



THE VANGUARD SCHOOL

2022 - 2023

STUDENT & PARENT HANDBOOK





Mission Statement

The Vanguard School is an independent, coeducational boarding and day school for students who learn differently.

Vanguard strives to ensure each student aspires to higher educational opportunities and independent life.



The Vanguard School is accredited by the Florida Council of Independent Schools

CREATING LEADERS **Core Values**

LEADERSHIP

The Vanguard leader sets a positive example for peers throughout the campus. They take responsibility for their actions, as well as stand up for others. They fulfill their responsibilities and tasks with efficiency. The Vanguard leader displays all the core values in their actions on and off campus.

INTEGRITY

The Vanguard leader does what is right even when no one is looking. They are honest and upfront with staff and peers.

COMMUNITY

The Vanguard leader takes personal responsibility as an active member of the community. They get involved, they serve, they lead, and they set a positive example on and off campus. They recognize needs and address them. They treat other members of the community with respect, seeing the value that each student and staff brings to the Vanguard family.

RESILIENCE

The Vanguard leader stands strong and proud in the face of challenges. They seek assistance or help to problem-solve and overcome obstacles and hardships. They effectively utilize coping skills and strategies when necessary, and they employ grit and determination to keep going when they want to give up.

EMPATHY

The Vanguard leader treats others how they want to be treated. They seek to understand and value the differences in individuals, and they recognize those differences as what makes us all unique. The Vanguard leader understands all students learn differently, and they desire that each student is able to safely learn as part of the Vanguard community. The Vanguard leader embraces all cultures, nationalities, ethnicities, sexual preferences, genders, religions, and people of all socioeconomic statuses.

Student performance will be evaluated regularly by the Academic, Residential Life and Administrative Team to determine each student's placement on a five level system which will outline expectations and privileges.

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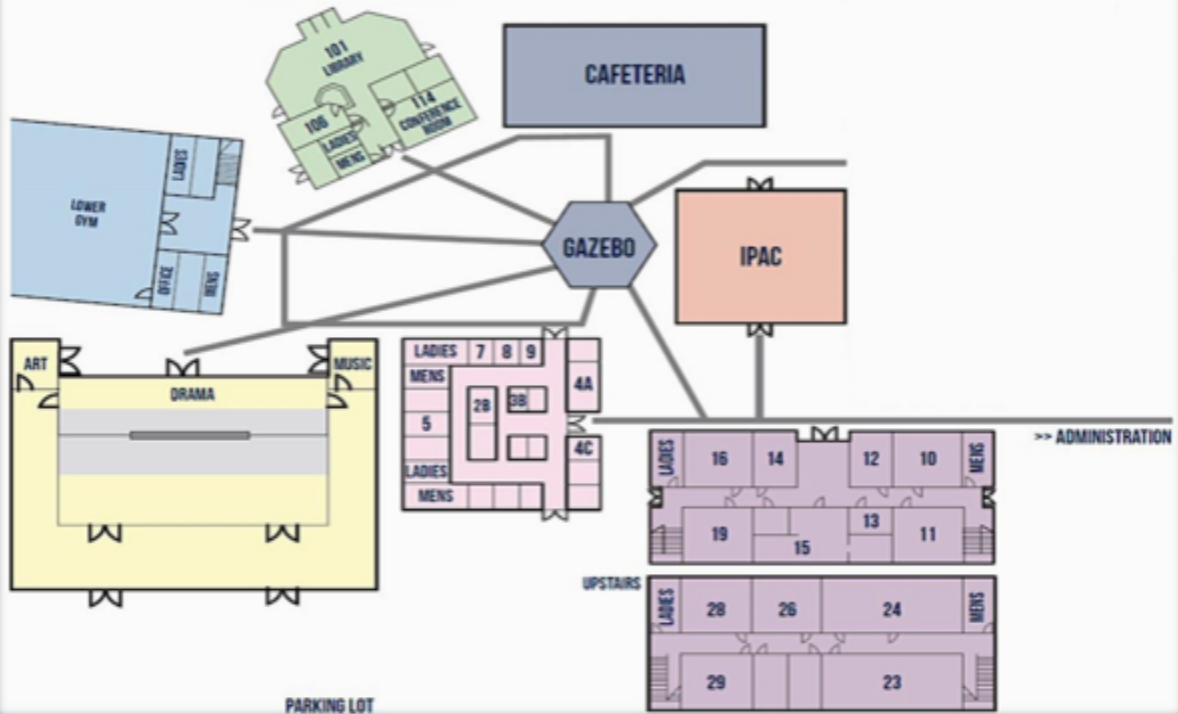
OUR CAMPUS

- 1. Administration Building
- 2. Upper School
- 3. Lower School
- 4. Boyd Hall
- 5. Sabbagh Hall
- 6. Performing Arts Center

- 7. Gymnasium
- 8. Media/Student Center
- 9. Tennis Courts
- 10. Soccer Fields
- 11. Cafeteria
- 12. Swimming Pool

- 13. Clinic
- 14. Sand Volleyball
- 15. West Hall
- 16. Berry Hall
- 17. Industrial and Practical Arts Center (IPAC)

MEDIA CENTER
 GYMNASIUM
 PERFORMING ARTS CENTER
 LOWER SCHOOL
 UPPER SCHOOL





Academic Program

ACADEMIC PROGRAM/POLICIES

The Vanguard School's educational programs and activities are under the supervision and coordination of the School Principal. Academic schedules and long-range, individual learning paths are developed after consideration of the student's academic records, performance, and social needs and abilities. Each student is placed in a specific "grade" (**based on previous credits earned and test scores**) to ensure that appropriate courses are taken, and credits earned towards graduation requirements. **All student academic records must be on file with the Vanguard Academic Office before students are assigned to classes. Students must have updated documentation of any diagnosis (within the past 3 years), including an IEP, psychiatric evaluation, educational psychological evaluation, or medical evaluation.**

International student transcripts must be translated to the U.S. system, using an academic record translation service such as SpanTran (<http://www.spantran.com/faqs-for-students/>) at the parent's expense. **The number of credits transferred does not necessarily indicate grade placement;** credits must be in subjects which are a part of The Vanguard School graduation requirements.

Accommodations

The Vanguard School strives to personalize each student's education in order to promote individualized learning growth and progress. In this process, student comprehensive files are utilized to construct a comprehensive and strategic approach to student learning. Specific learning diagnoses, accommodations, and strategies are of great benefit to the students in constructing these plans and assisting educators in meeting student needs. The Vanguard academic

program lends itself to providing accommodations across the board to all our students, but only up-to-date and documented accommodations from IEPs, Service Plans, 504 Plans, or Psychoeducational Reports are able to be utilized in formal testing situations.

Grade Level

Student grade level is determined by credits upon admission.

High School Grade Level			
Placement Matrix			
Upon Grade Completion	Credits	Prerequisite	Mid-Year Credits
9	5	1 English or Math or .5 English and .5 Math	7.5 including 1 English, and 1 Math
10	11	1 Science, 1 Social Studies, 3 English/Math	13
11	17	8 Credits in the Core Courses	20
12	24	All Required Credits	n/a

Middle School Grade Level			
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Placement Matrix

Upon Grade Completion	Prerequisite
6	Language Arts 6, Math 6, Social Studies 6, Science 6
7	Language Arts 7, Math 7, Social Studies 7, Science 7
8	Language Arts 8, Math 8, Social Studies 8, Science 8

- ❖ Discipline Record
- ❖ Maturity Levels
- ❖ Parental Input
- ❖ Teacher Input

Academic Credits/Grades

Academic Core subject courses are designed to be completed in a full school year (two semesters). Completion of a course taken in two semesters will award the student 1.0 credit. Elective courses and Physical Education courses may be taken for one semester, awarding students .5 credit (elective courses may be taken for a full school year for 1.0 credit).

