

Vanguard branding hierarchy

The Vanguard Preparatory School serves children and families who, for different, often complex reasons, are not well served by traditional public and private schools. Vanguard provides an environment where students can excel to the full extent of their capabilities.

Primary brand logo



Secondary mark for the P.T.A.



Secondary mark for the CND, a biofeedback service.



Associated entity, a separate biofeedback service.



Creative Standards Guide

Our goal in creating this style guide is to help you understand and implement our brand in a cohesive and efficient manner.

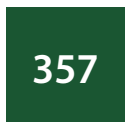


Vanguard
PREPARATORY SCHOOL

Version 1.0 • July 2016

The Vanguard Preparatory School Logo

Pantone® Colors



No color substitutions or other combinations of colors other than those provided herein, are approved for use.

Please refer to the Vanguard Brand Color Palette section for the optimum 4-color process, HEX and RGB mixes, depending on your intended use.



The Vanguard Preparatory School corporate logo is composed as shown above. When the corporate logo is shown in color, the correct use of color should always be PMS 357 green and black, both 100%.

For ad specialties and special purpose items, the monochrome version may be used, particularly for gold or silver leaf finishes.

Both a positive and negative version of the logo are available and approved for use as shown above.

Appropriate Use of Clear Space

As a Rule of Thumb, the ideal clear space around the Vanguard Preparatory School logo, or its abbreviated special-use sibling, should be one “V” space around the logo.

This is also the minimum distance between the logo and any surrounding edges.



Logo No-No's

The Vanguard Preparatory School **logos are not to be altered in any way.**

A few examples of improper logo usage may be seen at right.

Correct



The "bug" or symbol is PMS 357.
The words "Vanguard Preparatory School" are black.

Incorrect

● Examples of Changes in Color Use



Wrong colors from legitimate color palette.



Though the purple color is from the legitimate palette, it cannot be substituted for the official green.



Color substitution not acceptable.

● Examples of Adding to and Subtracting From



● Manually Typeset Logo & Incorrect Typeface



Vanguard Preparatory School

Using the Logo with Photography

Sometimes it is necessary for the logo to be placed atop a background image, field of color, or complex pattern. It is appropriate to do so, provided that the legibility of the logo is not compromised. Correct versus incorrect usage is shown at right.



Versus



● Busy background photo hampers logo readability.



● Not enough contrast between logo and background.



● Complex pattern obliterates logo readability.

Colors

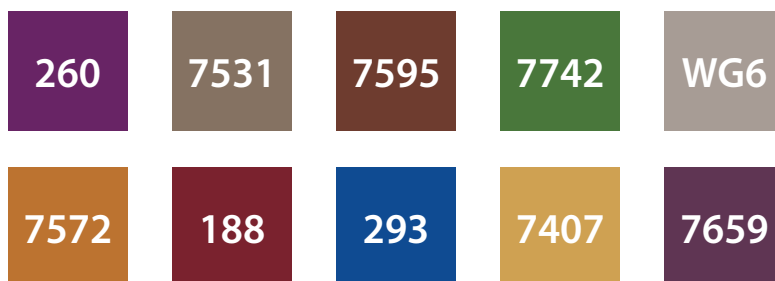
Color consistency formulas have been developed for ease of use throughout a wide range of processes and software.

Pantone® Primary Color Palette



The Vanguard Preparatory School logo consists of PMS 357 green, and black. These two colors would be considered our signature colors and, therefore, are considered our primary color palette.

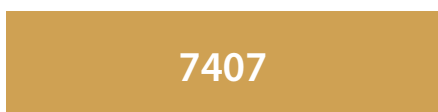
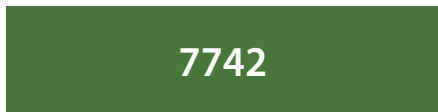
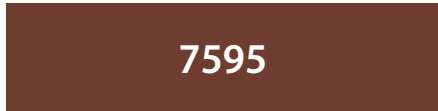
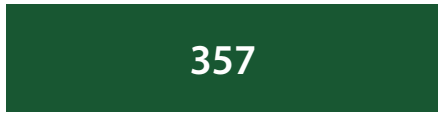
Pantone® Supporting Color Palette



Vanguard’s supporting color palette presents a balance between somewhat saturated to more muted hues and warm and cool. These colors have been selected as a reflection of Vanguard’s positioning as a “Ivy League” school for children with neurological differences.

