



San Fernando Valley Professional School

College Preparatory K-12

Accredited by Western Association of Schools and Colleges

STUDENT- PARENT HANDBOOK 2009-2010

6215 Laurel Canyon Boulevard – North Hollywood, CA 91606
Telephone: (818) 985-9485
www.school4stars.com

STUDENT- PARENT HANDBOOK

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Mission Statement

To offer a creative student-centered learning environment in which all students will develop life and academic skills to become responsible and productive members of society. We pledge our resources to provide an engaging and personalized learning experience for students in the performing and fine arts community.

Nondiscrimination Policy

San Fernando Valley Professional School admits students of any race, color, or ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or ethnicity in the administration of its education policies, admission policies, scholarship, financial-aid program and athletic and other school administered programs. San Fernando Valley Professional School does not discriminate against any applicant or employee because of gender and does not discriminate against any applicant or student because of gender in admissions, educational programs, and activities.

Parent/Student Agreement

We believe that it is essential that there be a strong level of communication, trust, and support between the school and our parents. It is for this reason that we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced by San Fernando Valley Professional School.

The registration of students at San Fernando Valley Professional School is understood to be an agreement on the part of parents, guardians, and students to comply fully with all policies, rules, and regulations of the school as outlined in the handbook. San Fernando Valley Professional School reserves the right to make revisions when determined necessary by the school administration. All school community will be notified of any changes and are expected to follow and observe the said changes.

School Profile and Philosophy

San Fernando Valley Professional School is a College Preparatory K-12 private school. As an accredited member of Western Association of Schools and Colleges (WASC) our goal is to provide a complete comprehensive educational program from elementary through high school. To achieve this, we have focused our curriculum on excellence and attention to student development. We strive to ensure that every student who graduates from SFVP School will become:

- An effective communicator
- A creative scholar
- An inspired learner
- A critical thinker
- A collaborative learner
- A contributing community member.

Academics

The San Fernando Valley Professional School's curriculum is designed to meet the learning outcomes defined in the Mission Statement and the Expected Schoolwide Learning Results. (ESLR). In our commitment to academic excellence our program provides students the necessary college preparatory curriculum known as the A-G requirements which enables them to enter a public or private four year university. In addition, students have the opportunity to enroll in Honors, AP and UC-Certified Courses.

With our small teacher/student ratio, students are given personalized attention, guidance and encouragement necessary to succeed. This balance between academics, personal growth and development, and a focus on creativity, helps students thrive as independent thinkers in their journey toward success after graduation.

We at SFVP School strongly believe that the arts are an integral part of the learning process and individual expression. Many of our students are either pursuing or involved in the fine and performing arts industry. We embrace and encourage those students, as they further develop their talent and pursue their dreams. Our program offers various classes and activities that enrich and support student interests.

Admissions

San Fernando Valley Professional School considers the following criteria in admissions:

- Complete application
- Grades and transcripts from previous school
- Recommendations from the applicant's current school
- An interview by a San Fernando Valley Professional staff member with the applicant and applicant's parents.

All decisions for admission are conditional upon completion of the above requirements and the determination by the Admissions Office as to whether the school's environment is suited for the student's academic, personal and social needs.

Class Requests and Schedules

A student is usually assigned to the courses that he/she needs based on SFVPC academic requirements and after review of their incoming transcripts. All course prerequisites must be met before placement in a class.

Withdrawal from School

Students whose parents wish them to terminate their attendance at San Fernando Valley Professional School must complete the withdrawal procedures and file proper information with the administration. To initiate the withdrawal process, parents should schedule an exit interview with the office. Any student who withdraws from school prior to the end of the semester will be issued a progress report. **No transcripts or paperwork will be released until all financial commitments to the school have been met and the student's account shows a zero balance.**

GRADUATION REQUIREMENTS

TOTAL OF 200 - 220 CREDITS REQUIRED

Subject	HS Diploma	CSU Requirements	UC Requirements
Mathematics	2 Years required	3 years	3-4 years
Science	2 years including lab science-biology & chemistry	2-3 years including lab science-Biology & Chemistry	2-3 years including lab science – Biology & Chemistry
History	2 years including – World History &, U.S. History	2 years including World History & U.S. History	2 year including World History & U.S. History
Foreign Language	2 years- same language	2 years- same language	2-3 years – same language
English	4 years	4 years	4 years
Computer Science	1 year	1 year	1 year
Physical Education	1 year	1 year	1 year
Fine Arts/Electives	3 years	3 years	3 years
Social Science	1 year – U.S. Govt. & Economics	1 year – U.S. Govt. & Economics	1 year – U.S. Govt. & Economics

High school students are permitted to take courses outside of school for credit. They may register at one of the community colleges, approved Independent Study Programs or as part of a qualified enrichment program. Approval by the administration is required prior to enrolling in one of these classes. The appropriate concurrent enrollment forms must be signed by the school's administration. A student is allowed a maximum of 10 credits of outside classes per year.

