



VISTA RIDGE  
ACADEMY

*Student Handbook*  
*2019-2020*

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Erie, CO 80516

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[www.vistaridge.org](http://www.vistaridge.org)

## **Our Mission**

Vista Ridge Academy provides holistic Christ-centered elementary education, encouraging children to think creatively and critically, problem-solve and explore, collaborate with others, and develop strong character in accordance with our core values.

## **Our Vision**

To be the first choice for Christian education in the north Denver metropolitan area, creating strong student and community engagement and a reputation for excellence in academic achievement and personal growth.

## **Our Core Values--CHERISH**

### **Christ-centered Living:**

Reflecting God's character in attitudes and actions. "You come to Him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ." 1 Peter 2:5 (God's Word translation)

**Honor:** Showing value, dignity, and high regard for people and property. "Honor everyone. Love brotherhood. Fear God." 1 Peter 2:17 (Holman Christian Standard Bible)

**Exploration:** Discovering new information to gain a deeper understanding of God and His creation. "For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see His invisible qualities – His eternal power and divine nature." Romans 1:20 (New Living Translation)

**Responsibility:** Following directions, completing tasks, and taking ownership of choices, words, and actions. "In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master." Colossians 3:23 (Easy to Read Version)

**Integrity:** Being truthful, fair, and deserving of the trust of others. "Even young people are known by their actions, whether their conduct is pure and upright." Proverbs 20:11 (CEB)

**Service:** Working for the benefit of others. "Use your freedom to serve one another in love." Galatians 5:13

**Heroism:** Making decisions that align with convictions and beliefs even if it means standing alone. "Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9 (NIV)

## **Our Goals**

### **Vista Ridge Academy seeks to**

1. Create an environment where staff and students view God as the most wonderful person in their lives and the joy of this relationship is openly shared on campus and radiated into the community.
2. Establish a curriculum which addresses the needs of students so all can attain their potential.
3. Nurture interpersonal skills and emotional growth among community, family, and peers.
4. Promote a community of parents and church constituents who work together for the greater good of the school and the success of its individual students.
5. Make the benefit of SDA Christian education available to all who desire it while ensuring the financial integrity of the school and the proper maintenance of its facilities.

### **Desired Outcomes:**

We are committed to our goals so that students will

1. Have the opportunity to accept Jesus Christ as their personal Savior, commit their lives to God, and develop a desire to do God's will in every area of living.
2. Develop Christian leadership skills enabling them to give service to God so that the body of Christ might be built up
3. Develop an appreciation and desire for academic excellence and demonstrate competence in communication, thinking, and quantitative skills along with other academic areas foundational to schooling at the next level.
4. Learn to live a healthy and balanced lifestyle in activity, dress, eating habits, and temperance.
5. Respect themselves and each other and display responsible citizenship.
6. Develop an appreciation for the dignity of labor, along with a general awareness of career options appropriate to their interests and God-given abilities.
7. Develop a joy of learning that lasts a lifetime.

## **General Information**

Vista Ridge Academy is a Christian co-educational Preschool – 8th grade school owned and operated by the Rocky Mountain Conference of Seventh-day Adventists. This academy was established with the purpose of assisting in the development of the whole person – mentally, physically, socially, and spiritually. The history of the school dates to 1899 when Boulder Junior Academy was founded at the foothills north of Boulder Canyon. After a century of educating thousands of children within Boulder County, the Board adopted a new plan to create Vista Ridge Academy. The school moved to its current location in February of 2004.

Vista Ridge Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and The National Council for Private School Accreditation (NCPSA). Vista Ridge Academy is affiliated with the Rocky Mountain Conference of Seventh-day Adventists and the Mid America Union Conference of Seventh-day Adventists.