The supporting palette may be used throughout collateral as needed for emphasizing information and building charts.

If color use will not be achieved using spot color, please refer to the chart that follows for the appropriate 4-color process mix, RGB values and Web Hex numbers to maintain brand consistency.



4-color, RGB and Hex Values

C = 85
M = 40
Y = 91
K = 38

C = 66
M = 99
Y = 29
K = 16

C = 45
M = 49
Y = 59
K = 15

C = 38
M = 74
Y = 76
K = 41

C = 74
M = 32
Y = 96
K = 19

C = 36
M = 35
Y = 38
K = 1

C = 22
M = 60
Y = 94
K = 7

C = 33
M = 93
Y = 74
K = 38

C = 100
M = 80
Y = 11
K = 2

C = 19
M = 36
Y = 79
K = 1

C = 59
M = 83
Y = 42
K = 32

R = 29
G = 87
B = 50

R = 105
G = 38
B = 102

R = 134
G = 115
B = 98

R = 111
G = 61
B = 48

R = 74
G = 119
B = 59

R = 167
G = 156
B = 148

R = 188
G = 114
B = 48

R = 122
G = 35
B = 47

R = 15
G = 75
B = 145

R = 206
G = 161
B = 82

R = 96
G = 54
B = 83

Hex # 1D5732

Hex # 682666

Hex # 867363

Hex # 6F3D30

Hex # 4B783C

Hex # A7BC94

Hex # BC7230

Hex # 7A232E

Hex # 003DA6

Hex # CEA1 52

Hex # 5F3653

Typeface & Font

Headlines and Subheads

Headlines and subheads are set in Myriad Pro Regular, Semi-bold or Bold.

Headline A ... Myriad Pro Black

Headline B ... Myriad Pro Bold

Subhead ... Myriad Pro Semi-bold

For MicroSoft Word

Baskerville Oldface

Franklin Gothic

PowerPoint Presentations:

Calibri or **Calibri Bold**

Body Copy

Body copy is set in Baskerville. Baskerville is a serif typeface, and as such, lends itself to easier reading, since the serifs carry the eye through each letter, word and so forth.

Typically, body copy set in Baskerville appears as 10-point type with 15-point leading.

PowerPoint Presentations:

Calibri or *Calibri Italic*

Fonts and Type Family Choices

Consistent type usage enhances the impact of Vanguard's brand identity.

The primary typeface for Vanguard Preparatory School is Myriad Pro. All weights show below may be utilized as needed unless another rule specifically prohibited by this creative style guide.

Myriad Pro

AaBbCcDdEeFfGgHhIiJjKkLlMmNn

OoPpQqRrSsTtUuVvWwXxYyZz

12345678910 !@#\$%&?

Myriad Pro Regular & *Regular Italic*

Myriad Pro Semibold & *Semibold Italic*

Myriad Pro Bold & *Bold Italic*

Myriad Pro Black & *Black Italic*

Baskerville

AaBbCcDdEeFfGgHhIiJjKkLlMmNn

OoPpQqRrSsTtUuVvWwXxYyZz

12345678910 !@#\$%&?

Baskerville Regular & *Regular Italic*

Baskerville Bold & *Bold Italic*

This is an example of this typeface, Baskerville Regular set at 10/15, that is to say, 10 point type size with 15 point leading — or “line space” between paragraphs.

For MicroSoft Word

Baskerville Oldface

Franklin Gothic

PowerPoint Presentations:

Calibri family

Franklin Gothic

AaBbCcDdEeFfGgHhIiJjKkLlMmNn

OoPpQqRrSsTtUuVvWwXxYyZz

12345678910 !@#\$%&?

