



Vineyard Academy Parent/Student Handbook

ACTIVITIES AND CLUBS

The purpose of the activities and clubs is to give students the opportunity to pursue particular talents and interests that cannot be provided for during school hours. Participation in activities as a complement to regular school life is encouraged.

ADMISION

All students are initially admitted on a four-month probationary period. The academy does not discriminate on the basis of race, color, or natural and ethnic origin in the administration of any of its policies. This does not conflict with the priority given to the admission or employment of Catholics.

ATTENDANCE

Regular and punctual attendance at school is essential to achieve its purpose. Repeated tardiness or absence is not compatible with enrollment at Vineyard. The academy grants limited excused absences for illness or emergencies. Medical and dental appointments should be scheduled outside of school hours (refer to failure policies).

In case of necessary absence, a parent should call the Academy by 10:00A.M. The student is responsible for obtaining and completing all homework assigned by the student's teachers when absent.

CHEATING

Cheating is an assault on one's own integrity as a person. This is its real destructiveness and a Vineyard student should have the character to avoid it. Offenses will be dealt with appropriately, at the discretion of the Academy; (refer to Conduct and Expulsion).

CLASS

Most of the student's time school is spent in the classroom. The quality of the education that the student absorbs depends principally upon his attention and effort in class, and his study outside of class.

The following will help to make student's class time more effective.

- 1. Be on time for class or have a note for tardiness. Students should be at their desks with books and materials ready for class to begin.*
- 2. If the student has a question, he should raise his hand until called on by his/her teacher.*
- 3. All students should bring their homework in on the day it is due. Teachers may penalize late work.*

4. *If the student is absent, it is his/her responsibility to find out what was missed in class and what is required to make up his work, including homework.*
5. *At the end of class, all students should tidy their desk and surrounding area.*
6. *To leave the room during class, the student should obtain permission from the teacher.*
7. *All Vineyard rules apply in the classroom, including dress code. The student should respect others and their property as he/she would want to be respected.*
8. *It goes without saying that the student should respect his teacher not only as another human person, but especially as an educator whose like is dedicated to enriching students' lives and making them better and more knowledgeable persons.*

COMMUNICATIONS

Teachers, parents, and administrators need to communicate openly on a regular basis regarding the progress of the child.

Newsletter, conferences, telephone calls, and notices containing various information are all part of an effort to provide productive communication.

PARENT/TEACHER CONFERENCE

Parent/Teacher conferences are encouraged and can be arranged by appointment through the teacher. It is important that parents become acquainted with their child's teacher and work closely with them. It is not necessary to wait for a parent/teacher conference day, or for the teacher to initiate a contact.

WRITTEN COMMUNICATIONS FROM THE ACADEMY

Please note that some communications from the Academy may require a parent's signature and need to be returned to school. Some items requiring parents' signature are:

1. *Weekly correspondence packets.*
2. *Interim Progress reports sent home periodically alerting parents to their children's progress or lack thereof.*
3. *Notes regarding disciplinary problems or action.*
4. *Notes regarding missing homework.*
5. *Low test score.*
6. *Requests for parent/teacher conference.*
7. *Permission slips for school activities.*

PHONE CALLS (OUTGOING)

The office phone is a business phone and is not to be used by the students except in an emergency.

CONDUCT

The growth in virtue and maturity that the student pursues at Vineyard Academy cannot be limited to on-campus behavior. It is the student's entire life. At all times, on campus or off, the student's conduct should reflect his principles. This will make the student a mature person. Vineyard Academy expects students to exhibit a growing maturity in personal integrity in all of their actions and dealings at all times.

The administration and teachers are there to encourage and direct students by word and example, and to help students in times of weakness or when they need to overcome or make up for some failure.

DETENTIONS

Detentions can be given when a student fails to measure up to Vineyard standards of behavior through misconduct, disruptions, disrespect, and similar failings. Teachers may detain a student after school for disciplinary or academic counseling.