Vista Ridge Academy is supported by two local Seventh-day Adventist churches that are considered constituent churches of Vista Ridge Academy:

### **Boulder Seventh-day Adventist Church**

345 Mapleton Avenue

Boulder, CO 80304

303.442.1522

<http://boulder.church/>

Senior Pastor: Jenniffer Ogden

Associate Pastor: J Murdock

### **Chapel Haven Seventh-day Adventist Church**

9911 Huron Street

Northglenn, CO 80260

<http://chapelhaven22.adventistchurchconnect.org/>

Senior Pastor: Herbert Hernandez

## **Admissions Information**

No religious affiliation is required of any student entering the school, but it is required that every student who presents himself/herself for admission to the school pledges to observe willingly all its regulations, to maintain a positive attitude, and to uphold the Christian principles upon which the school is founded. Parents seeking admission of their children pledge to support the principles and Christian ideals for which the school stands.

Admission is available to students of any race, religion, color, nationality, or ethnic origin. The school does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of educational policies, admission procedures, scholarship programs, and athletic or extracurricular programs.

Readiness is a basic factor in accepting a child into the formal school program. Readiness varies with children and needs to be given individual attention by parents/ legal guardians and by the school administrator. Adventist schools accept children in accordance with compulsory state requirements. Placement within the system is based upon criteria stated in the Mid-America union conference education code.

**Students are to be admitted to kindergarten only if they shall have attained the age of five years on or before September 15 of the current school year. Students are to be admitted to the first grade only if they shall have attained the age of six years on or before September 15 of the current school year.**

The Admissions Committee of Vista Ridge Academy is charged by the Board of Directors with the task of admitting students. The Committee makes its determination through application, assessment and testing.

The Committee looks for:

1. Families who share beliefs and goals similar to those identified in the school's statement of faith and philosophy of education.
2. Acceptance into Vista Ridge Academy is not guaranteed and the school reserves the right to deny admission to a student or family if it believes the student or school is best served by this decision.
3. The Admissions Committee makes its decision after careful consideration and prayer.

Information pertaining to The Individuals with Disabilities Education Act is available in our front office and online at <https://www2.ed.gov/admins/lead/speced/privateschools/idea.pdf> Seventh-day Adventist schools have not generally been established for the purpose of offering academic programs for students with an IEP/ISP and may be unable to accept students who have physical, academic, or behavioral problems. Parents/legal guardians must submit full disclosure of all diagnostic/medical/psycho-educational reports to appropriate school personnel before registration in order to determine if the student's educational needs can be met.

Generally, the Admissions Committee declines admission when it would not benefit the student or the school due to incompatibilities in one or more of the areas listed above.

## Attendance

Attendance at school is critical to the success of the student. There is often a correlation between attendance and academic performance. Lectures, discussions, and activities are carefully planned by the teacher to enhance lessons and book work. Some work can be made up, but the student may be unable to recover all that was lost in a particular school day when he or she is absent.

Mid-America Union Code states that each student is expected to attend school punctually and regularly. Attendance will be taken at the beginning of each school day. Students should be in their classrooms and seated by 8:15 a.m. If your student is tardy or absent, excused or unexcused, a phone call to the school should be made **before 8:30** a.m. the morning of the absence. Students arriving late must sign in at the administrative office when they arrive. Students leaving early must sign out at the administrative office.

The student/parent responsibilities for school are:

- Student attends school for all days of the established school calendar
- Student appears in class on time, prepared for academic endeavor
- Students must participate in his/her P.E. class unless he/she has a doctor's note stating otherwise.
- Student contacts teachers immediately upon return from absences to arrange to complete all makeup work assigned and to establish when this makeup work is due. Work may be required to be completed and submitted in advance of a planned absence at the discretion of the teacher.

Excused absences include illness of the student, attendance at a funeral, court appointments, and unavoidable doctor's appointments. To be excused for scheduled doctors' appointments or other pre-arranged absences, a student should obtain a Planned Absence Request form from the administrative office or on our website. After having that form signed by each of his/her teachers and parent, the student should return the form to the Administrative office. Permission should be arranged before commitments are made and plane tickets are purchased.

