



**2017 - 2018  
Villa Academy Family Handbook  
Acknowledgement Page**

**STUDENT NAME(S)/Grade & Section**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**I have received the 2017 - 2018 Villa Academy Family Handbook, including the Health Care Policy, Disaster Plan and Pesticide Policy, and the Extended Day Program (EDP) Handbook addendum and the Preschool Handbook addendum. I have read and understand the policies outlined within. I understand that I am expected to abide by school policies and guidelines and to be respectful of all members of the school community.**

**PARENT SIGNATURE(S):**

\_\_\_\_\_

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**Please return signed form  
to the Main Office.**



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## **Introduction**

### **FOREWORD**

Welcome to Villa Academy. This handbook is written to help you become familiar with the Villa Academy school community, to promote effective communication and to promote the school mission and community values. The policies, practices, and expectations described in this handbook grow out of Villa's mission, philosophy and core values. They are intended to be practical and fair, and to provide a safe and comfortable school environment. Villa Academy reserves the right to amend these policies as deemed appropriate by the administration. Families are expected to be familiar with the information in this handbook.

**Please sign and return to the Main Office the acknowledgement page so we know you have read the handbook.**

### **THE PARENT – SCHOOL PARTNERSHIP**

Villa Academy believes that its students are optimally served when parents and staff work together to create and sustain effective partnerships to help ensure a positive and productive experience for all members of the school community.

#### **Our expectations of Villa Academy parents:**

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting Villa Academy, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical or personal information that the school may need to best serve the student.

#### **Villa Academy parents can expect this of our school and its staff:**

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.

4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

From A Guidebook to the NAIS Principles of Good Practice. *Revised and approved by the NAIS Board 2004*

## **MISSION, PHILOSOPHY & HISTORY**

### **Our Mission**

Villa Academy is a Catholic independent school dedicated to excellence in the education of the whole child and guided by the Cabrinian tradition of educating compassionate hearts and confident minds.

### **Our Vision**

Villa Academy's vision is to engage compassionate and confident learners for lives of infinite possibilities.

### **Our Philosophy**

We approach the education of each child from the tradition of our founder, Mother Frances Xavier Cabrini. The very heart of her mission was to be the bearer of Christ's love to the world. Our Board of Trustees, staff, faculty and students look to her rich legacy for inspiration and guidance in all we do. To manifest her mission in our learning community:

#### We are committed to excellence in the education of the whole child.

Our goal is to help each child realize his or her full academic, social and spiritual potential. Simply put, we strive to educate both the hearts and the minds of our students. In so doing we offer an intellectually challenging environment, encourage giving of oneself through community service, and provide a supportive environment in which to develop and explore one's relationship with God, with others, and with the world.

#### We recognize the uniqueness of each child.

We strive to accommodate and celebrate our students' differences. It is these very differences that contribute to the richness of our learning environment. By accepting and celebrating all individuals within our community, we model the acceptance of others beyond our community, much as Mother Cabrini did.

We are committed to educating our students for a diverse society.

Our world is rich in diversity: racial, ethnic, religious, socioeconomic, mental and physical ability. Mother Cabrini demonstrated love and compassion toward a diverse population including the poor, immigrants, and orphaned children. Our community service projects focus on fostering an understanding and love for the diversity of the human family.

## **Our History**

### **Founded by a Saint**

Villa Academy traces its roots to 1903 when Mother Cabrini (now St. Frances Xavier Cabrini) and her Missionary Sisters of the Sacred Heart founded their first orphanage and school in Seattle on Beacon Hill.

### **The Move to Laurelhurst**

In 1914, Mother Cabrini fulfilled her vision of establishing a “villa on a hill” when she moved her mission from Beacon Hill to the Laurelhurst campus we occupy today. Villa Academy’s historic, brick-clad main buildings were sited at the highest point of a 31-acre property that reaches all the way to the shores of Lake Washington. Designed by celebrated Seattle architect John Graham, and completed in 1924, the structures originally housed an orphanage and elementary school, along with a convent. A gym was added in the late 1950s. The Missionary Sisters closed the orphanage in 1951 and concentrated their energies on the elementary school known as Sacred Heart Villa, which they continued to run themselves until the mid-1970s.

### **Catholic and Independent**

In 1977, the Missionary Sisters announced they would be closing Villa because they could no longer staff the school. A group of parents - now known as the New Founders - developed a plan to secure control of the school. Thanks to their extraordinary leadership the Archdiocese gave its approval for the governance of the school to be turned over to an independent, lay Board of Trustees in 1977. Sacred Heart Villa became Villa Academy and the city’s only Catholic independent preschool through eighth-grade school.

Please visit <http://thevilla.org/about/history-heritage/> for more information, including historic photos and a video presentation about the New Founders.

## **GOVERNANCE**

Villa Academy is established as a nonprofit corporation in the State of Washington under the direction of its independent Board of Trustees. The Northwest Association of Independent Schools and the Northwest Association of Colleges and Schools accredit the school.

The Villa Board of Trustees is comprised of community and business leaders and parents of current and former students. The Board is the governing body of the school. Working closely with the Head of School and administrators, it is responsible for establishing a clear mission for

the school, setting policies and plans consistent with the mission, and ensuring compliance with laws and regulations.

Meetings of the Board of Trustees are open to parents. However, anyone wishing to present an agenda item must arrange to do so through the Board President. Those wishing to attend as observers are asked to notify the Board President to confirm meeting location and time and to ensure arrangements are adequate.

## **Basic School Operations**

### **HOURS OF OPERATION**

#### **School Hours**

P3 – T,W,Th, (and opt. F)	8:30am - 11:30am
P4 - M-F	8:30am - 11:30am*
P5 - M-F	8:30am - 1:30pm
Grades K-3:	8:30am - 3:00pm**
Grades 4-8:	8:30am - 3:15pm**

Note: Special schedules and hours are noted on the school calendar.

\*Optional P4 Enrichment opportunities extend the school day to 1:30pm.

\*\***Grades K-8 are dismissed at 2:15pm every Wednesday** to allow for professional planning.

#### **Main Office Hours**

School Year: Monday-Friday, 8:00am – 4:00pm

Summer: Monday-Thursday, 7am-3pm (Hours vary. Please call before stopping in.)

### **SCHOOL SECURITY**

Before the 8:20am bell, the theater hallway door off the patio will be the only open door for access to the building. Parents dropping off students for morning EDP will sign in their child there. All other parents and students are asked to sign in at the Main Office. Students should have a prearranged reason for being in the building and state their destination when signing in.

At 8:20am the doors on the east and west sides of the main building will be unlocked for students to enter. Students arriving late between 8:30am and 8:40am should go directly to their classrooms. Students arriving late after 8:40 should sign in at the Main Office.

After morning drop off the exterior doors in the main building and the convent will be locked. You may enter one of three doors with video controlled entrance: the theater hallway door off the patio, the NE staircase to the 2<sup>nd</sup> floor off the patio and the preschool door off the preschool playground on the E side of the convent building. This controlled entry system is in place for the safety of our students and staff. All visitors and parents volunteers are required to sign in at the Main Office.

## **AFTER SCHOOL SAFETY**

Students must exit the campus as soon as school dismisses. The large playground is reserved for the Extended Day Program at 3:00pm every day (2:15pm on Wednesdays). Parents who wish to remain on campus and supervise their children at play are welcome to use the small play area near our NE exit.

To remain on campus at the end of the school day, students must be enrolled in our Extended Day Program (EDP), an Enrichment Class or a sport. Students may not remain anywhere on campus unsupervised.

## **ATTENDANCE**

Punctual, daily attendance is expected of all students. A late arrival or early dismissal are weighed equally on your student's attendance record. In both instances valuable instructional time is missed. Consequently, both are strongly discouraged.

### **Absence**

Parents are asked to report an absence by 8:30am. Please e-mail the Main Office ([villa-office@thevilla.org](mailto:villa-office@thevilla.org)) to report a student's absence or leave a voicemail message before 8:00 am on the school attendance line: 206-729-0219, ext. 333. Parents should expect a phone call from the Main Office if students are absent and the office has not been notified. Students who are absent a significant number of days during the school year due either to illness or extended vacations, may be required to pass equivalent Villa-approved courses over the summer in order to earn credit for the courses missed. This requirement will be determined at the sole discretion of the faculty and administration of the school.

### **Late Arrival**

Please call or e-mail the Main Office by 8:30am if your child is going to arrive late. The safety and well being of each of our students is important to us. Parents should expect a phone call from the Main Office if a student is absent and the office has not been notified. The following guidelines apply for tardiness:

- 1) Students who are late and arrive between 8:30 and 8:40 am, report to the 8:30am class where the teacher will mark the student tardy.
- 2) Students who arrives after 8:40am, report to the Main Office to receive a "tardy slip." The office updates attendance records after 8:40am.

A student missing more than three hours of school on any day will be marked absent for the day.

### **Early Dismissal**

Parents must notify the school in advance if their child needs to leave school early. Please email the Main Office and copy the child's teacher. Your email should include the time of the early dismissal and the reason for the early dismissal. Parents report to the Main Office at the prearranged time to sign out the child. Please do not bypass the office to pick up your child from the classroom. Students must be picked up in the Main Office (except preschool students who need to be picked up and signed out at the classroom). Students returning to school the same

day, must sign-in at the Main Office. A student missing more than three hours of school in any given day will be marked absent for the day.

### **Family Trips**

Villa Academy recognizes the importance of travel and other learning opportunities parents may wish to provide for their children. However, we expect families to confine trips and vacations to the school holiday schedule. It may seem convenient to extend a school holiday by a day or two, but if several families make the same decision at the same time, the effect on the planned academic program can be detrimental. **If a parent chooses to make an exception allowing vacation of any length outside the school holiday schedule, a Leave of Absence form must be completed, signed by the parent and submitted to the Main Office at least one week prior to the absence.** The office will route Lower School forms to the teacher and the section director for comment. Middle School students circulate their own form to their teachers and the section director for signature. **Likewise, if a family will miss any portion of the day just before or just after a school holiday, the signed Leave of Absence form is required one week in advance of the absence.** Student attendance records will reflect a 'W' (absent without leave) when the form is not submitted per this policy.

Leave of Absence forms are available in the Main Office and on the Villa web site. Parents are reminded that in all cases extended absences should be avoided. The respective school director, at the teacher's discretion, will negotiate homework and other make-up work and deadlines for such work. Do not expect teachers to devote outside tutoring time to students who fall behind due to extended vacations. Students who miss any portion of a standardized test due to family vacation will, upon the student's return to school, make up the missed test/s before or after school.

### **High School Visits**

Eighth grade students are allowed three excused absences for high school visits. A High School Visit Request form must be completed, signed by the parent, the student, and the Middle School Director. Please submit completed forms to the Main Office at least five days prior to your visit. We recommend students use the conference days in the fall for visiting schools. Please do not schedule high school visits during periods scheduled for standardized testing. Forms are available in the Main Office and on the Villa web site.

### **Pick-up Notification**

Please notify the Main Office if someone not listed on your Emergency Information Form will pick up your child from school.

### **Out-of-Town Notification**

When parents are planning to be out of town, and their child/children will attend school during their absence, parents are expected to notify the Main Office in writing and provide contact information for the period of time they'll be away. If a student needs medical attention or requires other types of personal support, it is important for the Main Office to know who to call in the parent's absence.

## Homework When Absent

When Middle School (Grades 6-8) students are absent, it is their responsibility to call a classmate or check PowerSchool for missed assignments. Parents of students in Lower School (Grades K-5) may call or **e-mail a teacher before 8:30am** and pick up assignments in the Main Office **after 3:00pm**.

## UNIFORM POLICY

Students are expected to be in uniform daily. Villa's uniform policy covers expectations for **Dress Uniform** and **Daily Uniform**. Parents and students must be familiar with both and follow the guidelines established below. All uniform and personal items should be personally labeled. The school uniform is optional for preschool students.

**Dress Uniform** is worn for special school days and events such as class picture day, prayer services and liturgies (Mass), and other important days. These days are usually noted in the school calendar. The Dress Uniform is described below:

- Long, navy blue pants or Blue plaid jumper\* or skort\* (Grades K-4); blue plaid skirt\* or skort\* (Grades 4-8);
- White polo-style shirt
- Navy blue crewneck Villa sweatshirt
- Navy blue or white socks or tights
- Closed toe and closed low-heel shoes

\* Blue plaid items are available through the Dennis Uniform Store located in Tukwila.

*Requirement: Skirt/skort length must measure no more than 2-3" above the knee.*

**Daily Uniform** options allow mixing and matching of the following items and colors.

- Blue plaid jumper or skort\* (Grades K-4); skirt\* or skort\* (Grades 4-8)
- Khaki skort, slacks or shorts\*-twill only (no corduroy)
- Navy blue slacks or shorts- corduroy or twill
- White or navy polo-style shirt or turtleneck
- Navy blue Villa sweatshirt (gray is a color option for Middle School only)
- Navy blue Villa "hoodie" sweatshirt (gray is a color option for Middle School only)
- Middle School students only may wear navy or grey Viking sweatshirts
- Navy blue or gray Villa fleece vest
- Navy blue Dennis Uniform cardigan or pullover sweater
- White, navy blue, or gray socks or tights (with feet), or Villa Spirit Socks
- Closed toe and closed low-heel shoes
- Hair accessories and jewelry must be simple and appropriate.
- Scouting uniforms may be worn on the day of the scout meeting.
- CYO jersey tops may be worn to school Fridays only, during the specific sport's season (even when the team is playing in a mid-week playoff game) unless the Friday is a Dress Uniform day.

*\*Requirement: Skirt/skort/short length must measure no more than 2-3" above the knee.*

Deviations from the uniform policy are unacceptable. This includes but is not limited to:

- **Navy blue skirt or skort**

- Khaki corduroy pants or shorts.
- Cargo or jean style pants or shorts.
- Short skirts/skort and shorts.

*Skirt/skort/short length must measure no more than 2-3" above the knee.*

- Jackets, vests (other than Villa Academy fleece vests), non-Villa sweatshirts, Villa CYO athletic team sweatshirts, Villa spirit items.
- Hats, scarves etc. worn during class time (unless worn for religious or cultural observance).
- Long sleeves that extend below short sleeve polo-style shirts.
- Colored or lettered shirts under polo style shirts.
- Capri style tights. Students must wear socks in their shoes.
- Sandals, open-toe or open-heel footwear, clogs, or unsafe footwear as determined by the administration.

### **Gym Wear**

- Shoes worn for PE should have no-mark soles with laces/velcro for support.
- Middle School (Grades 6-8) students are allowed to change for PE. Basic requirements: shorts and shirts – no offensive or inappropriate logos allowed, e.g. alcohol, tobacco, etc. related. Shorts and shirts must be modest and appropriate for an educational environment.
- Lower School (Grades K-5) girls may wear shorts under uniform skirts or jumpers on PE days.

### **Uniform Violations**

Student (Grades 3–8) who neglects to be in proper daily or dress uniform will lose their monthly free dress privilege. The Uniform Exchange room is not available on Dress Uniform days.

### **Free Dress**

- Appropriate personal choice of clothing: pajamas or other sleep attire, tank tops, midriff tops, short shorts and short skirts are not permitted.
- Shoes should be safe and sensible for the stairs and hallways. Sandals, heels, clogs, flip-flops or mules are not considered safe for the stairs and are not allowed.

### **LOST & FOUND**

Lost articles are taken to the Lost and Found cabinet located in the first floor breezeway. Students may claim their lost articles by checking the Lost and Found cabinet. Small (or valuable) items such as watches, car keys and jewelry are kept in the Main Office. To ensure items can be returned, we recommend that all uniform items, sweatshirts, jackets, boots and lunch boxes be clearly labeled with the child's name. Parent volunteers maintain the Lost & Found cabinet as a service to families. Periodically, all non-uniform items will be bundled and given to charity organizations. Families will be notified of these dates.

