



*Thy Kingdom Come!*

**Vineyard Academy Parent/Student Handbook**

**2010-2011**

# Table of Contents

Campus Procedures.....	1
Academic Formation.....	4
Human Formation .....	6
• Uniforms.....	11
Spiritual Formation .....	13
Student Activities.....	13
Medical Information .....	14
Parent/Student Sports Manual .....	16
Parent Agreement Form.....	17

# Campus Procedures

## *School Day*

The normal daily schedule is as follows:

8:00 am Mass at St. Ann's is offered on Tuesdays, Thursdays, and Fridays. While it is nice to come together as a school for Mass, it is optional.

Preschool                    9:00 am – 11:30 am

JrK-9<sup>th</sup> grade            9:00 am – 3:30 pm

NOTE: Classroom doors are open at 8:45.

Students will not be allowed to enter their classrooms until 8:45 at which time they are asked to come in, take care of their belongings and be ready to begin at 9:00. School staff does not supervise students waiting outside the doors. Parents must stay at Vineyard until 8:45 at which time the students are allowed into their classrooms. Problems do and have arisen when parents drop off their children before 8:45 and do not stay to supervise them. Students are to wait on the boardwalk where parents can see them. Students are not allowed to use any play areas at this time since these areas need to be supervised by a recess monitor when they are used.

## *Office Hours*

The office is open from 8:45 am to 4:00 pm. If you would like to talk to someone in the school or schedule an appointment to meet with one of the staff, our phone number is 269.629.7253.

## *Communication*

Teachers, parents, and administrators should communicate openly and on a regular basis regarding the progress of the students. Regularly scheduled appointments, report cards, and progress reports are the ordinary means that the school uses to inform parents of their child's progress.

## *Written Communication from the School*

Various forms of communication require parents to sign and return to school:

- ❖ Daily Behavior folders for the preschoolers
- ❖ Daily Homework folder for the JrK & K
- ❖ Weekly Wednesday folders for the JrK-8<sup>th</sup> grade
- ❖ Daily Assignment books for grades 1<sup>st</sup>-8<sup>th</sup>
- ❖ Interim Progress reports sent home mid-quarter for JrK-8<sup>th</sup> grade
- ❖ Permission slips for school activities
- ❖ Notes from the teacher, Dean of Studies, or Principal regarding assignments, disciplinary concerns, or consequences (detentions or suspensions).

### ***Inclement Weather***

If the weather is severe enough at the beginning of the day for Gull Lake Schools to close, then Vineyard Academy will also be closed. If Gull Lake has a one-hour delay, Vineyard Academy will also. If Gull Lake has a two-hour delay, Vineyard Academy Preschool ONLY will be closed. The phone tree will be put in to action once the teachers are notified. Please do not assume that everyone listens to the news in the morning. Please note that if the school district you live in has closed, but Vineyard Academy hasn't, your child will be excused. Please, safety first!!

If by chance we arrive at Vineyard and the pipes are frozen, electricity is off, etc...we will set the phone tree in motion asap.

### ***Phone calls (incoming)***

Do not hesitate to call the school to ask questions, set up a conference, or relay a message to any staff member. Teachers and students will not be called out of class during the school day except for emergencies.

### ***Phone calls (outgoing)***

Students may be allowed to use the office phone only with permission of the teacher. Forgetting one's lunch, homework assignment, outdoor shoes, or calling just to hear a parent's voice does not constitute valid grounds for a student to request permission to use the phone during school hours.

### ***Parent/Teacher Conferences***

The purpose of a parent/teacher conference is to inform parents of their child's academic and behavioral progress. The school encourages parents to organize conferences on the days specified on the calendar. However, the school wishes to emphasize that drop-off and pick-up times and when teachers are supervising students are inappropriate times to consult teachers on a student's progress. Such consultations distract them from their primary duty of ensuring the safety of the children. Parents may let the office know a special conference is requested. The office will set up the conference with the teacher, and the parent will be notified. A minimum of a two-day notice is required to schedule a conference.