Basis for Grades

Daily in-class work, quizzes, tests, projects, essays, class participation, home assignments, and attendance will be considered in determining a student's grade. Each teacher is required to distribute to students a "Course Expectation" sheet, which summarizes the particular course's policies and procedures. Parents and students are advised to study and retain these documents throughout the semester. Students are expected to adhere to these stated guidelines for a given class throughout the duration of the course. Excessive absence may seriously affect a student's grades and could result in loss of credit. In the case of an extended absence, parents must notify the office, generally one week prior to the absence, and should make arrangements with each of their child's teachers to ensure that they are able to complete the necessary coursework during their absence. (Each situation will be evaluated on an individual basis.) All quizzes and tests must be administered by an individual approved through the school.

Grade Point Average

Grade points are based on a four (4) point scale: A=4 points; B=3 points; C=2 points; D=1 point; F=0 points. Plus and minus grades do not affect the grade point average. Students may receive an extra grade point for honors and Advanced Placement courses. The extra point is used in calculating the GPA. Colleges and universities make their own determination as to the inclusion of the extra point for honors and Advanced Placement courses.

Extra Credit

Students and/or parents should never expect “extra credit” as a means of replacing or supplementing a grade. “Extra credit” is given solely at the discretion of the individual teacher and must be offered to all students in the class.

Progress Report/Report Cards

The scholastic year is divided into two semesters, each of which is comprised of two ten week grading periods. The student's progress report is mailed to the parents/guardians at the end of each semester. These reports are usually mailed within seven days of the end of a grading period. Parent-Teacher Conferences are held once each semester. Parents/Guardians are advised to take note of these dates on their calendar.

Community Service Requirement

All high school students are required to participate in community service. Each student must complete a minimum of 10 hours per school year while enrolled at SFVPS. Hours must be approved by the administration and documented on an official form provided by the office. The form must be signed by an official agent of the community service organization.

Final and Semester (Mid-term) Exams

Semester and final exams will be given on the published day and time for middle and high school students. Students may only make up semester final exams on the scheduled make-up exam day. Students who do not take the opportunity to make up missed final exams on make-up exam day will have no further opportunities to make up exams, except in extreme cases that are approved by the administration. NEW: Late arrival policy states that no student arriving more than 5 minutes late to an exam period will be permitted entrance. Rescheduled test administration is at parent's expense.

Graduation

At the end of each academic year, the school holds a formal graduation ceremony. The graduation ceremony includes culminating fifth, eighth and twelfth grade students. Students are recognized for various academic and extracurricular accomplishments during the awards ceremony.

Valedictorian

The valedictorian at graduation will be chosen by the administration based on the student's grade point average and strength of their program. The SFVPS valedictorian will be honored during the graduation ceremony.

Scholastic Disqualification

A student is scholastically disqualified from further attendance at SFVP School if the student receives three semester grades of "F" in any one semester or academic year. A student who is academically disqualified will be withdrawn at the end of the semester in which disqualification occurs. In the case where the school requests a student's withdrawal, tuition equal to one (1) month will be charged or retained and any remaining tuition balance will be refunded. (Please note that no other fees will be refunded.)

Academic Probation

A student whose semester academic grade point average falls below 1.8 is automatically placed on Academic Probation for the following academic semester. As a result of Academic Probation, the parents will be required to attend Parent-Teacher Conferences, and the student will meet with his/her counselor on a regular basis.

If a student again falls below a 1.8 semester GPA at the conclusion of the next semester, the case will be submitted to an administration committee. The committee will evaluate the student's academic performance as well as his/her participation in extracurricular activities, individual needs and attitude as assessed by teachers and the administration. One of the following recommendations will be made based upon this evaluation:

- Student will continue on academic probation for an additional semester
 - Student will be required to attend tutoring after school for an additional cost.
- (Each situation will be evaluated on an individual basis.)