Franklin Gothic Book & *Italic*

Franklin Gothic Medium & *Italic*

Franklin Gothic Demi & Demi Italic

Franklin Gothic Heavy & Bold Oblique

Baskerville

AaBbCcDdEeFfGgHhIiJjKkLlMmNn

OoPpQqRrSsTtUuVvWwXxYyZz

12345678910 !@#\$%&?

Baskerville Regular & *Regular Italic*

Baskerville Bold & Bold Italic

Calibri

AaBbCcDdEeFfGgHhIiJjKkLlMmNn

OoPpQqRrSsTtUuVvWwXxYyZz

12345678910 !@#\$%&?

Calibri Light

Calibri Regular & *Italic*

Calibri Bold & Bold Italic



"Our child felt like an outsider at other schools but feels welcome and accepted at Vanguard."

— Vanguard Parent

Need a school that understands?

We understand. Experience the Vanguard Difference!

Specializations: ADHD, spectrum and mood disorders, learning differences, helping children navigate difficult life circumstances.

Emphasis: social and emotional learning and support with group therapy 2-3 times per week.

Pre-Kindergarten – 12th Grade

and 18+ Transitional Program.

Accredited: Advanced Ed, SACS

FREE ASSESSMENT OF YOUR CHILD:

vanguardprepschool.com/child



Vanguard

PREPARATORY SCHOOL

4240 Sigma Road, Dallas, TX
(972) 404-1616



**PARENT * STUDENT
HANDBOOK**



Vanguard
PREPARATORY SCHOOL



Vanguard
PREPARATORY SCHOOL

Parent/Student Handbook

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I. Mission, Philosophy and Objectives

Mission

Vanguard Preparatory School is committed to educating students experiencing social, emotional, or academic delays. The Vanguard mission is to provide developmentally appropriate, individualized academic programs within a therapeutic milieu. Vanguard strives to educate students in a learning environment that nurtures success. We seek to develop the knowledge, skills and attitudes which enable students to reach their potential and live their lives as healthy, contributing members of society.

Philosophy

Vanguard Preparatory School is designed for children and adolescents 3-21 years of age. We serve children who are experiencing social, emotional, or academic delays. It is the philosophy of the school, its school board, and professional staff that each student is entitled to an educational program in a therapeutic environment that meets his or her individual intellectual, emotional, social, and behavioral needs. We are dedicated to the development of the total child. Academic, social, and behavioral goals are chosen for each child upon his or her enrollment.

Vanguard's highly individualized program is founded on principles of generally accepted educational practices appropriate to the needs of learning different or emotionally unstable children and adolescents. The curriculum reflects the knowledge, skills and attitudes to enable students to participate in a variety of roles as contributing members of society upon completion of the program. Vanguard Preparatory School's individualized instruction and curriculum emphasize development or remediation of academic skills. All students are involved in a variety of activities that develop interpersonal communication, critical thinking, study skills, and an attitude of self-worth. The educational program operates in a therapeutic milieu, encouraging appropriate social interaction, participation, task completion, responsibility and new methods of problem solving. Vanguard Preparatory School provides a learning environment which nurtures success in order to influence self-concept in a positive manner.

The school provides a nurturing, prepared, highly structured environment in which each child can learn and practice new appropriate behaviors on a daily basis and can seek and find identity, success, and purpose.

Objectives

Vanguard Preparatory School strives to maximize learning for all students through establishment of an environment which continually affirms individual worth and positively builds on (a) the diversity of the students, (b) the expectation that all students will perform to their potential, (c) the provision of a variety of experiences in which students learn to think critically, to make decisions, to process, to apply factual information and utilize practical skills, (d) the defining of expected learning outcomes, (e) the utilization of diagnostic teaching strategies to determine individual student placements, (f) use of the mastery teaching techniques (g) individualized student assignments and implementation of continuous assessment of student learning and mastery, and (h) the variation of the expected time for learning according to each students' individual rate of learning and the complexity of the task.