Grading Scale/Report Card Grades			
Percentage	Letter Grade	Quality Points	Honors = 0.5, AP, & Dual- Enrollment =1.0 Quality Points
90-100	A	4	5
80-89	B	3	4
70-79	C	2	3
60-69	D	1	1
0-59	F	0	0

The grading system at The Vanguard School reflects the student's ability and effort. Course content grading is based upon standards and benchmarks which allow teachers to address a student's individual strengths and challenges in a classroom setting. Teachers and students are encouraged to work together until enough course expectations and standards are understood to earn a semester grade of "C" or above. Some students need more time to understand the material than other students. If a student has not yet mastered the content at the end of the term, he/she may receive an "I" for incomplete. Incompletes may be made up during summer school sessions.

Credit Retrieval

The Vanguard School encourages the use of online learning classes for credit retrieval. Credit retrieval can only replace classes in which a student received a grade of a "D" or "F", in the same or comparable course.

Graduation Requirements

The Vanguard School offers two options for high school diplomas: an Academic Diploma and a General Studies Diploma. Both diploma options are set up for students to complete in four years and require students to achieve 24 credits in specific academic areas. Students who earn an Academic Diploma must demonstrate academic competency on a school administered individual or group achievement test in reading comprehension and math computation. Students must achieve a **cumulative 2.0** or better grade point average from 9th through 12th grades and attend classes within the guidelines of The Vanguard School attendance policy.

All students are required to have 75 community service hours. Students may accrue community service hours beginning in 9th grade.

Diploma Requirements

Academic Diploma	General Studies Diploma
Minimum Credit Requirements	Minimum Credit Requirements
4 Language Arts* (Concentration in Composition & Literature)	4 Language Arts* (Concentration in Composition & Literature)
4 Mathematics** (Must include Algebra I and Geometry)	4 Mathematics**
3 Science (including Biology and 2 laboratory components)	3 Science (including Biology and 2 laboratory components)
3 Social Studies (US & World History/Economics/US Government)	3 Social Studies (US & World History/Econ/US Government)
1/2 Health	1/2 Health
1 Practical/Performing/Fine Arts	1 Practical/Performing/Fine Arts

1/2 Physical Education	1/2 Physical Education
2 Foreign Language (Exempt students need 2 Academic Electives)	½ Career Exploration/On the Job Training (OJT)/Community Service
6 Electives	2 Reading Classes
	5 ½ Electives
24 Total Required Credits	24 Total Required Credits

Attendance/Tardies

The Vanguard School's academic program consists of approximately 177 classroom days with 8 periods per day. Class attendance is mandatory. An absence is defined as failure to be present in the academic setting. The school believes that ongoing attendance is a vital component of our educational program, and student grades suffer when students are not in class. **Students who obtain more than 15 absences (excused or unexcused) in a semester may not receive credit for that semester.**



The Vanguard School 2022-23 Bell Schedule

7:40 - 8:20	Breakfast
8:30 - 8:45	Mentor Period
8:50 - 9:35	Period 1
9:40 - 10:25	Period 2
10:25 - 10:35	Break
10:35 - 11:20	Period 3
11:25 - 12:05	Period 4
12:05 - 12:50	Lunch
12:50 - 1:35	Period 5
1:40 - 2:25	Period 6
2:25 - 2:40	Break
2:40 - 3:25	Period 7
3:30 - 4:15	Study Hall

Dual Enrollment/Internships

High School students who are eligible have the opportunity to participate in dual enrollment at Vanguard's partner institutions (Ridge Technical College and Polk State College) as long as the student meets specific criteria. These students will take their core academic classes on the Vanguard campus and will be transported to one of the partnership institutions for their elective or college credit classes. This gives the student the opportunity to access college classes not available on the Vanguard campus, as well as prepare for college or careers beyond high school. All fees are included within the Vanguard tuition cost.

The following eligibility requirements must be met before participating in dual enrollment **each semester**:

Dual Enrollment Criteria	
GPA	Students must maintain a 3.0 GPA to participate in dual enrollment
Attendance	Attendance in dual enrollment programs is integral to the success of the student. <u>Students cannot miss more than 2 dual enrollment classes per semester, or they may lose eligibility in the program.</u>
Conduct	Students in dual enrollment are representatives of The Vanguard School, and their conduct must be exemplary. If a student does not follow Vanguard's behavioral policies while off campus, he/she may no longer be eligible for dual enrollment.

Scheduling	Dual enrollment schedules are carefully planned to consider all students and drivers. Changes to the schedule can only be made by the principal.
Test Scores	Students in dual enrollment are required to take placement testing before entering the programs. This testing determines the classes and programs in which students are eligible to participate. ACT scores may be used, in addition to PERT scores, to determine eligibility at Polk State College.

Transportation is provided to dual enrollment students at specifically scheduled time. If a student fails to be on-time for the provided transportation, the student will be charged a \$25 transportation fee, or students may elect to use ride share services. If Vanguard has prior parental approval.

Students who are unable to meet the previously mentioned criteria, or who violate the privilege of dual enrollment, will not be eligible for dual enrollment for the next semester and will be required to reimburse Vanguard for the cost of textbooks and programs.

Career Experience Internships

May be offered to interested, qualified students. Internships provide students with the opportunity to learn valuable career and life experiences to guide them in planning and preparing for their futures.

Sports

Interscholastic Sports

The Vanguard School participates as a class 1A member of the Florida High School Athletic Association (FHSAA), which sanctions all interscholastic athletic events. The varsity and junior varsity programs enable our students to learn the

value of competition, sportsmanship, teamwork, and school spirit. Athletic teams include:

Fall Sports

Cross Country-Boys

Golf-Boys

Cross Country-Girls

Golf-Girls

Swimming-Boys

Swimming-Girls Lake Wales Community

Fall Soccer League (Lake Wales City League)-Co-ed

Winter Sports

Basketball-Boys

Basketball-Girls (TBD)

Archery-Coed

Spring Sports

Tennis-Boys

Tennis-Girls

Track and Field-Boys

Track and Field-Girls

Weightlifting-Boys

In order to participate in interscholastic sports, all students must meet the eligibility requirements of FHSAA including the GPA of 2.0 for high school students. This eligibility is determined at the end of each semester, including the previous school year for fall sports.

Community Service

Students must earn 75 community service hours to graduate, earn scholarships, and achieve college entrance requirements. All community service hours must be turned in, with an official signature from the supervisor of the project, to the Assistant to the Principal before graduation, in order to receive community

service credit. Community service hours are only applicable when completed outside of regularly scheduled school hours. Community service hours are provided both on and off campus.

Completing Coursework at Home

There are occasions where a student may be forced to complete work at home. Completing coursework from home is only allowed in special circumstances. The right to complete courses online must be approved by an administrative committee.

Student Information System and Google Classroom

Academic Report Cards are issued; comprehensive information regarding standards and benchmarks are issued between first and second terms and third and fourth terms through progress reports. Parents will also receive emails from academic mentors covering the student's school behavior, and academic, social and emotional progress at school.

All parents may access student information on-line through FACTS. **Log-in and passwords will be issued to parents and students upon enrollment.** FACTS is updated on a daily basis; it includes student schedules, grades, medical information, and much more. Families are able to update their contact and personal information using FACTS.

FACTS School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

FACTS ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff

online whenever necessary. All you need is an Internet-capable computer. For any questions regarding the privacy of information, please access the FACTS site policy at <https://factsmgt.com/privacy-policy/>. Vanguard school is FERPA compliant.

Parents/Guardians will be attempted to contact prior to scheduling any medical appointments/emergencies, etc. involving financial obligations. Parents/guardians must notify the Admissions Office, **upon the student's enrollment**, when there are specific requests that either of the parents/guardians should **not** be contacted (or held liable for payment) in case of custody issue, we follow the divorce decree.

All classes at the Vanguard School utilize Google Classroom for assignments, videos, and student help. Students use their Vanguard email account to sign into all Google apps. Google Classroom is integrated with the student information system, FACTS, and it allows students to access their work at any time from anywhere. Parents and guardians can register as a guardian and receive weekly updates on student progress through Google Classroom.