Academic Integrity

Because academic dishonesty affects a student's grades and has serious disciplinary repercussions, this section is included here for your consideration. The following are examples of behaviors considered dishonest by the SFVPS community:

- Copying, modifying, or excerpting internet resources without proper citation
- Lending or copying homework, in or out of class
- Giving or receiving answers to quizzes, tests, and examinations
- Entering an academic testing situation with an unfair advantage
- Making a copy or recording an image of an exam.
- Violating testing procedures as defined by a teacher in an individual class.

Plagiarism at SFVP School is defined as the following: "To use another person's ideas or expressions in your writing without acknowledging the source." Further, a writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism.

These are matters of serious consequence which may result in a failing grade for the homework, test, paper, quiz, exam, and disciplinary referral. A student who steals or accepts a copy of a stolen test or makes a copy or records an image of an exam may be subject to immediate dismissal from school.

Academic Counseling

The administration assist students in planning their class schedules and pays particular attention to students whose grades reflect poor academic performance. This guidance may be done in either group or individual sessions. At the high school level, freshmen and sophomore years, emphasize the development of good study habits and skills, and the requirements for college admittance. At the junior and senior levels, emphasis is placed on college planning and career decision-making. Students at all grade levels are encouraged to have regular contact with their teachers and the administration.

Attendance

State Law requires regular and punctual attendance at school. Credit is awarded for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance. To receive credit for a course offered by SFVPS, a student must pass the course with a grade of "D" or better and be in attendance in that particular class with no more than ten absences per semester. Exceptions are made when a student is absent for professional reasons. Daily report cards from set teachers or other tutors must be turned into the office upon return to SFVPS following any absence due to professional pursuits.

Absences

When a student is going to be absent from school, for any reason, a parent/guardian must telephone the school prior to 9:00 AM on the first morning of the absence and every day of absence thereafter. If it is known that a student will be absent from school for professional reasons, parents should provide the school with the specific dates in advance, to facilitate preparation of class materials and homework during the absence.

All absences, both excused and unexcused, except for school related absences (field trips, athletics, retreats, etc.) are counted toward a students' total number of absences. A student is considered absent if they miss 50 percent or more of any class session. Please note new number to call in excused absences is (818) 985-5208. Do not call the main school number for this purpose.

Excused Absences

Other than being absent from school for professional reasons, absences are excused only in cases of personal illness, severe illness in the family, death in the family, or similar situations in which it is not possible for the student to attend school. The student is expected to make up all class assignments, quizzes, tests, etc., in a timely manner. The teacher is free to determine the method by which the work is to be made up. Extenuating circumstances will be considered on a case-by-case basis, and any exception to this policy will be made by the administration prior to the absence.

Unexcused Absences

Absences for other than the above reasons, even with parent/guardian permission, are considered unexcused. The following examples generally do NOT constitute legitimate reasons for absence from school and absences for these reasons will be considered "unexcused":

- Family vacations during the school year
- Routine medical or dental appointments that could be scheduled after school hours
- Activities with friends
- Lack of sleep.

Missed Schoolwork

Students have the right to make up homework, class assignments, quizzes, tests, etc., which they miss because of an absence. Some departments, however, make occasional exceptions to this rule (such as the English department's senior research paper) to ensure that a long-term assignment is completed in a timely manner. Each teacher is free to determine the method by which work is made up. Specific guidelines are outlined in the "Course Expectations" sheet of a given class. It is the student's responsibility to make up all work in a timely manner based on the teacher's guidelines.

Parents may request homework for students from individual teachers providing the student has been or will be absent. Students may view their homework assignments on the school's website. Completed assignments can be submitted to the teacher via fax within a reasonable time period.

It is understood that if a student fails to make up missed assignments, it may result in a loss of a grade or credit.

Make-Up Work

Students will have one class per day missed to turn in late assignments and/or make up tests and quizzes. After this time period has passed, all such grades will be lowered equivalent to one-half a letter grade per additional day late. Thus, an A paper turned in two days past the new due date becomes a B; a B becomes a C, and so on.

It is imperative that students and parents utilize the school's website in order to stay current with assignments.

Please note this is a new school-wide policy and does not differ from teacher-to-teacher.

Loss of Credit for Excessive Absence in a Particular Class

When a student is absent (excused or unexcused) more than ten (10) times per semester in a particular class, the student will receive a grade of "F" in that class and will lose credit for that class. Special circumstances (such as a professional obligation) will be considered, and must be approved by the administration prior to the absences.