The Staff of Vanguard Preparatory School is dedicated to providing instruction in which all students will develop competence in social, language, motor and sensorial skills necessary to begin formal academic instruction, competence in reading and oral communication skills according to individual ability, competence in basic analytical and reasoning skills including a knowledge of pre-mathematics, mathematics and science facts, an understanding of and commitment to the American concept of democratic society and the institutions, traditions and values under-girding it, an appreciation and acceptance of the rights and responsibilities inherent in membership in a democratic society.

The therapeutic milieu and therapy groups are designed to develop the skills necessary for the acquisition of knowledge. The milieu constantly reinforces and rewards self-discipline, self-control, self-esteem and a positive, realistic self-image. Both the classroom and therapy groups teach communication skills, and sound emotional, mental, and physical health practices necessary to function in our environment.

Organization

Vanguard Preparatory School is governed by the School Board that is responsible for its policies, assures that the school operates in compliance with the city and state legal codes, accepted practices of education, child care standards, and in accordance with school accreditation standards.

The School Board of Vanguard Preparatory School, Inc. is composed of one officer of the Vanguard Preparatory School Parent Association, plus at least four elected community members, at least one of which is a mental health or education professional. The Director of the school acts as a non-voting member of the board.

The School Board is responsible for:

1. Long range planning and goal setting for the School
2. Appointing the director of the School
3. Setting the purpose and the policies of the School
4. Approval of the budget, including salary scale, benefits, staff development, and leave policy
5. Setting tuition and student fees, and student financial aid
6. The review, examination, and assessment of every aspect of the School's program in accordance with its philosophy, including needed improvements and changes. Evaluation shall be a continuous process and follow the outline of the School's declared purpose

II. Admission and Enrollment

Admission

Admission to Vanguard Preparatory School is open to children and adolescents 3 – 21 years of age who meet one or more of the following criteria:

- a) a diagnosed learning difference or psychological delay;
- b) attention span which interferes with learning in a traditional educational environment;
- c) motor, sensory or language delays;
- d) academic delays which have resulted in, or are expected to result in unsuccessful placement in other environments
- e) social, behavioral or psychological dysfunction which interferes with successful academic performance; a diagnosed or diagnosable psychiatric disorder which interferes with academic functioning.

Admission is open to children of any race, religion, ethnicity or national origin. The Vanguard Preparatory School does not discriminate against any child due to race, religion, ethnicity, or national origin.

If current evaluations are not available parents will be requested to have their child assessed either through Vanguard Preparatory School or other qualified professionals.

Admission decisions are made by the Director, in consultation with the professional staff.

Enrollment

The Vanguard Preparatory School makes every effort to inform parents about its vision, mission, philosophy, activities and policies prior to enrollment. We ask that our families support our vision at all times.

New Students

New students and parents/guardians will have a visit with a teacher before beginning school. Parents/guardians will supply a statement regarding the child's special problems or needs. This will include allergies, existing illness, previous serious illness and/or injury, psychiatric issues, trauma, hospitalizations and the use of prescription medication.

Prior to the first day of attendance, all admission enrollment forms must be complete – including current immunization records.

Re-Enrollment

Re-enrolling students must provide up-dated immunizations, current medications and contact information each year.

Tuition

A student is not enrolled until tuition payment and all fees are received. Tuition may be paid annually, by semester, or monthly.

Each student must have a signed Tuition Agreement on file prior to enrollment. Students are enrolled for the entire academic year.

Tuition is to be paid based on the schedule outlined in the *Tuition Agreement*. A late fee will be assessed if payments are delinquent. An annual nonrefundable registration fee is due and payable prior to the fall semester.

Tuition Forfeiture

Students are enrolled for the entire academic year. Fees and tuition are nonrefundable.

If Vanguard Preparatory School should ask a student to withdraw due to disharmony with the school, any prepaid tuition will be refunded.

If tuition is 60 days delinquent, the student may not return to school until full payment is received.