Student Life Program

DAY STUDENT POLICIES/PROCEDURES

Drop Off and Pick Up

Day students should be dropped off before the first period each day between 7:45- 8:15 AM. **In the event students do display medical issues, please keep them home and monitor.** Day students must be picked up by 4:30 pm each day. Only Day students engaging in pre-authorized activities or with prior approval by Principal, Mr. Allen will have access to campus past 4:30 pm on weeknights. Residential Staff will be the point of contact for parents after 4:30 pm.

EXTRA-CURRICULAR ACTIVITY INFORMATION

Recreation/Campus Visitation

Overnight visits are permissible but must be approved by Principal, Mr. Allen by Wednesday. The residential student must sign his/her day student in and out from the residence hall in which the student resides. Day students who exhibit inappropriate or disruptive behavior will be asked to leave campus and may be restricted from future visitation or participation in trips and activities.

Physical Education/Interscholastic Sports

Day students who meet the FHSAA eligibility requirements to participate in interscholastic sports may do so. All transportation, to and from campus for the purpose of athletes to attend practices or in order to depart with the team for games/matches, is the responsibility of the parent/student.

Tutors/Personal Trainers/Instructors

- ❖ Visitors who spend individual time with students on the Vanguard campus must have a background check and be fingerprinted at their own expense. Copies of these results must be on file with the School's Human Resources Department. All visitors must follow Vanguard guidelines and procedures to maintain on-campus privileges.
- ❖ During business hours (8:00 a.m. – 4:30 p.m.), visitors must sign-in at the Administration Building and notify the Principal.
- ❖ After business hours, residential staff will monitor the gate for visitors to campus.



Academic Calendar and Travel

SEMESTER 1

- AUG 16 Res Staff Return
- 17 All Employee Return/Training
- 21 Boarding Student Registration
- 22 Day Student Registration
- 22-24 Orientation
- 25 Term 1 Begins
- SEP 5 Labor Day
- OCT 21 Term 1 Ends
- 24 Term 2 Begins
- NOV 24-27 Fall Break
- DEC 13-16 Semester 1 Exams
- 16 Term 2 Ends
- 17 Travel Day
- 18 - 1/9 Winter Break

SEMESTER 2

- JAN 8-9 Boarding Students Return /New Students Begin
- 9-10 Orientation
- 11 Term 3 Begins (Semester 2)
- 16 Martin Luther King, Jr. Day / Community Service
- FEB 20 President's Day (School is In-Session)
- MAR 10 Term 3 Ends
- 11 Travel Day
- 11-18 Spring Break
- 19 Travel Day
- MAY 19 Graduation
- 22-24 Semester 2 Exams
- 25-26 Faculty Work Days

AUGUST

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

MO	TU	WE	TH	FR	SA	SU
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

MO	TU	WE	TH	FR	SA	SU
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JANUARY

MO	TU	WE	TH	FR	SA	SU
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

MO	TU	WE	TH	FR	SA	SU
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

MO	TU	WE	TH	FR	SA	SU
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



ACADEMIC
CALENDAR

2022-2023

International Students

The Vanguard School issues and maintains I-20 immigration forms for international students through SEVIS, as required by the U.S. Immigration & Customs Enforcement bureau. THERE IS A ONE-TIME FEE OF \$350 PAID TO THE VANGUARD SCHOOL FOR THIS SERVICE. **THIS FEE MUST BE PAID PRIOR TO THE I-20 BEING ISSUED.** It is the parents' responsibility to use the I-20 to obtain an F1 (Student) Visa for the student, and to be sure both the visa and the student's passport are valid (not expired). **Students MUST travel with the original I-20 at all times; copies are not accepted by ICE.** The School's Travel Coordinator will collect student passports and I-20 forms for storage in a fireproof safe.

Travel on arrival and departure dates, as noted above, is arranged through the School's Travel Coordinator, Stacy Robinson (stacy.robinson@vanguardschool.org). Due to increased security measures, travel has become increasingly more difficult over the years; therefore, your full cooperation is requested with the following guidelines. Students may utilize school transportation to airports (Tampa International (TPA) or Orlando International (MCO)), or the train station (Winter Haven). **If your child must depart early or return late, please notify the travel coordinator as soon as possible.**

Travel

- ❖ Parents are responsible for all travel arrangements. Parents, or authorized students, are required to send their travel arrangements to the Travel Coordinator two weeks prior to travel day. **The Vanguard School cannot be held responsible for students who choose to deviate from their specified travel plans.**

- ❖ Requests of students who must travel on days other than specified travel days must be approved by the Principal. Parents are responsible for all travel arrangements, including ground transportation, and should notify the Travel Coordinator two weeks in advance. **Students extending travel beyond specific travel days will be marked unexcused.**
- ❖ Upon arrival to campus, all students must submit to a thorough luggage check. Staff will look through every bag and item every student brings; this must occur before the student may unpack. This is a safety regulation and will be implemented every time a student returns to campus from vacation.

Family Travel Obligation

- ❖ **Emergency travel:** Vanguard will provide transportation to MCO and TPA airports only. Fee for travel will remain the same as normal travel days. Parents must be available to collect their child, or notify The Vanguard School, within 48 hours of being notified of school closure in event of emergency.
- ❖ Due to pandemic, natural disaster, or *force majeure*, if parents are unable to be contacted, The Vanguard School reserves the right to make travel arrangements for the student at the parent's expense. In the event of refusal by parents, local authorities may be notified.

Airline Travel

The School offers a shuttle service for student transportation to and from the **Orlando International Airport (MCO) and the Tampa International Airport (TPA)** on specified travel days. This service utilizes school vehicles and staff and

operates within a specified time-frame. Fees for the shuttle service are as follows:

- ❖ \$75 each shuttle trip to or from the Orlando Airport
- ❖ \$75 each shuttle trip to or from the Tampa Airport
- ❖ \$50 each trip to or from the Train Station in Winter Haven

All fees will be taken out of the Student Account prior to traveling

In order to utilize the shuttle service as noted above, returning and departing flights must be scheduled between 10:00 am and 6:00 pm, Eastern Standard Time. **Parents or authorized students must arrange ground transportation and payments for flights not scheduled within these time periods or flights scheduled through other airports.**

Due to the complicated nature of coordinating vehicles and staff to transport students to and from the airport, **any changes to flight schedules received within the two weeks prior to travel day may result in a \$100 service fee.**

Parents will be responsible for purchase of airline tickets and for transportation outside of specified travel days.

TRANSPORTATION SERVICES

The Vanguard School does not endorse any Uber, Lyft, limousine, or any other transportation service, and is not responsible for, or associated with, any particular service. When parents choose to use a transportation service other than the school's airport shuttle, **reservations and payment arrangements must be made directly with the transportation service.** Parents wishing for students to ride with a professional transportation service must provide written permission for the student to be released to the service by completing a permission form at the time of student registration. Permission should include the name of the company, driver name, and the time of arrival. All drivers will be asked to show proper identification at the

Administration Office during regular business hours or at the dormitories after business hours before releasing the student for transportation.

Vehicles – Traveling in a School Vehicle:

When **traveling in a Vanguard School Vehicle** (van, bus, or car), the following rules must be followed:

- ❖ Students and staff are required to wear seat belts, if the vehicle is so equipped
- ❖ Students must keep hands and other body parts inside the vehicle, and remain seated when the vehicle is in motion
- ❖ Trash should be removed at the end of every trip, and should not be thrown from the vehicle
- ❖ The back door of buses are for emergency use only
- ❖ Noises in the vehicle should be kept to a minimum so as not to distract the driver

Automobile and Rideshare

Students, with a valid driver's license and clean discipline record, must apply for a permit to drive their own automobiles to campus utilizing the form in the Enrollment Kit. **Keys must be turned in daily to the school secretary, or designated staff/faculty member.** The application forms must be completed and submitted up to 3 weeks prior to move-in through the Admissions department for evaluation and acceptance. Criteria for acceptance is listed explicitly on the application form.