#### **Note:**

If you would like to meet with your child's teacher, please contact the office to make an appointment. The office will then ask if the meeting will touch on academics, discipline, or a personal matter. Arrangements will be made to have the appropriate representative from the administration team attend the meeting. It is a Vineyard Academy policy that an administrator attends meetings with parents and teachers in order to provide the full attention of the school to each issue of concern.

### *Visitors*

Visitors are asked to stop at the office upon entering the school grounds. The principal reserves the right to evaluate the legitimacy of any request to visit the school. The Office of Emergency Management of the State of Michigan mandates that for the protection of the students during school hours, we are to keep the classroom doors locked. Therefore, the following points will be enforced concerning locked doors:

- ❖ The classroom doors will be locked at 9:00 am.
- ❖ Doors will be unlocked during recess and outdoor play.
- ❖ Doors will be locked again before afternoon prayer.
- ❖ When a student is asked to run to a different classroom, the student's teacher will notify the teacher that she is sending someone over. That teacher will then notify the student's teacher that they are returning to their classroom.
- ❖ Each classroom will have a pass key to the office to get supplies or use the copier.

### *Substitute Rides Home*

If your child is to ride home with someone other than the regularly scheduled driver, please send a note to their teacher giving written permission allowing VA to release your child. If you are carpooling and have a set schedule, one note can be written up and signed. This note will be kept in the school office, and it will be good for the school year. If this is the case, you will no longer need to come in and sign the student(s) out. We recognize that emergencies do arise. If something unexpected happens throughout the school day and you find you are unable to pick up your child(ren), please make arrangements with another parent. After arrangements have been made, call the school office using your family password, one of your choice, to excuse your children into the care of another. VA cannot release children into someone else's care without verbal consent from the parent requesting the help. VA does not make arrangements for parents in finding a substitute driver.

### *Fire & Tornado Drills*

Fire drills are conducted on a regular basis between the months of September and November and again between March and May.

Tornado drills are also conducted on a regular basis between the months of March and June.

Our fire and tornado routine and procedures are posted in every room.

### *Classroom Parties*

On special occasions, the teacher may organize classroom parties with permission of the principal. The parties are to be conducted in an orderly manner. Each class must thoroughly clean the room after parties.

## VINEYARD ACADEMY HANDBOOK

Birthday parties can be celebrated with a “special snack” provided by the birthday parent. To commemorate a student’s birthday, parents can purchase a book, put the child’s name in it with their birth date, and contribute it to the classroom library. Vineyard Academy does not decorate for birthday parties, and we do not celebrate parties during the Lenten season.

### ***Lost & Found***

PLEASE label all sweaters and vests as these are always the first uniform pieces to go missing. Lost articles are taken to the “Lost and Found” box in the office. “Lost and Found” will be emptied out at the end of each marking period. Anything found not related to the uniform will be donated to charity. Any uniform pieces left over at the end of the year will be placed in the used uniform bin. Vineyard Academy is not responsible for articles lost on school premises.

### ***Transfer/Withdrawal***

Parents of a student transferring to or withdrawing from Vineyard Academy should complete a withdrawal form and submit it to the office. All financial obligations owed to Vineyard Academy must be met before transcripts are forwarded. Transcripts are mailed to the institution where the student applies and cannot be given directly to a child’s parent.

## **Academic Formation**

### ***Academic Expectations***

Vineyard Academy has demanding academic requirements at every grade level. All students who pursue their studies with diligence will receive an excellent education. Students are encouraged to pay careful attention in class and complete all written homework, thus making the most of their school year. Additional study each evening to review class materials from that day will benefit students in test preparations and help them reach their maximum academic potential.

### ***Academic Probation***

In the third through eighth grades a student who fails an individual class is expected to retake the final exam for that class at a time specified by Vineyard Academy. Parents are responsible for preparing their child for this exam. The results of the exam will be taken into consideration as the Principal decides whether or not to offer that student re-enrollment. Any student in the third through eighth grades whose final academic average falls below 76% will be re-enrolled only at the discretion of the principal, who will treat each case on its own merits.