No student records will be released until all fees and tuition are paid in full.

Scholarships

Vanguard Preparatory School does not discriminate against applicants on the basis of religion, sex, race, ethnicity or national origin. Assistance is given on the basis of financial need as determined by the Scholarship Committee. All requests for financial assistance must go through the Scholarship Committee. The Vanguard Parent Association funds scholarships and has limited monies. To apply for scholarships, all required forms must be completed and returned to the Scholarship Committee with copies to the Chair of the Scholarship Committee by the required date. Families must apply *every year* for annual scholarships. Applications must be turned in by the deadline, no exceptions will be made.

Curriculum

The school provides educational activities for each student based on age, interest, and ability which are appropriate to his/her health, safety and well-being. The activities are flexible and designed to promote academic, physical, emotional, social, and cognitive growth. All instruction at Vanguard is designed individually for your student. This may include advanced, modified, or special education instruction.

III. Program

The Vanguard Preparatory School serves students who need special care or programs at school due to learning differences, developmental, emotional, or social difficulties. Care, programs, curricula, and activities recommended by consulting or personal physician, clinicians and/or other educational experts are incorporated into the child's programs at parental request.

Our school welcomes your child's therapist(s) during school hours, if that is the most convenient time to see them.

Vanguard ensures that the student program includes indoor and outdoor time periods, active and quiet activities, individual and group activities, and outdoor time, weather permitting. Each student shall have an individualized, planned academic curriculum to meet his/her developmental needs, to remediate and/or accommodate any learning differences. The curriculum incorporates academic, physical, social, behavioral, and emotional goals.

Testing/Health Services

If it appears there is a need for psychological, vision, hearing, learning disability, physical, or occupational therapy assessment, or any other medical consult, the Director or teacher may ask for a family conference. The parents/guardian, Director, and teachers will attend the conference. At this time, all concerns, observations, and recommendations will be shared with the family. A request may be made that the parents or guardians seek testing or consultation for the child and that the results of the evaluation be given to the school. With parental consent, the school will consult with the evaluator.

All health services are referred to the family to be taken care of by the student's own team of healthcare providers.

Adjunctive therapies

Adjunctive therapies are part of the Vanguard program. These may include language, social skills, art therapy, occupational therapy, and recreation or psychotherapy groups. All adjunctive therapies are carried out by appropriately licensed and experienced therapists. Fees for these groups are included in tuition.

Parents may be requested to begin individual therapy for their student, participate in family counseling or initiate a home program if this is deemed in the best interest of the student. Parents may engage the therapist of their choice.

Vanguard provides family counseling, individual psychotherapy, OT and speech and language therapy. These services may be contracted on an individual basis and are offered to our families below community rates.

Contact the director or clinical services staff for more information.

Vanguard staff is available to assist families in implementing home programs to improve behavior and make lives a little easier.

Homework

Vanguard School, as a general rule, has minimal homework. The research shows that homework is not beneficial for students below grade 6, or those with psychiatric diagnoses or learning differences. We may require homework from those students who would benefit. When students are ready to transition from Vanguard, an individualized homework program will be designed for those students requiring it.

Illness or Injury

Vanguard has a year round academic schedule in order to provide as much consistency as possible for students. The academic year is eleven months long. The summer school session is not optional; rather, it is the completion of the fourth quarter.

Daily Schedule

Daily activities for students are designed by the teacher. The instructional day begins at 8:30a.m. and ends at 2:45p.m. for Lower School students, and at 3:00p.m. for Middle School and High School students. All activities are developmentally appropriate and will address the areas of sensorial and motor development, reading, language arts, mathematics, science, social studies, physical education, health, safety, fine arts, and affective education.

Before School Care

Before School Care is available from 7:30a.m.–8:30a.m. on school mornings. There is a fee for these services. In order to provide before school supervision to a student, families must sign in. These services will be billed monthly.