Certain conduct standards must be followed:

- ❖ No one else may operate or ride in the vehicle
- ❖ Day students should park in front of academic buildings; not at residence halls
- ❖ No illegal drugs, alcoholic beverages, or alcoholic beverage containers (subject to search), no weapons of any kind.
- ❖ Day students should drive at reasonable speeds and drive carefully at all times on campus.
- ❖ The vehicle may only be driven with permission from the Principal.

Any violation of this policy will result in the loss of driving privileges.

All motorcycle and scooter use is prohibited on Vanguard campus for your student's safety.

- ❖ **Students are only permitted to be picked up by an adult when arranging off campus trips with another Vanguard student. Students MUST have parent's permission.**
- ❖ **Thanksgiving Break Option: November 24-27** the Dorm will be open for boarders. The fee is **\$300** which includes access to room, transportation, on campus activities, utilities and supervision. However, the fee does not include off campus activities or food. You need to let Ms. Robinson, Travel Coordinator know intent by November 1, 2022.



Student Life Program

RESIDENTIAL PROGRAMS/POLICIES

The Vanguard School's residential program is under the supervision and monitored closely by the Residential Life Staff. This program is an integral part of the boarding student's success and its integration is monitored by residential life staff and teachers. The residential life program helps students gain independent life skills, leadership skills, social-emotional learning, executive functioning, and socialization. Students are encouraged to have free time to "play" and socialize with friends, as well as have ample time for study. Each student is assigned a residential life advisor/mentor. All residential students have access to a full-sized gymnasium, media center/student center, performing arts center, fitness center, three lighted tennis courts, soccer field, swimming pool, fishing dock, classrooms used for clubs and meetings and approximately 77 acres of land, with a lake. Our campus includes two female dorms and two male dorms.

Dormitory Assignment/Dress Code

Residential students are assigned to a dorm based on several factors that are determined by the Student Support Team. The student's dorm assignment is individualized based on maturity, academic grade, leadership ability and behavior. Students are assigned a roommate. The assigned roommate is carefully chosen; although this is not an exact science. At times some roommate or room assignments are subject to change.

Dress Code

- T-shirts, collared shirts, tank tops (no see through shirts)
- Shorts (fingertip rule applies)
- Jeans or slacks
- Athletic wear including sweatpants, running shorts, basketball shorts, etc.

- Shoes including flip flops, sandals, Crocs, or any other shoes of choice (if student violate dress code for school these items will be confiscated)
- Appropriate hats
- Appropriate outerwear
- Optional rain boots (highly suggested)

In Dorm

- Loungewear (only in dorm)
- Athletic wear
- Pajamas (only before and after visiting hours)
- Bathrobe

Pool Area

- Male/Female -Appropriate swimwear is expected.

Off Campus Residential Trips

- All students registered for an off-campus trip will be notified of any specific dress requirements
- All students involved in community services events will be in Vanguard polo or Vanguard t-shirt.

Residential students may wear clothes of their choosing, within the above listed guidelines. Any student wearing obscene or objectionable clothing will be asked to change immediately and that item will be confiscated.

Weekday Boarding Students

Students who are contracted for 5 day/4 night boarding will be required to go home on Friday no later than 7:00 p.m., and they can return on Sunday night

after 7:00 PM. unless specified in student's contract. The Residential Hall Advisors will maintain a sign-in/sign-out log for these boarders. Students who wish to stay for the weekend will be charged a \$200 fee.

Residential Life Advisors

The Vanguard School residential life program seeks advisors that are gifted to work with today's youth. Each student is assigned a Residential Life Advisor. Residential Life Advisors encourage and promote the development of independent life skills, responsible behavior, and empathy. They also assist with developing the student's accommodation plan. Advisors communicate with parents/guardians on an ongoing basis about the progress of their assigned student. Advisors also communicate within the Vanguard community providing an integrated approach with teachers on improvements and areas of needed growth.

Recreation/Intramural Sports

The Recreation Committee is student led and facilitated by the Principal, Advisors, and nominated staff. The committee meets once per month and provides the monthly activity calendar for students, parents, and staff. The committee is comprised of students from each residential hall. Each student is required to participate in one physical or group activity daily. Intramural sports are coordinated by residential staff and fluctuate due to student interests. In addition to the planned events and trips, students may utilize the campus grounds, gymnasium, student center, and fitness center. During appropriate weather, lighted tennis courts and soccer fields, as well as the swimming pool, and fishing dock are opened for general use by the students.

Recreational Items/Vehicles

Students may bring bicycles, skateboards, and rollerblades for recreation, **in designated areas, after school hours.** The use of these items is not permitted inside any building on campus. **Hoverboards and individual**

drones are not permitted on campus. Helmets are required for students unless written email permission by parent/guardian.

Off-limit areas (areas where students are not permitted), these are areas OUTSIDE OF THE PAVEMENT CIRCLING THE SCHOOL GROUNDS including:

- beyond fenced areas
- lakefront and pond areas (unless authorized by the Residential Hall Advisors)
- area behind the kitchen and maintenance shop, and around parked vehicles
- all construction areas
- school and administration buildings after hours and on weekends
- campus wooded areas
- grove area west of the school
- Highway 27 – east of campus
- inside swimming pool complex
- paintball/soccer field
- any other staff-designated areas

Staff supervision is required for use of canoes. Additionally, life vests must be worn when using canoes.

Gymnasium Use

The residential staff utilizes the gymnasium for evenings and weekend activities. Students are not allowed in the gymnasium without adult permission. Rules for use are as follows:

- Stairwells and stairways are not to be used as gathering places
- Only non-marking sole sneakers are permitted on the gym floor

- Gum, soda, and other foods are not permitted on the main gym floor
- Skateboards, bicycles, and roller blades are not permitted in the gymnasium

Student Hygiene and Essential Items

Students can order hygiene, other essential, and non-essential items online to have delivered to the school. Parents are welcome to set up subscription items for routine delivery. We also have a weekly WalMart trip where students can purchase items.

Residential Dormitory Room Information

Room Care/Additional Responsibilities

Students are required to complete a facility checklist upon moving into and out of a dormitory room. Students will complete this checklist with a residential life advisor/mentor.

Room Care Expectations:

- Rooms are expected to be kept orderly
- Rooms are deep cleaned once per week.
- Trash is expected to be emptied by the student daily
- Food is expected to be disposed of properly every evening
- Students are expected to clean up behind themselves
- Students are expected to make their bed daily prior to leaving for school
- Rooms are checked daily for cleanliness (students needing assistance will have one-on-one help with advisor and their accommodation plan will be updated)
- Students are expected to shower a minimum of **once per day**
- Students are expected to wash bed linens **once per week**

- Students are expected to take laundry to the proper location, pick up the same day, and put away correctly (if assistance is needed advisor/mentor will assist)
- Students are expected to respect themselves and those around them: loud music, cursing, horseplay, rudeness, etc...will result in immediate consequences

Students are encouraged to visit and socialize with new and old friends. Students in a room with three or more students or a student in a room that is not assigned to him or her must have the door propped open.

Decorations

Students are encouraged to decorate their dorm room in their own individual style. We encourage this and expect decorations to be done so in good taste, while not infringing upon the culture, gender, rights or religion of other students. Each student is provided a twin-size bed, a study desk, and a dresser.

Posters and pictures may be hung using only two-sided tape. Students may bring televisions, gaming systems and speakers (headphones are highly encouraged).

Students are asked to turn off room lights and all electronic devices when exiting their rooms. Students are not permitted to hang items from the ceiling tiles. **Students are not permitted to place any items behind the ceiling tiles. Students should take care not to damage or deface school property when decorating, students will be charged accordingly for damages.**

Personal Items

Students are responsible for securing their own personal items; **the school will not be held responsible for any items lost, stolen, or damaged. The school requires**

expensive items to be either in the student's possession or locked at all times.

While the campus is safe (with updated camera surveillance and alarm systems) we encourage the following guidelines:

- Electronics connecting to the Vanguard network must be registered with the Director of Technology prior to connecting to the School's network.
 -
- All backpacks, laptops, calculators, electronic equipment, gym bags, etc., should be prominently and permanently labeled.
- Use a small safe or travel trunk, which can be locked, or lock items in the room closet.
- Label all electronic devices, be sure to register all of these items, and lock these items when they are not in use.
- Students are encouraged to carry personal property insurance on expensive electronics.