## ***Homework***

Homework is essential to retaining and internalizing concepts and knowledge learned in class. For this reason, each student is expected to spend a sufficient length of time each night in order to complete homework and to present it in a neat and orderly manner.

Teachers assign homework daily so as to reinforce concepts and skills taught in the classroom. The amount of homework varies depending on the course and grade level. Please note that homework includes memorization, review of class material, and daily study so that the student may be well prepared for a pop-quiz or test.

Parents can help their children create a neat and orderly study environment at home. A desk or table in a well-lit area, without music or television, will help acquire the intellectual discipline needed to form good study habits and to succeed in their studies.

Homework that is wrinkled, torn, or sloppy will not be accepted. Non-completion of assignments will have a negative impact on grades. A student whose homework has not been completed will give up some of their recess time, to be determined by their grade level, to finish it. In some cases, students may be required to stay after school to complete unfinished work.

If a child is absent from school, a parent can request the day's work and homework by calling the office or sending in a note with a sibling. Homework can be ready for pick up after 3:30. Homework and assignments cannot be faxed into or out of the office. Students 3<sup>rd</sup> -9<sup>th</sup> grade are responsible to consult with their teacher to determine what work was missed

## ***Academic Honesty***

Students are expected to maintain a high level of integrity and honesty with regards to all schoolwork. Students will not copy homework assignments or turn in work or tests with answers taken from another. Students who violate expectations of academic honesty will be subject to disciplinary action.

## ***Grading Standards***

Although achievement is important, Vineyard Academy strongly emphasizes the importance of learning rather than on actual number grades. When the same disposition toward learning is given at home, the student will advance in knowledge and the serene pursuit of wisdom, rather than falling into intellectual anxiety. Both school and home should be an environment where learning in itself is its own reward.

Report cards for PreK-3 through ninth grade are issued four times throughout the school year. Progress reports for the JrK's through eighth grade are sent home at mid-quarter. There are no quarterly reports for ninth grade.

Figured into the students’ grades are tests and quizzes, class participation, homework, in-class assignments, projects, oral and written presentations, and notebooks (penmanship, spelling, order, neatness, and completion of all assignments).

***Grading Scale***

High School:

A+	100-99%	B+	92-90%	C+	84-82%	D+	76-75%
A	98-95%	B	89-87%	C	81-79%	D	74-72%
A-	94-93%	B-	86-85%	C-	78-77%	D-	71-70%

6<sup>th</sup>-8<sup>th</sup> Grade:

A+	100-97%	B+	91-92%	C+	85-86%	D+	79-80%
A	95-96%	B	89-90%	C	83-84%	D	77-78%
A-	93-94%	B-	87-88%	C-	81-82%	D-	75-76%

3<sup>rd</sup>-5<sup>th</sup> Grade:

A	90-100%
B	80-89%
C	70-79%
D	60-69%

1<sup>st</sup> & 2<sup>nd</sup> Grade:

4	Above Grade Level
3	At Grade Level
2	Approaching Grade Level
1	Below Grade Level

PreK-3 - K

E	Excellent
VG	Very Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

**Human Formation**

***Attendance***

For the benefit of the students, regular punctuality and attendance are mandatory. Vineyard Academy grants excused absences for illness or emergencies. Medical and dental appointments should normally be scheduled outside of school hours. Parents are required to contact the office by 10:00 am to verify an absence. All missed schoolwork must be made up. Incomplete work may result in a failing grade. If a student arrives in the building more than an hour late or leaves an hour early, this constitutes a half-day absence.