### **UNIFORM EXCHANGE**

The Uniform Exchange room is located on the 2nd floor of the Convent, room A213, which is operated by the Parent Association as a service to Villa families. Parents may donate or borrow

uniform items at any time\*. When donating clothing, please launder, fold items neatly, and place bags inside the Uniform Exchange room or in the Main Office. The Main Office has a key to the room for parents to borrow. Families are encouraged to make liberal use of the Uniform Exchange, both by borrowing and donating clothing. You'll find items of all sizes neatly arranged for your convenience. \*The Uniform Exchange room is not available on Dress Uniform days.

## **TRANSPORTATION & TRAFFIC**

The safety of the children is of utmost importance. All parents are expected to honor “the rules of the road” as outlined in this handbook. Minimizing traffic throughout the neighborhood and onto the campus is the primary means of maximizing pedestrian safety. Therefore, families are encouraged to:

- Carpool whenever possible.
- Follow the correct protocols for student drop off and pick up at all times.
- Drive slowly and adhere to the 5 mph speed limit.
- Park in authorized areas only. **Please do NOT park on the grass.**
- Turn left at the northeast campus exit—not straight onto Nicklas Place.
- Not enter through the south end gate. No vehicle access to the Villa campus via 51<sup>st</sup> AVE NE is allowed. **The south gate is for exiting only.**

### **Pick up/Drop off**

**P3 & P4:** Parents use the driveway and parking lot on the south end of the Convent, which may be accessed from 49<sup>th</sup> AVE NE at the intersection of NE 47<sup>th</sup> ST.

**P5:** Parents should use the Yellow Line to drive through, park and walk their child into the Main Building.

**Kindergarten – Grade 3:** Parents should use the Drop Off and Pick Up Zone on the east side of the Main Building for morning drop off and afternoon pick up. Dismissal is at 3:00pm daily, except on Wednesdays when dismissal is 2:15pm.

**Grades 4-8:** Parents should use the Drop-Off and Pick-Up Zone on the east side of the Main Building for morning drop-off and afternoon pick-up. Students are dismissed at 3:15pm, except on Wednesdays when dismissal is 2:15pm. On Wednesdays only, due to early dismissal at 2:15pm, students in Grades 4-8 can be picked up at St. Bridget Church.

If you are driving your children to school, we offer two options for drop off and pick up. The safety of our families is our main concern, but we want to expedite the drop off/ pick up procedure to avoid long lines trailing into our neighborhood streets. A color-coded map is available on the Villa website at:

[http://www.thevilla.org/wp-content/uploads/Villa\\_Traffic\\_Map\\_2008-2009.pdf](http://www.thevilla.org/wp-content/uploads/Villa_Traffic_Map_2008-2009.pdf)

The Blue Line Express is for families who can stop and drop, or stop and load their children and their belongings, without assistance, in a minimal amount of time. When using the Blue Line, pull your vehicle as far forward as possible to expedite the process. There are marked spaces for six full-sized cars. This allows six carloads to load/unload simultaneously. To keep the flow of

traffic moving we ask that you reach one of these six spots and stop before allowing your child to exit your vehicle. Please do not pass the car in front of you in this area. This Blue Line option is for vehicles carrying children with school materials in hand who are able to open the car doors and unload/load without assistance.

If your child requires assistance exiting your car, or requires trunk access to school materials or projects, please use our Yellow Line and drive to the lower parking lot to park and unload your child. Then, please walk your child to the patio area. Similarly, at pick up time, if your child cannot load into your car in an expedient and independent manner, please drive the Yellow Line to the lower parking area to park, and then walk to the patio area to meet your child.

### **Early Arrival/Late Pick-up**

Before school, doors open at 8:20am. Any students on campus prior to 8:05am must make arrangements with EDP (at 8:05 students enrolled in morning EDP will be taken to the patio to await the bell at 8:20) or their homeroom teacher to enter the building.

Students arriving early for any reason, who have made prior arrangements to do so, must sign in at the Main Office. When parents have school business or an appointment before 8:20am, they are expected to sign in as well. Students of parents with before-school meetings are expected to check into EDP if before 8:05am. If after 8:05am, students must remain outside until the 8:20am bell signals students may enter the building. Parents are asked to comply with this policy as it is in place to protect the children. At no time may children be on campus unsupervised.

If you anticipate you will need after school care please notify the EDP staff ([edp@thevilla.org](mailto:edp@thevilla.org)) before Noon of the day you wish your child to attend. If you have a last minute emergency or unexpected delay, please contact another family member or friend to pick up your child and notify the school of the new arrangements. Students not picked up after school will be enrolled in our EDP program and can be picked up there. You will be charged per the fee schedule in the EDP Handbook addendum to this handbook.

### **Riding Bikes**

Students riding bicycles to school must exercise extreme caution and are required to wear helmets. Crosswalks are to be used when crossing streets. Students should dismount bikes once they enter the campus gates and bicycles are to be parked and locked in the bike rack located under the front stairway. The school cannot accept responsibility for damage or theft of equipment.

### **Skateboards & Scooters**

Students are not to bring skateboards or scooters to school. Skateboarding, scooting, and wheeling on the school grounds is not safe and raises safety and liability issues for the students and the school respectively.

### **Canine Companions on Campus**

Although many of us love dogs\* of all breeds and sizes, a good number of our students are uncomfortable around them and/or have dog related health issues. Often families bring the family pet with them to school. Our primary concern is the safety of our community. We need to

avoid any conceivable opportunity for a dog to be startled into biting a child or adult. We strongly discourage people from bringing their dogs on campus. If you bring your dog on campus, we ask that you respect the following expectations:

- Please keep your dog leashed at all times when on the Villa Academy campus;
- Please do not leave your dog unattended by an adult;
- Please do not bring your dog into the building;
- Please pick up your dog's droppings while on campus.

These requests are made in the interest of the common good for all members of the community.

**\* Dogs and other pets may be brought to school for Show and Tell with prior approval of the child's teacher.**

### **LUNCH**

Villa offers a lunch program that follows the dietary recommendations established according to national health guidelines and the school's Wellness Policy. Students in Grades K – 2 have a full-meal option only. Students in Grades 3 – 8 may select a lunch from either the salad bar or two main entrees. The staff monitors student choices to ensure that a healthy and nutritious meal is selected. The lunch program is computerized with a PIN assigned for each student. All lunch accounts must be pre-paid to the Main Office with a separate check marked "Lunch" or use the online payment system at:

<http://thevilla.org/vikingnet-home/after-school/lunch/lunch-account-online-access/> (a service fee is applied). The Lunch menu is always available on the VikingNet home page of the Villa website.

### **CELL PHONE USE ON CAMPUS**

We ask that members of our parent community use their cell phone judiciously when they are on the campus and in the school buildings, as well as when there is a need to communicate with a student.

**Students may not have a cell phone on their person – in a pocket, computer bag etc. – from 8:05 am – 3:30 pm (later if enrolled in after-school hours programs such as EDP, CYO).**

Students may not use their cell phones at any time inside the school buildings. In the event a student needs to contact a parent during school hours because of an emergency situation, school personnel will allow the student to use a school telephone.

#### **Cell Phone Use by Campus Drivers**

Anyone operating a motorized vehicle on Villa Academy's campus must follow the Washington State law banning handheld cell phone use while driving.

#### **Cell Phone Use by Students**

The school encourages parents to exercise reason in equipping their children with cell phones. In general, we discourage students from bringing expensive electronic equipment to school. Students should restrict their use of cell phones to before and after supervised hours and outside of the school buildings, for the express purpose of communicating with family members. **Cell**

**phones should be turned off and kept inside a student's backpack during supervised school hours.** If a student is found carrying or using a cell phone at any time during school hours or at any time in the school buildings, the cell phone will be confiscated and disciplinary action for Level A Behavior will be initiated. Please see the Student Discipline Policy section of this Handbook.

### **Cell Phone Use by Parents when Contacting Students**

Villa Academy is committed to the educational process, which is rooted in teaching and learning. We do not want the student learning process disrupted during the day by phone calls or text messages. We ask that parents and family members be aware of and comply with the school's policy on cell phones.

### **MESSAGES FOR STUDENTS**

Delivering last minute messages to students at the end of the school day is very disruptive to the classroom. In the rare event that you need to get a message to your student during the school day, please call the Main Office before NOON. Every attempt will be made to deliver messages to students and teachers. To cut down on classroom interruptions, please try to keep messages to a minimum. Please remind students of appointments, transportation arrangements, etc. before they leave home in the morning.

### **STUDENT USE OF SCHOOL TELEPHONES**

Please make plans for picking up your child, or for special after school arrangements, prior to coming to school. Students may not make telephone calls during class periods, unless there is an emergency situation. Students must ask permission from a teacher or staff member to use the telephone.

### **STUDENT USE OF SCHOOL ELEVATOR**

Students may not use the elevator without an adult escort. Students needing to use the elevator, due to injury, must make arrangement with their teachers and the Main Office to gain access to the elevator. Elevator keys will not be issued to students.

### **MIDDLE SCHOOL BACK PACK POLICY**

During the school day, Middle School students will store their backpacks in their lockers. Backpacks will not be carried from class to class.

### **SNOW ALERT/SCHOOL CLOSURE**

Villa Academy will close in the event of inclement weather or in some emergency situations. Please do not call the school for closure information. Every effort will be made to make a closure decision the evening before the closure. A closure message will be posted on our website and you will receive email notification when possible. **Families are encouraged to subscribe to [www.flashalert.net](http://www.flashalert.net) to receive email and/or text notification of any school closure decision.**

Families can tune in to any major TV or radio station. If Villa Academy is NOT announced, it means school is open and operating on the normal schedule.

Radio Stations: KING 1090, KJR 950, KIRO 710 and KOMO 1000

TV Stations: KOMO 4, KING 5, AND KIRO 7

Website: <http://www.KING5.com>. Click on “Closures and Delays.” Click on “Private.”

Click on “Villa Academy.” No report after 6:00am means school is operating on a normal schedule.

*Please exercise your judgment. Conditions vary from area to area. Do not leave home if the conditions in your area are treacherous.* Please notify the school by e-mail or by calling the Attendance Line 206-729-0219 x333, if your child will not be attending or will be arriving late.

All after school and evening events are **cancelled** on days of a school closure.

**Late Opening Policies:** When weather conditions dictate, Villa Academy will schedule a late opening to the school day. Late openings will be scheduled for **10:00am**. All early morning programs will be closed when a late opening is scheduled (EDP, Band, Liturgical Choir, etc.). Preschool will adhere to the late opening schedule – 10:00am starting time and normal dismissal time. Parents are instructed **not to drop off students earlier than 9:45am** on days with late openings, due to shortage of staff and no supervision.

All after school and evening events are **cancelled** on days of a late opening.

**Early Closure Policies:** When weather or other conditions warrant an early school closure, parents will be given as much notice as possible. Normal pickup procedures will apply unless otherwise communicated. Students who normally walk home will be permitted to do so if the administration deems it safe to do so.

All after school and evening events are **cancelled** on days of an early closure.

## **Health & Emergency Information**

### **VILLA ACADEMY WELLNESS POLICY**

Villa Academy embraces the Cabrini tradition of educating the whole child in all dimensions of growth. This tradition views human life as sacred; every person is precious. Villa Academy seeks to enhance the life and dignity of the human person through its policies and practices. The health and wellness of our community, as well as the protection of the earth, has fundamental moral and ethical dimensions that cannot be ignored.

The Board of Trustees recognizes that there is a link between nutrition education, the food service in our school, physical activity, and environmental education, and that wellness is affected by all of these. The Wellness Committee was formed in the spring of 2007 to draft this policy and discuss implementing items pertinent to this policy. The Villa Academy Board of Trustees adopted this policy as Resolution 2008-1, in February 2008. Details can be found at: <http://thevilla.org/community/documents/VillaWellnessPolicyFinal.pdf>

### **Nutrition Education**

Villa Academy recognizes the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school.

### **Physical Education**

Villa Academy's Physical Education program encourages lifelong fitness by introducing a plentitude of physical activity and teaching self-discipline, sportsmanship, and a love of movement in a fun and supportive environment.

### **Social & Emotional Wellness**

Villa Academy encourages contributing to our human environment to the common welfare of our community. We emphasize interdependence with others and being comfortable with and liking oneself as a person. Social wellness includes the pursuit of harmony in one's relationships with others. Emotional wellness involves an awareness and acceptance of personal feelings, while being sensitive and responsive to the emotional states of others.

### **Health & Safety Education**

Villa Academy educates and encourages health-enhancing behaviors.

### **Environmental Stewardship**

Villa Academy honors the rich history of our campus by respecting and caring for the facility and grounds, and giving students opportunities in and out of school to learn environmental stewardship.

## **HEALTH RECORDS**

Student Health Information and Immunization records are confidential and kept on file for each student. The immunization schedule must be adhered to for a student to remain in school. Parents are asked annually to review and update their student/s' health information. We require the Medical Release be signed prior to the first day of school. Parents are asked to notify the Main Office if there are any changes in a student's medical information throughout the school year, for example, new allergies, hospitalizations, or contagious diseases. Parents should make certain their telephone numbers, e-mail addresses and emergency contacts are up to date. Changes in guardianship should also be communicated to the Main Office.

## **AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)**

Life threatening medical emergencies at a school can involve children or adults. In response to sudden cardiac arrest in children or adults, Villa Academy has prescribed the placement of AEDs on each floor of the main building and in the gym. Faculty and staff receive regular training on the use of the AEDs.

## **IMMUNIZATION RECORDS**

To protect children and staff, and to meet current state health requirements, we only accept children fully immunized for their age. We keep the Certificate of Immunization Status (CIS), signed by the parent, on file while the student is attending Villa Academy. The CIS form will be returned to the parent/guardian or sent directly to the child's next school when the child leaves

our program. Children may attend school without an immunization when a valid, signed Certificate of Exemption (COE) is on file at the school.

### **MEDICATION AT SCHOOL**

If a student needs to take medication during school hours, or while under the supervision of school officials outside of normal hours, such as overnight field trips, the following procedures will apply:

- An Authorization for Administration of Medication at School form must be completed and signed by the parent and a licensed health professional prescribing within his/her prescriptive authority, for administration of all medication, including all over-the-counter medications. There must exist a valid health reason that makes administration of such medication advisable during the hours when school is in session or the hours in which the student is under the supervision of school officials.
- **Students requiring an epipen or inhaler at school must supply the school with TWO sets of medication.** One set is kept in the Health Room and one set is kept in the homeroom emergency red backpack, which is taken on field trips and evacuations. Students participating in EDP or Enrichment activities at Villa need to provide a 3<sup>rd</sup> set of medication and its accompanying paperwork.
- If your student is enrolled in enrichment courses, clubs or any sport please, be sure to contact your child's instructor/coach about your child's allergy or asthma and keep a set of medication in your child's backpack for practices and games. The medication supplied to the school is not accessible to club instructors or coaches after school hours, or for practices and games which may occur offsite or after hours. Please have a similar conversation and make a similar arrangement with Watts Basketball and TGA golf and tennis, as these are outside agencies.
- Prescription drugs authorized for less than 15 days also require the signature of both the physician and the parent/guardian on the Authorization for Administration of Medication at School. A pharmacy label does not satisfy the requirement for a licensed health professional's signature.
- Students who require medication for more than fifteen consecutive days must have on file written, current and unexpired instructions from a licensed health professional prescribing within the scope of his or her prescriptive authority regarding the administration of the prescribed medication.
- The Authorization for Administration of Medication at School form must be completed and signed at the start of each school year, even if there is no change from the previous year in the medication or instructions. These forms are available on the Villa web site and may be obtained in the Main Office.
- PRN or "as needed" medication authorizations will not be accepted for students while enrolled in EDP, nor for any Preschool students, except in the case of inhalers and/or epi pens.
- All medicine (prescription medication as well as over-the-counter medications taken for colds, etc.) must be in the original pharmaceutical containers, and kept in the Health Room in a locked cabinet. All medication submitted to the school must be up-to-date. Expired medication cannot be administered at school.