Students are responsible for any damage to or loss of his or her property, including but not limited to money, personal belongings, computers and electronics, or other items of value, located on The Vanguard School's premises. Students will be charged for damages/repair (or replacement if necessary) he or she may cause (alone or with others) that occurs in his or her room/unit. Students are responsible for the conduct of any guests who are in their room/unit or residence hall at the invitation or permission of the Student.

Students are also responsible for, and will be charged the costs of, any and all damages he or she may cause (alone or with others) to any other area of The Vanguard School.

Television Lounges

The main lounge areas in the dormitories are places for students to relax and meet with friends. It is important to take care of the furniture and equipment in those areas so that it remains clean and in good working order. In addition, students should be considerate of others when using cell phones or playing music in the lounge areas. Televisions in the lounge areas are equipped with activated filters to eliminate “For Mature Audiences” programs.

Mail/Telephones

Student mail is distributed Monday through Friday in each dormitory **after school hours**. Delivery service packages are received at the main office during business hours and are delivered by hall advisors and distributed in the dorms. Students must sign for these packages. **All Packages are opened by or in front of staff.**

Students who have cellular phones may use them after school. Students are discouraged from loaning their cell phones to others. Calls from individual cell phones are the responsibility of the student/parent; the school cannot be held responsible for calls made in this manner. Parents may reach their student through the main school number (863-676-6091) or after school hours (863-316-5362). **We ask that parents call their child’s cell phone after the school day has ended.**

For emergencies, please call the main school number and your child will be located to take the call.

Refrigerators/Cooking

Students may have a small refrigerator in dormitory rooms for snacks and drinks but must keep it clean and in good working order. Refrigerators are a privilege, which can be revoked. **Fire regulations prohibit the cooking or heating of food**

and beverages in dormitory rooms using hot plates, coils, microwaves, etc. A microwave oven is available for student use in each dormitory.

Electrical Appliances

For safety reasons, irons, heaters, electric blankets, microwaves, coffee pots, etc. are not permitted in student rooms. Fire regulations prohibit the use of multiple plugs and multiple extension cords in student rooms. The use of surge protective power strips, that are equipped with a circuit breaker, are permitted if approved by the dormitory staff. Rooms are inspected for fire code violations, and students will be informed if changes are necessary.

Pets

Students are not allowed to have pets in their rooms, with the exception of fish in a 1-gallon or less aquarium/bowl. It is the responsibility of the student to keep the aquarium/bowl clean. Students who fail to do so will lose this privilege.

Wake Up/Lights Out

We encourage every high school student to begin incorporating independent life skills into their daily routine. They are required to put forth effort and meet their daily goal of waking up and getting out of bed and ready for their academic day on their own. Staff will assist every student and amend the accommodation plan for students who may struggle to meet this goal. Middle school students' advisors offer more assistance with morning routines to building life skills and organization.

Monday – Friday breakfast items will be served from 7:45am-8:25am

Saturday / Sunday brunch items will be served from 10:00am-1:00pm

Curfew and lights out times are determined by the individual student's grade, age, and dorm and **may be adjusted for any student that may experience challenges with morning routine.**

Curfew: student is in the dorm

Room time: student is in assigned room

Lights out: all electronic devices are off or turned in

- Middle School Weekday Curfew: 8:45 pm-Lights out 9:30 pm
- High School Weekday Curfew: 9:45 pm-Lights out 10:30 pm
- Weekend Curfew: Middle School 9:00 pm-Lights out 10:30 pm
High School 10:00 pm-12:00 am

Laundry

The Vanguard School provides its students an on-site laundry service. Students should provide their own mesh or canvas laundry bags with their names permanently indicated. Students are required to write their names on all of their clothing prior to coming to campus. This is a safety prevention feature to ensure all clothing gets returned to their owners.

On specified laundry days, students collect their laundry and drop it off at the laundry room on campus. At the end of the school day, the students collect their fresh laundry from the laundry room. Every effort is made to protect students' laundry from damage; however, The Vanguard School cannot be held responsible for items damaged in washing machines or dryers. For this reason, please do not send expensive clothes with your student.

The cost for laundry service is \$300 per semester. Students who live in Sabbagh Hall have the option to do their own laundry in the school owned washer and dryer. The cost for the use of washer, dryer and supplies is \$200 per semester. Depending on which service the student is using, the cost for the service will be charged to the Student's Account. Laundry skills may be taught through the residential curriculum, but fees will still apply.

Students are required to have clothes and bedding laundered once per week. Students are required to pick up their own laundry from the laundry room and put away correctly, the same day. Advisors/mentors will assist students that need assistance.

Student Grooming

Students are expected to shower daily and change their clothes daily. Student's personal grooming and care are an essential part of life skills and executive functioning. Students will be sent back to the dormitory if not compliant with grooming. Students are encouraged to have haircuts. Students are expected to have hair tapered/trim/neat.

Clinic/Infirmary Services

Infirmary staff will monitor students and staff daily to maintain a healthy environment. Vanguard School provides Infirmary staff, at no additional expense, to address routine nursing services. Staff have infirmary hours from Monday-Friday, on-call weekends and are responsible for the general health concerns of all students, including physician office visits, (please allow Infirmary to make appointments) hospital visits, prescription supplies, medicine administration, and preventative measures (flu shots, etc.). Students are **NOT** permitted to be in the infirmary during the school day without a note from the teacher. Teachers are required to notify the school office when they send a student to the clinic. U.S. parents are billed directly for physician/hospital visits for their students.

International parents whose insurance does not cover their student while in the U.S., or parents who do not have insurance coverage, will have the fees deducted from the Student Account.

It is requested that all routine vision, physical exams, and dental work (with the exception of routine orthodontics appointments), be scheduled by the parent, during vacation periods.

Prescription Medication

For medical distribution, we recommend the use of pill-pack service when it is available for student medications. This increases the consistency of medical distribution as all, or most, student medications are sent to the school with the student's name, medication name, dosage, and time for distribution. Many pharmacies now offer this service. There may be exceptions to this option, but we do ask parents to inquire if it is an option for any ongoing medication prescriptions. ***It is requested that students who take prescription medication arrive at school with a supply of medication to last until the next school break.*** Students are prohibited from sharing medications. Be aware that supplements, vitamins, over-the-counter, or dietary substances must be turned in to our Infirmary staff for monitored intake. Arrangements may be made for students who must keep medication with them (insulin, inhalers, epi-pens, etc.), but must be approved by the parent, Infirmary and Principal.

All prescriptions will be strictly followed as indicated by the prescribing doctor. Any adjustments or cessation of medications must come from the physician. Parents and Infirmary need to work in partnership to ensure orders are received in a timely manner.

Please note that medications are packaged and travel with students over the breaks or any extended periods returning home. If you have any questions, please contact our Principal, Jae Allen (jae.allen@vanguardschool.org) or Nurse@vanguardschool.org

Parents who reside outside the U.S., and whose insurance does not cover the student while in the U.S., will have the charge deducted from the Student Account. It is the student's responsibility to visit the infirmary at designated times to take medication(s).

Head Lice/Scabies and other Contagious Diseases

Students who have been identified as having head lice, scabies, or other contagious diseases, will follow the Health Department's guidelines, and will be **quarantined**. Students may not return until the school is provided with documentation that the student(s) are free of lice, live nits, and/or scabies.

Dinner/Fast Food Deliveries

Students are required to attend dinner in the cafeteria and will not have access to the dorms during this time. Students are reminded that shoes/sandals and appropriate clothing (no pajamas!) must be worn to the cafeteria. Hats, hoods and sunglasses must be removed at the door.

All fast food order privileges are determined by the hall advisor. Students must notify staff when an order is placed.

Summer Storage

The Vanguard School is offering an on-campus option where students can store their belongings during the summer months in the dormitories. The students and staff will pack the belongings at the end of the school year and label the boxes with the contents inside each box. When the students return for the new school year, the packed items will be returned to the students.