***Dismissal***

In cases of emergency illness, students will be permitted to leave the premises without a written request. End of the day dismissal requires the parent driver to come up to the boardwalk and the students that will be transported by you will then be called from their room. Students will not be dismissed to parents waiting in the car. We need to be able to see the parent before the student is released. \*\*\*See “Substitute Rides Home”, page 3.\*\*

## VINEYARD ACADEMY HANDBOOK

Through the Office of Emergency Management the State of Michigan mandates that, for the protection of our students during school hours, we comply with the following:

- ❖ When picking up a student before 3:30, the parent must come to the office to sign the student out. The office will then notify the appropriate teacher excusing that student from the classroom. The student will then come to the office where the parent is waiting.
- ❖ **Teachers cannot dismiss any student until the office has notified them.**

### *Excessive Absences*

Vineyard Academy grants limited absences. The principal will notify the parents of a student who has more than ten absences in a semester, and the appropriate action will be taken.

### *Extended Family Vacations*

Parents planning a trip that will take their children out of school should notify the principal at least two weeks prior to leaving. Lengthy trips that cause the student to miss class time are not encouraged. Scheduled test or exams will not be changed to accommodate individual holiday schedules that do not coincide with what is published in the school calendar. Teachers will attempt to give assignments early to accommodate families who decide to take vacations during regular scheduled days. If this is the case, there is no reason, with the exception of the student falling ill, that the assignments should come back unfinished. The student is responsible for all work missed.

### *Conduct*

Most of the student's time in school is spent in the classroom. Vineyard Academy expects all students to display good conduct in class. The quality of the education students receive depends principally upon their attention and efforts in class and their study outside the class.

### *On Campus Conduct*

**Classrooms:** Vineyard Academy students are expected to observe appropriate and modest posture at all times. The class is to stand each time an adult enters the classroom.

The additional points listed below will further help the student's time in school to become more effective:

- ❖ Students should be at their desks with books and materials ready before 9:00 am.
- ❖ When students miss a class, it is their responsibility to find out what lessons were missed and what is required to make up the work.\*\*See "Homework", page 4.\*\*
- ❖ At the end of each class, students are responsible for cleaning and straightening the area around their desks.
- ❖ Students are not permitted to leave the classroom during class without permission. When the need arises, they may obtain permission from the teacher.

**Recess:** During recess, all students must act in a respectable and mature fashion. Wrestling, pushing, hitting, or any kind of physical contact is strictly forbidden. During recess all students must be in the area designated by the recess monitor. Failure to follow proper procedures will result in disciplinary consequences.

All students are required to go outside for recess in a change of shoes. Only students with a note from a physician or from a parent with a legitimate reason to be determined by the teacher may stay inside for recess. Failure to bring appropriate outdoor clothing is not an acceptable reason for staying inside.

During recess or organized sports activities, students are expected to play with a high degree of sportsmanship. Team members need to recognize the athletic qualities of others and strive to participate to the best of their abilities. Students should not complain, talk back, criticize others, or be disrespectful in any way. If students think only of themselves and their interests during a game, their team will not play as a cohesive unit, and they jeopardize the outcome of the game. Every student on the field or court needs to participate in the sport and play the game as a member of the team.

Chewing gum is not permitted anywhere on Vineyard Academy's campus.

**“Hands Off” Policy:** Students must respect others and their property as they would want to be respected. Any student who steals or damages the property of another will be subject to disciplinary action, which may include replacing the property and suspension or expulsion.

**Respect for Authority:** Students must respect and obey their teachers. In their role as educators, teachers dedicate their lives to enriching their students and assisting them to become intelligent young men and women with deep Christian principles and character. Therefore, the students shall address each teacher in a respectful manner. Talking back, words spoken under one's breath, rude gestures, and other similar actions are not tolerated.

Students will be asked to stand and say “Good morning/afternoon” to the adult who enters the classroom. The adult may wish to ask the students a question. The students who wish to answer will raise their hand and wait to be called upon. The visitor or the teacher will tell them when they can be seated. When a priest, religious, or consecrated enters the classroom, the students will stand and remain standing until the visitor asks them to sit. If the students are sitting and the priest wants to leave them with a blessing or the religious or consecrated want to leave them with a prayer, the students should stand.

