

WHO'S WHO AT THE VANGUARD SCHOOL

Administration

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Albert Alexander	Director of Residential Life	1057	albert.alexander@vanguardschool.org
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Administrative Support

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Medical

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Cynthia Gaddy	Nurse	1416	cynthia.gaddy@vanguardschool.org

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THE VANGUARD SCHOOL RESERVES THE RIGHT TO ESTABLISH ANY POLICY OR RULE WHICH IS DEEMED NECESSARY FOR THE SECURITY, SAFETY, AND EFFECTIVE OPERATION OF THE SCHOOL IN THE BEST INTEREST OF ALL OF ITS STUDENTS.

Employee Gift Policy

Occasionally, parents and other relatives wish to make personal gifts to one or more faculty or residential staff members. Employees are not permitted to accept gifts of more than \$100 in value (including cash, checks, services or personal items). Gifts to individual staff members are not tax deductible; parents who wish to recognize individual employees are instead encouraged to make their gift to the school in honor of the employee.

The Vanguard School

Frequently Asked Questions

1. How will my student travel to and from the airport?

The Vanguard School offers a shuttle service for a reasonable fee on specified travel days to and from the Orlando International Airport or the Tampa International Airport. (see Travel section)

2. How will my student get his or her allowance?

Parents are requested to send weekly or monthly allowance checks directly to their student. The School will provide weekly check cashing services. There is also an ATM available to students in the Dining Hall. (See Financial section)

3. How often can my student call home?

There are no restrictions on how often a student can call home, other than when the student is attending class or other activities. *We encourage parents not to call during the school day unless it is an emergency.* In those cases, please call the main school number and staff will find your child to take the call. (See General Code of Conduct and Residential Program sections)

4. What should I do if I hear rumors about anything in the school or dormitories?

We are probably hearing the same rumors, but take no chances and call us. We take the approach of “where there is smoke, there is fire” so we investigate everything. Most of the time, we find that rumors are just that, rumors. However, we take reports of all problems very seriously. (See General Code of Conduct and Who’s Who sections)

5. Can my student invite a friend to spend the weekend or a vacation break with our family?

Boarding school offers the opportunity to develop life-long friendships. We have established sign-out policies to meet the needs of our students and parents as well as the legal responsibilities of the school. Both families must provide written authorization for the visit, and parents are required to sign both students off-campus. (See Student Visits On/Off Campus section)

6. How often will I receive a report card and what should I do if I have questions?

Parents will receive a formal report card every six weeks. In addition, parents are provided an EdLine log-in and password in order to review grades and other information about their student. Parents are encouraged to call their child’s academic mentor, who will gather information from other classes/teachers. (See Academic Program and Who’s Who sections)

7. Will my student have homework?

Homework is assigned at the instructor’s discretion. It is used to provide the needed practice and repetition that help make a concept a skill. Students are responsible for completing homework assignments within the time frame assigned by the teacher. (See Academic Program section)

8. Will my student be required to participate in organized sports?

High school students are required to have one full credit of physical education to graduate. There are options available to students in order to meet this requirement, including participation on one or more sports teams. In addition, as part of the student’s goals set with the guidance of the Hall Advisor, he or she must choose some type of group activity in which to participate. (See Academic Program section)

9. What school supplies will I need to purchase for my student?

Students are expected to come to classes prepared, which includes having necessary school supplies. (See Academic Program section)

10. Will my student be required to wear a uniform?

No. The School recognizes and values our students' individuality. However, an academic day dress code is in effect on school days from 7:30 a.m. to 4:30 p.m. Students who are in violation of dress code will be required to return to the dormitory to change. (See Academic Program section)

11. What happens if my student and his or her roommate don't get along?

We ask that students stay with their assigned roommates for at least two weeks. If, however, at the end of the two-week period the students find they still do not get along, a change in roommates can be requested. (See Residential Program section)

12. Can my student have a pet on campus?

Unfortunately, health and safety concerns limit the pets students can have in their dorm rooms to fish or lizards in a 10-gallon or less aquarium. Students who wish to have other pets (especially those with fur) on campus, must have the pet approved through the director of the 4H Club and arrange alternate housing for it. (See Residential Program section)

13. My student takes daily prescription medication. Who will administer it?

All students are required to give all medications (including over the counter medications) to the nurse in the infirmary. Students may go by the nurse's station in the infirmary at the appropriate times to receive medication. (See Residential Program section)

14. How should I address any mail I send to my student?

Please address all letters and packages to your student, c/o The Vanguard School, 22000 Hwy 27, Lake Wales, FL 33859. Student mail is distributed daily, Monday through Friday, and is a welcome treat. (See Residential Program section)

15. What happens on the weekends?

The School has an extensive recreation program that plans weekend and weekday evening clubs, trips, and activities both on and off campus. In addition, weekend activity schedules are posted on the School's website so that parents may participate in the planning of their student's weekend activities. (See Residential Program section)

16. I want my student to attend church services. How is that handled?

The School provides weekly transportation to local churches at the student's request. However, it is the student's responsibility to be dressed and ready when the shuttle departs. There is a non-denominational service held on campus on Wednesday nights. (See Residential Program section)

