

SAN FERNANDO VALLEY PROFESSIONAL SCHOOL

SCHOOL POLICY FORM

Please read and review the following school guidelines and policies with your child. These policies will help us to provide a safe, productive and positive school environment for all our students. You and your child/children must sign the bottom portion and return to the school office.

1. Students are required to act in a respectful manner at all times towards the administration, teachers and other students. This includes respecting other people’s property, avoiding disruptive behavior and acting appropriately at all times.
2. **Cell phones are to be kept on silent during class at all times!** Emergency calls must be messaged to the office and a will be communicated to the student. Students will **NOT** be allowed to leave class to make
3. More than **10 unexcused absences** in a semester will result in an “Incomplete” and loss of credit for the class. All excused absences must be reported via call/email the school office. Your child’s teacher must also be emailed **prior to 9 am the morning of each absence.**
4. SFVPS requests that parents and students follow an appropriate line of communication first with the teacher concerning any problems/questions .Only if the matter cannot be resolved, then an appointment can be scheduled to meet with an administrator.
5. In order to maintain a proper academic environment, SFVPS will monitor each student’s academic and behavioral performance throughout the school year. If a student is habitually written up for the same problem, possible suspension will be determined.
6. SFVPS has a **zero tolerance policy for drug use and/or sexual harassment.** We reserve the right to request random drug testing on an as need basis. Parents are required to comply with our request.
7. SFVPS will hold 1-hour after-school detentions, which will be used as a consequence for breaking school policies. This includes: disruptive behavior, inappropriate behavior, and excessive tardies in the morning or returning from lunch.
8. **Uniforms are mandatory to be worn by ALL students during school hours Monday thru Thursday. Not allowed: skirts, dresses, midriff tops of any kind. Pants (below knee are acceptable.) Friday is “Free Dress” Day, students must dress appropriately and follow school dress code policies.**
9. Due to the rising cost of textbooks, fees are for the **RENTAL** of textbooks for the school year. Books are to be returned at the end of the school year. In the same condition that they were given to avoid any additional charges.
10. **Tuition must be paid on time to avoid additional late fees of \$25.00/month. Please read over the payment plans that are available. Note: registration, book rental fees and other fees are due upon registration. Please see attached fee schedule.**
11. Please refer to SFVPS’s Policies and Guidelines Manuel for detailed information.

-----cut off and return -----

I have read the school policy from above and have reviewed it with my child. I also have a copy of the SFVPS’s Policies and Guidelines Manuel.

Parent _____

Parent’s Signature _____

Student _____

Student’s Signature _____

Date Received _____ (Office use only)