

VSH Co-op Program Guidelines

Child Protection

Background: Students depend on instructors and other responsible adults to protect them and care for them. However, prudence dictates that VSH Co-op take reasonable steps to ensure that this dependence does not expose students to abuse, or expose adults to unfounded allegations.

Policy: All instructors and volunteers must fully comply with the most-current child protection protocols as per VSH instructor/volunteer protocols. All instructors and volunteers must complete Safe Haven training and complete a background check.

Protocols

1. No student will be in a closed door, one-on-one situation with an adult.
2. Everyone participating in VSH Co-op shall comply with civil law.
3. No one shall use tobacco products, possess illegal substances, or be under the influence of alcohol or other mind-altering chemicals while participating in the VSH Co-op. Anyone suspecting a violation of this protocol shall immediately confer with the VSH Co-op administrator.
4. No one may touch a student in a sexual manner, or attempt to have a student touch anyone else in a sexual manner. Anyone suspecting a violation of this protocol shall immediately confer with the VSH Co-op administrator.
5. Except for a student with their parent or caretaker, and except for a student using the lavatory, any closed room in which one or more students are present shall also have at least two adults present. Anyone observing violation of this protocol shall intervene to remediate.
6. When students are using the lavatory, a designated volunteer or VSH Co-op instructor may escort the students and wait outside the lavatory.
 - No student may be in a closed-door lavatory with any adult besides a parent or caretaker.
7. No one may batter or assault another person while participating in VSH Co-op. Anyone observing violation of this protocol shall immediately intervene and report the incident to the VSH Co-op administrator.
8. If non-physical intervention cannot effectively remediate a student's misbehavior, an instructor or volunteer may escort the student out of the classroom setting or activity to a VSH Co-op administrator. If a student's behavior threatens to escalate dangerously, an instructor or volunteer shall immediately bring the administrator to remove the student.
9. Anyone who suspects that a student may have been abused or receives a

report related to the protocols above shall speak with the VSH Co-op administrator and parties involved to assess the potential validity and severity of the issue, confer if necessary with VSH board members, and according to civil law.

Technology Code of Conduct

VSH Co-op is a tech-free environment. VSH Co-op has an emphasis on a classical education and sees the benefit of using hands-on materials. Technology will be used in VSH Co-op, but VSH Co-op will provide computers and iPads for students to use when necessary. When students have a presentation to give, they will need to bring in their work on a personal zip drive and can use the VSH Co-op computers. Cell phones are prohibited.

- Cell phone use is strictly prohibited during the entire school day, including breaks, lunch, field trips, community gatherings, etc. Students may not use cell phones on school grounds without the permission of an administrator. If a student has a cell phone, it is to be turned off and kept in the student's backpack for the entire day. This policy will be rigorously enforced. Consequences for unauthorized possession or use of a cell phone will result in the phone being confiscated until the end of the school day. A second violation will result in a detention, confiscation of the device, and will require the student's parent(s) to retrieve the device from the school.
- No music players, video games, iPads, computers, smart watches or other personal electronic devices are allowed during school hours, field trips, or any VSH Co-op community gathering.

Code of Conduct

Background: Participants can best listen, learn, and succeed in a peaceful environment. The policy below outlines the standards for the VSH Co-op to foster an atmosphere of discipline for students to help build character in order to further build virtue.

Policy: Instructors and volunteers ensure that everyone in the VSH Co-op maintains a respectful atmosphere of discipline.

School Behavior

1. Students will transition from one area to another in a quiet manner with hands at their sides.
2. Students will wait patiently when necessary.
3. Students will address instructors and volunteers with appropriate title and last name.
4. Students will demonstrate respectful behavior towards adults and students at all times.
5. Students must remain with an instructor or volunteer at all times and within designated school areas.
6. Students will use playground equipment appropriately.
7. Students will have all electronic devices turned off and put away during school hours.
8. VSH Co-op computers and/or other tablet devices will be used according to educational purposes only.

Playground Behavior

1. Students will stay in designated play areas.
2. Students will not push or shove and will be respectful of others physically and verbally.
3. Students will use playground equipment appropriately.

School Attire

1. Female students will wear a white blouse or polo shirt and a uniform skirt or jumper at or below the knees. Students may wear blue or black tights. Students will wear a uniform sweater or jacket.
2. Male students will wear slacks and a white/blue button-down or polo shirt.
3. Students will wear a uniform sweater or jacket. Personal jackets may be worn outside only.
4. Female instructors and volunteers will wear modest skirts and/or dresses.
5. Male instructors and volunteers will wear slacks and polo or dress shirts.

6. All students and staff will wear closed toe shoes.
7. Elementary girls may wear black Mary Jane style shoes or all black tennis shoes, and elementary boys may wear black dress shoes or all black tennis shoes.
8. Students must wear schoolbelles outer wear for sweatshirts or sweaters.
9. Junior high (6th-8th grade) and high school students may wear the following:
 - o girls may wear black, flat, slip on shoes or all black tennis shoes.
 - o boys may wear black dress shoes or all black tennis shoes.
10. All students will adhere to school dress code standards at all times. Uniforms can be purchased from Schoolbelles at www.schoolbelles.com Valley of the Sacred Heart Academy, school code: S3180
11. Modest and appropriate hairstyles are required. Students will not accessorize clothes or nails.
12. On specified free dress days, to or below the knee requirements will be upheld.