- The Main Office staff must administer all medications, over-the-counter, and/or prescriptions. See next item for the only exceptions.
- Students will be allowed to administer their own **inhaler or epipen** when the regular requirements are met AND the written statement on the medication form is completed by the their health care provider, indicating the child is capable of self-medication without assistance. A student will need to report any self-administration to the Health Room staff for documentation.
- Parents are advised to inform the dispensing pharmacy if the child needs medication at home and at school. The pharmacy can divide the medication into two containers. If you need medication to go home at the end of the day, the parent must report to the Health Room for the medication. Prescription medication will not be sent home with a child.
- Any student who takes medication at home and would be compromised by missing 1–3 days of medication, should have a three-day supply of these meds supplied to the school, in the event of a natural disaster or emergency situation. An Authorization for Administration of Medication at School form must be completed, signed by the parent and physician, and returned to the Health Room, for our disaster plans to be complete. Please place medication and authorization forms in a plastic storage bag that seals, labeled with your child’s name and “Disaster Meds.”

### **LIFE THREATENING FOOD ALLERGY PLAN**

The school-wide plan includes:

- The parent has primary responsibility to seek medical advice and provide current, clear and timely information to the school regarding the student’s medical condition. All medical supplies and necessary medications **must be supplied to the school before the first day of school attendance.**
- Parents provide three current photos of the student, two complete sets of all emergency medications with written authorization, and an Emergency Health Care Plan directing staff on emergency response. The physician and parent must sign these papers. Copies of the plan are to be kept in the Health Room, Cafeteria, and Homeroom. A 3<sup>rd</sup> set of medication and its accompanying paperwork must be provided if your child participates in the EDP program at Villa. Medication and paperwork must be updated annually.
- By enrolling their child in Villa Academy, parents consent to the sharing of this medical information with trained staff and Health Room volunteers.
- Staff training takes place on an annual basis.
- All Villa classrooms and common spaces (except the cafeteria) are Peanut and Nut Free Zones. Student snacks may not contain nuts or peanuts. **All snacks provided for classroom activities or parties (Preschool – Grade 8) must be store-bought with labels intact indicating the item is nut and peanut free and has been manufactured in a nut/peanut free environment. To avoid any possibility of cross contamination, food made or prepared at home may not be brought to school for any class parties.**
- All food prepared in our school kitchen is nut and peanut free.
- Prior to the school year, or as soon as discovered, we ask that parents prepare a letter to the parents of their child’s classmates with a list of foods that are restricted, due to the allergy.

- On the first day of school or within the first week, the teacher will explain to the class the allergies and the snack and lunch plan.
- **Our School Cafeteria is NOT nut and peanut free. Students advised to carry an epipen for a food allergy must sit at a designated “allergy table” unless the school has written authorization from the child’s physician that the student is safe to sit at general cafeteria tables where no monitoring of foods is undertaken.**
- All lunch tables are washed after each lunch period and all students wash their hands upon exiting the lunchroom to avoid cross contamination.
- Snack and party restrictions apply to avoid cross-contamination. If your child has a food allergy other than nuts or peanuts, we encourage you to speak with the teacher about upcoming class parties, to ensure the plan for treats is clear. Parents are asked to supply alternate safe snacks for their child should the parent or teacher have any concerns regarding snacks. Parents of a child with a severe food allergy are always welcome to attend special occasion class parties if they have a concern about the variety and appropriateness of food.
- Desks will be washed thoroughly and the students will wash their hands after food is eaten, to avoid cross contamination in the classroom after a snack is served.
- Teachers will take the emergency backpack on all field trips. This will contain the epipen, any other emergency medications, and the Emergency Health Care Plan. Communication between parent and teacher in planning field trips is essential. Parents of a student with history of anaphylaxis are encouraged to accompany their child on a field trip.
- Medic Alert bracelets are encouraged but optional.
- Villa Academy is proud to announce as of September 2013 we have a stock supply of epinephrine in the event a new severe allergic reaction presents at school. SB 5104 went into effect July 28, 2013 and we believe we were the first school in the state to act on the new law.

### **ILLNESS/INJURIES DURING THE DAY**

When a child becomes ill or injured, the Main Office staff will evaluate the child and contact parents immediately if the child needs to be picked up. If parents cannot be reached, the emergency contact information provided by the parent will be followed. For students with complex medical needs, the Emergency Health Care Plan will be followed. Any student having an allergic reaction while at school which requires the administration of an epi pen, will need a medical evaluation and cannot return to school that same day. 911 will be called.

If the injury/illness is life threatening, staff will call 911. A staff person will stay with the injured/ill child, including during transport to the hospital if necessary, until a parent, guardian or emergency contact arrives. 911 responders transport patients, as directed by the 911 operators, based on the type of injury, age of the patient and the availability of the nearest, appropriate facility.

The school carries accident insurance for all students. If an injury requiring a doctor’s care occurs during school hours, a letter and insurance form will be mailed home. Please report all injuries to the Main Office in a timely manner.

## **WHEN A CHILD MAY RETURN TO SCHOOL AFTER AN ILLNESS**

Students who have been away from school due to illness are generally ready to return to school when a feeling of well-being has returned and the symptoms have cleared. Children should be fever-free (a temperature of 99 or lower, without the use of fever reducing medications), and experience no episodes of diarrhea and/or vomiting for a full 24 hours, before returning to school. If your child has had an upper respiratory infection, nasal discharge should be clear, before returning to school. It is important that students return to school when they are able to participate in all activities. This policy will be strictly enforced.

## **COMMUNICABLE DISEASES**

Villa Academy adheres to the communicable disease policy and regulations established by the Superintendent of Public Instruction, the Archdiocese of Seattle, and the Public Health Department. School attendance of a student who has a communicable disease will be governed by these regulations. HIV/AIDS regulations established by state law and OSHA/WISHA requirements governing occupational exposure to bloodborne pathogens will also be followed. Parents are asked to notify the school of a diagnosis of a communicable disease and/or head lice. School families will be notified as needed, via e-mail, regarding exposure.

## **STUDENT USE OF ALCOHOL & DRUGS**

Villa Academy provides education in the curriculum and through special programs about the dangers and illegality of the use of drugs and under-age use of alcohol and marijuana. Alcoholic beverages, marijuana, and other drugs are not tolerated on campus or at school-sponsored activities off campus. Failure to observe this regulation is serious and will result in disciplinary action. Suspension or expulsion is the probable result of a substance use/abuse infraction. The Head of School, Lower or Middle School Director, and parents, on a case-by-case basis, will resolve infractions. Please see the Student Discipline Policy section of the Handbook.

## **TOBACCO USE**

Through curriculum and school programs, students are educated about the dangers of smoking. Smoking is not permitted on campus at any time. Students who smoke or use tobacco face disciplinary action.

## **SCHOOL PESTICIDE MANAGEMENT POLICY**

Because the health and safety of students and staff is our first priority – and a prerequisite to learning – it is the policy of Villa Academy to use Integrated Pest Management (IPM) procedures as outlined by the US Environmental Protection Agency for the control of structural and landscape pests.

The IPM program provides a decision making process that is the same for any pest problem in any location. It includes:

- Monitoring pest population and relevant factors

- Identifying pest accurately
- Determining injury and action levels that trigger treatments
- Timing treatments to best advantage
- Spot treating the pest (to minimize human and other non target organism exposure to pesticide and to control cost).
- Selecting least destructive tactics
- Evaluating effectiveness of treatment to fine-tune future action
- Educating all people involved in pest problem.

Pesticides and herbicides are rarely used at Villa Academy and, when absolutely necessary, only reduced risk chemical controls are used.

### **Notification**

1. In the event Villa needs to apply a non-exempt pesticide treatment, all parents and staff will be notified in writing at least three business days prior to application. Neighbors immediately adjacent to the property will be notified at least two business days in advance of outdoor non exempt pesticide application.

2. Applications exempt from prior notification are: Antimicrobial agents, insecticide and rodenticide baits; container delivery systems; emergency situation.

3. In situations where pesticides must be applied on an emergency basis and are not exempt as listed above, notification of parents and school staff will occur within two business days following application.

### **Crisis and Disaster Procedures**

Villa Academy has emergency protocols established for the following events: fire, earthquake, lock-down, modified lock-down and shelter-in-place. Training and drills are conducted regularly. If any of the preceding events occur during the school day, the emergency protocols will be used to protect the students and staff. Parents should check the school's website to obtain information in an emergency situation. Depending on the nature of the emergency, it may or may not be prudent for parents to come to the school. We ask that you follow the directions communicated on the website and exercise prudence in traveling to the school and coming onto the campus. The safety of the students is our first priority.

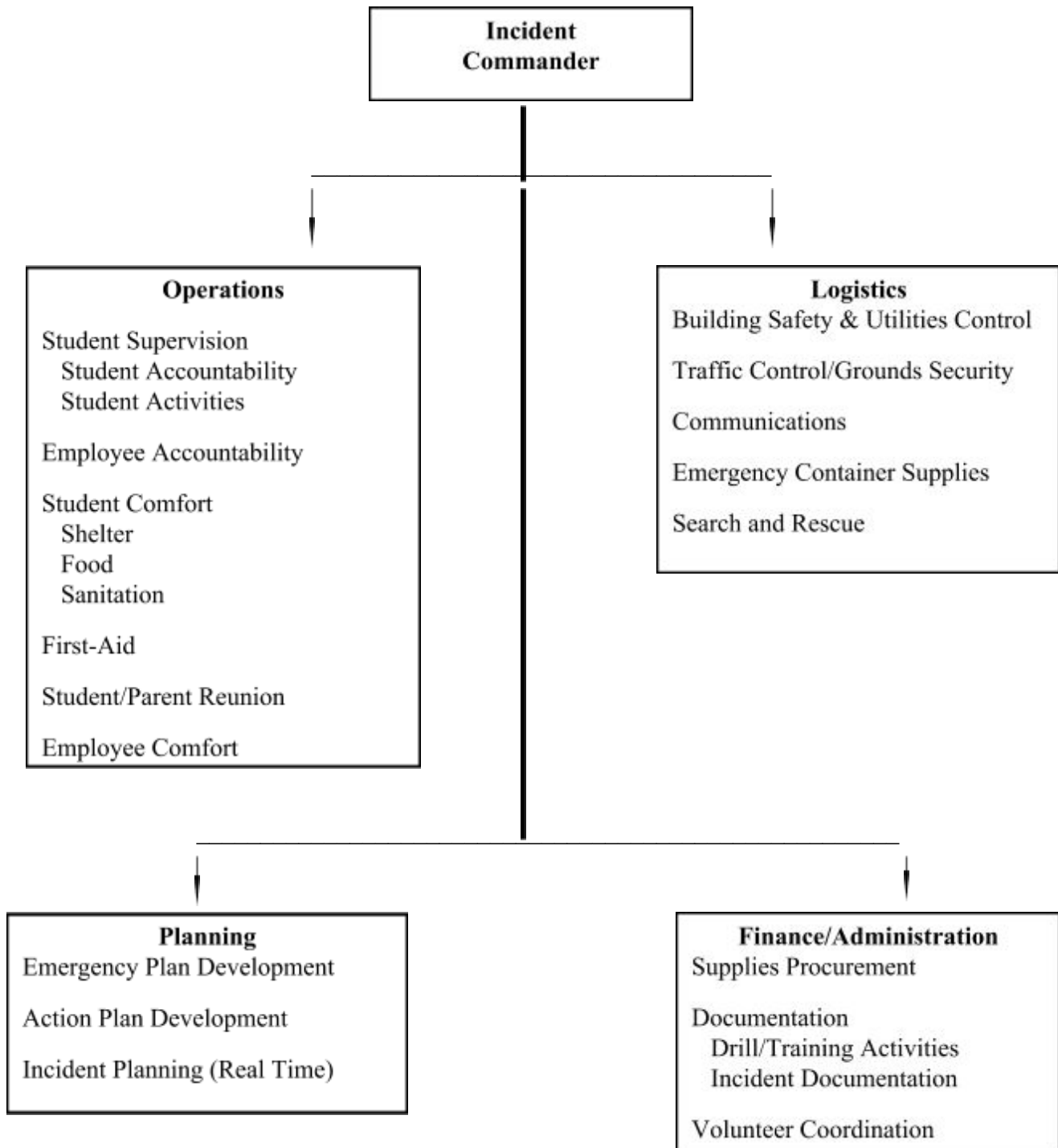
### **SUMMARY**

Villa Academy has emergency protocols established by the Emergency Preparedness Committee for the following events: fire, earthquake, lock-down, modified lock-down and shelter-in-place. Should any of the preceding events occur during the school day, these emergency protocols will be used to protect the students and staff.

1. Procedures for medical, dental, poison, earthquake, fire or other emergency situations are posted in each classroom. The school administration is responsible for orienting faculty/staff, classroom volunteers, and substitute teachers to these plans.

2. Evacuation plans and routes are posted in each classroom.
3. A fire, earthquake, lock-down or modified lockdown drill is conducted and documented each month. All other disaster and earthquake preparation training occurs annually and is documented.
4. The Facilities Office identifies and mitigates hazards.
5. Food, water, medication and supplies for 72 hours of survival are available for each child and staff. The school checks its emergency kits and emergency medication expiration dates annually.
6. Medications or supplies for individuals with special needs or life-threatening health conditions are kept on-site, updated and replenished annually, and are kept in an emergency red backpack which is kept in the classroom and carried out if evacuation is required.

## EMERGENCY RESPONSE INCIDENT COMMAND STRUCTURE



## **GENERAL EMERGENCY EVACUATION PLAN**

If an emergency evacuation is necessary for any reason (fire, earthquake, gas leak, etc.), all building occupants are expected to adhere to the following evacuation plan. The Incident Commander will lead the response to the specific emergency as prescribed and direct students in the appropriate safety procedures and evacuation process.

**At the Sound of the Evacuation Alarm** (or other communication to evacuate if the alarm system is damaged, such as in an earthquake), everyone must exit the building/s by the nearest exit according to the emergency exit plan posted by the door of each room.

- Main Building occupants should proceed to the asphalt basketball court/parking lot Assembly Area. P3 & P4 faculty/students assemble in the grassy area at the south end of the Convent, where they remain unless directed to join the larger group.
- Everyone is expected to move in a quiet and orderly manner while exiting the building. If exiting from the 2nd or 3rd floors – keep to the OUTSIDE wall on the stairwell. If exiting from the 4th or 5th floors – keep to the INSIDE rail on the stairwells.

### **As They Exit, Faculty/Staff Must:**

- Determine the extent of the injuries to students, if any, and capabilities for evacuation.
- Take classroom emergency backpacks (including student emergency medication).
- Know emergency procedures and their role in each emergency.
- Close & Tag the door: Green side displayed if the classroom/office is clear (nobody left inside) or Red tag if someone injured is left inside.

**Upon Arriving in the Assembly Area**, in a pre-assigned spot, homeroom teachers take roll. Homeroom teachers is not with their class at the time of evacuation, will reunite at once with their class in the Assembly Area.

- Homeroom teachers hold up proper card: **Green** – all students have been evacuated, accounted for, and are OK or **Red** – students missing and help may be needed.
- Homeroom teachers should supervise and reassure students, check for shock symptoms and other injuries, and request first aid if necessary.
- Students will not be released until Accountability has been completed. Students must be released through the Parent-Student Reunion process, not directly from teacher to parent.

**As Necessary** in an actual emergency, faculty/staff will follow the Emergency Response Incident Command chain to access the emergency container and implement Parent-Student Reunion, Building Safety and Utilities Control, Search and Rescue, First Aid, Student Comfort, Student Activities, and/or Security.

**Note:** If the emergency is more widespread and encompasses a large area and the emergency is due to a non-confined environmental threat (such as toxic fumes from a spill), the students will be taken to a shelter that the city's emergency response system designates, or Shelter-in-Place at Villa.