All students should greet priests, teachers, parents, and visitors politely and courteously when they pass them or see them throughout the day. If students see someone carrying something heavy or awkward, they should assist the other person. Doors should be held open for adults. In addition to respect for authority, each student is to be polite and considerate toward other students throughout the day. This is particularly important when a student passes through a building while other students are still in class.

### ***Off-Campus Conduct***

The growth in virtue and maturity that each student pursues at Vineyard Academy cannot be limited to on-campus behavior. It concerns the student's entire life. At all times whether on campus or off, the student's conduct should reflect his or her principles and those of the school. Vineyard Academy expects students to exhibit a growing maturity in personal integrity in all their actions at all times.

When students are off-campus in their school uniform, they are representing Vineyard Academy. Students should conduct themselves in an orderly manner, as this will be a reflection on the school.

### ***Field Trips***

CD players, walkmans, ipods, or other similar objects are not permitted in the school and are not to be brought on any field trip. For all field trips each individual is to maintain the conduct expected of the Vineyard student. Students are required to wear the Vineyard Academy uniform or gym uniform on field trips as directed by the principal.

### ***Field Trip Chaperones***

Chaperones on field trips are expected to guide students and adhere to the standards of Vineyard Academy. Your help is needed and appreciated during field trips. There are many instances where your help is critical to the success of the field trip. For example, your help is needed to remind the children to show respect to the chaperones, guides, interpreters, etc... Also to be active listeners and to use quiet feet and whisper voices throughout the program. Thank you for volunteering to drive on field trips. Without your help we would not be able to do so. All field trips are sanctioned by the school and therefore Vineyard is held liable should anything happen during this time. It is our policy that when transporting kids to and from a designated destination during school hours that any non-essential stops are prohibited. Gassing up the car, getting coffee, going to an ATM, and anything such as, needs to be done before the kids get into your car. Check with the office to make sure we have a copy of both your proof of insurance and current driver's license on file before driving on any field trip.

### ***Discipline***

Vineyard Academy seeks the integral formation of the whole student: human, intellectual, spiritual, and apostolic. This formation program includes motivating the will to pursue the good and the proper correction of that will when it goes astray.

Since parents are the primary educators of their children, Vineyard Academy seeks the collaboration of each student's parents in the formation process of their children. If serious breaches in student conduct occur, the school may meet with the student and their parents about temporary or permanent dismissal from the school.

### *Examples of Disciplinary Action*

**Writing assignment:** Sentences or essays assigned for certain less serious infractions.

**Detention:** Time spent either in physical work or writing assignments on the day indicated by the principal, which may include Saturdays.

**Suspensions:** Normally from one half to three days spent outside of school, depending on the severity of the infraction and the student's prior discipline record. The work assigned as a punishment must be completed before the student is re-admitted to Vineyard Academy.

**Expulsion:** A student may be asked to withdraw from the school for extreme forms of misconduct or continual neglect of basic rules and expectations either on or off the school property.

**Examples of Grave Infractions of Conduct Expectations:** The following infractions, among others, are considered examples of serious grounds for disciplinary action:

- ❖ Criticism of school regulations or display of habitual discontent, disloyalty, or ingratitude toward the school.
- ❖ Lying, disobedience, or lack of respect toward faculty members and students.
- ❖ Improper conduct outside school hours, especially when one's actions may cause scandal or damage to the school's reputation.
- ❖ Theft, including harming or destroying school property of another.
- ❖ Cheating on homework, special assignments, exams, or attempting to obtain copies of the exams before they are administered.
- ❖ Leaving campus during school hours without permission.
- ❖ Fighting, wrestling, or causing bodily harm to another student.
- ❖ Forgery of documents or parent's signature.
- ❖ Refusal to carry out disciplinary consequences.

### *Items brought to School*

Magazines, books, or toys that do not support the integral formation of the child, including, but not limited to, Barbie dolls, monster figures, and transformers, etc..., comics, newspapers, cellular phones, radios, tape players, CD players, ipods, video games, portable DVD players or televisions, pagers, and other such items that might distract students during school hours, including during recess, may not be brought to school. Such items will be confiscated and returned to the student at the appropriate time.