Truancy

Any student who is away from school without a valid excuse or without parent/guardian consent is considered truant. Once on campus, any student who misses an individual class or classes without a valid excuse is considered truant.

It is up to the teacher if any work missed because of truancy may be made up for credit. SFVP School considers truancy to be a serious disciplinary matter, which will result in detention hours and/or suspension, probation, or expulsion.

Tardiness

Any student not in their appropriate classroom at the official start of class is considered tardy. Excessive tardiness will result in a drop of the semester grade, since attendance for class lectures is considered part of the required class work. Two tardies to a class will equal one absence. Students who are tardy to school more than ten (10) times in a semester may result in the following consequences:

- Grade drop
- Make-up instruction required, with tutoring fees assessed
- Other consequences, as determined by the administration

Leaving Campus During the School Day

Regular and punctual attendance in each class is expected of every student. Parents/guardians and students should make every effort to have appointments scheduled at other-than-school hours. If it is imperative that an appointment be scheduled during school hours, such appointments should be scheduled so that the student does not miss the same class repeatedly. It is important to remember that after arriving at school, under no circumstance is a student to leave campus during the school day without approval from the office. High school students are allowed to leave campus during lunch with a signed permission slip on file in the office. All students who leave campus during lunch time must return by the end of lunch period. Excessive tardiness to class may result in the loss of this privilege.

Injury/Illness During School

Any student who becomes ill anytime after arriving on campus is to inform his or her classroom teacher, and wait for the office to complete the necessary phone calls. Students should not call parents from cell phones before coming to the office.

Expected Student Behavior

Students are required to act in a respectful manner at all times towards, the administration, teachers, and other students. This includes respecting others and school properties. Under no circumstances shall a student destroy or damage property. If this occurs, the parent will be notified and held responsible for the cost of the damage. During school time, students are to maintain quiet in the school and on school grounds. All students should refrain from any loud noises or disruptive behavior, rough housing or inappropriate activity on school grounds. Failure to comply will result in disciplinary action.

Inappropriate Behavior

Inappropriate behavior is described as:

- The use of vulgar, obscene, insulting or suggestive language or expressions

- Demonstrations of disrespectful or disruptive language and behavior in the classroom
- Behaving and argumentative manner toward the administration, teachers and staff
- Arguing about tests, grades, punishments, etc., during the class (such matters should be discussed with the teacher after class or at the end of the school day in order to resolve such issues)
- Consuming food and drinks in the classroom (all food should be consumed in the lunch area only)
- Chewing gum
- Talking on, text messaging or audible cell phone ringing while in the classroom
- Students engaging in physical contact with one another deemed inappropriate by staff

Discipline Procedures

The individual faculty member is the primary disciplinary authority in the school. Any student who, in the opinion of a faculty member, violates class or school rules is subject to disciplinary action. The student may be verbally corrected at the time of the incident or be asked to discuss the situation with the faculty member later in the day.

Probation

When a student is placed on probation for repeated minor offenses, there will be a meeting with the student, parents and faculty/administration. Conditions of the probation contract will be clearly stated and will be in effect for at least one semester, at which time the student's behavior will be evaluated. All privileges will be suspended until significant improvement is shown.

Expulsion

Expulsion is the permanent removal of a student from SFVP School. A student may be expelled if he or she repeatedly fails to follow the policies and guidelines stated in the school's handbook. Typically, a first offense entails a verbal/written warning, second offenses result in probation, and a third offense may result in expulsion. There are certain exceptions stated below. Dishonesty during the investigation of a situation may result in expulsion.

Exceptional Cases

In exceptional cases resulting from a single major offense, SFVP School reserves the right to immediately suspend a student pending further investigation. The administration will review such matters and may dismiss the student without reference to the student's previous behavior. Single major offenses which are subject to this special action include, but are not limited to, the following:

- Violation of computer use policies
- Dishonesty, lying, not being forthcoming when dealing with any school official in order to protect oneself or another student
- Insubordination or flagrant disrespect of any faculty or staff member
- Participating in or arranging for a fight
- Possessing, furnishing, using, selling, imitating the use of, or being under the influence of drugs (including alcohol) or other intoxicants at school or during a school-related function
- Theft of school or personal property or the sale or acceptance of stolen school or personal property
- Sexual harassment
- Vandalism of SFVPS, its neighborhood, or another school campus
- Possession of weapons or explosives (including fireworks)
- Gang-related activity
- Involvement in criminal activity (both on and off campus)
- Behavior considered dangerous to the safety of the school community
- Invading the personal property of a faculty member or a fellow student.