## **FIRE EVACUATION PLAN**

### **Evacuate, Assemble, Accountability**

At the sound of the evacuation alarm, all building occupants must evacuate, assemble and be accounted for per the evacuation plan.

### **Assess Damage**

The Safety Officer and the Fire Department will make a formal assessment of building safety to make a preliminary decision as to whether students may re-enter buildings. If not, the IC will activate Parent/Student Reunion.

## **EARTHQUAKE ACTION PLAN**

### **Drop, Cover, Hold**

In the event of an earthquake, building occupants are expected to “drop” or crouch down with knees to chest and head protected by arms, take “cover” from falling objects under desks, “hold on” in that position until all shaking stops, and wait for directions regarding possible evacuation of the building.

### **Evacuate, Assemble, Accountability**

After shaking has stopped, there will be a school wide announcement to make personal checks of students, staff, and faculty for injuries and wait for evacuation signal. If necessary, the IC will order the alarm for evacuation, assembly, and accountability per evacuation plan.

### **Assess Damage**

The Safety Officer and team will make a formal assessment of building safety to make a preliminary decision as to whether students may re-enter buildings. If not, the IC will activate Parent/Student Reunion. Later, if necessary, the Safety Officer will arrange for consult with an Architectural Engineer for professional assessment.

## **LOCKDOWN ACTION PLAN**

A lockdown is a procedure meant to get students, faculty, and staff to a safe and secure area in response to a situation that would threaten their physical safety. An event requiring a school-wide lock-down might include an intruder on campus, an extreme weather condition, and/or a volatile event in the immediate community.

If a situation is discovered that would indicate an Emergency Lock-down (i.e. a report is received in the Main Office) then:

### **Establish Command Center**

The Incident Commander (IC) will report immediately to the Command Post (i.e. Main Office) and activate those portions of the Incident Command System which are appropriate.

The IC or his/her designee(s) will immediately lock the outside doors and conduct a sweep of the building instructing all persons not in a secure area to immediately proceed to such.

Following the sweep the IC will determine if additional components of the Incident Command System need be activated.

### **Announcement**

If it is determined that the safety and health of students and staff are in immediate jeopardy, an announcement will be made to alert the staff of potential danger.

### **Assemble**

When the lock-down signal is given, **all** students, staff, and faculty in hallways of any building or outside on the grounds will immediately proceed to the nearest classroom, office or secured area & lock the doors. Faculty/staff must check any and all students in close proximity to their room, bring them inside, and direct them to stay put. If a room is adjacent to other unsupervised spaces, such as restrooms, flex rooms, or workrooms, faculty/staff must gather any students there and take them to their room.

### **Secure**

Lock-down classroom/office:

- Close and lock door/s;
- Take phone off “Txfr to Vmail;”
- Turn radio on to channel 9-11 (turn volume up);
- Turn on computer, open e-mail and click “Send & Receive;”
- Pull blinds/cover windows (use pre-cut butcher paper to cover a window in a door);
- Position students out of sight of exposed windows.

### **Accountability**

The faculty/staff and student accountability team will begin the faculty/staff and student accountability process. Accountability will be completed by e-mail. Faculty/staff not responding to the lockdown accountability email will be contacted by phone; if a response is still not received a broadcast will be sent out by email first, then radio.

### **Maintain Calm and Quiet While Waiting**

- Keep children quiet and calm;
- Stay away from exterior windows;
- Do not leave the locked room;
- **DO NOT OPEN THE DOOR FOR ANYONE OR RESPOND TO ANYONE OUTSIDE;**
- Wait for the all-clear announcement: “LOCK-DOWN HAS ENDED.”

### **Notes**

- During a lockdown, evacuation due to fire alarm activation will be at the determination of police and fire rescue personnel on scene; or the subjects locked down, if the ‘visible or known’ threat of fire and or smoke outweighs the danger of not remaining in place.
- Parents/guardians will not be able to enter the building or pick up their children until the lockdown has ended.
- When the lockdown is over teachers, students, and parents will be informed of all the details about what happened.

- In the event of a lock down, all after school activities and EDP will be cancelled, even if the lock down resolves prior to the end of the school day. School will dismiss as usual unless otherwise notified.
- In the event of a Modified Lock Down (Lock – In: No immediate danger to students but events in the neighborhood warrant caution) occurring near the end of the school day, parents will be notified and students will be dismissed at usual time, even if the situation has not thoroughly resolved. Arrangements will need to be made by parents for students who normally walk home, and all after school activities and EDP will be cancelled.

## **FINAL NOTE**

Your child’s well being, both physical and emotional, will always be our top priority. We are confident that we are prepared to respond to any kind of emergency.

## **Academic Policies & Curriculum**

### **CURRICULUM**

Villa Academy’s K-8 academic program offers Religion, Mathematics, English/Language Arts, Science, Social Studies, Technology, Art, Music, Physical Education and World Language.

Middle School students participate in a laptop computer program, which integrates core content areas and technology. Teachers emphasize a personalized approach to learning and an environment where each child is known and supported. Classroom learning is enhanced through lab sessions, field trips, and outdoor educational projects.

### **ACADEMIC EXPECTATIONS**

Villa Academy provides an academically challenging program that educates the whole child in the tradition of Mother Frances Cabrini. The school educates to a range of ability levels, from average to highly capable students. Academic success requires diligent work, good study habits and the ability to stay current with assigned work in all classes. Attendance, personal productivity, study habits, and organizational skills are required of all students to achieve and maintain satisfactory academic standing.

### **HOMEWORK**

Homework is intended to supplement and reinforce classroom learning and will be assigned at all grade levels. Homework is not intended to be “busy work,” nor is it intended to be material/content that the student has never been taught. Rather, homework offers students the opportunity for independent practice of newly acquired skills, as well as the opportunity to apply skills to appropriate learning activities. Parents can assist in making homework an effective learning experience by providing a place and time to study, giving encouragement, showing interest, and acknowledging that the responsibility for completing work ultimately rests with the student. Reworking your child’s assignments is not beneficial because teachers discover what they need to reinforce when a child has genuine difficulty with a homework assignment. If the

nature or load of your child's homework is a concern, please contact the child's teacher/teachers as soon as possible.

The length of time devoted to homework will depend on the amount of make-up work, special projects, and the individual approach, motivation, and productivity of each student. The following is a general guideline:

Grades K-2	30-45 minutes
Grades 3-5	45-90 minutes
Grades 6-8	60-120 minutes

Lower School (Grades K-5) parents may call or email the teacher before 8:30 am and pick up assignments in the Main Office after 3:00 pm when a student is absent due to illness

Middle School (Grades 6-8) students are responsible for calling a classmate or checking PowerSchool for missed assignments.

### **FIELD TRIPS**

Field trips complement the classroom curriculum. Teachers communicate the details concerning the date, time, proper attire and lunch provisions in advance of the field trip. Chaperones\* and Drivers\* must have completed an annual volunteer training session and have a current background check. Additionally, drivers must provide proof of insurance by completing a Field Trip Driver Information form, which is available to all families on our website. Forms can also be obtained at your volunteer training or in the Main Office.

Signed permission forms are required for students to participate. Villa Academy will use separate permission forms for each field trip to ensure school-to-home communications and student safety.

\*Please do not attend a field trip unless the coordinating teacher has designated you as a driver or chaperone.

### **TRIPS: OVERNIGHT AND OUTDOOR PROGRAMS**

The overarching objective for all Villa overnight trips and outdoor programs is to support Villa's mission of excellence in the education of the whole child, educating compassionate hearts and confident minds. Key elements include:

#### **Experiential Learning**

Our experiential programs challenge students to observe, inquire, apply knowledge, make connections and extend learning beyond classroom walls.

#### **Community Development**

Our shared experiences away from regular school life help build and strengthen interpersonal relationships within our community through joint exploration, problem solving, courage, trust, and interdependence.

### **Self-awareness, Compassion and Integrity**

These opportunities encourage students to reach beyond personal comfort zones and build awareness of the effects of our actions in order to become culturally competent people of integrity and compassionate stewards of the natural world.

### **REPORT CARDS**

The school year is divided into three 12-week trimesters. Grades and written comments in the form of a report card are distributed to each student (Kindergarten – Grade 8) at the end of each trimester. Consult the school calendar for report card dates. Parents are required to sign and return the report card envelope for each trimester except the final trimester in June.

All student work (forms, assignments) required to successfully complete the trimester, is due on or before the last day of the trimester unless arranged in advance with the teacher.

### **GRADING SCALE – GRADES 4-8**

A	= 100-93	C	= 77-73
A-	= 92-90	C-	= 72-70
B+	= 89-88	D+	= 69-68
B	= 87-83	D	= 67-63
B-	= 82-80	D-	= 62-60
C+	= 79-78	F	= 59- 0

### **TEACHER CONFERENCES**

Formal conferences are held annually in mid-fall and spring. The conferences for students in Preschool – Grade 2 are for parents and teachers only. Students in Grades 3-8 take an active role in their conference, which provides an opportunity for discussion of the student’s progress, achievements, and areas for improvement. Spring conferences are optional for Lower School students and mandatory for students in Grades 6 & 7. Parents and/or students may request a conference with a teacher at any time during the school year. Teachers also welcome e-mails and phone calls when you have a concern.

When a student resides in dual households, Villa Academy believes it is in the child’s best interest to maintain consistent communication with both parents; therefore, we encourage a unified conference with both parents in attendance.

### **STANDARDIZED TESTING**

Villa Academy uses multiple and varied sources of information to assess student achievement and the strength of the school’s academic programs. Testing students at strategic points in the school year, and at specific grade levels, yields data that informs our approach to curriculum development and effective instruction. Students in Grades Two, Three and Five through Eight participate in Educational Records Bureau, Comprehensive Testing Program 4 (CTP 4) in early autumn. The CTP 4 is a standardized, norm-referenced test used by many independent schools regionally and nationally. It provides comparative information about a student’s achievement in

critical verbal and mathematical areas. Teachers use this information to develop individualized learning plans for students based on their areas of strength and/or weaknesses. Student test scores are mailed to parents upon receipt of the materials from the Educational Records Bureau, generally in the new calendar year.

Students who miss any portion of a standardized test due to a family vacation will, upon the student's return to school, make up the missed tests before or after school.

### **LOWER SCHOOL CLASS MEETINGS**

As a school dedicated to the education and development of the whole child, each classroom, school-wide, holds a weekly class meeting. Through these meetings, our students learn problem-solving, negotiation, and communication skills. The students are encouraged to contribute agenda items to address areas of concern or situations that need resolution. Class meetings are held more frequently than once weekly as needed.

### **MIDDLE SCHOOL ADVISORY**

Villa Academy's Middle School Advisory program supports our whole child development of compassionate hearts and confident minds through intentional time dedicated to developing connections within a small supportive group of peers and a trusting relationship with a caring adult advocate. Key Elements of Advisory include:

#### **Advocacy & Academic Growth**

Advisory provides an adult advocate for every student. Advisors nurture academic life, oversee school logistics, and coordinate communication between school and home.

#### **Social, Emotional & Spiritual Growth**

Advisory activities help develop self-awareness, self-management, social awareness, relationship skills, and responsible decision making skills within a safe environment where students can take healthy risks and grow.

#### **Community Building & Invigoration**

Advisory provides opportunities for inclusive social interaction that promotes our school climate of respect, integrity and compassion in a structure that allows for connection, creativity and fun.

### **LEARNING SUPPORT**

Villa Academy is dedicated to the goal that each student will perform at grade level, as determined by our CTP 4 scores. To reach this goal, Villa Academy provides Learning Support teachers for students in Grades 1-8 who need additional academic support and skills development. The Learning Support teachers team with the classroom teachers to develop a plan for the individual student, which may include small group work or individual work with the Learning Support teacher.

## **EDUCATIONAL TESTING DATA INTAKE POLICY**

Villa Academy is a collaborative community. Our expectation is for teachers, students, and parents to work together to create the best possible learning environment for each individual child. If a student receives outside testing or educational evaluation, we strongly encourage families to share any results and recommendations with the classroom teacher and the section director. This will allow the school to better meet the needs of each individual child.

- Testing data shared with the school will be kept confidential.
- Data will be maintained by the Division Director and the Learning Support teacher, and shared as necessary with the appropriate faculty working directly with the child.
- Testing data submitted to the school will not be a part of the child's permanent file, and therefore will not be passed with this permanent record to other schools. (Data will be destroyed two years after a child leaves the school.)

## **TUTORING**

If necessary, the Learning Support teacher, in collaboration with the classroom teachers and the Lower and Middle School Directors, may recommend additional academic support through an outside tutor. In the event that a student requires long-term support, the Learning Support teacher will provide specific information on individualized skills development to the outside tutor.

## **COMMUNICATING WITH TEACHERS**

The teachers are your partners in your child's overall education. When you have questions, input, or concerns that relate specifically to an area of direct teacher responsibility, such as workload, homework, grading, and the child's overall classroom experience, please contact the teacher directly and immediately. You can expect our faculty to return your call or e-mail within a 24-hour time frame. In an effort to respond effectively to the situation, the teacher needs ample time and a clear understanding of your child's needs.

## **COMMUNICATING WITH ADMINISTRATORS**

The Directors of Lower and Middle School work with you in your child's overall education. When you have questions, input or concerns, related to the academic or student life programs, school policies, or Lower/Middle School issues, please contact the appropriate director. You can expect our staff to return your call or e-mail within a 24-hour time frame. If for any reason you feel your concerns have not been adequately addressed, having worked with the classroom teachers or Lower or Middle School Directors, please contact the Head of School.

## **ACADEMIC CONCERNS**

**Step 1:** Please contact the appropriate teacher as soon as possible. Teachers are asked to respond to parent contact within 24 hours of receiving a call or e-mail message.

**Step 2:** If you have further questions or concerns, please contact the Director of Lower or Middle School.

**Step 3:** After a parent has spoken directly with the classroom teacher and the Director of the Lower or Middle School, and his/her concerns have not been resolved, a parent may contact the Head of School. Please do not let issues go unresolved.

### **CURRICULUM OR PROGRAM CONCERNS**

If you have concerns about the content of a curriculum area please use the following steps:

**Step 1:** Please start by contacting the Director of the Lower or Middle School. Depending on the nature of your question, the director may also encourage you to contact a teacher.

**Step 2:** After a parent has spoken directly with the Director of the Lower or Middle School, and concerns have not been resolved, a parent may contact the Head of School. Please do not let issues go unresolved.

### **ACADEMIC PROBATION**

Villa Academy seeks to challenge and engage learners. Academic success requires diligent work and study habits, as well as an ability to stay up-to-date with assigned work in all classes. Attendance, effective work/study habits and organization skills are required of all students to achieve and maintain satisfactory academic standing.

In the event a student is not maintaining satisfactory academic standards (one or more grades of “F” or two or more grades of “D”), the student will be placed on academic probation. A student has one trimester to re-establish satisfactory academic standing. The student, parents, teachers, and Lower or Middle School Director will meet to develop a plan of action to support the student’s attempt to regain solid academic standing – specifically no grades of “F” or more than one grade of “D.” After one trimester of Academic Probation with support systems in place and no improvement in the student’s academic work, the administration will continue to work with the student and parents to determine the appropriate course of action. A student must regain satisfactory academic standing prior to the completion of the academic year for continued enrollment at Villa Academy the following year.

### **ACADEMIC DISHONESTY**

Students come to Villa to learn and grow as whole persons. Doing one’s best entails hard work and respect for the rights of others to learn. Honesty in one’s work is essential.

Examples of academic dishonesty include, but are not limited to, the following:

- Providing or receiving information on a test or quiz. This includes discussing the test questions during the test or discussing the test with students who have yet to take the test.
- Providing or copying information on assignments meant to be completed independently.
- Failing to deliver Progress Reports or Report Cards to one’s parents.
- Forging parent/guardian signatures on school documents.
- Plagiarizing, or lifting material from the Internet without proper citation of the material. Teachers will review proper use of the Internet as a reference source.