Extended Day Service

The Vanguard After School Program is available for an additional charge from 3:00p.m.–6:00p.m. school day afternoons. Vanguard's After School program is also open on most school holidays, including summer break. Holiday hours are from 8:00a.m.–6:00p.m. Please contact the After School Administrator or the person at the front desk for more information.

Absences

Regular attendance is critical if your child is to be successful. Clearly, we do not want you to send your child to school when he/she is ill, but we DO want you to send them to school if they are able to attend. Minor headaches, stomach aches, allergies, etc. are usually not reasons for missing school. Excessive absences (more than 5 unexcused absences per semester) may result in loss of academic credit or an incomplete grade for the semester.

Grades, Progress Reports, and Parent Conferences

Vanguard uses a quarter system and progress reports are given each nine weeks. Lower school students receive detailed progress notes, while upper school students receive numerical grades.

Conferences are scheduled with teachers and parents each nine weeks. At these conferences, formal progress notes are shared with parents. The parent conference is an important component of the Vanguard program. It is ideal if both parents are able to attend.

Discipline and Guidance

Discipline and guidance at Vanguard is consistent and based on individual needs and development. It is also used to promote self-discipline and acceptable social behavior.

Students will be treated with respect and dignity at all times. Demeaning, humiliating, or abusive behavior and profane language is not allowed and is cause for staff dismissal.

There is no harsh, cruel, or unusual punishment or treatment to any student at any time.

No corporal punishment shall be administered at any time.

The school may use separation from the group if necessary, but no child shall be placed in a locked or dark room.

Students who are physically out of control or may harm themselves or others may require brief therapeutic holding (time out in arms, or holding the students' arms or legs) in order to prevent injury and to help the student regain control.

A hold is to be used only after other attempts to assist a student in regaining control have failed. This may include, but is not limited to re-direction, time out, or removal to a different setting. All staff that performs any therapeutic holding have been properly trained.

All behavior management programs will follow the above stated guidelines at all times.

We ask that parents discuss their students' day and comment appropriately on schoolwork and behavior. We ask that *parents do not consequte school behaviors at home as you can be confident that consequences and processing* of the incident have already occurred at school. Further, we ask that parents not suggest that students earn "all their points" or have an "all check" day. The charts are a teaching/learning tool and NOBODY is perfect!

Dismissal from Vanguard

Students may be asked to withdraw from the school due to lack of progress, or needs that are too severe to be served within our program. Any prepaid tuition will be refunded to these families.

Students will be dismissed immediately for the use or possession of drugs, alcohol, or other illegal substances, items, or materials. Leaving campus without permission is also cause for dismissal. Under these circumstances, no tuition refund is available for families. Vanguard performs random drug testing throughout the school year.

Transportation

When the school provides transportation for field trips, each student shall ride with a seat belt or car seat of appropriate size manufactured according to federal standards. A student may ride in a shoulder harness and a seat belt, if the shoulder harness goes across the child's chest and not across the student's face or neck.

Each restraint device shall be properly anchored and used according to the manufacturer's specifications.

If a parent/guardian provides equipment for the school to use for transporting students, the equipment shall meet the specifications of applicable safety laws and guidelines.

A signed parental release and permission must be obtained before each field trip. Emergency medical releases and permission forms are taken on all field trips.

Staff will load and unload students at the curbside of the vehicle or in a protected parking area. Students shall not cross streets unsupervised.

IV. Safety

Accidents and Injury

An accident/incident report shall be completed by the staff member witnessing any accident (including missed medication). The parent/guardian shall be notified as soon as possible.

In case of serious injury, the physician named by the parent/guardian on the emergency medical form will be called and the student will be taken to the nearest hospital or an ambulance will be called to transport the student.

Address/Telephone Changes:

Parents are required to notify the school *immediately* if any of the following changes occur: home telephone, business telephone, emergency telephone, change of address, changes of physician and/or changes in medication.

Physical Health

Prior to attending Vanguard for the first time, each child must have a physical examination by a licensed physician who has examined the child within the past year.