Procedures for Addressing Children's Behavior

Applying procedures inconsistently communicates to students that the conditions of participating in VSH Co-op change randomly. This encourages them to test those conditions constantly and deprives them of the order that they need.

In applying the procedures below, a teacher or supervising adult should determine whether a student is exhibiting willful disobedience or just impulsiveness, based on his/her developmental level and length of experience with the instructor or volunteer.

Addressing Impulsive Behavior

1. Redirect behavior, and encourage on-task engagement.
2. If a student requires more settling, allow them to go into the hall with a volunteer, get a drink and take a 5-minute break.

Addressing Willful Disobedience

1. First Incident: Immediately take the student aside, identify the behavior and explain the consequence of the next incident (per below). Confirm the student's understanding.
2. Second Incident on Same Day: Immediately remove the student to the hallway. Identify the behavior and the consequence thereof i.e. remaining in the hallway, sitting or standing, until the session or activity is over. Confirm student's understanding. Assign an available administrator to **ensure student remains in the**

- hallway without playing until session or activity is over.** As soon as practical, after class session ends, explain the student's removal to VSH Co-op administrator and parent. If student's parent is not present, they will be notified as soon as possible.
3. The second day that a student is removed to the hallway, the VSH Co-op administrator shall begin withdrawing specific VSH Co-op privileges in consultation with the instructor and parent. For example, a student will lose such privileges as part or all of recess/class activities.
 4. Prior to subsequent courses or activities, VSH Co-op administrator will remind his/her instructors and volunteers of the student's privileges/restrictions, and explains what additional privilege(s) the student will forfeit if there is another incident.
 5. The VSH Co-op administrator may gradually reinstate privileges only as the student consistently demonstrates willingness to behave appropriately.
 6. If disobedient behavior continues the following steps will be taken:
 1. A conference with parent and VSH Co-op administrator with institution of a behavior contract if necessary.
 2. Probation from VSH Co-op courses and activities as determined by additional conference.
 3. Suspension of all VSH Co-op courses and activities.
 4. Expulsion from VSH Co-op.

Parent and Academy Educational Role

Recognizing the benefits of classical home-based education, VSH Co-op seeks to provide supplementary academic support assisting each student according to individual needs. Parents work together with teachers, combining effort and personal skills for academic and social benefit of the students. VSH Co-op recognizes parents as the primary educators of their children.

Parent Role:

- Drop off and pick up students on time.
- Ensure students come prepared to classes with materials as well as snacks and/or lunch.
- Be available during VSH Co-op hours for emergency pick up of student(s).
- Oversee all courses, materials and thus the main instruction for each student.
- Keep records and grade all school and course material for each student.
- Volunteer and log parent service hours per year (on or off site).

Parent Choices:

- Parents may choose to opt out of a class.
- Parents may choose to have students participate in extra-curricular activities.
- Parents are the primary educators and will be responsible for all academic progress/success and direct instruction of course material.

VSH Role:

- Offer supplementary courses.
- Maintain instructors and volunteers for courses and activities.
- Offer a safe and nurturing environment for all students and staff.
- VSH Co-op is not responsible for student's academic success or failures and thus does not take on the primary educator role.

Acknowledgement of Receipt and Compliance

I have received and read a copy of the above protocols document, and I agree to comply with all policies and procedures as applicable.

Signature

Printed Name and Date

**Liability Release; Authorization To Release Contact Information;
Authorization to Make Audio/Visual Recordings**

READ THIS PAGE CAREFULLY. Then print, sign, and mail it to the address below.

I acknowledge that my child(ren) will participate in the VSH Co-op at property of St. Peter Church (collectively the "Hosts"). I hereby agree that I, my assignees, heirs, spouse, child(ren), legal representatives, and guardians ad litem will not make a claim against, sue, or attach the property of Hosts or VSH Co-op for injury or damage resulting from the negligence or other acts (excluding acts of gross negligence or intentional harm), however caused, by any director, employee or agent of Hosts related to our participation in any VSH Co-op activities.

I forever release Hosts and VSH Co-op, and their agents, employees and directors from all actions, claims, lawsuits, and demands that I, my assignees, heirs, spouse, child(ren) and legal representatives have or may hereafter have for injury or damage related to our participation in any VSH Co-op activities. I have read this agreement and fully understand its contents. I am aware that this is a release of liability and a contract between me (on behalf of my children) and Hosts and/or VSH Co-op, and I sign it of my own free will. I understand that I may seek the advice of an attorney before I decide whether to sign this release.

I authorize VSH Co-op to release our contact information to other families enrolled in VSH Co-op. I authorize VSH Co-op to photograph and publish and to make and publish audio / video recordings of me and my student's participation in VSH Co-op.

_____ Family Name

X _____ Parent / Legal Guardian Signature

_____ Printed Name and Date