In the event of academic dishonesty, a student can expect the following:

#### First Occurrence

- No credit (0) for test or assignments which were to be completed independently;
- Parents contacted and loss of student privileges as assigned by the Lower or Middle School Director.

#### Second Occurrence

- No credit (0) for test or assignments which were to be completed independently;
- In- or out-of-school suspension the following school day;
- Student's grade for the trimester will be dropped one letter grade;
- Parents contacted and conference required for re-admittance.

#### Third Occurrence

- No credit (0) for test or assignments which were to be completed independently;
- Out-of-school suspension the following two (2) school days;
- A failing grade for the trimester in which the incident occurred;
- Parents contacted to discuss re-admittance or dismissal from Villa Academy.

NOTE: Each occurrence, regardless of the class in which it occurs, is considered cumulative for the year, i.e. one occurrence in each of three different classes equals three occurrences.

## **Technology Policies & Practices**

### **TECHNOLOGY**

Villa Academy provides computer access to students in the classrooms, Computer Lab, and Library. The school believes the use of computers and the Internet are important tools for learning within the context of the curriculum. Students will, at times, have access to the Internet and a wide variety of educational resources.

Villa Academy closely monitors student use of the Internet. The school takes special precautions to restrict access to inappropriate materials through the use of an Internet filter. We believe that teachers and students should focus only on the valuable and appropriate educational information that is accessible on the Internet.

Middle School students and their parents commit to a Responsible Use Agreement that promotes wise use of technology. This agreement is distributed to and signed by the 6<sup>th</sup> Grade families at the time laptop computers are distributed. In addition, at the start of school, the section directors and faculty review with the students the Responsible Use Agreement and refer to the policy throughout the academic year as needed. Villa Academy takes its Responsible Use Agreement seriously and reserves the right to suspend or expel a student in the event of a significant misuse of technology. A copy of the policy can be found on the Villa website under VikingNet or by contacting the Technology Office.

### **LAPTOP PROGRAM**

Middle School students in Grades 6-8 participate in the school's laptop program. In an ever-changing world of information, the students need to be skilled in using technology as a tool for communicating and manipulating information. Faculty in all subject areas integrates

technology into the curriculum as one of many tools for learning. All Middle School students are expected to have a laptop computer. Students are required to have their laptops available, functioning and operational each school day unless otherwise notified. Laptops must be transported from class to class in a laptop bag. Backpacks with laptop storage are not permitted for transporting laptops inside the school building.

### **LAPTOP REPAIR**

When a student has a problem with a laptop that cannot be personally solved, there are several available options. The student can seek help from a teacher or classmate, or seek the help of the technical support staff located in Room 434. Students are encouraged to call ext. 218 to schedule a visit to the Tech Support Office during lunchtime or before/after school.

## **Human Dignity and Behavior Expectations**

As a Catholic school founded by Saint Frances Cabrini, Villa Academy is committed to valuing the human dignity of each individual. The school seeks to act consistently with this value in all its activities and programs, and in the relationships it shares with students, faculty, and the community it serves. The school also seeks to provide a positive, harmonious environment in which diversity is respected, encouraged and celebrated. Accordingly, Villa Academy promotes respect for each person regardless of individual differences and/or characteristics, including but not limited to sex, sexual orientation, race, religion, disability or ethnic group. It is the school's expectation that all members of its community will promote the value of human dignity in their daily behavior.

### **PERSONAL BEHAVIOR**

A code of behavior will be established in each classroom and in the school in general. The teachers will instruct the students on the behavioral code and reinforce Villa Academy expectations. The faculty and administration will notify parents in the event of disrespectful behavior on the part of their child. Students who neglect to uphold the standards of behavior of a Villa student will work with their teachers, parents, and administrators to make the necessary changes in their behavior.

### **BULLYING**

#### **Purpose Statement**

Our school community is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to allow bullying of any kind at our school.

#### **Defining Bullying**

Bullying is mean or hurtful behavior that keeps happening. It is unfair and one-sided. Our school defines bullying by three primary characteristics: It is aggressive behavior that is usually repeated over time, occurs in a relationship where there is an imbalance of power, and intends to cause harm or distress and/or has a serious harmful or distressing impact on the target.

### **Bullying includes the following:**

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, or name calling
- Using put-downs, such as insulting someone's race or making fun of someone's gender
- Touching or showing private body parts
- Spreading malicious rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone
- Threatening
- Any of the above behaviors using electronic devices

### **Statement of Scope**

Our school's consequences for bullying apply when bullying happens:

- **On school grounds:** Immediately before or after school hours, during school hours, or at any other time when the school is being used by a school group
- **Off school grounds:** At a school activity, function, or event
- **When traveling:** To or from school or a school activity, function, or event
- **When using property or equipment provided by the school**
- **On or off school grounds:** When the behavior has caused significant disruption to the learning environment or interfered with an individual's ability to learn

### **Reporting Procedures**

It is our school's expectation that all bullying incidents be reported.

- Teachers witnessing or who become aware of a bullying situation should address it right away; many times the situation can be rectified before it requires complicated interventions
- Referrals to the school counselor
- Referrals to Lower School Director or Middle School Director

### **Investigating and Responding to Bullying**

Teachers and staff will:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports to ensure the safety of all students involved
- Look into all reported bullying incidents
- Assign consequences for bullying based on our school's discipline code
- Provide immediate consequences for those who retaliate against students who report bullying
- Students knowingly making false accusations of bullying will be subject to disciplinary action

Once a bullying report is received, our school's administration will conduct an investigation within three days. If it is determined that bullying has occurred, our school's administration will:

- Take appropriate disciplinary action
- Notify the family of the bullied student

- Notify the family of the student who bullied
- Create a safety plan for the bullied student
- Create a behavior change plan for the student who bullied

### **Written Records**

Written records of all bullying incidents and their resolution must be maintained using the following forms:

- Bullying report form
- Our school's discipline-tracking form
- Student safety plan
- Student behavior change plan
- In addition, written records of communication between our school and the involved parties and their families may be required.

### **Sanctions (Consequences)**

There will be consequences and appropriate remedial action for those involved in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved should be considered when posing consequences. Our school will follow our hierarchy of consequences for bullying.

### **Training and Prevention Education**

Our school takes a proactive approach to dealing with bullying by providing the following training and prevention education for our students and staff:

- Social skills lessons are a regular part of the curriculum at our school. The Second Step program and its Bullying Prevention Unit are taught in the Lower School. Middle School students receive bullying prevention training and social emotional curriculum through Advisory.
- All staff go through the Bullying Prevention Unit online training on recognizing and responding to bullying effectively.
- In addition to the general all-staff training, teachers, counselors, and administrators are trained on how to coach and create safety and behavior plans and continue to follow-up with students involved in bullying.
- Staff members are trained and given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur.

### **Communication Plan**

Bullying prevention information is communicated via:

- Bullying Prevention Unit Online Training
- Staff meetings
- Teachers to their students
- Bullying Prevention Unit lessons
- Bullying Prevention Unit posters placed in every classroom
- The Family Handbook (on our school's website for families and the wider community)
- Emails to families

## **SEXUAL ABUSE/HARASSMENT**

### **General Policy Statement**

Consistent with its mission, Villa Academy believes that all members of the school community are entitled to learn and work in an atmosphere that is free from inappropriate conduct, harassment and/or discrimination. Harassment subverts the school's mission and is a serious violation of school policy that will not be tolerated. For purposes of this policy, harassment includes harassment of a sexual, racial, religious or ethnic nature and harassment based on disability or such other protected class category, as may be prescribed by law.

This policy applies to all members of the school community including, without limitation, faculty, staff, employees, students, and parents. Independent contractors, vendors, visitors, and others who conduct business with the school or use its facilities are also expected to comply with this policy. The school will take appropriate action, including referral to appropriate government agencies, if this policy is violated.

### **Sexual Abuse: Defined**

Sexual abuse is any form of sexual contact or conduct involving minors, vulnerable adults or non-consenting adults. Sexual abuse may include direct sexual contact as well as other exploitive behaviors including but not limited to:

- a. Inappropriate verbal stimulation;
- b. Taking or showing sexually explicit photographs of or to a minor or vulnerable adult;
- c. Exposing a minor or vulnerable adult to pornography or other sexual activity.

### **Reporting Suspected Sexual Abuse**

Any member of the Villa Academy community who has reasonable cause to suspect sexual abuse is required to report to the Middle or Lower School Director, or the Head of School, the suspected abuse within 48 hours of learning of it. If the academic administration reviews the report and does not believe there is sufficient or clear evidence to make a report to DSHS, yet the reporter believes strongly there is abuse occurring, the reporter is obligated to make the report.

The report is to be made to the proper law enforcement agency or the Washington State Department of Social and Health Services (DSHS) hotline at 1-866-363-4276.

### **Harassment: Defined**

Generally harassment can take many forms. It can include slurs, comments, rumors, jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal or physical conduct relating to an individual which:

- a. Have the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; or
- b. Have the purpose or effect of unreasonably interfering with an individual's work performance or education; or
- c. Otherwise unreasonably affecting an individual's employment or educational opportunities.

**Sexual Harassment: Defined**

Generally, sexual harassment occurs when the objectionable verbal and/or physical conduct is sexual in nature or gender based. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. Submission to the undesirable conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or educational opportunities; or
- b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or educational opportunities; or
- c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment; or
- d. Such conduct or communication occurred because of the sex of the victim even though it is not clearly sexual in nature or an explicit sexual advance.

**Racial Harassment: Defined**

Racial harassment occurs when the objectionable verbal and/or physical conduct is racially motivated or racial in nature. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. Otherwise adversely affects an individual's employment or academic opportunities.

**Reporting/Investigating Harassment**

Any member of the school community may bring complaints or concerns about inappropriate conduct or harassing behavior to any responsible party. Responsible parties include one's supervisor, the Lower or Middle School Director, or the Head of School. In the event that the Head of School is the alleged harasser, the complaint can be brought to the President of the Board of Trustees. In addition to the above-mentioned individuals, students may bring complaints or concerns about inappropriate conduct or harassing behavior to a teacher with whom they feel comfortable. Upon receipt of a complaint of inappropriate conduct or harassment, the above-mentioned individuals will promptly notify the Head of School (or President of the Board of Trustees, as appropriate). The Head of School (or President of the Board of Trustees, as appropriate), upon receipt of a written report or complaint alleging harassment, will immediately begin an investigation. The investigation may be conducted by the Head of School or by a third-party designated by the school to conduct such an investigation. If

the Head of School is the subject of the complaint, the President of the Board of Trustees assumes investigative responsibilities.

The written complaint states the grounds and factual basis upon which the person believes an investigation should be conducted. Submission of a good faith complaint or report of inappropriate conduct or harassment will not affect the complainant or reporter's future employment, grades, academic standing, or work assignments. However, any individual found to have made a false complaint or report of a violation of this policy, or to have knowingly given false information during an investigation of such a complaint or report may be subject to disciplinary action.

Steps taken during the investigation will be clearly documented and upon the conclusion of the investigation, the appropriate authorities will be notified if the complaint is determined to be valid.

Villa Academy is committed to vigorously enforcing this policy. When a violation of this policy is discovered, the school will take prompt and appropriate action, which may include immediate discharge, or expulsion, and/or referral to an appropriate government agency.

### **Confidentiality**

All reports of harassment will be handled as confidentially as possible by Villa Academy. When investigating allegations of harassment, the school will comply with such discovery or disclosure obligations, as may be prescribed by law.

### **Retaliation**

Retaliation against anyone who has in good faith articulated a concern about inappropriate conduct or harassment, or participated in a complaint investigation or hearing, or filed a complaint alleging harassment, will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who is found to have acted in a retaliatory manner will be subject to such disciplinary action, as Villa Academy deems appropriate.

### **General Investigative Procedure**

Villa Academy will investigate allegations and formal complaints of harassment in a prompt, thorough, and accurate manner. The Head of School or delegate will conduct the investigation taking into consideration the following:

- a. All complaints and allegations will be taken seriously;
- b. An investigation will be prompt;
- c. An investigation will be undertaken with an open, unbiased mind;
- d. Factual and accurate information will be the focus of the investigation;
- e. Complete, impartial, and thorough activities will characterize the investigation;
- f. Findings from the investigation will be documented;
- g. School Policy will be followed;

- h. Once the investigation is complete, all data will be reviewed and assessed and a decision will be made whether or not the alleged behavior occurred; if harassment has occurred, Villa Academy will remedy the violation;
- i. Act promptly to stop the behavior;
- j. Recommend to the Head of School that effective and appropriate discipline be administered to the offender/s;
- k. Inform the complainant of the result of the investigation and also caution the need for confidentiality.

## **STUDENT DISCIPLINE POLICY**

It is the policy of the Villa Academy Board of Trustees that discipline plays an integral part in the overall learning environment of the school. Ideally, positive and productive behavior is achieved when students and staff establish realistic expectations, which are communicated frequently and reinforced through the school year. Teachers has the responsibility of developing appropriate behavior expectations for their class, communicating these expectations, in addition to general school expectations, and providing sufficient support and feedback to the students regarding fulfillment of these expectations.

Students are responsible for cooperating with their teachers and other staff members in the fulfillment of the classroom and school expectations. In every instance of disciplinary action, the Head of School and parents will be notified if the problem cannot be resolved by a student-teacher conference.

## **DISCIPLINE PROCEDURES**

Students who fail to fulfill the behavior expectations as defined by school personnel, will be subject to the disciplinary steps outlined below. Repeated infractions, or failure to observe the discipline imposed at Levels A or B, will raise the disciplinary consequence to the next level.

### **Level “A” Behavior**

- Disobeying classroom rules of behavior, including rude and disrespectful behavior toward other students and/or faculty
- Arguing and verbal abuse
- Violating the school’s Responsible Use of Technology Agreement
- Accruing unexcused tardies
- Littering property, including throwing food and garbage
- Being out of uniform without permission
- Failing to be in a specific area at a designated time
- Bringing toys and other inappropriate items to school
- Eating food, candy or gum during school hours outside designated areas.
- Making poor academic effort.
- Being careless with school property
- Using a cell phone anywhere during supervised hours or in school buildings at any time.

- Using personal electronic equipment (iPods, cameras, etc.) in the building. We discourage students from bringing expensive electronic equipment to school. These items, if brought to school, must be turned off and stay in the student's backpack/locker for the duration of the school day.

#### **Disciplinary Action for Level "A" Behavior**

A conference will occur with the teacher to determine appropriate consequences for the undesirable behavior. Such consequences may include notification of parents. Other disciplinary action may include, but is not limited to the following:

- Denial of certain privileges, e.g., recess, field trips, etc.
- Detention after school
- A writing assignment about future choices of behavior
- Performing various jobs on campus, e.g., cleaning, sweeping, picking up, etc.
- Repair or replacement of damaged property or area

#### **Level "B" Behavior**

- Continuous and/or repeated behavior as described in Type "A" Behavior (pattern of inappropriate behavior)
- Disruptive or inappropriate behavior at school or school-sponsored activity, including use of obscene gestures, words or conduct; writing obscenities; or possession of objectionable literature
- Repeated tardiness or truancy
- Repeated defiance or disrespect
- Conduct injurious to school's reputation
- Possession of any concealed item that could be considered dangerous, i.e., knife
- Physical fighting
- Minor theft

#### **Disciplinary Action for Level "B" Behavior**

A conference will occur with the Lower or Middle School Director and notification of the parents, about the undesirable behavior and the appropriate consequences, will take place. Such consequences may include but are not limited to the following:

- Detention after school
- Denial of school privileges
- Repair or replacement of damaged or stolen items
- Probation for a specific period of time
- Suspension from school

#### **Level "C" Behavior**

- Vandalism or destruction of personal or school property, or in the neighborhood
- Illegal use of, or being under the influence of, drugs/alcohol/tobacco
- Illegal possession of drugs, related paraphernalia or tobacco
- Illegal behavior of any kind
- Sale of drugs or alcohol
- A serious violation for the school's Responsible Use of Technology Agreement
- Stealing/theft of school or personal property
- Serious personal violence, which may be manifested by actual violence, threat of violence or harassment of another individual.