NOTE: A student accused by a law enforcement agency of criminal activity may be placed on a home-study program until, in the opinion of the school administration, the matter has been satisfactorily resolved and the student's presence in the school community does not compromise the safety, good moral order, or reputation of SFVP School.

Dress Code

Conforming to the dress and appearance code is one of the easiest ways for the students to show their cooperation and support of SFVP School. All students are required to wear the school uniform Monday through Thursday. Friday is considered "Free Dress Day," but students must still dress appropriately. If a student comes to school dressed inappropriately, their parent will be called and may be required to come to school to resolve the problem. During cold weather, students should wear the official school sweatshirt with the school logo. Note: it is now mandatory that they wear a school uniform shirt underneath as well. No other jackets, sweaters, or coats will be permitted during the instructional day.

Inappropriate Clothing

Low cut tops, exposed bra straps, halter tops, midriffs, skirts, shorts, or dresses higher than mid-thigh are not acceptable. Pants that are not the appropriate size or that expose the area below the lower waist are considered inappropriate. Excessive jewelry, such as large earrings or neck chains, large chains hanging from pants, hats, bandanas, head scarves, hairnets, sunglasses, exotic boots, shoes with heels higher than two inches, or other exotic footwear, visible tattoos and visible body piercings (appropriate ear piercing allowed) are not permitted at any time. No visible undergarments.

Drugs and Alcohol

It is the intent of SFVP School to be totally free of alcohol, illegal drugs, and other intoxicants as well as the harmful effects that such substances may have on the lives of the students, faculty, and staff. We recognize that alcohol and drug addiction is a treatable disease. Those who are afflicted by this disease, either personally or within their families, will be directed or encouraged to get the help they need. However, to secure a healthy learning environment, any student who possesses, furnishes, uses, sells, imitates the use of, or is under the influence of alcohol, illegal drugs, or other intoxicants may be subject to expulsion. Each case will be considered on its own merits as a unique problem requiring a unique decision by the school Administration.

Personal Belongings

Students should always exercise care over their property and store personal items in secure locations. In addition to causing distraction, cell phones, radios, iPods, walkmans, and related items invite theft. For this reason, these items should not to be used during class time. If a student brings these items to school, SFVP School assumes no responsibility for any personal item that is damaged, lost, or stolen. Any of these items that are used or operating during class time will be confiscated. Confiscated items will be returned only to the student's parent/guardian and may be picked up in the office. CELL PHONES MUST BE TURNED OFF (NOT ON VIBRATE) AND COMPLETELY OUT OF SIGHT DURING INSTRUCTIONAL HOURS.

Search and Seizure

SFVP School reserves the right to search, and/or seize possessions of a student, when a reasonable cause exists for a search. This includes, but is not limited to, students' computers, PDA's, cell phones, backpacks, and/or audio video recording devices.

Harassment Policy

SFVP School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by another student, faculty member, or volunteer is prohibited. The school will treat allegation of harassment seriously and will review and investigate such allegation in a prompt, confidential and thorough manner. Acts of harassment will result in disciplinary action and possible dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. Examples of harassment include, but are not limited to: verbal, physical, visual, or sexual statements and actions. It is the responsibility of SFVP School to make all faculty, staff, students and parents aware of this

policy and the commitment of the school towards its strict enforcement. It is the student's responsibility to conduct him or herself in a manner which contributes to a positive school environment.

Medication on Campus

Any student who must take medication, both prescription and over-the-counter, during school must first notify the office. All medication must be left in the office, unless other specific arrangements have been approved by the administration, in its original packaging, marked with the student's name, the name of the drug, and instructions for use. Under no circumstances should a student give or share any medication with another student, including pain medication without permission from the office.

Off-Campus Parties

Just as the school takes seriously its appropriate role regarding the use of alcohol and drugs, parents also have responsibilities. For sound medical and health reasons, SFVP School does not subscribe to the philosophy that adolescents can or should be taught to use alcohol responsibly. It is because students themselves often distinguish that their use of illegal substances is not at school but "at parties" or "on weekends" that we wish to emphasize parental responsibility. Even though the school's responsibility extends only to school hours and school-sponsored events, SFVPS recommends careful consideration be given concerning the safety and welfare of students during any off campus gathering.

