VISTA RIDGE
ACADEMY

Student Handbook
2026-2027

3100 Ridge View Drive
Erie, CO 80516

303-828-4944
303.828.1525 (Fax)

www.vistaridge.org

Our Mission

Growing confident minds, strong bodies, and loving spirits through a Christ-centered environment that nurtures students' unique talents as learners and leaders.

Our Vision

To be the Christian school of choice for families seeking personally attentive education and a kind, nurturing community.

Our Core Values--CHERISH

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

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

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

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

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

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

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

Our Goals

Vista Ridge Academy seeks to

1. Create an environment where staff and students view God as the center of their lives.
2. Establish a curriculum which addresses the needs of students.
3. Nurture interpersonal skills and emotional growth.
4. Promote a community who work together for the greater good of the school and the success of its individual students.
5. Make the benefit of Christian education available to all who desire it.

Desired Outcomes:

We are committed to our goals so that students will

1. Desire Jesus Christ as their personal Savior.
2. Display Christ-Centered values.
3. Show academic success for the next level.
4. See themselves as worthy of self-value.
5. Support their community through service.
6. Develop a joy of learning that lasts a lifetime.
7. Want to make VRA their school of choice.

General Information

Vista Ridge Academy is a preschool through eighth grade private school located in Erie, Colorado. Through our Christ-centered community and personally attentive teaching philosophy, we nurture the unique talents of each student as learners and leaders—aiming to grow confident minds, strong bodies, and loving spirits.

Vista Ridge Academy is part of the Adventist education system, one of the largest Christian educational systems in the world, which emphasizes a wholistic approach to educating students academically, physically, and spiritually—according to our core values.

Vista Ridge Academy is owned and operated by the Rocky Mountain Conference of Seventh-day Adventists. The history of the school dates to 1899 when Boulder Junior Academy was founded at the foothills north of Boulder Canyon. After a century of educating thousands of children within Boulder County, the Board adopted a new plan to create Vista Ridge Academy. The school moved to its current location in February of 2004.

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

Boulder Seventh-day Adventist Church
345 Mapleton Avenue
Boulder, CO 80304
303.442.1522
http://boulder.church/
Senior Pastor: Geoff Patterson

Chapel Haven Seventh-day Adventist Church
9911 Huron Street
Northglenn, CO 80260
http://www.chapelhavenchurch.org/
Senior Pastor: Herbert Hernandez

Admissions Information: No religious affiliation is required of any student entering the school, but it is required that every student who presents himself/herself for admission to the school pledges to observe willingly all its regulations, to maintain a positive attitude, and to uphold the Christian principles upon which the school is founded. Parents seeking admission of their children pledge to support the principles and Christian ideals for which the school stands.
Admission is available to students of any race, religion, color, nationality, or ethnic origin. The school does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of educational policies, admission procedures, scholarship programs, and athletic or extracurricular programs.
Readiness is a basic factor in accepting a child into the formal school program. Readiness varies with children and needs to be given individual attention by parents/ legal guardians and by the school administrator. Adventist schools accept children in accordance with compulsory state requirements. Placement within the system is based upon criteria stated in the Mid-America union conference education code**.**

Students are to be admitted to preschool when they have attained the age of 3. Students are to be admitted to kindergarten only if they shall have attained the age of five years on or before October 1st of the current school year. Students are to be admitted to the first grade only if they have attained the age of six years on or before October 1st of the current school year.

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

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

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

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

Attendance: Attendance at school is critical to the success of the student. There is often a correlation between attendance and academic performance. Lectures, discussions, and activities are carefully

planned by the teacher to enhance lessons and book work. Some work can be made up, but the student may be unable to recover all that was lost in a particular school day when he or she is absent.

Mid-America Union Code states that each student is expected to attend school punctually and regularly. Attendance will be taken at the beginning of each school day. Students should be in their classrooms and seated by **8:15 a.m**. If your student arrives after 8:15 they will be marked tardy. If they are going to be tardy or absent, excused or unexcused, an absence form, https://vistaridge.org/absence/, or phone call to the front office should be made **before 8:30 a.m.** the morning of the absence. Students arriving late; after 8:15 a.m., must be signed in at the front office when they arrive and notify the office if they will have hot lunch. Students leaving early must be signed out at the front office by an authorized adult.