DRESS CODE

Vineyard Academy requires its students to present themselves in a neat and clean manner at all times. The appropriated attire for the students at each grade level is described below in the Girl's Uniform code and the Boy's Uniform code. The principal will determine any dress code infractions. Infractions may include clothing, hair, jewelry, and/or general appearance. (Please note dress code below)

GIRL'S UNIFORM CODE

All girls are expected to maintain skirt length at or below the knee and wear no more than one item of moderate jewelry and a watch. Earrings should be "dime" size or smaller. Hair is to be out of eyes and pulled way from the face. Hair bows are to match the uniform or be white, black, or burgundy. No make-up, lipstick, or nail polish is allowed. Pants/shorts and tennis shoes are worn for gym class.

Grades K through 4th: Uniform plaid jumper, burgundy cardigan sweater, white blouse with peter pan collar, black tie, burgundy or white knee socks or tights, or white anklets; black shoes; black privacy shorts.

Grades 5th through 8th: Same dress code applies; however a plaid skirt shall be worn with a white, button down collar blouse. A burgundy vest may also be worn. Nylons are appropriate for grades sixth through eighth.

BOY'S UNIFORM CODE

All boys are expected to maintain their uniforms and personal appearance in a neat and orderly fashion. Hair is to be cut (no "mod" haircuts) and kept above the collar line. No jewelry is to be worn other than a watch and/or religious medal.

Grades K through 8th: Black trousers, white, button down collar shirt, burgundy sweater or vest, black socks, black dress shoes, black tie & black belt.

EMERGENCY PROCEDURES

FIRE DRILLS

Procedures for fire alarms are as follows:

1. *Walk. DO NOT RUN.*
2. *Do not talk.*
3. *Do not take books or other items.*
4. *Follow the route posted in the classroom.*
5. *Classroom groups should assemble at their assigned places. Stay separate groups so that roll can be called once the building has been evacuated.*

INJURY AND SICKNESS

Students who become sick or injured during the school day are asked to notify their teacher. The office will notify the student's parent and, if necessary, the parent may come and pick up the child. If emergency care is required and the parents or family physician cannot be contacted, the school will obtain the necessary treatment utilizing the written permission consent form for emergency care, which is on file in the office.

TORNADO DRILLS

Tornado Drills will be practiced during tornado season. The procedure will be as for Fire Drill Practice with the designated area of safety.

EXPULSION/RECOMMENDED WITHDRAWAL

A student may be expelled or recommended to withdraw by the principal for extreme forms of misconduct, academic insufficiency, or continual neglect of basic rules and expectations.

FAILURE POLICY

Students who are absent ten (10) days during the semester will be subject to a failure in the course. Special circumstances may, however, be reviewed by the teacher, Principal, and Dean of Studies.

Students who fail a semester or a full-year course at the final grade must pass that course in an approved summer school course or by a tutor approved by the principal. Failed courses may not be repeated during the school year. Any student who fails three courses at the final grade will not be promoted.

FIELD TRIPS

If possible, a minimum of two field trips per school year will be arranged. Since there is no school bus available, we will need to rely on volunteer parents to drive children to our destination. Parents or guardians will receive ample advanced notifications of all planned trips off the school grounds. A signed permission slip will be needed for each child. Safety regulations prescribed by the State of Michigan will be followed. All parent drivers must sign an assurance form stating they will be driving a currently insured, safety repaired vehicle and that they have a safe driving record.

FINANCIAL POLICY

There is a non-refundable registration fee of \$50.00 to be applied toward tuition.

Vineyard Academy has three payment plans:

1. Tuition may be paid in full.
2. Half of the tuition paid in August and the other half in January.
3. Tuition may be paid monthly over ten months (August-May) with payment due on the first day of each month.

If an account becomes past-due after the first month, a past-due First Notice will be sent. The tuition is due within seven days of receipt of the notice. If parents are unable to pay, they are requested to make an appointment with the Principal to discuss the situation.

If payment is not received, a past-due Second Notice will be sent. Seven more days will be given to reconcile an account. If an account is still past-due seven days after the Second Notice, the student will be withdrawn from class.

No student will be allowed to enroll for the next academic year until all accounts are paid in full.

FOOD AND DRINK

All food and drinks are to be consumed only in designated areas. Sack lunches are to be brought from home. Chewing gum is not allowed on the Academy premises.

GRADING POLICY

Report cards will be issued four times during the school year. Progress reports will be sent home at other times at the teacher's discretion. Vineyard Academy strongly emphasizes learning and not strictly grades, while acknowledging that grades are the normal tool to measure progress in learning. The same emphasis should be given when learning at home. The classroom and home should both be an environment where learning is fulfilling and its own reward.