- Second suspension

### **Disciplinary Action for Level “C” Behavior**

Student consequences may include:

- Disciplinary probation for a designated period of time
- Suspension from school
- Expulsion from school
- Contact with the Seattle Police Department as warranted

In cases of suspension and expulsion, all students have a right of appeal in accordance with school policy.

**Probation** is defined as a specified period of time that a student, while attending school, is under more critical supervision while certain behavior is being improved and/or evaluated. During this period a student may not hold a Student Council position. In some cases, the student may be excluded from activities due to the loss of certain privileges. This will be determined on a case-by-case basis by the Head of School and the division director.

The Head of School may place a student who displays continuous disruptive or disrespectful behavior, or who is in danger of expulsion for a serious infraction of school rules, on disciplinary probation.

**Suspension** is defined as a period of time from one to five days when a student shall remain at home or on an in-school suspension. Missed work may be made up and the student will not be academically penalized. Suspension will only occur after consultation has taken place among student, teacher, (and homeroom/advisory teacher, if different), Lower or Middle School Director, Head of School, and parent, when a behavior plan has been decided upon and agreed by all, but has not been followed by the student. This will be based on continuous anti-social acts and/or accumulation of infractions. In certain circumstances, immediate suspension or expulsion may take place at the discretion of the Head of School.

**Expulsion** is defined as a request for the student to leave the school and find educational accommodation elsewhere. This will generally occur only after all efforts have been made to resolve the problem, but may occur at the discretion of the Head of School at any time when, in the opinion of school authorities, the student will not benefit by continuing in the school and/or the student’s continued presence will be detrimental to the good of the whole. Repeated offenses after a period of suspension will warrant this decision.

### **Procedure for Suspension or Expulsion**

- 1) Parents will be notified and a conference arranged at the earliest date possible.
- 2) Agreed upon terms will be specified for resolution of the problem.
- 3) The Head of School shall record all parts of the agreement in writing.
- 4) Suspension will depend on meeting or not meeting the terms of agreement within a reasonable time limit, depending on the infraction.
- 5) In cases of expulsion, an appeal may be made to an Appeals Committee as described below.

### **Right of Appeal**

A parent may have the right of appeal for an expulsion. The parent of the student must submit a formal letter to the Head of School requesting a hearing within seven days of the expulsion. Within seven days of receipt of the request, a hearing date will be established for the purpose of reviewing the disciplinary action.

An Appeals Committee will be selected by the Head of School to review the disciplinary action and convey its findings to the Head of School. The Appeals Committee will consist of three teachers who are not directly involved with the student's school life and a representative from the Parent Association.

The results of the Appeals Committee will be forwarded to the Head of School within seven days of the hearing for final resolution and will be advisory. The final decisions regarding the expulsion of a student resides with the Head of School.

### **Student Life**

Our strong student life program is an essential component in educating the whole child. It offers personal growth and leadership opportunities by providing a variety of activities and experiences. Villa students are encouraged to be active participants in sports, music, drama, clubs, community service, retreats, as well as the school's religious ceremonies and celebrations.

### **COMMUNITY SERVICE**

As a school rooted in the rich Cabrini tradition, Villa Academy recognizes the importance of providing opportunities for meaningful service to help open our students' hearts and minds to the presence of God and to provide students with a foundation built on compassionate giving. Our community service program is integrated with the religion curriculum and focused on Catholic Social Teaching. We are mindful of the developmental realities of our students and focus on fostering an understanding and love for the rich diversity of the human family.

For our younger students, this means service to the local Villa community through on-site activities and school-sponsored outreach. For our Middle School students, we ask 9 hours of community service per trimester to be earned through a combination of on-site activities and individual off-campus work. Middle School students must obtain the form to log their hours from their religion teachers and/or from the school's website. Students who perform a total of 125 hours over 12 trimesters earn the Mother Cabrini Award for Excellence in Service when they graduate.

Middle School students whose obligations during the school year prevent them from earning additional community service hours during the school year may earn additional community service during the summer between middle school years and apply those additional hours to the following school year. All Middle School students are still required to perform 9 hours of community service during each trimester they attend Villa Academy's Middle School.

## VILLA VIKING SPORTS

Villa Academy provides a wide variety of sports opportunities for students, including participation in the Archdiocese of Seattle CYO athletic program. CYO sports include Cross-Country, Baseball, Basketball, Volleyball, Soccer and Track and Field, for both boys and girls. Volunteers coach all sports. CYO registration forms are available in the Main Office and on the Villa web site. TGA Tennis and Golf, and Watts Basketball clinics are open to all students in Grades K-8 and Ultimate Frisbee is open to Middle School students. A registration fee is assessed for each sport. These fees cover uniform maintenance, gym rentals and equipment purchases.

### Late Registration Policy

Any registration form received after the stated due date will be specifically handled by the Athletic Director per the following:

Students who sign up late for a sport will be charged a late fee in an amount equal to the original registration fee. On a case-by-case basis, the following will be determined:

- If more players are needed to fill a team roster the late fee may be waived.
- If a team is at its roster maximum allowed by CYO, late registration will be denied.
- If the number of players exceeds an “internal count” which allows desirable playing time for each player, late registration may be denied.

## MIDDLE SCHOOL ACTIVITIES

Middle School students are invited to participate in a variety of extracurricular activities. Some are open to all interested students (Ski & Snowboard Bus) and some require an application (Green Team, Student Emergency Response Team, Student Council).

## AFTER SCHOOL VILLA SPONSORED ACTIVITY STUDENT SAFETY POLICY

Any student participating in an after school Villa sponsored activity will be supervised until a parent or guardian arrives to take the student home. Students who have a gap between the end of their school day and their activity must either enroll in our EDP program until their activity begins or leave the school premises at the end of the school day as they normally do and return no sooner than 5 minutes prior to the start of their activity. Students cannot be on the school premises unsupervised.

At the end of an after school activity coaches/club moderators will wait with the students to be picked up. After 10 minutes any students not picked up will be enrolled in our EDP program until 6pm. A student not picked up at the end of their activity (and after the EDP program closes) will remain with their coach/moderator until a parent arrives. **Parents will be charged \$5 for every minute the coach/moderator waits with the student after the stated pick up time.**

Lower School students will not be permitted to walk home after any after school Villa sponsored activity. Middle School students may walk home after a sport or club activity only if the parents have consented to such in writing on the registration form.

**BEFORE AND AFTER SCHOOL PROGRAMS GRADES K-8** (PRESCHOOL FAMILIES, SEE EXTENDED DAY OPTIONS IN OUR PRESCHOOL AND EDP HANDBOOKS [ADDENDUMS TO THIS HANDBOOK])

### **Extended Day Program (EDP)**

As a service to our families, EDP is a licensed before school program (7:00 - 8:05 am) for students in Grades K-8 and after school program (3:00/2:15 on Wednesdays - 6:00 pm) open to students in Grades K-8. Full day (teacher professional planning days) hours are 8:00am to 5:00pm. Villa Academy students in Grades K-8 who arrive on the Villa campus prior to 8:05am must check in with EDP. Due to licensing requirements, children may **not** sign themselves into EDP before school. A parent or guardian must walk the child inside and sign in. At pickup time each day, a parent or guardian must sign out their child from EDP. EDP is located in Room 133.

Students wishing to attend EDP after school must be pre-registered. If you anticipate you will need after school care on a drop-in basis, please notify the EDP staff by email, [edp@thevilla.org](mailto:edp@thevilla.org), before noon of the day you wish your child to attend.

Students who do not get picked up at the end of the school day will be enrolled in our EDP program and a fee will be charged, per the fee schedule in the EDP handbook addendum to this handbook.

EDP supervision ends at 6:00pm. Parents who have not picked up their children by 6:03pm will be charged a late fee of \$5 per minute.

Villa Academy provides a special extended day program for students in P4 and P5. Their day extends from 1:30 - 3:00/2:15 on Wednesdays or 1:30 - 5:00 pm. Student must be pre-registered each trimester. There is no drop-in option for preschool children. A parent or guardian must walk inside and sign out their child each day they are enrolled. A \$5 per minute late fee will be charged after your child's scheduled pickup time (3-minute grace period).

### **EDP Behavior Expectations**

All attendees of the Extended Day Program are expected to follow the Villa Academy behavior guidelines outlined in this handbook. By enrolling your child in the Extended Day Program, you and your child are agreeing to follow these guidelines. Appropriate and safe behavior is critical to the success of the program; therefore, repeated Level B or C behavior will result in suspension or expulsion from EDP.

### **Enrichment Classes and Clubs**

Throughout the school year Villa provides additional after school enrichment opportunities for your child, for an additional fee. Classes run for a 5-8 week period and include a wide variety of options, such as sewing, dance, music (voice or instrument), science and theater arts. Clubs, such as Green Team, and the Villa Times run all year.

## **School & Home Communications**

Villa Academy places a high priority on communication between parents and the school. Questions, concerns, and constructive feedback are welcomed and encouraged in the interest of ensuring a positive and productive experience for the students. Adults are role models for the children and communicate core values through their words and actions. A positive, safe, and trusting learning environment extends directly onto the campus and out into the community. Open, direct, forthright and well-intentioned communication is expected of each member of the community.

### **COMMUNITY GATHERINGS**

Villa Academy families have many opportunities to meet socially throughout the school year: Back-to School Coffee, Mother Cabrini Italian Dinner in September, Halloween Parade and VillaNOW Day in October, Illuminata and Christmas Programs in December, Auction in March, New Family Ice Cream Social and Leadership Gifts Dinner in April, Grandparent and Grandfriends Day and Grade 8 Moms Luncheon in May and the All School BBQ, Graduation and Alumni Reunion in June. Additionally families can gather as community at our monthly liturgies at St. Bridget Church.

Also, there are many opportunities for parents, teachers and administrators to engage in discussion and dialogue. These typically include presentations and discussion on topics of interest with our Academic Administration, Curriculum Nights in September, and new family orientations throughout our admission season.

Our Parent Association offers a series of excellent parent education seminars throughout the school year and all parents are invited to attend the monthly Villa Parent Association meetings.

### **VILLA WEBSITE**

We encourage all parents to become familiar with Villa's website as it is one of the primary means of school communication. The website has two "sides." One side ([thevilla.org](http://thevilla.org)) is for the general public, to better promote Villa to prospective families. The other side, called VikingNet, contains all the information you as current parents need. The VikingNet homepage features the Spotlight (recent news and events), Calendar, Quick Links (a handy list of links to forms or information that is currently in high demand), How Do I..., as well as Villa's Facebook, Twitter, YouTube and Instagram feeds. The Forms & Info link in the bar at the top of the vikingNet homepage takes you the Faculty/Staff Directory, All School Info and much more.

Access to VikingNet is easy:

- Just click "VikingNet" in the top right hand corner of the Villa website homepage. This takes you to "your" side of the site.
- You can also access VikingNet by bookmarking [vikingnet.thevilla.org](http://vikingnet.thevilla.org) to bypass the marketing portion of the site entirely.

- One note, VikingNet is not password protected. No sensitive or private information will be posted.

## **CALENDAR**

Our school calendar is online, offering regular, up-to-date event scheduling. Families are encouraged to subscribe to the school calendar or access the calendar via the VikingNet homepage of the Villa website.

## **PUBLICATIONS**

School publications provide information about school events, topics of interest and academics. These include The Weekly, the Family Handbook updated each September and available electronically, and the Annual Report published by the Institutional Advancement Office. The Family Directory, distributed each fall, includes front pages with helpful general information such as: Quick Information, Who Knows What, and Villa Trustee and Parent Association Committee information.

A school group can send information to Villa families via the website News and Events page, The Villa Facebook page or The Weekly. Articles intended for publication on the website or the school newsletter can be e-mailed to: [news@thevilla.org](mailto:news@thevilla.org).

## **SPECIAL COMMUNICATIONS**

As needed, letters or group emails are sent home to all families, or to specific grade levels, providing information on school-wide or grade-level issues. These communications typically come from the Head of School, Administrative Assistant or section directors. All group e-mail communications protect the recipient's e-mail address.

## **INTER-FAMILY COMMUNICATION**

The Family Directory section of the School Directory provides the telephone number, email address, and mailing address of each family household in the school. Parents are encouraged to use this information to communicate with each other. However, the Villa Academy School Directory is a confidential document. Its use is restricted to the Villa Academy school community for purposes of furthering the mission and work of the school. Please help us maintain the confidentiality of the document by not distributing it, or any of the information contained therein, in any form, to anyone outside the Villa Academy community. The Family Directory is not to be used to solicit members of this community.

Established school communication systems, such as The Weekly, bulk mailings, group e-mails, and “*Kid Mail*” are reserved for official school sponsored events and communication, and may not be used by individuals for notification of non-school sponsored events and activities. The Parent Lounge bulletin board is available for parent use, to communicate community events, opportunities and classes.

## **DUAL HOUSEHOLDS**

Villa Academy believes that when a student resides in dual households, it is in the child's best educational interest to maintain communication with both parents via regular mailing of school information and unified parent/student/teacher conferences; further, it recognizes the legal right both parents have to such information. Our general practice is to mail information to individuals named as parents on the re-enrollment or enrollment agreement.

## **Institutional Advancement**

Advancement is the process by which we "advance" the school's mission and community life through integrating admission, marketing and communications, development, and alumni programs. The Villa Advancement Department at Villa is responsible for:

## **ADMISSION, RE-ENROLLMENT AND FINANCIAL AID**

### **Admission**

Families interested in Villa Academy may receive information about tours, the Open House and the application process by contacting the Admission Office and/or seeking information on our website under the Admission link. Villa seeks to enroll students who are motivated learners and have the likelihood of success in the school's academic program. Parents are expected to support Villa's philosophy, values, religious education, student behavior code, tuition responsibilities and fundraising expectations.

### **Sibling Enrollment**

Siblings of current and alumni students are encouraged to apply for admission. Siblings will be extended special consideration in the application process and will be accepted if they meet the grade level requirements. Late applications will not be afforded sibling preference.

### **Returning Students**

In early spring, Re-enrollment agreements are completed online using the Ravenna Enroll system. Families have one week to sign their contract and make the required deposit. If it has been determined that Villa can no longer meet the needs of a student and his/her family, or if a family has not met its contractual obligations, the school reserves the right to withhold a re-enrollment agreement for the following year.

### **Financial Assistance**

We believe that your child's education is an investment in the future. We also understand that many families require assistance in affording an independent school education. Villa Academy is committed to enrolling a talented, socio-economically diverse student body. It is important to us that Villa families remain a part of our community. If you would like to learn more about our need-based aid, please contact the Director of Admission and Enrollment Services for a confidential conversation. You can find all of the steps for applying and the important deadlines

on the Villa website under Admission / Tuition & Financial Aid. Completed applications and supporting tax documents are due in February. Emergency aid may be available throughout the year depending on the budget.

### **Withdrawal**

Written notification via email or USPS must be submitted to the Director of Admission and Enrollment Services in order to withdraw a student from Villa Academy. Any outstanding tuition and fees will be governed by the terms stated in the Enrollment Agreement. The student's family is responsible for returning all books and materials that are the property of the school and for meeting contractual obligations. Records will not be forwarded or released if there are outstanding financial obligations.

### **Records**

Villa Academy keeps appropriate and required education records. These records are available to parents and others as provided by the Family Education Rights and Privacy Act, 34 CFR 99, revised July 2007. These files are kept safely in the Main Office and may be viewed there only.

### **Directory Information**

The Head of School may authorize the release of directory information to groups who have an affiliation with Catholic or NWAIS schools, or to Archdiocese agencies.

A list of what constitutes directory information follows:

1. Names, phone numbers, addresses of students;
2. Names, phone numbers, addresses of parents;
3. Pictures of students;
4. Athletic statistics;
5. Physical descriptions;

Parents are given an opportunity annually to request in writing that their child's name and/or photo not be used in internal or external publications. It is a parent's right to request in writing that no directory information be shared within or outside the school community.