Please contact the Residential Life Operations Manager, Stacy Robinson, regarding the cost of this service.



Conduct and Behavior Expectations

Behavior and Expectations

If we are to work and learn together, we must have a safe, orderly environment in which individuals show respect for one another. To achieve this, we will hold students responsible for their behavior both in and out of the classroom.

Teachers, residential, faculty, administrators, staff, and parents work together as a team with a clear understanding of consistent standards and procedures. We work with students to be responsible, to make good choices, to communicate appropriately.

The purpose of the school is to provide a quality individualized education for all students. To achieve this goal, we require certain standards of behavior. At Vanguard School, teachers and residential staff will set and explain expectations. These are designed to make it possible for teachers and students to learn in a safe, orderly, and healthy environment where courtesy and responsibility are important.

When a student consistently disrupts the campus environment, the parent may be contacted regarding the specific misbehavior. An individual or an administrative team conference may be requested to make any disciplinary decisions. In addition, staff may use appropriate interventions to keep students in their classrooms or assigned activities. If a student's behavior continues to be unsatisfactory or is beyond the scope of what the staff/teacher can reasonably be expected to deal with inside the classroom, and in the residential community, then the student may be referred to administration.

Once a student is referred to the administration, consequences may become more severe. They may include, for example: parent phone call, parent conference, in-school suspension, or out of school suspension. If a student's behavior continues to be unsatisfactory, there may be further consequences, which may include one or more of the following: student behavioral contract, referral for mental health or medication evaluation, or formal Principal's/Head of School's conference, resulting in suspension or expulsion.

Family Travel Obligation

- ❖ **Emergency travel:** Vanguard will provide transportation to MCO and TPA airports only. Fee for travel will remain the same as normal travel days. Parents must be available to collect their child, or notify The Vanguard School, within 24 hours of being notified on school closure in event of emergency.
- ❖ Due to behavioral outcomes, pandemic, natural disaster, or *force majeure*, if parents are unable to be contacted, The Vanguard School reserves the right to make travel arrangements for the student at the parent's expense. In the event of refusal by parent, local authorities may be notified.

Discipline

Each student is considered an individual with different learning style, personality, and situations; therefore, each student will be dealt with on an individual basis in terms of disciplinary consequences. Throughout the year, administrative, residential, and academic personnel will utilize a number of strategies when working with students. Some of the disciplinary techniques and strategies include counseling, restricting or granting of activities or access to technology reduced (in collaboration with the residential staff) and/or privileges, isolation from peers, verbal direction, in or out of school suspension, or work detail.

At Vanguard School, students will:

- ❖ **Be considerate, courteous and respectful.**
- ❖ **Listen to and follow directions of all staff.**
- ❖ **Follow classroom, residential and school rules.**
- ❖ **Maintain orderly behavior on campus.**
- ❖ **Keep hands, feet and objects to yourself.**
- ❖ **Show respect for school property and the property of others. Bring problems and concerns to the attention of an adult.**
- ❖ **Adhere to a healthy lifestyle.**

Bullying/Harassment/Physical Fighting

Students are expected to treat each other with respect, regardless of differences. The use of ethnic slurs, name-calling, character defamation, sexual harassment, impersonation with intent to bully, and profanity is not condoned or tolerated.

Vanguard has a zero tolerance for repeatedly and knowingly bullying. Any student who participates in physical fighting, intimidation, cyber bullying, filming of another person, or assault on another person will face significant disciplinary consequences such as in-school, out-of-school suspension and expulsion.

Automobiles (See also, Automobiles, Visits, Sign-Out Policies)

Students, with a valid driver's license and clean discipline record, must apply for a permit to drive their own automobiles to campus. **Keys must be turned in daily to the school secretary, or designated staff/faculty member, and may be picked up at the end of the school day.** Registration forms may be obtained at initial registration or through the Admissions department prior to vehicle use on campus. Certain conduct standards must be followed:

- ❖ No one else may operate or ride in the vehicle
- ❖ Day students should park in front of academic buildings; not at residence halls
- ❖ No illegal drugs, alcoholic beverages, or alcoholic beverage containers (subject to search), no weapons of any kind.

Any violation of this policy will result in the loss of driving privileges.

Drugs, Alcohol, Tobacco, and Medication Policy 2022-23

Sale, Distribution, or Possession with Intent to Sell or Distribute

The Vanguard School is a drug-free and smoke-free campus. A student who sells or distributes attempts or conspires with someone else to sell or distribute, or possesses with intent to sell or distribute an intoxicating or controlled beverage, narcotic, any mood modifying prescription, over-the-counter, or other drug is guilty of a very serious breach of conduct. Parents are obligated to pay for all services stated in their contract. Discipline and an investigation will be handled on an individualized basis.

All Vanguard students are subject to random drug testing and searches without provocation. Campus and residential searches can and will be executed via residential and/or administrative staff following respectful handling of student and staff person and property. In the event of a positive test or search result, students and staff are subject to disciplinary action.

The Vanguard staff may search a student's room, car, and person when use or distribution is suspected.

Upon determination of inappropriate use or possession of inappropriate materials, students are subject to suspension and/or being sent home or expulsion, at the parent's expense. Additional screenings will be completed to monitor continued to desist of use. While at home, students are responsible for assigned academic task completion. Upon return to Vanguard, the student will be tested randomly at the parent's expense and may need to complete a drug abuse program. Parents are obligated to pay for all services stated in their contract and counseling and may incur the loss of in-house Tailored Tuition.

Tobacco/Smoking/Vaping

The Vanguard School's goal is to be "tobacco-free"; staff, students, and parents are to refrain from using, distributing, purchasing, and sharing any form of tobacco (including chewing tobacco and electronic cigarettes) while on campus. Students who are in possession of, purchase, and/or use tobacco products (including electronic cigarettes) will be subject to the following consequences: Parent notification, suspension, or expulsion at parent's expense and/or sent home, reduction in privileges, or increased community service chores. The student's overall behavior will be considered in this determination.

In the event of suspected purchase or distribution to minors, students may be expelled from the program.

Over-the-Counter Medication Students should not have over-the-counter medication in their dorm rooms, or on their person unless approved by the Administration or School Nurse. (Examples include Tylenol, cold or allergy medicines, anabolic steroids, vitamins, supplements, etc.)

Prescription Medication: All prescription medications must be kept and dispensed by the Nurse. All prescriptions are recommended to be filled through a "pill pack" method and will be dispensed to the student by the School as directed by the prescribing physician. Any changes to medication orders and directions must be received by the pharmacy and the School in writing from the prescribing physician's office. No changes

to medications or to their dosage and instructions will be made unless written orders have been received by the prescribing physician.

Earrings/Body Piercings/Tattoos

Under no circumstances will The Vanguard School give permission for a student to receive a body piercing or tattoo or endorse the practice. The Vanguard School will not transport students to receive tattoos or piercings. Students are not permitted to engage in the body piercing or tattooing of other students.

The school does not specifically prohibit students who have piercings or tattoos, as long as the item(s) do not distract from the learning environment. Students who wear piercings which are distracting will be asked to remove the item. Students who acquire a tattoo that is offensive, risk their enrollment at the school until the tattoo is removed or covered.

Restricted/Unauthorized Areas

Students are not permitted to enter any buildings, without authorization. Violators will face serious disciplinary measures. In addition, students are not permitted to enter the dormitories during the school day without permission. Students who are too ill to attend classes will be referred to the Infirmary.

Students may visit residents of another dormitory in the public areas, during specified hours. Students who leave the campus at any time, or the dormitories after hours, without authorization, will be referred to the Principal.

Smoking/Fire

Smoking and all other activities which involve fire, such as the use of candles, incense, tampering with fire extinguishers, lighting matches or lighters, is **expressly forbidden on-campus at all times**. Violators will face severe consequences, including possible suspension or expulsion.