Grades for 6th through 8th are given on the report card following this chart:

93-100: A 85-92: B 77-84: C 70-76: D 0-69: E

Grades for 3rd through 5th are given on the report card following this chart:

90-100: A 80-89: B 70-79: C 60-69: D 0-59: E

Grades for K through 2nd will use the following terms:

Excellent, Good, Satisfactory, and Need Improvement

HOMEWORK

Assignment books are issued for grades 1-8 to assist in the organization of subjects and time. Parents are strongly encouraged to help create a neat orderly environment at home that is conducive to study (i.e.: a desk or table in a quiet, low traffic area and without music or TV in the background.)

Homework is given daily so that students can practice and apply the concepts and skills taught in the classroom in order to master them. The amount of homework assignments which are not turned in on the specified due date will be penalized at the discretion of the particular teacher.

ILLNESS

Children who have the following diseases or conditions must NOT be in school:

IMPETIGO (Skin infection)
CHICKEN POX
LICE
FLEAS
RING WORM
SCABIES

Parents will be notified and children sent home if any of the following occur:

Vomiting
Fever-100 degrees or higher
Diarrhea
Any Head Injury

A sick child must be free of symptoms for 24 hours before returning to school. An area will be provided for the sick child and separated from other children until parents can come for their child.

LOST AND FOUND

Lost articles are taken to the school office where they may be claimed. At the end of each semester, items remaining are distributed to local charities.

MEDICAL EXAMINATION

All Kindergarten and new students will be required to have a physical examination and immunizations up to date for admission. All immunization and examination forms must be on file before a student can be admitted to the Academy.

MEDICATIONS

If it is necessary for your child to take any medication at school, it is required we have a form filled out by your physician indicating the type of medication, the dosage, and how often it is to be administered. This is a state law. The parent at home shall give the first dose of medication. WE WILL NOT administer the first dose of any medication.

Nonprescription medication (i.e.: aspirin, cough medicine, etc...) may be administered if the drug is sent from home in a container or envelope with a note indicating the dosage, time of day, and parent signature. All medications must be kept in the office. Students are not allowed to medicate themselves with prescriptions or nonprescription drugs.

OFFICE HOURS

The school office is opened from 8:30 A.M. to 3:30 P.M. each school day. Telephone calls to the school are answered during these hours only.

PARENT RIGHTS

The Family Educational Rights and Privacy Act of 1974 provides that all parents of students under the age of 18 have the privilege to examine the official records, files, and data of the school directly relating to the student. Parents also may challenge any of the contents of said records to insure their accuracy and fairness.

PERSONAL BELONGINGS

All books, pencils, paper, etc. will be kept in desks or areas assigned by the teacher. There shall be a hook and area provided for coats and boots. No radios, tape players, CD players, or similar items are to be brought to the Academy. Magazines or comic books are not allowed at the Academy. All nonessential personal items are to be left at home.

SCHOOL DAY

The daily schedule is 9:00 A.M. to 3:15 P.M.

Optional 8:00 A.M. Mass at St. Ann Church on Tuesday, Thursday, and Friday.
Vineyard Academy will begin at 9:00 A.M. each day.

Teachers are available for scheduled conference between 3:15 and 3:45 P.M.

SUSPENSION

Most suspensions are in-school suspensions and will run from one to three days depending on the severity of the infraction and prior discipline record.

TRANSFER/WITHDRAWAL

Students transferring or withdrawing from Vineyard Academy are asked to comply with the following procedures:

- 1. Parents must meet with the Principal before proceeding with the withdrawal process.*
- 2. The withdrawal process begins with obtaining the proper forms from the Principal.*
- 3. All financial obligations must be fulfilled before any grades or transcripts are released.*

VISITORS

It is requested that arrangements for an appointment be made prior to all visits.

WEATHER INFORMATION

Vineyard Academy will follow the Gull Lake Community Schools with regard to cancellations of school as a result of bad weather. If the school district that you live has cancelled school and Gull Lake has not, your child(ren) will have an excused absence if you feel you can not make it in due to weather.

NON-DISCRIMINATION POLICY

Vineyard Academy admits students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school administered programs.