### *Uniforms*

Vineyard Academy requires its students to present themselves in a neat and clean manner at all times. The appropriate attire for the students at each grade level is described below. The required student uniforms may be purchased from the School Bells Company catalog, or you can check with the parent in charge of the “used uniforms.” PLEASE mark all clothing items clearly.

Teachers and the principal will determine any uniform infractions. Infractions may include missing uniform pieces, clothing, hair, jewelry and/or general appearance. Parents will be notified in writing about any infractions, signed by the parent and returned to school. Repeated infractions (5+) will result in the child’s refused entrance into class until the discrepancy is corrected to the satisfaction of the school’s principal.

The following is a list of discipline taken per quarter in regards to our uniform policy:

**1<sup>st</sup> Infraction:** A note goes home, the student borrows the missing piece and the note is signed and returned.

**2<sup>nd</sup> Infraction:** A note goes home, a rental fee of \$1.00\* will be charged to borrow the missing piece and the note comes back signed.

**3<sup>rd</sup> Infraction:** All of the 2<sup>nd</sup> infraction plus an essay written on responsibility. The essay and note come back signed.

**4<sup>th</sup> Infraction:** Child is not allowed in the classroom until the parent brings the missing piece(s) of uniform.

\*any fines collected will be given to charity at the end of the school year

### **Girls Uniform List**

**JrK-8<sup>th</sup> grade** girls are expected to maintain their uniforms and personal appearance in a neat and orderly fashion.

**Hair:** Clean and out of the eyes at all times.

**Socks:** Girl’s can wear **white** bobby socks that cover their ankles. No footie’s. They cannot have lace, beads, etc...on the cuff. White or burgundy knee socks or tights are acceptable. In the winter months, girls may wear either tights or socks, not both. (Sport socks only allowed at P.E.)

**Shoes:** Black shoes that can be polished should be simple slip-on, lace-up style, or with straps that buckle. Suede, patent leather, or shoes with heels higher than 1” are not acceptable.

**Jewelry & Make-up:** The only jewelry allowed will be a gold or silver cross or holy medal necklace and watch. Girls with pierced ears may wear earrings dime size or smaller. Hair bows are to match the uniform or be white, burgundy, or black. No make-up, lipstick, nail polish is allowed.

**All girls are expected to wear black privacy shorts under jumpers and skirts.**

## Girls Uniforms (Con't)

### JrK-4<sup>th</sup> grade:

- ❖ Knee length or longer plaid jumper. No shorter than middle of knee
- ❖ White blouse with a Peter Pan collar
- ❖ Black Continental Tie
- ❖ Burgundy Cardigan
- ❖ See above for Shoes and Socks

### 5<sup>th</sup> through 8<sup>th</sup> grade:

- ❖ Knee length or longer plaid skirt. No shorter than 1" above the knee.
- ❖ White oxford style blouse.
- ❖ Black Continental Tie
- ❖ Burgundy Vest: August through October and April through June
- ❖ Burgundy Cardigan: November through March\*\*
- ❖ See above for Shoes and Socks

### High School:

- Plaid skirt no shorter than 1" above the knee.
- White oxford style blouse or princess blouse
- Black 4-In-Hand Tie
- Black, Burgundy or White Knee Socks or Nude Nylons
- Burgundy Vest
- Black Blazer
- Black Shoes

## Boys uniform List

**JrK through 8<sup>th</sup> grade:** boys are expected to maintain their uniforms and personal appearance in a neat and orderly fashion.

**Hair:** is to be cut and kept above the collar line. No spiked, dyed, bowl type haircuts or similar styles.

**Jewelry:** No jewelry is to be worn other than a watch and/or religious medal or crucifix.

**Shoes:** Black shoes that can be polished should be simple slip-on, lace-up style or with straps that buckle. Suede or patent leather shoes are not allowed.