An approved excuse for an absence does not relieve the student of the duty of meeting the teachers' requirements for the schoolwork missed. Routine dental or medical treatment should be arranged outside of school hours. Vacations and family outings are unexcused absences; please try to plan these events during school breaks. A parent may be asked to meet with staff if absences or tardies become excessive.

Any student electing to miss a performance responsibility without approval of the Administration will receive a zero for the performance.

Notation will be made on report cards when students are habitually tardy (4+ times per month or 10+ times per year) and/or habitually absent (4+ times per month or 10+ times per year).

**Child Abuse:** Staff members who have reasonable cause to view or suspect that a child has been subjected to abuse or neglect will immediately report such fact to the Department of Social Services Division of Childcare. Staff are not required to notify parents in the event the Department of Social Services has been notified. Investigators from the Department of Social Services shall be given the right to interview staff and children and to obtain names, addresses, and telephone numbers of parents of children enrolled. Department of Social Services: 1575 Sherman Street, Denver, CO 80203, 303.866.5958 or 1.800.799.5876.

**Classroom Rules:** Rules made by individual teachers for their own classrooms or by the faculty for the school as a whole will apply equally with the rules printed in this handbook.

**Closed Campus:** Vista Ridge Academy operates as a closed campus. Students are expected to remain on campus from the time they arrive on campus in the morning until after the conclusion of their school, music, or athletic activities or Extended Care program at the end of the day. If a student needs to leave the campus early for any reason, permission must be provided by the student's parent or guardian and a reason must be provided to the administration (e.g. physician or dentist appointment, etc.). Parents must check out with the student's teacher prior to the student leaving campus.

**Closings/Delayed Starts:** In the event we would have to cancel school due to bad weather, notification will be made via email as well as posted on 9News, 9News.com, Facebook, and our school website ([www.vistaridge.org](http://www.vistaridge.org)). Our general practice is to follow the St. Vrain Valley School District; however, for the most part we will not call a delay. With a small staff and no "before school care" other than our regular 7:45-8:10 a.m. supervision, it is best to start at our regular time.

When the school remains open, but you believe that weather conditions in your area are a problem and cause you to keep your student at home or delay their arrival, they will be able to make up any missed schoolwork.

**Code of Conduct:**

1. **Academic Integrity:** Students are expected to submit their own work. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are subject to a failing grade for that assignment and further disciplinary action as deemed appropriate for the incident. Students are also prohibited from forgery of any school documents, including falsification of signatures.
2. **Disrespect:** Students are expected to respect the authority of teachers, substitute teachers, staff, and administrators. Parent volunteers, visitors, or guests of Vista Ridge shall be afforded the same respect by the students and staff. Students are also expected to show respect for their fellow students and for others' property.

### 3. **Harassment and Bullying:**

- a. **Anti-Bullying Program:** The purpose of this program is to create a school environment that is safe both physically and psychologically. Students should feel part of a caring community that uplifts, supports, and strengthens them. Students should not participate in bullying behavior which includes verbal abuse, inflicting physical harm, social alienation, intimidation, fighting, or hazing (willfully attacking, disturbing, tormenting, or forcing another student to do something he/she does not want to). Bullying is defined as
  - i. the act of targeting another person for repetitive negative actions
  - ii. where an imbalance of power exists so that the victim cannot defend him or herself
  - iii. including physical aggression (destruction of property, threatening violence), social alienation (spreading rumors, racial slurs, excluding from group), verbal aggression (name calling, teasing), and intimidation (graffiti, coercion, taking possessions), including over social media, the internet, phone, or in person.
- b. **Harassment:** Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's age, race, creed, color, national origin, medical condition, physical disability, or gender. Harassment can occur at any time during school or school-related activities and includes but is not limited to:
  - i. *Sexual Harassment:* Includes unwelcome staring, gestures, sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. Sexual harassment may also include, but is not limited to, shoulder massages, touching of clothes, hair, or body, patting, pinching, hitting, wrestling, brushing against another's body, invading personal space, and other verbal, written or physical contact of a sexual nature. Possession of sexually graphic or explicit material will also be considered creation of a hostile environment.
  - ii. *Physical Harassment:* Unwanted physical touch, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Students who observe conduct of a harassing or bullying nature or who are being subjected to any form of harassment or bullying by an employee, fellow student, volunteer, or teacher are encouraged to report the incident(s) to a teacher, administrator, or staff member without delay. Because some forms of harassment are also considered abuse, school employees are required by Colorado law to report allegations of harassment constituting abuse to the authorities.