### **Non-Discrimination Policy**

Villa Academy does not discriminate in admission, access, treatment or employment on the basis of race, color, religion, sex, creed, age, national origin, marital status, disability, or any other federally protected status.

## **DEVELOPMENT**

### **VillaNOW Annual Giving**

Independent school tuition doesn't cover all the opportunities our students receive. The VillaNOW Fund is the cornerstone of school support and our most important source of voluntary revenue at \$400,000. Annual gifts to VillaNOW support the people and programs that help take

Villa from good to great: talented teachers, professional development, small classes, current technology, exceptional offerings and accommodations for different learning styles.

As members of our community, we expect all parents to make a financial contribution to VillaNOW that is meaningful for their family. In the 2016-17 school year, 97% of our parents, 100% of our faculty and staff, and 100% of our Board of Trustees participated. Gifts range from \$10.00 to \$20,000 with the average donation at just over \$1,000. Leadership Giving begins at \$3,000. Whatever the gift amount, we are grateful!

### **The Auction: It Takes a Villa(ge)**

Villa's Auction is the school's major social event for our parent community—and one that raises thousands of dollars for the school to boot! It takes a Villa(ge) to produce an auction and we request your participation. There are many ways to be involved, from serving on a committee, volunteering for specific tasks, donating items, underwriting faculty tickets, attending the event, and bidding in both our online and live auctions.

### **The Villa Capital Campaign: Success!**

While the VillaNOW and the Auction take place every year, capital campaigns generally happen once a decade and are reserved for significant projects. Begun in 2015, Villa's Capital Campaign to enhance our academic program through a STEAM initiative (Science, Technology, Engineering, Arts and Math), install a multipurpose field, and perform renovations to our historic building, concluded in spring of 2017. The generous Villa community contributed an amazing \$4,500,000, exceeding our \$4,200,000 goal.

### **Events**

We produce a slate of well-attended community events throughout the year such as: The Mother Cabrini Italian Dinner in September, Illuminata in December, and Grandparents & Grandfriends Day in May.

### **Weddings**

The Villa Chapel is a beautiful place for a wedding! We manage all bookings, oversee required paperwork, assist with rehearsals, and are on site for the wedding day. We offer special pricing for Villa Alumni. For more information, contact Francesca Rogers at [frogers@thevilla.org](mailto:frogers@thevilla.org) or at 206-729-0219 ext. 267

### **Alumni**

The goal of our alumni program is to strengthen the connection of alumni with our school and with each other through networking events, social media, and volunteerism.

## **MARKETING & COMMUNICATIONS**

We showcase Villa Academy to inform and foster interest and positive engagement with both our current and prospective families. We produce The Weekly, an e-newsletter that is “communication central” for our parents; develop and maintain the school’s website; develop content and manage the school’s social media presence through Facebook and Instagram; and

create and produce a variety of online and print marketing materials, communications, and advertising.

## **Parent Involvement**

Parents play a vital role at Villa Academy and are officially organized as the Villa Academy Parent Association.

### **VILLA PARENT ASSOCIATION**

All parents of Villa Academy students are members of the Villa Parent Association (VPA). The Parent Association actively supports the faculty and staff of Villa Academy, as well as the school's educational mission. The VPA holds regular monthly meetings throughout the academic year that are open to all parents. The Parent Association recruits and places hundreds of volunteers for a wide variety of support activities. Through the Villa Parent Association, parents are welcomed and invited to be active participants in the school. Please try to attend as many VPA activities and meetings as your schedule permits. This is an excellent and important way of making connections.

The Villa Parent Association sponsors the sale of school photos in September and year-round sales of Villa sweatshirts and Villa spirit merchandise. These sales fund faculty/staff grants, staff and faculty appreciation events, and parent education programs.

### **CLASSROOM FEE ASSESSMENT**

Each fall you are assessed a classroom fee for each child enrolled. This fee supports our annual Auction and benefits your child's classroom. It will appear on your tuition statement.

The Classroom Fee supports:

- Classroom auction project materials
- Classroom special events
- End-of-year teacher gift

### **PARENT EDUCATION PROGRAMS**

The Parent Association sponsors a year-round program of speakers and seminars on timely parenting topics. These sessions are offered at various times of the day to accommodate everyone's schedules. Dates and times are noted in the school calendar and details can be found on the Villa website. A Parent Education link on the Villa website offers hundreds of parenting resources.

### **VOLUNTEER OPPORTUNITIES**

All volunteers at Villa Academy must complete a Volunteer Training session annually and a background check every three years.

Creative, hard-working parents are part of every aspect of life at Villa Academy. Opportunities abound to help further the education of the children. You can help in the classroom, drive on a

fieldtrip, or coach CYO sports. You can help backstage at theater and music productions or in the cafeteria serving lunch. Annually a volunteer recruitment request is made to each family for involvement in the upcoming year. If you have enrolled your child midway through the year, visit the Villa Parent Association page, listed on the VikingNet homepage of our website to learn more. To volunteer, click on sublink “Volunteer.”

### **USE OF SCHOOL SPACE**

Parent volunteers may use the Parlor, Parent Lounge and other rooms in the school for meetings and other activities according to the Villa Academy Building and Room Use Policy. Available rooms include:

- Cafeteria and Kitchen Servery
- Chapel
- Convent Meeting Room
- Parent Lounge
- Parlor
- Rainbow Theater (when not in use as a classroom)

If you wish to reserve a room, e-mail the Room Use Coordinator ([roomuse@thevilla.org](mailto:roomuse@thevilla.org)). Indicate the name of your event, date, time, location and duration. Please include with your request any special room set up needs. You will receive an email confirmation.

VILLA ACADEMY



**Extended Day Program (EDP) Handbook**  
***Addendum to the Villa Family Handbook***

*Welcome to EDP! We are excited to have you with us.*

### **Philosophy and Goals**

At EDP, we believe that children desire a life full of happiness, challenges, love, affection, positive adult and child relationships, and programs that promote exploration and self-awareness.

Our extended day program is an on-site DEL (Department of Early Learning) licensed program serving children ages 4-12. The mission of our program is to provide a safe and stimulating place for Villa students to learn and explore outside of the classroom.

This handbook is meant to provide an overview of our program policies and procedures. If you have any questions, please contact the EDP Director, Haley Rudolph, between the hours of 10:00am and 6:00pm, Monday through Friday at 206-524-7009.

### **Program Hours and Schedule**

EDP is open for students in Grades K-8 from 7:00am - 8:05am, and 3:00pm - 6:00pm (2:15pm - 6:00pm on Wednesdays) on all regularly scheduled school days. In addition to these regular days, EDP will extend its hours for teacher in-service/professional planning days (8:00am - 5:00pm) to provide a full day of care. We will be closed on the following days:

Observed Veterans' Day  
Thanksgiving, the day before, and the day after  
Christmas Break and the prior Friday  
Martin Luther King Jr. Day  
Presidents' Day and the day after  
Easter Vacation and the prior Friday  
Memorial Day

### **Before School Schedule (7:00-8:05am)**

As children arrive, they join us in quiet activities such as coloring, reading, playing games, or socializing with their peers until the first bell rings. A snack is available if requested.

### **After School Schedule (3:00 - 6:00pm)**

#### **3:00-3:55pm: Check-In and Outdoor Play**

Children arrive from their classrooms. A staff member greets them at the door and signs them in upon arrival. Children put their backpacks in a cubby. All students go outside to play independently or in an organized sport activity supervised by EDP staff members.

#### **3:55-4:15 pm: Snack**

Students wash their hands and join their friends for a healthy snack in the cafeteria.

#### **4:15-5:15pm: Quiet Time for Homework, Reading, or Rest**

EDP will provide a quiet environment for students to work on homework. We will remind students at 4:15 pm that the quiet time is an ideal time to study. An EDP staff member will be available to provide assistance, but cannot be responsible for ensuring that individual students complete their assignments.

#### **4:15-5:15pm: Group Activities**

Typical activities facilitated by EDP staff members include craft projects, science activities, outdoor group games, board games or dramatic play.

#### **5:15-6:00pm: Clean UP/Individual Activities**

Students are given the signal to clean up and place any unfinished projects in their backpacks or on a table designated as a "save table".

#### **Full Day Schedule (Teacher In-Service/Professional Planning Days)**

8:00*-9:00am	Check-in and free time
9:00-9:30am	Assembly
9:30-11:00am	Program Area 1 and Snack
11:00-12:15pm	Program Area 2
12:15-1:30pm	Lunch and Recess
1:30-3:00pm	Program Area 3
3:00-4:15pm	Program Area 4 and Snack
4:15-5:00pm*	Free time

**\*Note: Full Day care at EDP begins at 8:00am and ends at 5:00pm. Students are asked to bring their own tree nut and peanut free sack lunch (disposable, not requiring refrigeration or heating). Special programs, field trips or other large group activities may alter the daily schedule.**

#### **What to Wear and Bring**

During the school year, EDP encourages parents to send with their children only materials required for school. Please mark your child's belongings. Be sure your child is dressed for the weather so outdoor activities can be enjoyed all year round. EDP is not responsible for personal belongings.

#### **Registration and Fees**

Before a child may attend EDP, all online registration materials must be completed and submitted.

School year fees are assessed and billed monthly on your school tuition statement. Fees are based on your child's pre arranged schedule. If you notify EDP, by noon on a regularly scheduled day, that your child will not be attending, you will not be charged for that day. Additional fees may reflect late pick-up charges or special program fees. *A sibling discount of 10% is automatically deducted from your bill (additional siblings 20%).*

#### ***Before school fee:***

***\$11.00 per day***

#### ***After school fees: Per Week***

<b><i>1 day / week</i></b>	<b><i>\$28.00</i></b>
<b><i>2 days/ week</i></b>	<b><i>\$44.00</i></b>
<b><i>3 days/ week</i></b>	<b><i>\$60.00</i></b>
<b><i>4 days/week</i></b>	<b><i>\$76.00</i></b>
<b><i>5 days /week</i></b>	<b><i>\$92.00</i></b>

**PM Drop-in fee:**

\$30.00 per afternoon (with notification)

\$41.00 per afternoon (without notification by noon)

**After School Drop-in Policy**

If your child will participate on a drop-in basis you must complete the registration form. You must also notify EDP via e-mail ([edp@thevilla.org](mailto:edp@thevilla.org)) by noon on the date of the visit, in order for your child to participate. Please copy his/her teacher and the Main Office staff on this e-mail.

**Late Pick Up**

If you will be late in picking up your child, please phone EDP at 206-524-7009. At 6:04pm and every minute thereafter, you will be assessed a late pick up fee of \$5.00/minute until such time as your child is picked up (3 min. grace period). The late fee will be added to your monthly tuition bill. If this occurs, you will be given written documentation via e-mail.

**P4 & P5 Extended Day (1:30-3:00pm (2:15 on Wednesdays) OR 1:30-5:00pm**

We are pleased to offer an extended day program for students in P4 & P5 who are pre-registered. Registration will take place at the beginning of each trimester. The afternoon will include outdoor play, group activities and individual playtime. The daily schedule is 1:30pm-3:00pm (2:15pm on Wednesdays) OR 1:30 - 5:00pm.

***Preschool EDP Daily Rates***

1:30 - 3:00pm\*                    \$18.00/Day

1:30 - 5:00pm \*\*                \$35.00/Day

***Preschool EDP Weekly Rates*** (discount for students attending 5 days/week)

1:30 - 3:00pm\*                    \$ 65.00/Week

1:30 - 5:00pm\*\*                 \$125.00/Week

\*You will be assessed a late pickup fee of \$5.00/minute for every minute after 3:04 (2:19 on Wednesdays) until such time as the child is picked up (3 min. grace period).

\*\*You will be assessed a late pickup fee of \$5.00/minute for every minute after 5:04 until such time as the child is picked up (3 min. grace period).

The late fee will be added to your monthly tuition bill. If this occurs, you will be given written documentation.

**Preschool Extended Day Program Daily Schedule**

**1:30-2:00: Check-In and Outside Play**

Students arrive from their classrooms. A staff member greets them at the door and signs them in upon arrival. Children put their backpacks in their assigned cubbies and then go outside to play. They may play on the structures in the preschool playground, play an outdoor game such as "Duck, Duck, Goose" or go for a nature walk and explore

one of the many outdoor areas on the Villa grounds.

**2:00-2:15: Snack**

Students wash their hands after returning from outside and enjoy a snack together.

**2:15-2:30: Quiet Play**

Potential activities include crafts, board games, and building projects they have saved from prior days.

**2:30-3:00: Free Play and Clean up**

Students play amongst themselves with costumes, crafts, and dramatic play. Students clean up their respective areas. If time remains, they continue to play or gather for a story.

**3:00 Dismissal** of students leaving for day.

**3:00 - 3:30: Quiet Story Time**

Students wash hands in Convent washroom and go to mats for Quiet Story Time.

**3:30 - 4:00: Free Choice in Classroom**

**4:00 - 5:00: Recess, Free Choice and Cleanup**

**Policies for all Students (Preschool - Grade 8) Enrolled in EDP**

**Sign In**

**Before School Care:** Parents/guardians are required to sign in children each morning before school. Children cannot legally sign in themselves; licensing requires the full signature of an authorized adult.

**After School Care:** During the school year, a staff member will sign in children when school is dismissed. School attendance records are checked and staff will contact parents if children do not arrive on their regularly scheduled day. It is the parent's responsibility to contact EDP if their child will be absent for any reason. E-mail is the best form of contact at [edp@thevilla.org](mailto:edp@thevilla.org). Voicemail is also available to leave messages 24 hours a day at 206-524-7009.

**Sign Out**

All children must be signed out by a parent or authorized adult with a full signature.

If someone other than the child's parent/guardian is to pick up the child from EDP, and they are not listed on the pick up authorization form, please notify us in writing, in advance. We will not be able to release a child to anyone who is not authorized for pick up. EDP will escort students in Grades K-5 to their EDP sponsored enrichment activities and ensure they return.

If your child must leave EDP to attend an activity other than a class organized by the EDP Director (e.g. CYO Sports, Talent Show auditions, etc.), you must notify in advance, via e-mail, including the dates, times of departure and return, location, and event/activity.

Once your child is released to attend the activity per your written permission, EDP is not responsible for your child until he/she returns from the activity.

### **Parent Visits**

We encourage parents to visit EDP often. You are invited to drop in for a brief visit or you may schedule a longer observation. Please inform the staff.

### **Snacks**

Afternoon snacks are provided daily. A typical snack will include a beverage and two of the following four components: a dairy product, meat or meat alternative, a grain product, and/or a fruit or vegetable. Snack menus will be provided at least one week in advance and will be posted on the parent bulletin board in the hall.

Children with food allergies will be provided with a separate space to eat as necessary. Students with severe allergies will have their Emergency Health Care Plan posted in the EDP room.

### **Behavior and Discipline**

As outlined in the "Student Discipline Policy" section of the Villa Family Handbook, we have a school-wide behavior and discipline policy. EDP staff use positive techniques of guidance: clear and consistent communication of expectations, redirection, positive reinforcement and encouragement, logical consequences for behavior, and anticipation or elimination of potential problems. Techniques of competition and criticism are avoided, and we do not use corporal punishment of any form. From time to time, a child may be asked to confer with the Director regarding a continuing issue. Additionally, parents may be asked to conference with the Director to work toward resolution. Parents will be notified immediately if a child is in danger of hurting him/herself or others.

### **Homework**

EDP provides the opportunity, a quiet space, and encouragement, for students to complete their homework. It is up to the parents to communicate to their students their expectations about homework being completed at EDP, and it is ultimately up to the students to be responsible for upholding their family expectations.

### **Health and Safety**

***Illnesses:*** To ensure a healthy environment for all children and staff, we ask that sick children be kept home. Please refer to the "Health & Emergency Information" section of the Villa Family Handbook for complete instructions. In addition, children with a contagious condition such as draining rashes, eye discharge or pink eye, or any other communicable disease should be kept at home until the condition has resolved.