- ❖ Black Trousers
- ❖ White button down collar broadcloth shirt.
- ❖ Black Socks that cover the ankle. (Sport socks only allowed at P.E.)
- ❖ **Black Belt**
- ❖ Burgundy Vest: August through October and April through June
- ❖ Burgundy Pull-Over: November through March\*\*
- ❖ See above for shoes

**\*\*Long sleeve cardigans and pullovers will be needed for school picture day and our all school program\*\***

## Boys Uniform (Con't)

### High School:

- Gray Dress Trousers
- White Oxford Style Shirt
- Black 4-In-Hand tie
- Black Socks that cover the ankle
- Black Belt
- Black Shoes
- Burgundy Vest
- Black Blazer

## Gym Uniform Requirements

**JrK-9<sup>th</sup> grade:** These are purchased at the beginning of the year through the office.

Boys and Girls both wear: A Vineyard Academy t-shirt and sweatshirt is mandatory and is purchased through the office. Black sweatpants with Vineyard Academy written down the side are nice to have but optional. If you do not order the sweatpants through us, sweatpants or wind pants are acceptable however, need to be completely black. Modest and loose black shorts can be worn weather permitting. White athletic socks and tennis shoes. Students should have black sweatpants with them to wear while in class away from gym class.

## Spiritual Formation

### *Spiritual Programs*

Students have the opportunity to attend Mass at St. Ann's Parish Tuesday, Thursday, and Friday mornings at 8 am. Confession is available upon request with Fr. Derda; Fr. Tran and from visiting priests. Adoration is available at St. Ann's every Friday. Parents are encouraged to attend morning Mass with their children.

Students will go to Adoration as a class on the days we are St. Ann's for school.

## Student Activities

Extracurricular clubs and activities allow the student to develop human and social virtues in a different setting, sometimes within the local community. They provide an occasion to build friendship and enjoy social life, especially when they involve a community-focused effort. Since extracurricular activities are regarded as a valuable and important aspect of the total educational program, Vineyard Academy encourages participation as a complement to regular school life. However, the student is expected to fulfill academic responsibilities and conduct standards and may be asked to refrain from extracurricular activities until they raise their grades academically and/or improve their personal conduct.

### Extracurricular Activities

- Boys Club: 4<sup>th</sup>-8<sup>th</sup> grade boys; 4:00-5:00 once a week or bi-monthly, date TBA. A \$3.00 good-will donation per meeting would be graciously accepted.
- Little Flowers: 4-10 year old girls; 4:00-5:00 every Friday at St. Mary's.
- Little Women: 11+ year old girls; 4:00-5:00 every Friday at St. Mary's
- JV Girls Volleyball Team
- JV Boys Basketball Team

## Medical Information

### *Medication*

The Office of Emergency Management the State of Michigan mandates that:

- ❖ Vineyard Academy personnel cannot administer “over the counter” drugs or aspirin nor are students allowed to administer these to themselves.
- ❖ Vineyard Academy personnel are not permitted to diagnose an illness or take students' temperatures.
- ❖ Any medications needed throughout the day will be kept under lock and key in the office, along with parental permission forms. The medicine must be in its original container with the student's name and doctor's name and phone number.
- ❖ Students must be on the antibiotic for 24 hours to insure against any type of reaction, even if the student has been on the prescribed medicine before with no reaction.
- ❖ Students with allergies, diabetes, etc... requiring the use of an Epi-pen, Benadryl, or insulin shots will have to have an Action Plan Form and a Permission to Give Medication Form filled out and signed by their doctor. These forms will be kept both on record in the office and posted in the student's classroom.

### *Medical Examinations*

Since 1978, Michigan law requires that “each student upon entry into kindergarten or into a new school district involving grades 1<sup>st</sup>-12<sup>th</sup> possess a certificate of immunization at the time of registration. *It is also required that an immunization assessment be completed for each sixth grade student.*”

Public Health Code states that “any child registered for the first time in kindergarten or first grade shall present to school officials, a certificate of hearing and vision testing or screening or statement of exemption.” Your local health department offers this screening at no cost to families and children.