4. **Theft and Vandalism:** Students are expected to respect the property of the school, other students, faculty, and staff. Any student who defaces, destroys, or takes without permission the property of others will be held financially responsible for reparations in addition to disciplinary consequences deemed necessary by administration.
5. **Fighting/Physical Contact/Roughhousing:** Fighting or striking another student is an unacceptable means for settling a dispute. Physical aggression or aggressive confrontation, whether or not physical contact occurred, is not permitted and will be referred immediately to administration.
6. **Language:** The use of profane, obscene, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also prohibited.
7. **Public Display of Affection and Sexual Contact:** Vista Ridge Academy believes that students in our school are too young to pursue personal relationships with each other. With this in mind, we encourage our students to develop multiple friendships. If it becomes apparent that a couple is spending an excessive amount of time together or participating in public displays of affection, they will be counseled by administration or be placed on social restriction as deemed necessary by the administration. Students involved in any form of sexual behavior (e.g. petting, sexual intercourse) will be subject to suspension or expulsion as determined by the guidance committee.
8. **Possession of alcohol and drugs:** Students are not permitted to possess, use, share, sell, distribute, or be under the influence of any illegal drug, mind-altering chemical, intoxicant, inhalant, or alcoholic product on or off campus. Abuse of prescription and/or over-the-counter medications or tobacco is also prohibited. Possession of banned substances includes having said substances on the student's person or within an area of his/her control including, but not limited to, locker, books, clothing, bag or backpack, or some other location known to the student. Students may be placed on immediate suspension pending investigation of incident(s) involving banned substances.
9. **Weapons and Gang Activity:** The use, possession, sale, or furnishing of any weapon, knife, firearm, explosive, or other dangerous device, including fireworks, is strictly prohibited. Participation in gang activity including, but not limited to, possessing or displaying gang-related clothing, symbols, literature, paraphernalia, graffiti, or materials is prohibited. Harassment of others or recruitment for gang membership or activity will not be tolerated. Any activity that appears threatening is prohibited.
10. **Civil Authority:** Should a student choose to participate in any act which is in violation of civil or criminal law, that act will be reported to the proper authorities in addition to being referred to the school administration.

**Failure to Abide by Code of Conduct:** Incidents constituting failure of a student to abide by the Code of Conduct will be referred to the principal who shall decide if the matter should be taken before the school board guidance committee. The following guidelines will be used by the principal and the guidance committee when evaluating the appropriate action to be taken.

<b>Point Guidelines</b>	<b>Points</b>
Failure to bring required materials to class	1
Dress code violation	1
Eating/chewing gum in undesignated areas	1
Littering	1
Discourteous behavior	1
Public displays of affection	2
Truancy, ditching class, off campus without permission	2-6
Insubordination/talking back to teacher/refusing reasonable direct request	2-6
Willful disobedience of handbook policy	2-6
Verbal disrespect or ill-treatment of another student or teacher	2-6
Cyber bullying or inappropriate internet behavior	2-12
Roughhousing, play or real fighting/physical threats	2-12
Dishonesty/forgery/cheating/plagiarism	2-12
Inappropriate language	2-12
Bullying/intimidate/harassment	2-12
Vandalism/destruction of property	2-12
Possession of shocking devices	6-12
Unauthorized access to school property	6-12
Unwarranted use of emergency alarms or fire control devices	6-12
Stealing/gambling/possession of stolen property	6-12
Possession of drug paraphernalia	6-12
Possession of firearms or weapons of any kind, either play or real, or other dangerous items such as knives, fireworks, explosives, etc.	6-12 or possible expulsion
Gang association or involvement	6-12 or possible expulsion
Use, possession, or sale of drugs, alcohol, or tobacco either on or off campus	6-12 or possible expulsion