The student/parent responsibilities for school are to:

- attend school for all days of the established school calendar.
- appear in class on time, prepared for academic endeavor.
- participate in their P.E. class unless they have a doctor's note stating otherwise.
- contact teachers immediately upon return from absences to arrange to complete all makeup work assigned and to establish when this makeup work is due. Work may be required to be completed and submitted in advance of a planned absence at the discretion of the teacher.

Excused absences include illness of the student, attendance at a funeral, court appointments, and unavoidable doctor's appointments. To be excused for scheduled doctors' appointments or other pre-arranged absences, an absence form must be submitted, https://vistaridge.org/absence/.
An approved excuse for an absence does not relieve the student of the duty of meeting the teachers' requirements for the schoolwork missed. Routine dental or medical treatment should be arranged outside of school hours. Vacations and family outings are unexcused absences; please try to plan these events during school breaks. A parent may be asked to meet with administration if absences or tardies become excessive, i.e., tardy (4+ times per month or 10+ times per year) and/or habitually absent (4+ times per month or 10+ times per year).

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

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

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

Closings/Delayed Starts: In the event we would have to cancel school, notification will be made via email as well as posted on 9News, 9News.com, Facebook, and our school website (www.vistaridge.org). Our general practice is to follow the St. Vrain Valley School District; however, for the most part we will not call a delay.
When the school remains open, but you believe that weather conditions in your area are a problem and cause you to keep your student at home or delay their arrival, they will be able to make up any missed schoolwork. The student will be marked tardy excused or absence excused.

Code of Conduct:

1. **Academic Integrity**: Students are expected to submit their own work. Students involved in cheating, plagiarizing, fabrication, multiple submissions, abuse of academic materials, deception, misrepresentation, electronic dishonesty, and other types of academic dishonesty, including production of materials for other students, are subject to a failing grade for that assignment and further disciplinary action as deemed appropriate for the incident. Students are also prohibited from forgery of any school documents, including falsification of signatures.

2. **Disrespect**: Students, teachers, substitute teachers, staff, and administrators shall share a mutual respect for each other and their property. Parent volunteers, visitors, or guests of Vista Ridge Academy shall be afforded the same respect by the students and staff. Students are also expected to show respect for their fellow students and for others' property.

3. **Fighting/Physical Contact/Roughhousing**: Fighting or striking another student is an unacceptable means for settling a dispute. Physical aggression or aggressive confrontation, whether or not physical contact occurred, is not permitted and will be referred immediately to administration.

4. **Language**: The use of profane, obscene, or suggestive language, whether spoken, sung, written, or gestured, is unacceptable. The possession of materials containing such language is also prohibited.

5. **Harassment and Bullying**: It is our intent to create a school culture that is safe both physically and psychologically. Students should feel part of a caring community that uplifts, supports, and strengthens them. Students should not participate in behavior which includes verbal abuse, inflicting physical harm, social alienation, intimidation, fighting, or hazing (willfully attacking, disturbing, tormenting, or forcing another student to do something he/she does not want.)

    a. Bullying is defined as
        i. the act of targeting another person for repetitive negative actions
        ii. where an imbalance of power exists so that the victim cannot defend himself or herself
        iii. including physical aggression (destruction of property, threatening violence), social alienation (spreading rumors, racial slurs, excluding from group), verbal aggression (name calling, teasing), and intimidation (graffiti, coercion, taking possessions), including over social media, the internet, phone, or in person.

b. Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's age, race, creed, color, national origin, medical condition, physical disability, or gender. Harassment can occur at any time during school or school-related activities and includes but is not limited to:
   i. *Sexual Harassment*: Includes unwelcome staring, gestures, sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when such conduct interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. Sexual harassment may also include, but is not limited to, shoulder massages, touching of clothes, hair, or body, patting, pinching, hitting, wrestling, brushing against another's body, invading personal space, and other verbal, written or physical contact of a sexual nature. Possession of sexually graphic or explicit material will also be considered creation of a hostile environment.
   ii. *Physical Harassment*: Unwanted physical touch, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

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

6. **Theft and Vandalism**: Students are expected to respect the property of the school, other students, faculty, and staff. Any student who defaces, destroys, or takes without permission the property of others will be held financially responsible for reparations in addition to disciplinary consequences deemed necessary by administration.