Student records are reviewed, and if immunizations are needed, a notification letter is sent home. Parents are required to obtain the necessary immunizations as soon as possible. PLEASE keep your child's immunization records, vision and hearing screening current.

If you have waived any or all required immunizations you will need to fill out and sign a waiver form per child. This form is kept with the Medical Consent Form and in their cumulative folder. We are required to mail a copy to the State Health Department.

The Kalamazoo County Health & Community Service Department put into effect July 1, 2008, requires that the school “shall order the exclusion of a person who has a communicable disease or infection. When a communicable disease or infection that is preventable by vaccination occurs, the health officer will also exclude any individuals who are not vaccinated against said disease or infection. This exclusion will occur regardless of the reason for the lack of vaccination.”

### ***Emergency Forms/Medical Consent Forms***

Emergency and health information forms must be completed by parents and sent to the office within three days of receiving them. Vineyard Academy has the right to deny a student from attending class if the Emergency Medical Consent Form has not been returned within three days. It is important that the school be able to reach a parent or guardian during the school day. The school needs to know about the health concerns of the student in case medication or emergency care is needed.

In addition to the above Emergency/Medical Consent Forms, all students are required to have a St. Ann’s Medical Release Form filled out and on file when using St. Ann’s facilities.

### ***Sickness***

The State of Michigan Health regulations state that students who are suspected of having the following conditions **MUST NOT** be in school:

- ❖ **Impetigo** (skin infection usually found at the corner of the mouth)
- ❖ **Conjunctivitis** (pink eye)
- ❖ **Chicken Pox**
- ❖ **Lice**
- ❖ **Fleas**
- ❖ **Ringworm**

All communicable diseases need to be reported to the office immediately.

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

- ❖ **Vomiting**
- ❖ **Fever**
- ❖ **Diarrhea**
- ❖ **Any Head injury**

A sick child must be free of symptoms for 24 hours before returning to Vineyard Academy. Remember when your child is in a school setting, the teachers are responsible for all the children enrolled and must maintain standards which offer as much protection as possible for each child’s health.

### ***Injury***

Any accidents occurring on school grounds will be immediately reported to the main office. Parents will be contacted and an accident report will be completed and filed. If emergency care is necessary and the parents or family physician cannot be contacted, the school will obtain the necessary treatment by utilizing the written permission consent form for emergency care. This consent form is on file at the office.

## **Parent/Student Sports Manual**

### ***Integral Formation***

Sports at Vineyard Academy are an important part of the education, teaching, and formation of its students. It compliments the spiritual, academic, social, artistic, and psychological aspects of Vineyard Academy. Participation in community-sponsored athletics is encouraged.

### ***Norms***

#### ***God***

All activities should begin and end with a prayer as a team. Games, tournaments, and ceremonies should begin and end with a public prayer. In some circumstances a Mass or blessing will be appropriate. Personal love for Christ and desire to imitate His life should be the main motivation in games.

#### ***Family***

The parent's decision and desires for the children's use of the time must be respected; however, the commitment the athletes have made to their team must also be respected.

Parents should be encouraged to participate actively in Vineyard Academy sports programs by their presence and material and moral support.

#### ***The Student***

Sports means to form the will, channel the passions, exercise team work, and fosters respect and obedience to the authority reflected in the coaches and rules. It provides the opportunity to exercise Christian virtues, especially: obedience, patience, fortitude, and humility. It also provides the opportunity to exercise our Human virtues such as punctuality, order, discipline, honesty, and self-denial.

Vineyard Academy sport team players should aim at being the best as individuals and as teams. Vineyard Academy plays to gain victories in the score and to exercise Christian and human virtues.

# Parent Agreement Form

**Please tear out this page and return it to the school.**

I/We have read and understand the contents of this Handbook. I/We agree with the rules and regulations therein and will abide by these rules. I/We will also see that my/our child(ren) adheres to the precepts contained in this Handbook.

---

Parent/Guardian Signature Date

---

Parent/Guardian Signature Date