**Offenses may result in the following:**

- 6 points-behavioral probation and/or in-school suspension
- 10+ points-at-home suspension
- 12+ points-student asked to withdraw from school

**Communication:**

1. Social Media: Website ([www.vistaridge.org](http://www.vistaridge.org)) and Facebook
2. Weekly school wide E-Newsletter and classroom newsletters.
3. Parent Portal FACTS SIS (formerly Renweb): Parents will be provided with instructions on accessing their student's grades and other classroom information in FACTS SIS. The teachers will keep this information updated on a regular basis.
4. Parent/teacher conferences are scheduled twice per year on days designated on the school calendar. Additional parent/teacher conferences may be scheduled with a teacher in advance.

**Concierge Drop:** In the event you need to drop something off for your student (lunch, homework, PE uniforms, instruments, etc), there will be a table in the foyer where you may leave the item for your student to pick up at a time that does not interrupt class.

**Counseling:** Each teacher and staff member on campus is available and willing to provide guidance services to students. The church pastors provide worship several times per week and are also available to students for spiritual and/or personal counseling. In addition, Mrs. Cizek, LPC, (grades 3-4) holds a master's degree in school counseling as well as extensive training in this area and is able to assist students and their families either directly or by providing recommendations for other local professional counselors.

**Daily Schedule:**

**Monday-Thursday from 8:15 a.m. to 3:30 p.m.**

**Friday from 8:15 a.m. to 12:15 p.m.**

Morning supervision begins at 7:45 a.m. in the lunchroom/atrium. Teachers are not responsible for students on campus before 7:45 a.m.

Afternoon supervision ends at 3:45 p.m. (Monday-Thursday) and 12:30 p.m. (Friday). Students not picked up by 3:45 p.m./12:30 p.m. are enrolled in Extended Care. Charges apply.

**Disaster Preparedness:** Vista Ridge Academy has a Disaster Alert Plan which covers, among other scenarios, fire, tornado, and intruder. Campus wide drills are held regularly.

**Dress Code:** Please refer to the Vista Ridge Academy Dress Code available on our website or from the school office.

**EdVentures (Field Trips):** Teachers often plan off-campus field trips to enhance classroom learning. Day trips to local educational sites are taken by various classes each year. Field trips, though part of the lesson plan for the class, are considered a privilege, not a right. Students with poor attendance, poor grades, or inappropriate behavior may be excluded from trips, even if that trip is part of the curriculum for a class. Students who behave inappropriately on school trips will receive guidance from administration upon returning to school.

**Electronic Devices (Personal):** Use of entertainment and music playing devices is not permitted during the school day. Headphones, earbuds, or similar devices are not permitted during school hours. Personal computers, laptops, i-pads, tablet computers, or other such devices may be used for educational purposes if permitted by the classroom teacher. However, these devices should not be used outside the classroom without supervision at any time.

Though we recognize that cell phones have become nearly an extension of ourselves, we maintain that they pose a distraction to our students during the school day. As such, we discourage students from bringing cell phones to school. However, if a student possesses a cell phone on school property during the school day, the following rules apply:

1. Guidelines should be followed as outlined in the Technology Usage Agreement.
2. Cell phones should not be used during class, lunch, recess, bathroom breaks, or at any time without the express permission of a teacher or administrator.
3. In the event of an emergency, a student may be given permission by a teacher or an administrator to use his/her cell phone to call a parent or guardian.
4. Parents should not use the student's personal cell phone number to call or text their student or expect to receive a call or text from their student during the school day. If a parent needs to make contact with a student during school hours, he or she may contact the school office and a message will be conveyed to the student.
5. Cell phones and electronic devices of any kind must be turned OFF and stored out of sight during testing and examinations. If a cell phone or electronic device is discovered on a student's person or within reach of a student during an examination, the test materials will be confiscated and the student will receive a failing grade for the examination.

