(s)/Guardian(s) are encouraged and expected to contact the Leadership Team to schedule a meeting. Unscheduled conversations/meetings with the Leadership Team, especially when they are engaged in activities related to student safety (e.g. drop-off and pick-up times) will not be accommodated.

Parent/Guardian and Teacher Conferences

- Parents are encouraged to make arrangements for meetings with teachers during non-instructional times through email, voice mail, or telephone call. Contact the front desk or see the staff directory on the website for contact information of all staff members.
- Parent/teacher conferences are held in the Fall and Spring. Participation in parent/teacher conferences is a school expectation and is strongly encouraged.

Parent/Guardian Involvement and Volunteering

By choosing to enroll your student in Vanguard Classical School, you agree to the partnership between home and school. Please find the necessary time, energy, and resources to devote to your child's education.

Vanguard believes in involvement standards toward the successful student/family/school partnership.

- The success of our school's function is the support of our school community. Sharing the responsibilities of fundraising, supervision, planning, committee membership, classroom reading, classroom math support, and many other opportunities to volunteer at VCS are dependent on your individual contributions.
- Parent(s)/guardian(s) are encouraged to contribute 20 hours of service hours to the school per year.
- Volunteers must complete a volunteer application and information form and comply with all guidelines and rules for volunteering.
- Parent(s)/guardian(s) who will tutor in a specific subject or skill may be required to receive prior training.
- All volunteer hours, whether on or off site, must be logged at the front desk.
- Volunteers who wish to work onsite during school hours must be registered at the office and pass a background check.
- All volunteers working on site during school hours are expected to be dressed appropriately in keeping with the virtue of modesty as taught in our Core Virtues curriculum. Revealing and/or excessively tight clothing or exposed tattoos and body piercings should be avoided, business casual is suggested.

FSCP

The *Family School Community Partnership (FSCP or the Partnership)* is the parent association connected with VCS. The FSCP is composed of parents who support positive relationships with VCS teachers and staff, who organize fun, school-wide social activities and who raise funds for school-wide expenditures. The FSCP mission is to support the school by working in partnership with teachers, staff, and leadership, recruiting family involvement, and fundraising. Each year the Leadership Team and FSCP determine the goals for fundraising. If you would like more information please contact the front desk staff.

Chaperone Policy

- The number of chaperones for an event will be established prior to occurrence and will be strictly enforced.
- No siblings or individuals other than assigned chaperones may attend the event.
- Fees for the event, if necessary, must also be paid by the chaperone and are due at the same time as the student's fee for the event.
- If fees are not submitted by the date due, another chaperone will be chosen to fill the vacancy.
- Chaperones who choose to drive to the event will not be reimbursed for mileage.
- Chaperones must attend to assigned duties and must model the VCS philosophy and behavior guidelines, including dress code.
- Violators of this policy will not be allowed to chaperone any future events.
- Chaperones are also bound to the Volunteer Confidentiality Policy and must be a registered VCS volunteer.

Volunteer Confidentiality Expectations

Volunteers often inadvertently have access to sensitive information about, or observe unique situations concerning students, their grades, faculty, etc.

- Volunteers are required and expected to maintain confidentiality.
- If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the involved teacher or the Leadership Team.
- If a volunteer disregards this policy, the privilege of volunteering may be revoked and further action may be taken by the Leadership Team.

Classroom Observations

- Parent(s)/guardian(s) of enrolled Vanguard students are invited to attend and observe classes and must sign in at the front office.
- On the pre-scheduled day of the observation, parent(s)/guardian(s) **must**: check in at the office to sign in, obtain a visitor's badge, read and sign the observation protocol form, and arrive at the class before instruction begins.
- Parent(s)/guardian(s) who are observing may not participate in classroom activities unless invited to by the teacher.
- Observers must not interrupt the teacher(s) or students; therefore, electronic devices including cell phones, computers, tape recorders, or video cameras are not permitted.
- Teachers may not conduct private conferences with parent(s)/guardian(s) during instructional time or directly after an observation; a separate meeting can be scheduled at a later time.
- No parent/guardian classroom observations will be scheduled during the first three weeks or last three weeks of school.



Section 4: Enrollment

General

- Vanguard Classical School will not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion, or ancestry of any student who seeks admission.
- Enrollment is open to anyone who chooses to accept and meet registration requirements.
- We encourage parent(s)/guardian(s) to review the Vanguard Classical School's charter, handbook, and curriculum, and to enroll their children if they support the school's philosophy and educational offering.
- Vacancies exist whenever the number of students enrolled in a class is below class capacity. Admissions to fill vacancies during the school year will follow school policy.
- As vacancies occur, those vacancies will be filled using a lottery system (subject to the exceptions listed in the section below).

Lottery Procedure

The following lottery enrollment procedure will be implemented:

- Potential students may be added to the lottery list at any time during the year.
- To be included in the lottery list for the upcoming year, parent(s)/guardian(s) must complete the enrollment application, at which time their child's name will be added to the appropriate grade-level lottery list.
- The first lottery drawing will be held by April 15th each year and will determine the initial enrollment for the upcoming year.
- Enrollment priority is given to the following students:
 - Students currently enrolled at Vanguard
 - Siblings of enrolled students
 - Children of VCS employees
 - Students who reside within APS or a contiguous school district
- Submission of the form does not guarantee acceptance into, nor does it obligate students to enroll in VCS.
- Students not drawn in the initial lottery will remain in the active file should an opening become available in that particular grade.
- Parents have 2 business days to accept placement and two weeks to complete all paperwork needed to enroll.
- **New families must complete registration through the online registration system.**
- Once enrolled, VCS students will not need to re-enter the lottery even if their grade level changes through promotion, acceleration or retention.