A current immunization record for each child is required **prior** to attending the first day of school. The student immunization record must include date of birth; the number of doses and type of immunization; and the month, day and year the child received each immunization. There must be a record with a rubber stamp or signature of the physician or authorized health professional, or a machine or handwritten copy of the immunization record. **No student may enter school without an immunization record on file.**

If immunizations are not complete, a dated statement from a licensed physician or other authorized health professional must be presented to indicate that immunizations have begun. The immunization cycle must be completed as soon as is medically feasible.

If immunizations are not feasible, a certificate signed by a licensed physician that states the required immunizations would be injurious to the student's health, or a notarized statement must be presented, signed by the parent stating

that immunization conflicts with religious beliefs and practices. It is the parent/guardian responsibility to keep immunization records up-to-date.

A student who appears ill shall not be admitted to school. Apparent illness includes, but is not limited to elevated temperature (100 or above); thick green or yellow nasal discharge; vomiting and/or diarrhea.

The school must handle illness to protect the health of all students and staff in the facility. The school will provide an ill or injured child with an area away from the other students. Parents will be immediately notified to pick up their child from school.

Medications

Medication may be administered only after a *Parent Request for Administration of Medication* form is completed and signed by the parent. These forms may be obtained in the school office.

Medication must be in the original prescription bottle. The label must include:

- a. Physician's name
- b. Name of medication
- c. Prescribed dosage
- d. Administration schedule

Administration of Medication Request form must be consistent with information on prescription label (i.e., dosage and administration schedule must be the same). If your child's physician changes the dosage, we will need a letter from the physician's office describing the change.

Parents must hand medication directly to a staff member. Do not send medication in lunch boxes, pockets or backpacks.

Over the counter medication must be labeled with the child's name and the date the medication was brought to school. Medication must be in the original container. The staff will administer the medication according to label directions, only if a *Parent Request to Administer Medication* form is completed.

Staff members will complete a *Medication Administered* form after each administration. If doses of medication are missed, the responsible staff member will complete an Accident/Incident form and notify the parents.

Medication requiring refrigeration shall be kept in a locked storage compartment. Staff will return unused or out of date medication to parents.

Drugs and Alcohol

Vanguard has a zero tolerance policy for drug and alcohol use or possession. **Any student using or possessing an illegal substance will be dismissed immediately.** Random drug testing may be required of middle or high school students; or parents may be required to have students tested if suspicious behavior occurs.

Food Service/Nutrition

Vanguard has a hot lunch program sponsored by the VPA. Information regarding the program is provided at enrollment. If your student does not participate in the hot lunch program, parents are encouraged to provide healthy lunches. Please do not send candy, cupcakes, cookies, snack packs or products which are high in refined sugars.

Carbonated drinks are a LEVEL SYSTEM PRIVILEGE and are not allowed at school unless students are on the appropriate level. When a student is allowed soft drinks, parents are asked to send diet drinks, as we strongly discourage sugar intake.

V. Arrival and Dismissal Times

Arrival time to school is between 8:15a.m. and 8:30a.m. A staff member is available to take lower school students from cars during these times.

If you are late, please bring your student into the building. Instruction begins promptly at 8:30a.m. When your student is late, (s)he misses important learning time. It is important that we teach our students the value of arriving for school and work on time.

In order to provide teacher planning, organizational time, and proper student supervision, students should not arrive prior to 8:15a.m. Students arriving prior to 8:15 will be subject to a Before School fee.

Lower School dismissal time is 2:45p.m. A staff member will bring your child to the car at this time. Middle and High School dismissal is 3:00p.m.

If your student drives to school, their car keys must be turned in at the front desk each morning.

Students must be picked up promptly. Students who are not picked up by 15 minutes after school's end will be placed in Vanguard After School and parents will be charged the daily fee. There is no teacher available to supervise your child after dismissal time since this is planning time, time for staff meetings, and time for parent conferences.

Carpools

If we can assist in arranging a carpool, please contact your student's teacher. If you use carpools, we must have a *Carpool Permission Release* form completed. Please follow guidelines for pickup after school. This will allow carpool line to move safely and efficiently.