The school is not responsible for a cell phone or electronic device that becomes lost, stolen, or damaged on school property. Failure to abide by the cell phone policy will result in the confiscation of the phone which will be held in the office and returned to the parent at the end of the day. More than one violation of this policy may result in disciplinary action by administration. For more information, please refer to the Technology Usage Agreement (Appendix I).

**Extended Care:** Vista Ridge Academy provides Extended Care after school for students aged 5-14. Hours are Monday-Thursday from 3:45-5:30 p.m. and Fridays from 12:30-2:00 p.m. Extended Care will follow the academic calendar, including any closures due to weather and other emergencies (power outages, no access to water, etc.) Students with special needs will be given acceptance on a case by case basis. Vista Ridge Academy will be in compliance with ADA Section 7.701.14. Extended Care fees are listed on our Tuition and Fees schedule. The Extended Care leader will follow protocol for identifying where children are at all times. (*Please see Pick-Up Authorization for additional information.*)

**Fundraising and Donations:** It is our goal to keep tuition and extra-curricular costs as low as possible for the benefit of our families. Fundraisers are conducted to provide money for classroom needs, clubs, trips, and designated school projects. We appreciate student, parent, and constituent support of these projects though participation is strictly voluntary. Donations to the school are tax deductible.

**Grievances:** We realize that from time to time concerns or disagreements may arise between members of the Vista Ridge Academy community. In such cases, the following procedure should be followed in order:

In matters concerning a parent and teacher:

1. A parent/teacher conference should be scheduled to identify the problem and to discover the facts.
2. A second conference involving the parent, teacher, and principal should be scheduled if concerns remain unresolved during the first meeting. A written record of the discussion and outcome should be kept and signed by all present.
3. If unable to resolve the problem, the parent or principal should present, in written form, the issue to the school board chairman who will decide if the problem requires the involvement of the executive committee and/or the entire school board. The Conference Superintendent of Education shall be present for any such meeting of the executive committee and/or school board.
4. If the parent or teacher is not satisfied with the results of the preceding steps, the matter will be referred to the Conference K-12 Administrative Council and all written records from the previous meetings will be provided to the Council. A written record of the decision of the Administrative Council will be returned to the concerned parties and the decision considered final.

In matters concerning a parent and decisions made by the school board and/or any school board committee:

1. The parent should provide to the school board chairman their concerns in writing and a meeting of the principal, school board chairman, and the parent will be scheduled. The school board chairman may include members of the executive committee in this meeting if deemed necessary and/or helpful. A written record of this meeting should be kept and signed by all parties in attendance.
2. If no resolution is achieved in the first meeting, a meeting of the parent, principal, school board chairman, and Conference Superintendent of Education should be scheduled. A written record of this meeting should be kept and signed by all parties in attendance.
3. Any unresolved issues may then be referred to the Conference K-12 Administrative Council and all records of previous meetings will be provided to the Council. A written decision by the Council will be provided to all concerned parties and will be considered final.

**Home School Program:** We support parents who choose to home school their children and in doing so, seek ways to strengthen home school education for students in these programs. We recognize that schools have resources and professional expertise which may be helpful to the student and unavailable to the parent at home. Parents often search for outside programs to enhance their child's education and provide social growth. Vista Ridge offers opportunities for home schooled students to participate in various programs such as music, sports, art, individual classes, and other aspects of student life. Parents should contact Vista Ridge administration for information about programs available to home schooled students.