7. **Public Display of Affection and Sexual Contact**: Vista Ridge Academy believes that students in our school are too young to pursue personal relationships with each other. With this in mind, we encourage our students to develop multiple friendships. If it becomes apparent that a couple is spending an excessive amount of time together or participating in public displays of affection, they will be counseled by administration or be placed on social restriction as deemed necessary by the administration. Students involved in any form of sexual behavior (e.g. petting, sexual intercourse) will be subject to suspension or expulsion as determined by the guidance committee.

8. **Possession of alcohol and drugs**: Students are not permitted to possess, use, share, sell, distribute, or be under the influence or any illegal drug, mind-altering chemical, intoxicant, inhalant, or alcoholic product on or off campus. Abuse of prescription and/or over-the-counter medications or tobacco is also prohibited. Possession of banned substances includes having said substances on the student's person or within an area of his/her control including, but not limited to, locker, books, clothing, bag or backpack, or some other location known to the student. Students may be placed on immediate suspension pending investigation of incident(s) involving banned substances.

9. **Weapons and Gang Activity**: The use, possession, sale, or furnishing of any weapon, knife, firearm, explosive, or other dangerous device, including fireworks, is strictly prohibited.

Participation in gang activity including, but not limited to, possessing or displaying gang-related clothing, symbols, literature, paraphernalia, graffiti, or materials is prohibited. Harassment of others or recruitment for gang membership or activity will not be tolerated. Any activity that appears threatening is prohibited.

10. **Civil Authority**: Should a student choose to participate in any act which is in violation of civil or criminal law, that act will be reported to the proper authorities in addition to being referred to the school administration.

Incidents constituting a departure from our Core Values and Code of Conduct will be documented and may need to be reviewed by the leadership team. The following protocol will be used by the teachers and leadership team when evaluating the appropriate action to be taken.

Procedure

1. Create a foundation for positive behavior through interactive modeling and reinforcement.
2. When prevention is not enough, reactive response to misbehavior should be progressive.
3. Automatic Office Referrals for severe misbehavior or when logical consequences in the classroom are exhausted.
4. Administrative action is taken.

Process

1. Create a foundation for positive behavior through interactive modeling and reinforcement.
    a. Model expectations in all environments for CHERISH core values.
    b. Reinforcing language
    c. Reminding language

Distributive Responsibility

2. When prevention is not enough, reactive response to misbehavior should be progressive.
    a. Reminding language
    b. Redirecting language
    c. In Class Reflection Form

    d. Three types of logical consequences in the classroom before office referral (unless excepted below)
        i. Take a break
            1. Replaces warning, Keep it positive
        ii. You break it, you fix it
            1. Giving back tasks, Talk it out, Apologize
        iii. Loss of privilege
    e. Student Problem Solving Conference

Problem Solving

3. Leadership team referrals
    a. When logical consequences in the classroom are exhausted
    b. For severe misbehavior
    c. Leadership team meets to problem solve administration action
    d. Parent communication

Restorative Justice

4. When a student is on a behavior plan
    a. Behavior plan can be made with home room teacher
    b. Every week, student and teacher will meet and student will provide the teacher reflection sheet and an overview of their progress on the plan.
    c. The plan can be revised as goals are met or new priorities arise.
    d. Transition off plan, three good check-ins

Communication:

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

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

Counseling: Each teacher and staff member on campus is available and willing to provide guidance services to students. Your child may be referred for group/individual counseling by a classroom teacher, an administrator, parent or self-referred. It is usually recommended for a student to improve a specific behavior, effective communication skills, conflict resolution, interpersonal relationships, decision making skills, anger management, anxiety, or other issues that are impacting a student's performance in school.