Age of Student

- Enrollment for Kindergarten and 1st grade students is dependent upon the age criteria for placement as determined by Colorado law and the funding of students.
- Enrollment for 2nd-12th grade students requires a copy of the enrollee's past two semester report cards, discipline records, and attendance records.
- If upon receipt of the official records, the initial information is found to be in error; the student will be moved back to the appropriate grade.

Documentation

- Completed paperwork must be received by the front office staff or a designated VCS team member by the date agreed upon or the student may lose placement in the school.
- Any dishonest representation of grades or transcripts may also result in the student losing placement.
- If a record request is received without a signed enrollment/withdrawal form, the parent/guardian of record will be contacted in order to determine the origin/intent for the request.

Admissions During the Current School Year

- Vanguard reserves the right to not enroll students beyond the 1st semester.
- Vanguard reserves the right to not enroll students who were previously disenrolled due to truancy violations.
- The Leadership Team may consider special circumstances of a family and admit a student at any time if it is in the best interest of the student/school.



Enrollment of Expelled Students

- **Students expelled for drug violations, alcohol violations, weapon violations, acts of violence, or other determined violations of the student code of conduct will not be admitted to Vanguard during the time of their expulsion, and may not be eligible for enrollment or for re-admission.**
- **All other expelled students will be evaluated on a case-by-case basis.**
- **The Leadership Team will participate in the decision.**

Critical Information

It is critically important that parents provide the school with updated home and work telephone numbers, email, and mailing address throughout the school year. In addition, the school must have the name of an adult to contact in the event of an emergency, should we be unable to reach the parent. If no one can be reached, the police will be contacted. It is also important that parents review backup plans with their children in case the unexpected happens (parent delayed, etc.).



Section 5: Miscellaneous

Annual Notice of Nondiscrimination

The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation (which includes transgender), conditions related to pregnancy or childbirth, disability, religion, ancestry, sex or need for special education services, or genetic information for employment and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964. Questions, complaints or requests for additional information regarding these laws or issues concerning discrimination (including information about how to file a grievance if you believe you are the victim of discrimination) should be directed to the compliance officer for these issues, Damon Smith, Chief Personnel Officer (employees), 1085 Peoria Street, Aurora, CO 80011, phone: (303) 344-8060,

dlsmith@aps.k12.co.us, or designee and Marcelina Rivera, Chief of Staff (all other complaints), 15701 East 1st Avenue, Suite 206, Aurora, CO 80011, phone: (303) 344-8060, mrivera@aps.k12.co.us, or designee. This notice is available in alternative forms.

Harassment – Racial/Sexual

The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications.

It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal. Please see website aurorak12.org; Policy Code JBB.

504/IEP/ADA

1. In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Aurora Public School District, which includes VCS, will provide to each protected disabled student, without discrimination or cost to the student or family, those related supplementary supports, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities.
2. Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.
3. Even students who have not been eligible to receive services under the traditional special education programs, (provided pursuant to the Individuals with Disabilities Education Act) may be eligible to receive supplementary supports, services, and accommodations if they fall within the definition of disability stated above.
4. For further information about the evaluation procedures and provision of services to disabled students, contact the school's Special Education Director.

Title IX

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity at Vanguard Classical School. Inquiries regarding Title IX and its regulations can be referred to the Leadership Team.



Section 6: Community Partnerships and Expectations

Parent & Guardian Partnership Expectations:

1. Reading and reviewing all school expectations, guidelines, rules and regulations as outlined in the VCS Parent/Student Handbook.
2. Supervising and ensuring student completion of homework and other assignments, and providing an appropriate environment for learning at home.
3. Ensuring that all student(s) have proper rest and nutrition and attend school on time and on a regular basis.
4. Maintaining cordial and respectful relationships with all VCS staff members, students, and other VCS community members.
5. Supporting the VCS Character Development and PBIS Behavior Systems through personal example.
6. Participating proactively in decisions relating to the education of student(s) through a mutually respectful relationship with school staff.
7. Informing school officials of concerns relative to student behavior and medical conditions that may affect the student's well-being or performance.
8. Visiting the school promptly when requested to discuss student academic performance, behavior and other matters.
9. Monitor student(s) progress through Infinite Campus.
10. Parents/Guardians are expected to update their personal contact information in IC on a regular basis. Updating personal contact information in IC allows the school to contact only those parents/guardians who are listed under the student's summary page.
11. Persons not following the expected guidelines outlined in the parent and guardian expectations will be subject to a warning; further action may result including but not limited to; not being allowed on campus or to attend campus events.

VCS Guest/Visitor Expectations:

1. **All visitors to the either VCS school building must enter via the main entrance, sign-in, and go through the VCS Raptor system; all VCS visitors must wear a Raptor name badge when they are inside of the school.**
2. Parents or guardians who wish to observe a classroom while school is in session are required to arrange such visits in advance with the school administration so that class disruption is kept to a minimum. VCS administration will review all requests and inform parents or guardians once a decision has been made.
3. VCS teachers do not take class time to discuss individual matters with visitors.
4. All VCS visitors are expected to be appropriately dressed at a level that at least meets the standard of the VCS student dress code.

5. All VCS visitors must be cordial and remain respectful of all VCS staff, students, and other VCS parents at all times. Disorderly persons will be warned and then they will be asked to leave. The police may be called if the situation warrants.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. Visitors attending school functions that are open to the public, such as parent-teacher meetings or public gatherings, may be required to sign in at the main office.