**Illness and Medication Administration:** Students should remain home if they are ill. Illness requiring a student to stay at home include, but are not limited to, vomiting, diarrhea, a temperature of 100<sup>0</sup>F or greater, suspected contagious illness (such as impetigo, ringworm, chicken pox, influenza, "stomach virus," etc.), or if the student is not yet recovered from an illness. Students must be fever-free (temperature of less than 100<sup>0</sup>F) without use of fever-reducing medications (such as Tylenol or ibuprofen/Advil) for a minimum of 24 hours prior to returning to school. If a student becomes ill or is injured at school, immediate action will be taken to insure the student's safety and wellbeing. Parents will be contacted and asked to take a student home or to transport their student to receive medical care in the event of an acute illness or injury. 911 will be called and the student transported to the nearest appropriate hospital facility in the event of injury which poses risk to life or limb. If we are unable to reach a parent or guardian, the individuals listed as the alternate emergency contacts will be notified as soon as possible.

School personnel is not permitted to administer medication (prescription or non-prescription) to any student without explicit written permission and instructions on the state mandated form from the prescribing provider and only if there is a reason that the medication must be administered during school hours. According to the Colorado Self-Administered Medication Law, age appropriate students are permitted to self-carry emergency preparations of epinephrine and certain prescribed inhalers. The law currently does not provide for the self-carry or self-administration of insulin. Administration must receive written notification of the medication, prescribing physician, and reason for medication for any student who self-carries medication on campus. A designated staff member is trained on the method of medication administration and for any self-carry medication in the event that the student requires assistance during an event requiring the administration of this medication.

For more information regarding illness, please see "When to Keep Your Child at Home from School or Child Care" (Appendix II).

**Insurance:** Student insurance is provided to students of the school for accidents occurring during school functions. Specifics about costs and coverage limits are explained in a brochure available at the school office.

**Internet and Social Media:** Vista Ridge Academy urges parents to monitor their students' internet access at home. Though the school cannot block every inappropriate website, we monitor students' access to the internet and apply filters to make accessing inappropriate sites more difficult. Social media sites are not to be accessed from school computers. Accessing inappropriate websites, sending or forwarding inappropriate material, cyber bullying or harassment constitutes a violation of the school's internet policy and may result in the student losing internet privileges in addition to disciplinary action. The school does not allow anyone to publish texts, images, or other information about Vista Ridge Academy or its students, faculty, or staff without permission from the school administration whether the origin of the publication is a school computer or a personal device.

**Library:** The school library is available for student use. The student will be charged the cost to replace any book not returned within one month of the due date. Reference materials should not be removed from the library. Students are expected to treat books checked out from the library with care. Replacement fees may be assessed for any book that is damaged beyond normal wear and tear or that is lost.

**Loans to Students:** The school does NOT loan money to students. Parents may deposit money in the office for use by their student for emergencies.

**Lockers and Backpacks:** Areas used by students to store their books and belongings (such as lockers) are school property and may be searched by administrators at any time. Any materials that are used to decorate a school locker must be able to be easily removed at the end of the school year. Backpacks and bags are for the storage and transport of school related items and personal effects. The administration reserves the right to inspect a student's bag or backpack at any time. Because of the school's limited ability to track items removed from unattended backpacks and bags, students are encouraged to leave items of value, such as large sums of money, expensive watches, jewelry, and electronics, at home. The school is not responsible for items of value misplaced by students during the school day, after school activities, on field-trips, or other off-campus activities.

**Parent and Community Association:** Parents and community members maintain an active Home and School organization which coordinates many activities throughout the school year. Families are encouraged to volunteer and be an active part of this organization.

**Pick Up Authorization/Procedure:** A grace period of 15 minutes (3:30-3:45 p.m. Monday-Thursday and 12:15-12:30 p.m. on Friday) is provided for you to pick up your child. After the grace period, students aged 5+ will be signed in and escorted to Extended Care where fees for any portion of the Extended Care period apply. Students aged 3-4 that are not picked up at the end of the grace period will be escorted back to Preschool/PreK where late fees of \$1 per minute apply.