Gangs and Gang Activity

The California Attorney General's office has defined a youth gang as a loose-knit organization of individuals usually between the ages of 14 and 24. The group has a name, is usually territorial, or claims a territory as under its exclusive influence, and may be involved in criminal acts. Its members associate together and may commit crimes against other youth gangs or against the general population. If it is determined that a student is associated with or a member of a gang, this is grounds for immediate dismissal.

Computer and Internet Policies

Any student who uses the school's computer and internet systems should follow standard guidelines of appropriate usage. School computers are only to be used for school related purposes during school hours. Failure to comply with his policy will result in loss of computer privileges.

- All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies.
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- The school may engage in routine maintenance and monitoring of its computer system.
- The school does not provide privacy in the contents of student personal files on the school's computer system.
- Students may not damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g., use others' passwords, trespass on other's folders, work or files.
- Students are responsible for everything that happens while they are logged into the school's system and they should never give out or reveal their password. If a student feels his/her password has been compromised, he/she should contact a teacher to have the password reset.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system under the supervision of a staff member.

- Students will promptly inform their teacher or other school employee of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access from outside the school is the domain of the parents or guardians.
- We expect that parents and students follow the appropriate chain of communication with the administration when addressing problems or issues with the school. Posting inappropriate comments about the school, its personnel and students, on the web and via emails does not constitute following an appropriate chain of communication. The school reserves the right to request parents to withdraw their children from SFVP School in such cases where parents become uncooperative.

Limited Liability

The school makes no guarantee that the functions or the services provided by or through the school's computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user's own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

Financial Information

Tuition payments must be received by the business office on or before the due dates. Failure to meet such payment deadlines will result in the student either not being attend school, or school functions, not being eligible to take semester exams, in the case of seniors, not receiving a diploma from SFVP School. If, because of unforeseen circumstances due to family hardship, a tuition payment cannot be met, the business office should be informed on or before the due date and special payment arrangements may be considered with the school office.

Textbook Policy

Textbooks are rented to students by the school for the curricular year. Lost textbooks are the parent's responsibility. SFVPS will provide a replacement textbook at a set fee, upon request, once the Lost Textbook Fee has been paid. The average fee ranges from \$40-\$75, depending on the course/text. A numbered inventory will be implemented and parents will be asked to sign their understanding of this policy. Please be sure your student handles textbooks responsibly, and notify the office as soon as possible in the event one is missing.

Tutoring Policy

Teachers at SFVPS offer tutoring services in their areas of expertise several afternoons a week. These sessions take place in the classroom in one hour increments and are pre-booked through the main office. Please note that there is a 24-hour cancellation policy. If for any reason a student cannot make a session, please notify the office right away as a courtesy to the teacher.

Late Payments

All tuition payments, which are late and not covered by special arrangements, are subject to a late fee of \$25. An additional \$30 fee will be charged for any returned check. At the final week of a semester, or just prior to graduation, overdue payments may be required in the form of cash, cashier's check, credit card or money order.

Publication of Student Work/Pictures and Information

From time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server, including video and/or still photographs of students for the yearbook, school publications, newsletter, web site, and marketing and public relations purposes. Student projects, photographs, and other work posted on the Internet will include only the student's initials. Students and their parents recognize that our school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. Students and their parents waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site. Parents, who wish, may request that their child's work or photograph not be published on the Internet.

Transportation Policies

While SFVP School sponsors a number of varied activities, the school cannot assume total transportation responsibilities for every student. Therefore, your son/daughter may be required to provide his/her own transportation or seek transportation from another student or a student's parent. In these cases, SFVP School, by law, cannot assume primary responsibility and liability for any injuries or damage sustained while riding in a private automobile. Primary responsibility rests with the owner and driver of the car. Since your son/daughter may be participating in an activity for which school transportation cannot always be provided, by signing a transportation release, you acknowledge the conditions by which your son/daughter may be transported to an extracurricular activity or sanctioned academic field trip. By signing this release, you are simply acknowledging that SFVP School makes no pretense about its ability to provide transportation to and from activities and that you are aware of the information above.

Field Trips

Field trips are a privilege afforded to SFVP School students. Students who are on Disciplinary Probation, or who have received a "warning from the school," may be denied participation in field trips.