We may offer some classrooms social and emotional skills classes. This opportunity allows children to develop appropriate coping, emotional, and social skills development for that age level. Confidentiality is important to develop a positive counseling relationship and is only broken in cases of indicated criminal activity or threats of harm to himself/herself or others by the student. Please contact your pediatrician and health insurance for a list of local counseling therapists that is available if you are considering the need for an evaluation, therapy, and/or family counseling. The church pastors are available to students for spiritual counseling.

Daily Schedule:
Monday-Thursday from 8:15 a.m. to 3:30 p.m.
Friday from 8:15 a.m. to 12:15 p.m.

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

Afternoon supervision ends at 3:45 p.m. (Monday-Thursday) and 12:30 p.m. (Friday) The student(s) will then be enrolled into our Aftercare School program and charges will be applied to FACTS if not picked up by 3:45 p.m./12:30 p.m. Students habitually not picked up by 3:45 p.m./12:30 p.m. will be asked to meet with administration.

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

Dress Code: Please refer to the Vista Ridge Academy Dress Code available on our website.

Drop Off Procedure: The front doors will open at 7:45 a.m. for students to enter the building and head to their classroom.

1. Teachers are on supervision starting at 7:45 a.m. to welcome students into the classroom. If you need to talk with your child's teacher, please schedule an appointment at a time that works for both of you and still allows the teacher to focus each morning on his/her students. Parents are not permitted to enter the building.
2. Parents/Guardians of preschool and Pre-K students must park in designated and walk to students to the front entrance. They will walk down to their classroom where their teacher will greet them as they walk down the hallway. Parents are not permitted to enter the building.
3. Students in K-8 will enter the main doors and proceed to their classroom. Parents are not permitted to enter the building unless an arrangement has been made with the principal or teacher.
4. Students in preschool to eighth Grade that arrive after 8:15 a.m. must enter through the main doors and sign in at the front desk. They will be marked tardy.

EdVentures (Field Trips): Teachers often plan off-campus field trips to enhance classroom learning. Day trips to local educational sites are taken by various classes each year. Field trips, though part of the lesson plan for the class, are considered a privilege, not a right. Students with poor attendance, poor grades, or inappropriate behavior may be excluded from trips, even if that trip is part of the curriculum for a class. Students who behave inappropriately on school trips will receive guidance from administration upon returning to school. Volunteers may attend the field trip and chaperone only if they meet volunteer requirements for Vista Ridge Academy, which includes child protection training and a background check. Unauthorized volunteers, i.e. parents, family members, etc., will not be able to be part of the group on the EdVenture.

Electronic Devices (Personal): Use of entertainment and music playing devices is not permitted during the school day. Headphones, earbuds, or similar devices are not permitted during school hours. Personal computers, laptops, i-pads, tablet computers, or other such devices may be used for educational purposes if permitted by the classroom teacher. However, these devices should not be used outside the classroom without supervision at any time.
Though we recognize that cell phones and smart devices have become nearly an extension of ourselves, we maintain that they pose a distraction to our students during the school day. As such, we discourage students from bringing them to school. However, should a student bring them to school:

1. Guidelines should be followed as outlined in the Technology Usage Agreement.
2. Cell phones and smart devices MUST be checked in at the front office upon arrival to school.
3. In the event of an emergency, a student may be given permission by a teacher or an administrator to use his/her cell phone to call a parent or guardian.

4. Parents should not use the student's personal cell phone number to call or text their student or expect to receive a call or text from their student during the school day. If a parent needs to make contact with a student during school hours, he or she may contact the school office and a message will be conveyed to the student.
5. If a cell phone or electronic device is discovered on a student's person or within reach of a student during an examination, the test materials will be confiscated, and the student will receive a failing grade for the examination.

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

Extended Care:
We offer after school care on Monday - Thursday's from 3:45-5:30 p.m.; pick up beginning at 5:15 p.m. and Fridays from 12:30-5:30; pick-up beginning at 5:15 p.m. Our licensed aftercare staff member will provide activities and snacks for your child while in aftercare.