If a child becomes ill during the day, the parent will be notified. Any illness will be recorded in the EDP room. Communicable diseases will be reported to the local health department, and we will notify all parents, by e-mail and bulletin board, so they can take appropriate action to protect their children.

***Minor Injury during the day:*** If a child becomes injured during the day, EDP follows the policies outlined in the "Illness/Injuries During the Day" section of the Villa Family

Handbook. When an injury requires basic first aid, an Accident Form will go home with your child. The form outlines what type of first aid was given.

**Major Emergencies:** EDP staff will call 911 and attend to the injured person until EMS arrives. Please refer to the "Illness/Injuries During the Day" section of the Villa Family Handbook for complete procedural details.

**Staff training requirements:** All staff members are required to be First Aid and CPR certified, to have Blood Borne Pathogen training, and they must have a negative "mantoux" TB skin test.

**Medications:** As outlined in the "Medication at School" section of the Villa Family Handbook, a child who requires prescription medication while attending EDP must have an "Authorization for Administration of Medication" form on file. Blank forms are available in the Main Office, EDP, or online at [www.thevilla.org](http://www.thevilla.org). PRN or "as needed" medication authorizations will not be accepted for EDP students except in the case of inhalers and epi pens. Medication must be within its expiration period and clearly labeled with the child's name, name and strength of medication, and directions. All medications will be stored in a locked drawer in their original containers, will be administered by trained staff, and each administration will be documented.

Students who may require a rescue medication will need to provide the EDP staff with a set of medication and its accompanying paperwork, to be kept in EDP.

**State reporting requirements:** The faculty and staff of Villa Academy are required by Washington state law to report:

1. An occurrence of food poisoning or a communicable disease.
2. A serious injury requiring medical attention or death of a child in care.
3. An instance of suspected physical, sexual, or emotional abuse or neglect.

## **Religious Activities**

Villa Academy is a Catholic independent school dedicated to excellence in the education of the whole child, guided by the Cabrini tradition of educating hearts and minds. Religious instruction is central to our philosophy. By enrolling in Villa, families are agreeing that their child will participate in religious instruction and school-wide religious activities. We are committed to educate our students for a diverse society. Therefore, individual faith differences and traditions are respected.

## **Parent Communication**

In addition to notices in the school newsletter, EDP staff communicates with parents via e-mails, phone calls, and in person. Parents are encouraged to communicate with the EDP staff via e-mail, telephone, or in person.

## **Program Staff**

The EDP staff consists of talented individuals who have a sincere desire to work with children in a setting that provides many opportunities for individual growth and maturity. Our staff is chosen based on a commitment to educating children, ability to be a positive role model for youth, emotional maturity, and experience and rapport working with children and families. All members of our staff have completed at least one year of college level

coursework and are at least 18 years old. They go through an extensive application process including a background check and fingerprinting. Our staff receives quarterly training in areas such as child development, activity planning, group management, and behavior guidance. A complete list of staff can be found on the bulletin board outside the EDP room.

**Policies Available for Review:**

Villa Academy's Health Care Policy, Crisis/Disaster Response Policy and Pesticide Policy are outlined in the main portion of this handbook. Complete copies of our BBP Exposure & Control Plan are available for review.

*If you have any further questions regarding these policies and procedures, feel free to e-mail [edp@thevilla.org](mailto:edp@thevilla.org) to schedule an appointment.*



**Preschool Handbook**  
*Addendum to the Villa Family Handbook*

*Welcome to the Villa Academy Preschool! We are excited to have you with us, as your child embarks on an exciting learning experience.*

### **Our School Mission**

Villa Academy is a Catholic independent school dedicated to excellence in the education of the whole child and guided by the Cabrinian tradition of educating compassionate hearts and confident minds.

### **Our School Vision**

Villa Academy's vision is to engage compassionate and confident learners for lives of infinite possibility.

### **Our School's Core Values**

- **Cabrinian Tradition**: The Cabrinian tradition of teaching is dedicated to educational excellence and the development of the whole child to fullness of person. Our graduates are well on their way to emotional, intellectual, spiritual, physical, and social maturity as they initiate their high school experience and seek new opportunities to learn, grow, and give to others.
- **Learning Community**: Our graduates possess a mastery of academic and social skills through a deep, inclusive, and rich learning community that features excellence in instruction, curriculum, and facilities, and is consistent with a child centered educational approach. At the time of graduation, students have developed the essential academic and social skills to succeed in high school and later in life.
- **Cultural Competence**: Our graduates have a cultural competence achieved through knowledge of the needs and attributes of many communities and are beginning to prepare for the day when they will take a place in these communities as competent, concerned, and responsible members.
- **Compassion and Service**: Our graduates are on the threshold of moving beyond self-interest in their relationships to treating others with kindness and compassion as required by our faith.
- **Pursuit of Excellence and Expectation of Integrity**: Our graduates have a desire and ability to pursue excellence in their lives. They are persons of integrity who conduct themselves accordingly in their personal relationships and their work in the community.

### **Our Curriculum Philosophy**

The Villa Academy Preschool Program may look like play from the outside, but it is a thoughtful, creative, program at work. We recognize that each child is a unique gift from God. Our focus is to meet the needs of the whole child by encouraging physical, intellectual, social, spiritual, emotional, and artistic growth.

Villa Academy's preschool curriculum is child centered. Teachers use the interests and enthusiasm of their students to make learning relevant and exciting. Our staff encourages children to learn by doing through experimentation, exploration, and discovery while building self-regulation skills and a positive self-image. We invite creativity by providing opportunities for unevaluated discovery and activity while promoting tolerance and respect for each other's creation. For example, students create artwork reflective of a walk on our beautiful campus, but each creation is unique in design and even medium and all are displayed to be celebrated!

We teach all curricular areas within a problem-solving context. Children are encouraged to interact as they work and enjoy explaining their thinking to classmates and their teachers. Guided by the Washington State Early Learning Standards and developmentally appropriate practices, we offer children a chance to participate in direct, hands-on ways in every curricular area. For example, as students explore the life cycle of a butterfly, they watch as real butterflies emerge from cocoons in their classroom, they explore centers with hands-on activities around life cycles of different animals, they read books (fiction and non-fiction) about various baby and adult animals, and create art and dramatic play about butterflies.

Teachers and instructional assistants are viewed as leaders as well as guides along the journey of discovery. Our indoor classrooms are set up for students to be independent and purposeful in their learning, with materials, supplies and learning tools easily accessible. Our outdoor classroom, Villa's beautiful campus, is an integral part of the preschool experience. Children observe, ask questions, investigate, enjoy and play in God's beautiful creation.

The preschool curriculum is coordinated with our Lower School curricula (K-5) to allow for a smooth transition into Kindergarten.

### **Family Engagement and Partnership**

We are eager to get to know you and your child and to partner with you throughout the year to help your child learn and grow! Here are some examples of this partnership:

#### Before School Begins:

- Preschool Orientation for families (May)
- Park Play Dates with other families during summer
- Classroom Visit Day in August
- Teacher email/postcard
- Director email

#### When School Begins:

- Slow Start Schedule the first week of school
- All About You Form completed by families
- Developmental Screening
  - This screening will be conducted within 90 days of the first day of school. The results will be shared with families at Fall Parent Teacher Conferences.
- Teacher emails

- Teacher webpages
- Curriculum Night in September

As the Year Progresses:

- Weekly Teacher newsletters
- Parent/Teacher Conference Information form (Fall and Spring)
  - This form helps teachers understand any concerns or questions you might have, as well as adding the “student voice” to the conference.
- Parent Teacher Conferences (Fall and Spring)
  - This will be a time for both families and teachers to discuss each child’s strengths and needs, as well as developmental milestones and learning goals.
- Written Progress Reports (January and June)
- End of Year Portfolio Celebrations (June)

Transition to the Next Year/Class:

- Kindergarten Readiness Panel (November)
- Kindergarten Readiness Assessment with students (conferences as appropriate)
- Kindergarten Readiness Presentation (January)
- Spring Orientation for Kindergarten families
- Conferences with Director available
- Kindergarten Tours for families (October, November, December)

**Typical Daily Schedule**

**P4**

- 8:20 Welcome and Entry Activities**
- 8:45 Morning Circle (includes welcome, song, movement, story and Second Step)**
- 9:00 Free Play and center time (includes small group activities, library, and snack)**
- 10:15 Clean up and prepare to go outside**
- 10:30 Outdoor Time**
- 11:00 Literacy, Music or Religion activities, Book Share**
- 11:25 Review/reflection on the day**
- 11:30 Dismissal/ Transition to Outdoor Time for those staying for the Enrichment Block**
- 11:35 Outdoor Time**
- 12:10 Lunch Time**
- 12:40 Enrichment Daily Focus: Science, Literacy, Games, Fine Arts, or Movement/Yoga**
- 1:25 Review the Afternoon**
- 1:30 Dismissal to home or Preschool Extended Day Program**

## P5

- 8:20 Welcome/Table Choices/Circle-Calendar, etc.**
- 9:00 Cleanup/Transition to Outdoor Time**
- 9:15 Outdoor Time/ (Gym on Tuesday)**
- 9:45 Bathroom/Transition to inside**
- 10:00 Story/Snack**
- 10:15 Quiet Reading**
- 10:30 Choice Time/Small groups-Science, Technology, Music, Library, Dramatic Play, Handwriting, Math and Religion (depending on the day)**
- 11:35 Lunch or Outdoor Time**
- 12:10 Lunch or Outdoor Time**
- 12:45 Choice Time/Small groups**
- 1:20 Review/Reflect on the Day**
- 1:30 Dismissal to home or Preschool Extended Day Program**

### **Other Important Information**

#### **Attendance**

If your child is unable to attend preschool on a given day due to a sudden illness or other absence, please inform the school by e-mail ([villa-office@thevilla.org](mailto:villa-office@thevilla.org) and copy your child's teacher) or by calling the Attendance Line 206-729-0219, x333, and preschool classroom. If you know ahead of time that you are leaving town, please complete a Leave of Absence form for a planned absence of any length. Thank you.

#### **Hand washing**

*Upon arrival each day, children wash their hands before entering the classroom. Children wash hands after recess, after visits to the bathroom and before and after eating.*

#### **Snacks and Lunches**

A snack will be provided mid-morning for all students. A typical snack will include a beverage and two of the following four components: a dairy product, meat or meat alternative, a grain product and/or a fruit or vegetable. The school will provide a daily snack in all preschool classrooms. Snack menus will be provided at least one week in advance and will be posted on the bulletin board in the hall.

P4 Enrichment and P5 students will bring their own lunch each day. Each child's lunch should include a beverage and each of the following: a dairy product, meat or meat alternative, a grain product, and a fruit or vegetable. Parents are asked to avoid items that might provoke choking, all peanut/tree nut and peanut/tree nut containing products, and foods high in sugar content. Lunches will be stored in a refrigerator to ensure food safety. Children with food allergies will be provided with a separate space to eat as necessary. Students with severe allergies have their Emergency Health Care Plan posted in their classroom and lunch location.

### **Field Trip Policy**

The Preschool will take occasional walking field trips. We do not take any driving field trips.

### **Parent Visits**

We encourage parents to visit the preschool often. You are invited to drop in for a brief visit or you may schedule a longer observation.

### **Sign In/Sign Out**

Parents/guardians are required to sign in children each morning and sign out children at the end of each school day, in the red notebook. If someone other than the child's parent/guardian is to pick up the child from preschool, he/she must be listed on the pick up authorization form, and you must notify us in advance in writing. Without prior notification, we will not be able to release a child to anyone other than the parent/guardian.

### **State Reporting Requirement**

The faculty and staff of Villa Academy are required by Washington State law to report an instance of suspected physical, sexual, or emotional abuse, in accordance with RCW 26.44.

### **Behavior and Discipline**

The "Student Discipline Policy" section of the Villa Family Handbook provides an overview of our philosophy and policy school-wide. For our preschool students, teachers utilize the philosophy outlined in Positive Discipline for Preschoolers by Jane Nielsen. Teachers try to instill respect and sensitivity for each member of the class, and this is at the heart of all interactions. We do not use corporal punishment of any form. We use reminders and redirection as behavior management tools. From time to time, a child may be asked to confer with a teacher regarding a continuing issue. Additionally, parents may be asked to conference with the teacher, or child and teacher, to work toward resolution. The school counselor is available for students, teachers and parents and is an integral part of the student support team.

Villa Academy Preschool does not use expulsion as a last resort disciplinary measure. If a child's needs can not be met at Villa, even after meeting with the family and working with the child over an extended period of time, the school will assist the family in finding a more suitable school placement.

### **Religious Activities**

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### **Staff Health & Safety Training Requirements**

All Preschool staff members are required to be First Aid/CPR and AED certified, to have Blood Borne Pathogen training, and have a negative "mantoux" TB skin test.

### **Illnesses**

Please refer to the "Health & Emergency Information" section of the Villa Family Handbook. In addition, children with a contagious condition, such as draining rashes, eye discharge or pink eye, or any other communicable disease, should be kept at home until the condition has resolved.

If a child becomes ill during the day, the parent will be notified. Seriously ill children will be cared for in the Health Room. Any illness will be recorded in the classroom and in the Health Room. Communicable

diseases will be reported to the local health department, and we will notify all parents by e-mail, so they can take appropriate action to protect their children.

### **Minor Injury During the Day**

If a child becomes injured during the day, the preschool follows the policies outlined in the “Health & Emergency Information” section of the Villa Family Handbook. When an injury requires basic first aid, a Preschool Accident Form will go home with your child. The form outlines what type of first aid was given.

Although infrequent, occasionally one young child may bite another. When this occurs, parents of both students involved will be notified. We take biting incidents very seriously. First aid will be administered to the bitten child. If the skin is not broken the wound site will be washed with antibacterial soap and water, and a cold pack may be applied. In a case where the skin is broken the site will be washed with soap, flushed with water and the parents of both children will be notified immediately.

### **Major Emergencies**

Please refer to the “Health & Emergency Information” section of the Villa Family Handbook for complete details. 911 responders transport patients, as directed by the 911 operators, based on the type of injury, age of the patient and the availability of the nearest, appropriate facility.

### **Clothing**

Preschool is a fun, messy and casual place. Many of our projects involve the WHOLE child and sometimes that means that clothes may become soiled! Each child needs a complete change of clothing in his or her locker. Remember to restock as needed.

Please send your child to school with the appropriate clothing. We go outside in all types of weather, so send your child with a raincoat, hooded jacket, and warm clothing, on cold, rainy days. Likewise, please remember to apply sunscreen in the morning on days likely to be sunny. Sturdy supportive shoes suitable for running and jumping everyday are a must. Please label all outdoor clothing.

Although the preschool does not require students to wear a school uniform, we do adhere to the footwear policy outlined in the school dress code section in the Villa Family Handbook. No sandals, open toe or open heel footwear, clogs, flip-flops or unsafe footwear, as determined by the administration, may be worn. Students need to wear socks with their shoes.

### **Parent Communication**

Teachers communicate with parents via weekly newsletters on the teacher webpages, e-mails, phone calls, and in person. Child progress is documented and discussed during fall and spring conferences, portfolio sharing, and mid- and end-of-year written assessment. Parents are encouraged to communicate with teachers via e-mail, telephone, or in person.

### **Classroom Parent Helpers**

Parents play a vital role at Villa Academy. We love the help! Please see teachers’ webpages as well as the Villa Family Handbook for an outline of additional information and opportunities.

### **Policies Available for Review:**

Villa Academy’s Health Care Policy, Crisis/Disaster Response Policy and Pesticide Policy are outlined in the main portion of this handbook. Complete copies of our BBP Exposure & Control Plan are available for review.

*If you have any further questions regarding these policies and procedures, feel free to e-mail any of our teachers, the Preschool Lead Teacher, or the Lower School Director.*