The Field Trip Form found on the last page of this handbook is a copy of the SFVP School permission form. This form may be copied and used if a student fails to bring the form home or return the form to school. Parents should fill in the appropriate information, sign it and bring to school or they may fax a copy to 818-985-5208, before the field trip begins. Students who fail to submit the permission form will not be allowed to participate in the field trip. (Notes from parents or phone calls will not be accepted in place of the SFVP School Permission Form.)

Accident/Injury Reports

The office should be notified immediately of any accident or injury. Accident/injury reports must be submitted within five days of an incident's occurrence. Students should obtain an incident form from the office and make sure that any staff members who were in charge of an activity or the area at the time of the accident fill out the form and return it to the office.

Change of Address/Emergency Information

The school office is to be notified immediately of any change of address, telephone number, emergency information, or email addresses. This is essential in keeping school records accurate and to be able to contact parents or guardians in the event it is necessary to do so.

Complaint Filing and Investigation Procedure

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Administration, or to a teacher who will report it to the Administration.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on suspension or administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Administration will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.

If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Child Abuse Reporting

California law requires that all teachers, counselors, coaches, aides, and administrators of SFVP School who know or suspect that a child under the age of 18 is or has been the victim of child abuse must report this information to a child protective agency immediately (Penal Code, Section 11166). Child abuse is not restricted to physical injuries. The following matters must be reported: physical injuries; indication of child neglect such as failure to provide food, clothing, or shelter, even when there is no physical injury; any indication of sexual abuse, sexual assault, or child molestation.

If a representative from law enforcement or child protective agency requests to interview a student as the result of a report of suspected child abuse, the administration will permit such an interview to take place on the campus.

Required Immunization

The Department of Health Services of the County of Los Angeles requires out-of-state students to have a TB skin test prior to enrolling in a California school. The only TB skin test that is acceptable is the Montoux (5TU) PPD. Most county health service offices will administer this test for a modest fee. Private physicians and clinics administer the test, as well.

Emancipated Minors

An emancipated youth is one who is either over 18 years of age and has declared himself emancipated, is a married juvenile under the age of 18, or is declared such by the courts. Students who claim emancipation must present written legal verification. As long as an emancipated youth is enrolled at SFVP School, his/her parents/guardians will not receive his/her report cards. The emancipated youth is responsible for the payment of tuition and fees.

Work Permits and Employment

State law requires that students under 18 years of age must obtain a work permit if they seek paid employment. Applications may be obtained in the school office. California State Labor Law prohibits students under age 18 working more than four hours on a school day. They cannot work between the hours of 10:00 p.m. and 5:00 a.m. on school days, nor from 12:30 a.m. to 5:00 a.m. on weekends. SFVP School will only sign a work permit for a student who has a grade point average of "C" or better.

Emergency Procedures

On a regular basis the school community goes through emergency drills in an effort to prepare students to act with calm and confidence in the event of an emergency such as a fire or an earthquake. In cases of extreme or widespread emergency, SFVPS will make every effort to communicate with local radio stations, particularly KNX (1070-AM) and KFWB (980 AM).

After an emergency, because telephone service may be interrupted, or it may not be possible or wise to re-enter a building and, most importantly, because it is the school's primary responsibility to supervise and care for students at the time of an emergency, the telephone may not be the most effective means of communication with the school.

It is the general school policy that students will remain at school unless and until their parents, or an adult listed on the "student emergency form," pick them up. In the event of an emergency situation such as a fire or earthquake, students will follow these procedures. At the sound of the fire alarm or in the case of fire, under the direction of the teacher, the students will evacuate the building following the designated route posted in each classroom. In the event of an earthquake, all personnel and students will follow the Drop, Duck, Cover and Hold earthquake procedure. When the shaking of the earthquake has stopped, teachers will direct students out of the building, if warranted.

Administration will congregate students under the supervision of their teachers at an appropriate area away from debris and obstruction.

School Lockdown

In the case of a serious intrusion or otherwise uncontrolled situation where there is the threat of violence or injury, students should stay in the classroom or go to the nearest classroom if they are in a hallway or outside area. Teachers will then lock the classrooms, close the blinds or shades, turn off the lights and move all persons into an area where they will be out of sight. All persons should then wait for further instructions to be given. Police or school officials will unlock doors if necessary to evacuate during or after an incident.