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

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

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

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

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

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

Illness and Medication Administration: Students should remain home if they are ill. Illness requiring a student to stay at home include, but are not limited to, vomiting, diarrhea, a temperature of 100^0F or greater, suspected contagious illness (such as impetigo, ringworm, chicken pox, influenza, "stomach virus," etc.), or if the student is not yet recovered from an illness. Students must be fever-free (temperature of less than 100^0F) without use of fever-reducing medications (such as Tylenol or ibuprofen/Advil) for a minimum of 24 hours prior to returning to school.

If a student becomes ill or is injured at school, immediate action will be taken to ensure the student's safety and wellbeing. Parents will be contacted and asked to take a student home or to transport their student to receive medical care in the event of an acute illness or injury. 911 will be called and the student transported to the nearest appropriate hospital facility in the event of injury which poses risk to life or limb. If we are unable to reach a parent or guardian, the individuals listed as the alternate emergency contacts will be notified as soon as possible.

School personnel are now permitted to administer Tylenol or Ibuprofen with signed parental consent. Forms will be given to parents at the beginning of the year or start date of enrolled student.

School personnel is not permitted to administer medication (prescription or non-prescription) to any student without explicit written permission and instructions on the state mandated form from the prescribing provider and only if there is a reason that the medication must be administered during school hours. According to the Colorado Self-Administered Medication Law, age appropriate students are permitted to self-carry emergency preparations of epinephrine and certain prescribed inhalers. The law

currently does not provide for the self-carry or self-administration of insulin. Administration must receive written notification of the medication, prescribing physician, and reason for medication for any student who self-carries medication on campus. A designated staff member is trained on the method of medication administration and for any self-carry medication in the event that the student requires assistance during an event requiring the administration of this medication.

For information regarding COVID-19, please see the "2022-2023 Operational Guidance for K-12 Schools and Early Childhood Education Programs to Support Safe In-Person Learning" (Appendix II).

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

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

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

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

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

Pick Up Authorization/Procedure: A grace period of 15 minutes (3:30-3:45 p.m. Monday-Thursday and 12:15-12:30 p.m. on Friday) is provided for you to pick up your child. After 3:45/12:30 your child will be moved into aftercare, and the daily fee will be billed on FACTS.

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

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

1. School dismisses at 3:30 (M-Th) and 12:15 (F). A grace period of 15 minutes is provided to pick up your student. After the grace period, your child will be enrolled into our Aftercare program and fees will be billed via FACTS.
2. Teachers are on supervision duty every day until 3:45 (M-Th) and 12:30 (F) and must dedicate their energy to supervising and should not be involved in conversation with parents during this time. They can be available to converse after supervision on Monday, Tuesday, Thursday, and Friday and by appointment. (Teachers have staff meeting on Wednesday afternoons.)
3. Parents/Guardians of preschool and Pre-K students must park in designated areas to pick up their student at the East entrance. The gate will be closed at 3:45/12:30.
4. Kindergarten students with siblings in preschool and Pre-K may leave through the East entrance with their siblings.
5. To provide safety, students will remain in classrooms with teachers until called out to waiting vehicles.
6. Parents of students in Grades K-8 may drive up and stay in their vehicle while their child is called out. Please make sure your family name is visible on your passenger visor (these will be handed out at the beginning of the school year.)
7. Should you need assistance with the front office, please park in the parking lot and wait until 3:45 p.m.

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

Sports Program: Our middle school sports program is offered to provide students an extra opportunity to improve their sport skills. It is the goal of the program to instill a sense of cooperation, teamwork, and sportsmanship in the students who participate. In order to participate in extracurricular sports, students must sign a contract.

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

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

Transportation and Carpool: Students must remain seated, show respect for other passengers, and keep all body parts inside the bus and out of the aisles. Any behavior that distracts the driver and reduces his or her capacity to drive safely will not be tolerated. Students in grades 1-8 are allowed to ride in another parent's vehicle when: parental permission is given; required insurance coverage is on file in the

office; and the driver has completed the child protection training and background check necessary to volunteer.

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

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

Appendix I

Technology and Acceptable Use Policy

Vista Ridge Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop technology and communication skills. To that end, we provide access to technologies for student use.
While the purposes of Vista Ridge Academy are to use technology resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to technology in the form of information resources and opportunities for collaboration exceed the disadvantages.