Sexual Harassment/Sexually Inappropriate Behavior

Any individual who subjects another individual to unwelcome conduct of a sexual nature by unwelcome sexual advances, requests for sexual favors, verbal harassment or abuse, pressure for sexual activity, remarks with sexual or demeaning implications, unwelcome or inappropriate touching, or suggestions or demands for sexual involvement accompanied by implied or explicit threats is guilty of a serious breach of conduct, and may be subject to suspension or dismissal from the school.

Individuals who participate in sexually explicit messaging, may result in disciplinary action, or be subject to suspension or dismissal from the school.

Individuals who participate in sexually inappropriate behavior will be referred to the Principal for disciplinary action. Displays of affection that interfere with the school or residential climate will result in disciplinary action, and will be documented in the individual's disciplinary record.

A student who inappropriately exposes themselves in the presence of others, or by using pictures or video, in a lewd or indecent manner and not in the course of the student's appropriate use of a restroom, dressing room, or shower facilities, or who intentionally and willingly engages in behavior which is considered lewd, indecent or obscene, is guilty of a serious breach of conduct and will result in suspension or expulsion. Vanguard has the right to search a student's social media accounts. Refusal will result in suspension and/or expulsion.

Student Cell Phones/Internet Service

Students are permitted to use cell phones in the residence halls. **All activity on student cell phones (including international calls) is the responsibility of the student/parent.** The use of another student's cell phone is prohibited; the **School cannot be held responsible for the cost of such use.** The use of another student's credit card or cell phone or purchase items by phone is prohibited.

Students who do not have a cell phone may use the dormitory office telephones to place limited outgoing calls with permission. **Incoming collect calls are not permitted.** Students are not permitted to answer incoming calls on the dorm phones.

Wi-Fi is available on the Vanguard School campus and is routinely evaluated for student needs and "blocked" sites that are considered inappropriate for students. Use of cell phones in each classroom is at the discretion of each classroom teacher.

Students in violation of the technology policy on campus may have the device confiscated. Repeated violations of the technology policy will result in the device being confiscated; severe violations will result in the device being banned from school for the student's use. **Parents are asked not to call or text students while they are in class, from 8:30 a.m. to 4:30 p.m.** For emergencies, please call the main school number and your child will be located to take the call.

All photos, and/or videos, must have the written or implied consent of the photographed subject. **The use of cell phones for "sexting" or pornography is strictly prohibited!** *(Students are required to sign a form that this policy is understood).* Students capturing images without consent will face action from the Principal.

Vandalism/Theft

Students who attend boarding school live in a communal environment.

Problems have occurred when students bring excess cash or expensive electronics to school and do not secure those items. Parents are encouraged **not** to send expensive items or large amounts of cash to their children.

A lock box is available for all students to store cash or small items of value; **students are strongly encouraged to use it!** All electronics and expensive items (jewelry, watches, etc.) should be permanently marked or engraved with the student's name. Students should report any theft to their Dormitory Hall Advisor or faculty member as soon as possible. **However, The Vanguard School will not be held responsible for restitution of any loss, theft, or destruction of personal items. If it is expensive – leave it at home!**

Any student found to have vandalized or destroyed materials/property will be required to make restitution in addition to any disciplinary action taken. Theft of others' property is a serious offense and will be treated as such. Theft is considered stealing, not "borrowing." Parents may want to investigate various insurance policies to cover electronics equipment or other items.

Weapons

The possession of weapons (including knives/pocket-knives, brass knuckles, any and all make-shift weapons, martial arts weapons, guns, etc.) is not permitted. Authorized items (such as, paintball guns) must remain under the supervision of designated residential staff.

Violation of this policy may result in suspension, and/or expulsion.

Perceived, verbal, or written threats will be taken seriously. Disciplinary action, including dismissal from Vanguard School, may also occur.



Dress Code

Student Dress Code

We consider school as being each student's job and they should dress accordingly. While at school, students are required to dress for success. This is outlined on the following pages. Students with dress code issues will be sent to the main office and will be required to change into appropriate clothing.

Dress Code/School

Pants/Shorts/Skorts (please note skirts are not allowed)

- ❖ Must be navy blue, black, gray, khaki or regular fit blue jeans and must have belt loops.
- ❖ Shorts and skorts hemlines should reach either mid-thigh or the end of the finger tips. Three length violations will result in the student wearing pants for the remainder of the semester or for the remainder of the year.
- ❖ Torn, ripped or cut clothing is not appropriate. Joggers will not be allowed.

Shirts

- ❖ Must be the official Vanguard polo shirt (***must be purchased through Vanguard***)
- ❖ Must fit

- ❖ Other Vanguard t-shirts may be worn on Fridays

Jackets/Hoodies/SweatShirts

- ❖ Must be **official** Vanguard merchandise

Shoes

- ❖ Must have closed toe and heel
- ❖ No sandals, flip flops, slides, or slippers may be worn

Hair

- ❖ Must be clean, neatly cut, styled and lightly colored or must receive permission from Principal and Parent permission.

Optional Apparel:

- ❖ Appropriate hats and sunglasses may only be worn outside of school buildings.
- ❖ Hoods on jackets may only be worn outside of the classroom.
- ❖ No hoods, hats, or sunglasses may be worn during class. Hoods and hats may be worn on cold weather days, as determined by the Principal.
- ❖ Pajama bottoms may not be worn outside of the dorm
- ❖ Rain boots may be worn on rainy days.
- ❖ Any clothing depicting gang activity, drugs, alcohol or other objectionable or illegal material is not to be worn on campus.

Special Activities

Professional Dress is required for all special activities such as **award programs**, **special meals**, graduation, dances and other special events. Appropriate attire includes dress shirts, ties, dress pants, Sports coats, dress shoes, appropriate dresses, slacks and tops.

Cultural Dress

Students are permitted to represent their culture through appropriate cultural wear, approved by the administration.

Dorm Dress

In the dorms, resident students may wear clothes of their choosing, provided they are not obscene or objectionable to staff and other students.

Dress Code Consequences:

As Needed:

- Change to appropriate clothing, loss of electronics, Parent notified, loss of privileges/trips, ISS, OSS.

Day students will not be allowed to go to class and will have in-school suspension, be sent home, or parents may bring the appropriate replacement clothing.



Financial Information

Financial Information

Tuition & Fees

Tuition is payable as outlined on the student contract. First semester is due prior to the start of school, and the second semester is due by December 1.

Financial aid

Assistance is available through a private endowment fund, administered by the School. The School has chosen SSS as the company who will collect and analyze parent applications. **SSS does not award financial aid.** Awards are partial only and are based on the financial situation of the family and the number of applicants. Any awards are deducted from the **final tuition payment**; after all scheduled payments have been made.

Student Account

Upon enrollment, parents are asked to provide a **minimum** deposit toward their child's Student Account; \$500 for day students, \$2,000 for students who reside in the U.S., and \$2,000 for international students. International accounts have additional charges for travel-related and/or medical expenses; U.S. parents are billed directly for medical bills. Please make your check payable to The Vanguard School Student Account, noting your child's name on the check. Examples of charges to the Student Account include:

- ❖ Flu shots/vaccines

- ❖ Class pictures
- ❖ Yearbook purchase
- ❖ Laundry services
- ❖ Vandalism, damage to school or others' property
- ❖ Misplaced or damaged library/classroom books
- ❖ UPS, FedEx, etc. at student/parent request
- ❖ Grad Nite, prom, or enrichment activities
- ❖ College Admissions Testing and application fees
- ❖ School lab fees
- ❖ Substance abuse assessments
- ❖ Club fees
- ❖ School issued computer
- ❖ Field Trips

At the conclusion of the school year, after all accounts are reconciled (approximately 30 days), the remainder of the Student Account will be returned to parents of non-returning students with a written request from parent. Balances are carried forward into the new school year for returning students. Statements are provided through the Business Office on a regular basis.

- ❖ It is imperative that the school maintain its working relationship with the local medical community; therefore, outstanding medical bills for any student at the conclusion of the school year will be deducted from the student account.

- ❖ Student records and/or transcripts will be released only when all financial obligations have been met.