VI. Parties and Celebrations

Since the need for structure and the ability to deal with non-routine activities varies with each class, teachers will work with parents to arrange special celebrations. In general, we welcome low-key birthday and holiday celebrations. If you are providing special favors or snacks for a celebration, check with your student's teacher first. We have families of many different religions; therefore, no religious holidays are explicitly celebrated.

VII. Dress Code

Uniforms

All high school students are required to wear uniforms. Uniforms are Vanguard T-shirts with bottoms of choice. Students may choose their own shoes and socks. If students are on leadership level, they may choose not to wear uniforms. Uniforms must be worn at all times unless specified by the level system. Vanguard shirts must be ordered from the Parent Association.

General Clothing and Grooming Guidelines

We ask that students and families use good judgment in choosing clothing. It is very important that your child be comfortable at school. Jeans, sweats, fingertip length shorts, dresses, skirts, and comfortable shirts or sweaters are all appropriate. Revealing tops, shorts, tee shirts, or ripped or excessively baggy pants are not allowed. Spaghetti straps, tank tops, revealing or overly small tops,

gym shorts, basketball shorts, short shorts, t-shirts with suggestive logos or messages, ripped or excessively baggy pants are not allowed.

Please assist your student with grooming as necessary. Well-groomed, clean and healthy students feel better about themselves and receive more positive responses from their peers.

Students are required to wear tennis shoes in the gym. If your student does not regularly wear tennis shoes to school, it may be convenient to bring an extra pair and leave them in the classroom.

Hats are a level system privilege. If in doubt about an item, check with your child's teacher.

Sunglasses may not be worn inside the building.

VIII. Items from Home

There is no need for students to bring backpacks to school. This is not allowed as it causes clutter and distraction in the classroom. Students will have everything they need in the classroom or their individual binder.

Students bringing personal laptops may bring a small computer case.

No weapons, items which could be used as weapons, lighters, matches, or tobacco products are allowed at school.

Violent or aggressive toys are not allowed. These toys cause a great deal of distraction for the students.

Approved music, magazines and books are allowed as part of the level system. Please check with your child's teacher to see what is appropriate and allowed.

Cell phones are allowed in the high school. If you wish your student to bring a phone to school for safety purposes after school, it must be turned in to the front desk upon arrival at school. Students carrying phones can be expected to have them confiscated and will be returned to parents.

Music may help some students focus more easily. Students may bring music to school as long as the device does not have a touch screen. If your student brings music, the staff will assume it has parental approval.

Vanguard School is not responsible for any items brought from home. This includes laptops, cameras, phones etc.

IX. Parents

Parents are our most valuable resource. You are as much a member of our team as teachers, therapists, and the director. The goal of the Vanguard staff is to provide you with the support, knowledge and tools you need to ensure your child's success. We welcome any and all suggestions, ideas, and constructive criticisms.

Family support, parent education, crisis intervention and home programs are available for those families for whom this is beneficial. Contact the Director if these services would be helpful to your family.

Parent Communication

We want to hear all our parents' ideas, questions, concerns and compliments. The director, clinical staff, and teachers are available to visit with our families at your convenience. If you wish to speak with any staff member, please do not hesitate call, email, make an appointment or stop in to chat. *We welcome all your input!*

Your student will bring home his/her behavior chart daily to help give you a record of their social behavior each day.

Middle and high school students should bring home their agendas daily so that you can see assignments, teacher comments, etc. Middle and high school parents and students have access to LearnBoost in order to view grades and assignments on line. If you have questions, please contact your student's homeroom teacher.

If you wish to visit with the director or teachers about any issue, please schedule a time at your convenience. Teacher meetings are best scheduled before or after school.

Parent Association

The Vanguard Parent Association arranges special family events and raises funds for the school. These funds are primarily used for scholarships. The Parent Association always needs volunteers to assist with projects and activities. Please contact the Parent Association if you have time to volunteer in any capacity. We hope each family will join and participate in this very important organization.



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