Parent Participation

The philosophy of fundraising at San Fernando Valley Professional School emphasizes voluntary giving. All fundraising activities fall under the direction of the school Director. Each year, and throughout the year, you are encouraged to choose an area of fundraising/school development in which to participate. Unlike other school communities, San Fernando Valley Professional School does not set a requirement for participation. We rely on our parent community to assist us in seeking resources to benefit the school, such as gift-in-kind donations, support for fundraising events, and annual giving. Your participation in our Annual Fund and participation in our fundraising events is strongly encouraged and necessary for the advancement and development of our institution.

Fund Raising

All Fundraising for SFVP School is a necessary and critical process for the continued longevity and financial stability of our school. Fundraising exists to offset the remaining expenses after tuition to provide funds for facilities and improvements, and to build endowments for the future. Gifts to the school typically come from parents, alumni parents, alumni, friends of SFVPS, and local businesses. The philosophy of fund raising at SFVP School emphasizes voluntary giving. Funds donated are either unrestricted and distributed at the discretion of the finance committee, or restricted to a certain program of the school as designated by a donor.

Annual Fund Campaign

SFVP School's Annual Fund is vital to the operation and maintenance of our campus. Your Annual Fund contribution not only provides you with a tax deduction, but allows SFVP School to continue to build its endowment fund, allowing monies earned on the endowment to provide for tuition assistance, scholarships, teacher salaries and other necessities. A strong endowment is the key to securing the future of SFVP School. A strong Annual Fund allows us to keep tuition at an affordable level and provide for our facility and programs.

You may also make a restricted gift to the Annual Fund and choose to earmark your gift to benefit a particular program, scholarship fund or project of your choice. This is the one fundraising vehicle from which SFVP School actually benefits 100%. An Annual Fund mailing is sent out in the fall of each year. You are encouraged to participate. Acknowledgements are sent out for your tax purposes.

Matching Gift Program

Make your gift count double! Many corporations match gifts--your employer may be one of them. Check with your human resources department to see if your company participates. If they do, a simple form must be filled out before San Fernando Valley Professional School will benefit.



SAN FERNANDO VALLEY PROFESIONAL SCHOOL

REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS

(To be completed by parent/guardian or physician)

Student's name _____ Date _____
(Last) (First)

Name of medication _____

Purpose of medication/diagnosis _____

Prescribed dosage _____ Time(s) to be taken at school _____

Length of time this medication will be necessary _____

Parent's/Physician's recommendation (check where applicable):

____ Medication will be kept in the attendance office.

____ Medication will be carried by the student.

____ Medication may have adverse effects (explain) _____

____ Special instructions/comments _____

I request that my child be allowed to take the above medication at school according to the stated instructions and in compliance with school policy. I further understand that it is solely the responsibility of my child, and not San Fernando Valley Professional School Personnel, to verify that the medication being taken is the correct medication and is being taken properly.

Parent/Guardian/Physician signature _____

Parent/Guardian/Physician printed name _____

Daytime phone number (_____) _____ Emergency phone number (_____) _____

PARENTAL FIELD TRIP PERMISSION REQUEST

(Fill out both copies)

Today's date: _____

Destination: _____ Address: _____

Date & Departure Time: _____ Expected Return Time: _____

Method of Transportation: _____

By signing this form, I certify that I request and give my permission for my son/daughter, (include child's first and last names) _____, to attend this field trip.

I also release SFVP School from responsibility for illness or injury incurred; recognizing that due care and concern will be exercised. Finally, in the event of illness, or accident or emergency, I give SFVPS or the faculty member in charge, the authority to authorize medical treatment for my son/daughter if none of the below can be contacted.

Name of Parent _____ (phone) (_____) _____

Name of Parent _____ (phone) (_____) _____

Signature of Parent or Guardian _____

TEACHER COPY

PARENTAL FIELD TRIP PERMISSION REQUEST

(Fill out both copies)

Today's date: _____

Destination: _____ Address: _____

Date & Departure Time: _____ Expected Return Time: _____

Method of Transportation: _____

By signing this form, I certify that I request and give my permission for my son/daughter, (include child's first and

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Name of Parent _____ (phone) (_____) _____

Name of Parent _____ (phone) (_____) _____

Signature of Parent or Guardian _____

OFFICE COPY



SAN FERNANDO VALLEY PROFESSIONAL SCHOOL

ACKNOWLEDGMENT OF RECEIPT OF STUDENT- PARENT HANDBOOK

By signing this acknowledgment, we affirm that we have read the contents of the San Fernando Valley Professional School 2009-2010 Student - Parent Handbook, and agree to abide by the regulations and policies of the school.

Student's Signature _____ Date _____

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date _____