Banking

The Vanguard School will not offer cash allowance accounts through the Business Office. We do encourage students to utilize debit cards or prepaid cards through their parents as a solution, but parents need to track and maintain a low available balance. Students are responsible for reporting lost or misplaced cards as soon as possible. The Vanguard School is not responsible for any lost or misplaced debit cards.

VA Qualifiers

In compliance with the 'Veterans Benefits and Transition Act of 2018' Section 103, PL 115-407, amending 38 US Code 3679, certifying Chapter 31 or Chapter 33 students.

This policy permits any covered student attending or participating in the course of education during the period beginning on the date on which the individual provides the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

This policy ensures that Vanguard School does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial

obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

Student and family responsibility includes:

- Submission of a certificate of eligibility (COE) for the entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance
- Submit a written request to use such entitlement
- Provide additional information necessary to the proper certification of enrollment by Vanguard School



Technology Use

Technology Acceptable Use Policy

The Vanguard School recognizes the value technology can bring to the educational environment. Therefore, it is the policy of the School to provide access to the Internet and to the School's computer network by students and employees.

All students are issued a laptop or tablet for daily academic use.

The same morality and ethical behavior that applies in the non-computing environment applies in the computing environment. Computer use is a public facility and, as such, requires the exercise of common sense, courtesy, and rules to maximize the benefit for all. The continued use of The Vanguard School's computing resources in a relatively free and open way depends on adhering to a general course of moral and ethical behavior that is set forth below.

Personal computers/laptops must be registered with the IT Department prior to connecting to The Vanguard School's network and should only connect through the "hot spots" provided for that purpose. Computer use, network use, and Internet use through The Vanguard School network is a privilege, not a right. Please note: violations of any of the following guidelines are subject to disciplinary action.

Dormitory Privileges (See also, Residential Program)

On Sunday through Thursday evenings at lights out, computers, cell phones and any other devices should be turned off. The purpose of this is to encourage a restful night for all students. This is a student health and safety

issue. The Wi-Fi system will be on a schedule. Sunday-Thursday 6:30am-11:00pm, and Friday- Saturday 6:30 am 11:59 pm.

Video Games

Video games and gaming systems are allowed in the dorm rooms (with parental consent), **Rated M games are not allowed.**

Use of School Provided Resources

Hardware devices, software programs, and network systems purchased and provided by the Vanguard School are to be used only for creating, researching and processing school related materials. By using the School's hardware, software, and network systems, employees and students assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as city, state, and federal laws and regulations. Students' equipment, while not owned by the School, is generally governed by this policy if it is connected to the School's network.

Appropriate Use

Students and employees must use good judgement and not use technology to threaten, harass, watch sexually explicit, or view obscene materials; expressions of bigotry, racism, or hate; and materials protected by trade secret, whether using the School's equipment or personal equipment. Use of the School's equipment is to be solely for the professional or educational advancement of the School and its students.

Cyber Bullying

Students using the internet or any other form of electronic communication to bully, harass, post inappropriate pictures of and/or filming other students, or themselves, may be dismissed from The Vanguard School. Appropriate disciplinary action will be taken.

Privacy/Security

Privacy

The School's systems are NOT private! The Vanguard School reserves the right to inspect or view any and all usages of the School's system, to intercept messages, and to review files, directories, and emails. The School can monitor use of the systems in classes, the student center, any School resource area, and from external resource areas. The School acknowledges that it is impossible to monitor every action on the School's systems. The School's failure to detect inappropriate usage does not provide the user or any other person with rights against the School for such failure. Any determination of inappropriate usage may result in loss of privileges and/or disciplinary action.

Passwords

Students and employees are strictly prohibited from sharing passwords. Any attempt to log onto the system in the name of another individual may result in cancellation of user privileges. At no time should confidential information regarding students, the School, or sensitive materials be published on any website or distributed in any electronic correspondence, (except as explicitly permitted by the Head of School or designee).

Social Networking Sites/Online Information

Students may not meet with someone they have contacted online nor may they provide their full names, addresses, ages, credit card information, social security information, phone/fax numbers, or information about friends or other persons at any time.

Accessing Inappropriate Materials

The Vanguard School uses a content filtering system to attempt to block objectionable websites, email addresses, and other sources of material considered inappropriate for students or other network users. Staff and students are prohibited from attempting to access inappropriate sites or materials. If a student or staff member inadvertently accesses inappropriate material, the individual must disengage immediately and inform a teacher or administrator about the occurrence and advise where the information was located. Bypassing or attempting to bypass the School's web filtering system will be subject to disciplinary action.

Downloading Programs

Staff and students may not download any executable files onto School computers without the express permission of the IT Director or designee.

Costs/Expenses

Any costs or damages incurred by the School as a result of student and/or staff will be the responsibility of the parties causing such damage.

Vandalism

Vandalism is defined as any attempt to harm, destroy, or interfere with the School's equipment, materials, data, network or website, uploading or creating computer viruses, spamming, flaming, or any other conduct which is disruptive to the School's learning environment. Vandalism of any kind may result in loss of privileges and/or disciplinary action.

Disclaimer of Warranty

Although Vanguard School makes prudent attempts to protect staff and students from harm through the use of the School's computer and network

resources. The Vanguard School specifically denies any responsibility for the accuracy, quality, or type of information obtained through these services. The School will not, in any way, be responsible for any damages which users may suffer through the use, whether proper or inappropriate, of the School's equipment. It has been determined that computer use for long periods of time may result in repetitive stress injury. Students and staff are encouraged not to work at a computer keyboard and monitor for long periods of time and to take frequent breaks.

Personal Hotspots

Personal hotspots are not allowed to be utilized on Vanguard campus or trips. Any student caught creating a personal hotspot will lose the privilege of having personal electronics. All of the student's electronics will be confiscated immediately upon being caught using or creating any form of hotspot.

It is important to recognize that "Hot Spots" bypass the filtering system used by The Vanguard School that attempts to block objectionable websites, email contact addresses, and other sources of material considered inappropriate for students or other network users. Prior to authorizing the purchase of such "Hot Spots" for your student, please understand that the school is unable to monitor student internet of personal "Hot Spots".



Emergency Procedures

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Fire/Disaster Preparedness Drills/Catastrophic Emergencies

The Vanguard School takes the responsibility of its students' safety and welfare very seriously. Fire drills are held regularly in all dormitories and school buildings. Students will be directed where to go when the fire alarm sounds and instructed in specific procedures to follow in case of fire. The Vanguard School has a disaster plan in place covering hurricanes and similar wide-spread catastrophes. The Vanguard administration will work with local, regional, state, and national authorities in the event that a disaster plan must be activated. Our first priority is the safety of our students. Every attempt will be made to notify parents in the event that a disaster plan is enacted; information and updates will be available on the school's website and/or FACTS.

School Lock-Down Procedures

In the event there is a situation where the school must be secured for the safety of its students and staff, lock-down procedures will be initiated. Students and staff are notified of a campus lock down.

COVID-19 Guidelines

The Vanguard School has developed protocols and procedures based on CDC recommendations and guidelines that will reflect changes to Federal, State, and Local mandates. Our policies reflect our determination to provide a protected, healthy, and safe learning environment for all individuals.

Student/Faculty Emergency Protocol On/Off Campus

An emergency is defined as an unplanned event that can cause death or significant injuries to people, disrupt operations, or cause physical damage to equipment or the environment.

This plan is shared in detail with all staff in The School Crisis Plan which was developed to identify departments and individuals that are directly responsible for emergency response and critical support services. The management structure is for coordinating and deploying essential services on or off campus.

Although the plan addresses all different types of emergencies that may occur on/off campus, not all emergencies will require activation of all the components of the document.

Emergencies can occur at any time; therefore, advanced planning is the only way to minimize personal injury and property damage.

The Head of School and the Safety Committee are responsible for establishing the basic policies that govern campus. The Head of School or in his absence the Director of Admissions or Assistant Head of School will initiate the emergency response. They serve as the emergency coordinator and are responsible for responding and coordinating to the emergency situation. This includes setting priorities, delegate tasks, managing the emergency and providing the team with information on the status of the emergency.