The Technology and Acceptable Use Guidelines listed below outline the behaviors that students are expected to follow when using technology on campus.

- The Vista Ridge Academy network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources will result in disciplinary action.
- Vista Ridge Academy makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Students are expected to alert a teacher or staff member immediately of any concerns for safety or security.

Usage Guidelines: All technologies provided by Vista Ridge Academy are intended for educational purposes. All students are expected to use good judgement and to follow these guidelines as well as the spirit of it: be safe, appropriate, careful, and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Laptops: All preschool through eighth grade students may have access to school devices for their educational use. All first through eighth grade students are issued a laptop for their educational use while at school. Students are expected to follow the specific guidelines listed below and take any additional common-sense precautions to protect the assigned laptop.
Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to their care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Personally-Owned Devices: Students should keep personally-owned devices (including laptops, tablets, smart phones, cellphones, smart devices, i.e. watch) at home. Because of security concerns these devices are not to be used during school hours. Personal devices are not permitted on the school's WiFi at any

time. For situations where the device needs to be on campus, students must check the device into the front office upon arrival to school.

Web Access and Security: Vista Ridge Academy provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Students must keep in mind their use of technology will be supervised/monitored by teachers, staff members and computer programs and filters. Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. Internet access will enable students to explore thousands of libraries, databases, museums, and other areas of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive and are not befitting our CHERISH core values and Christian philosophy.

Email: Vista Ridge Academy will provide students in fifth through eighth grades with email accounts for the purpose of inter-school communications. These accounts are monitored and may be restricted based on school policies. Personal email accounts should not be accessed using the school's network or school devices. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Social/Web & Collaborative Content: Recognizing the benefits collaboration brings to education, Vista Ridge Academy may provide students with access to websites or tools that allow communication, collaboration, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored. Users should be careful not to share personally identifying information. Online comments disrespectful to Vista Ridge Academy, staff, students, and activities are unacceptable.
Security: Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

Downloads: Students should not download or attempt to download or run programs over the school network or onto school resources without express permission from the technology department. You may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette: Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there, and can sometimes be shared and spread in ways that were never intended.

Plagiarism: Students should not plagiarize (or use as their own, without citing the original creator) content, including works or images, from the Internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as the author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety: Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying: Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Acceptable Use Guidelines:
I will:

- Leave personal technology at home or check it in to the front office upon arrival at school.
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threating, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at approved times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Unacceptable Use Guidelines:
*I will **not:***

- Share my network and email username and password with anyone.
- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.

- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

Limitation of Liability: Vista Ridge Academy will not be responsible for damage or harm to persons, files, data, or hardware. While Vista Ridge Academy employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Vista Ridge Academy will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the school network.

Corrective Action: Violations of this policy may have disciplinary repercussions in accordance with our Code of Conduct, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- In-school suspension and/or suspension from school and school-related activities
- Legal action and/or prosecution

STUDENT LAPTOP USE AND GUIDELINES:

All students will sign a laptop use agreement at the beginning of each school year. The rules are as follows:

- I will keep my laptop clean by washing my hands before using it. Food or drinks will not be near my laptop.
- I will always know where my laptop is.
- I will always carry my laptop with two hands or by "hugging" it. I will never run while carrying it.
- I will keep my hands from other students' laptops.
- I will not take my laptop out of the classroom unless my teacher tells me to. I will never take my laptop to the restroom.
- I will not put anything on top of my laptop or stack something on top of it.
- I will never put my laptop where it may fall or get broken (such as on an unsteady pile of books, on the floor, in my desk, on the edge of my desk or table).
- I will not write, draw, etch, or place stickers on my laptop.
- I will not remove existing labels/stickers/rubber pads from my laptop.
- I will follow my teacher's instructions and will not look at websites or apps that my teacher has not given me permission to be on.
- I will not install software on my laptop.
- I will let my teacher know right away if my laptop battery is low or not working right.
- I will always follow guidelines from my teacher on how to unplug and plug in the laptop to the cart and make sure my laptop is turned in to the cart every day.
- I will not take my laptop home.

These policies may be amended from time to time and the interpretation, application and enforcement of these policies is at the sole discretion of Vista Ridge Academy.