No student will be released to an individual that is not on their authorization list. In the event of an unauthorized pick up, parents/guardians will be called. If staff are unable to reach parents/guardians, the child must remain in the care of the school.

In an effort to streamline our pick up process at the end of the day, the following is implemented:

1. School dismisses at 3:30 (M-Th) and 12:15 (F). A grace period of 15 minutes is provided to pick up your student. Students aged 5+ not picked up by the end of the 15 minute grace period will be signed into Extended Care where fees apply. Students under the age of 5 will be escorted back to the classroom until picked up (where fees apply).
2. Teachers are on supervision duty every day until 3:45 (M-Th) and 12:30 (F) and must dedicate their energy to supervising and should not be involved in conversation with parents during this time. They can be available to converse after supervision on Tuesday-Friday and by appointment. (Teachers have staff meeting on Monday afternoons.)
3. Parents in Preschool-Kindergarten may leave their car unattended in the “hug and drop” zone for a maximum of 5 minutes to enter, sign out, and retrieve their child/children.
4. Parents in Grades 1-8 that plan to enter the building should park in the parking lot.
5. To provide safety, students will remain in classrooms with teachers until called out to waiting vehicles.

The principal will be on duty at the front door most days and will look for your vehicle to send your child out. If you happen to be parked at either end of the “hug and drop” area, if you step out of your car long enough to make the connection we can send your child out.

**Skateboards, Bicycles, Rollerblades:** Due to insurance and liability issues, skateboards, roller skates, and rollerblades are prohibited on school property. A student may ride his or her bicycle to and from school with the express written consent of the parent to the administration. Bicycles used to commute to and from school should remain secured during the school day.

**Sports Program:** Our sports program is offered to provide students an extra opportunity to improve their sport skills. It is the goal of the program to instill a sense of cooperation, teamwork, and sportsmanship in the students who participate. In order to participate in extracurricular sports, students must be in good standing financially (tuition account current), behaviorally, and academically with all grades at 70% or higher.

**Sunscreen:** It is the parent’s responsibility to apply sunscreen on days it is needed. In the rare instance this is not possible, sunscreen will be applied by staff if the student has provided their own sunscreen and written authorization has been obtained.

**Supervision:** Students shall attend all assigned classes and be punctual. Students are not to be in any unsupervised areas before, during, or after school. Should a child not be where they are expected to be, they will be assumed lost and immediate action will be taken to locate the child. Administration will be notified and if the child is not located within a few minutes, parents and police are contacted. *Parents are responsible for supervision of their student during school events outside of regular school hours (Back to School nights, music programs, Fall Festival, etc.)*



**Transportation and Car Pool:** Students shall comply with drivers' requests while on the school bus or other designated vehicles. Any behavior that distracts the driver and reduces his or her capacity to drive safely will not be tolerated. Students must remain seated, show respect for other passengers, and keep all body parts inside the bus and out of the aisles. Students in grades 1-8 are allowed to ride in another parent's vehicle when: parental permission is given; required insurance coverage is on file in the office; and, the driver has completed the child protection training necessary to volunteer.

**Visitors:** All visitors must register at the office. If a parent needs to drop off something for a student (homework, lunch, music instrument, PE uniform, etc), there will be a "Concierge Drop" table at the school entrance where students may retrieve the items during a recess break. Parents are welcome to observe the school program in action with prior arrangement with administration at least one school day in advance. Siblings of students, no matter their age, who are not students at Vista Ridge should be accompanied by a parent whenever present on school grounds.

**Worship Attendance:** Vista Ridge Academy is a Seventh-day Adventist Christian school and, as such, has worship and Bible study integrated into the curriculum. Students are expected to attend and participate in weekly chapel programs, daily classroom worship, and Bible classes.

*Updated October 28, 2019*