2009/10 SCHOOL TRAVEL CALENDAR

ARRIVALS

New Student Arrival and Orientation – Monday, September 7, 2009
Returning Student Arrival and Orientation – Tuesday, September 8, 2009
Regular Classes Begin – Wednesday, September 9, 2009

THANKSGIVING RECESS

Departure – Friday, November 20, 2009
Return – Monday, November 30, 2009
Classes Resume – Tuesday, December 1, 2009

WINTER BREAK

Departure – Friday, December 18, 2009
Return – Monday, January 4, 2010
Classes Resume – Tuesday, January 5, 2010

SPRING BREAK

Departure – Friday, March 26, 2010
Return – Monday, April 5, 2010
Classes Resume – Tuesday, April 6, 2010

LAST DAY/GRADUATION

Graduation Ceremony - 10:00 a.m. – Friday, May 28, 2010 (Graduates Depart)
Remaining Students' Departure – Friday, June 4, 2010

Travel on arrival and departure dates, as noted above, is arranged through the School's Travel Coordinator, Stacy Robinson (stacy.robinson@vanguardschool.org). Due to increased security measures, travel has become increasingly more difficult over the years; therefore, your full cooperation is requested with the following guidelines. Students may utilize school transportation to airports (Tampa International or Orlando International), bus station (Lake Wales), or train station (Winter Haven). **If your student must depart early or return late, please notify the travel coordinator as soon as possible.**

General Guidelines – All Travel

- ◆ On specified arrival dates, residence halls open at 8:00 a.m.
- ◆ On specified departure dates, students are dismissed according to their travel schedules. Day students are dismissed at 12 noon. The residence halls close promptly at 4:00 p.m.
- ◆ Parents are responsible for all travel arrangements, unless written notification is provided authorizing the student to do so. Parents or authorized students are required to complete a travel form two weeks prior to travel day. A link to the travel form has been placed on Edline. Parents and/or students can click on this link to fill in the requested travel information. After doing so, click the 'Submit' button and the travel coordinator can easily look up the needed information for a specific student. **The Vanguard School cannot be held responsible for students who choose to deviate from their specified travel plans.**
- ◆ Requests for students who must travel on days other than specified travel days must be approved by a member of the School's administration. Parents or authorized students are responsible for all travel arrangements, including ground transportation, and should notify the travel coordinator one week in advance.

International Students

The School issues and maintains I-20 immigration forms for international students through SEVIS, as required by the U.S. Immigration & Customs Enforcement bureau. It is the parents' responsibility to use the I-20 to obtain an F1 (Student) Visa for the student, and to be sure both the visa and the student's passport are valid (not expired).

Students MUST travel with the original I-20 at all times; copies are not accepted by the ICE. The School's travel coordinator will collect student passports/I-20's/I-94 forms for storage in a fireproof safe in the administration office.

Airline Travel

The School offers a shuttle service for student transportation to and from the **Orlando International Airport (MCO) or Tampa International Airport (TPA) only**, on specified travel days. This service utilizes school vehicles and staff, and **operates within a specified time-frame**. Fees for the shuttle service are as follows:

\$30 each shuttle trip

\$40 each shuttle trip with escort/ticket/luggage assistance

\$60 each shuttle trip without prior notification to coordinator

- ◆ In order to utilize the shuttle service as noted above, Orlando (MCO)/Tampa (TPA) returning and departing flights must be scheduled between 10:00 p.m. and 6:00 p.m., Eastern Time. **Parents or authorized students must arrange ground transportation and payments for flights not scheduled within these time periods or flights scheduled through other airports.**
- ◆ Due to the complicated nature of coordinating vehicles and staff to transport students to and from the airport, **any changes to flight schedules received within the two weeks prior to travel day may result in a \$50 service fee.** The fee may be waived if the changes are initiated by the airline or for reasons beyond the parent/student control.

TRANSPORTATION SERVICES

The Vanguard School does not endorse any limousine service, and is not responsible for or associated with any particular service. When parents and/or students choose to use a transportation service other than the school's airport shuttle, **reservations and payment arrangements must be made directly with the transportation service.**

Tuition & Fees

Tuition is payable as outlined on the student contract. First semester is due prior to the start of school, and second semester is due by January 1.

Financial aid is available through a private endowment fund, administered by the School. The School has chosen TADS (Tuition Aid Data Services) as the company who will collect and analyze parent applications. **TADS does not award financial aid.** Awards are partial only, and are based on the financial situation of the family and the number of applicants. Any awards are deducted from the final tuition payment; after all scheduled payments have been made.

Academic Activities/Materials Account

Upon enrollment, parents are asked to provide a *minimum* deposit toward their child's Student Activity/Academic Materials account; \$350 for day students, \$650 for students who reside in the U.S., and \$1250 for international students. International accounts have additional charges for travel-related and/or medical expenses; U.S. parents are billed directly for medical bills. Please make your check payable to the Vanguard School Student Account, noting your child's name on the check. Examples of charges to the Activity/Academic Materials account include:

- Flu shot (with parent permission)
- Class pictures
- Yearbook purchase
- Laundry services
- Vandalism, damage to school or others' property
- Misplaced or damaged library/classroom books
- UPS, FedEx, etc. at student/parent request
- Grad Nite, prom, or enrichment activities
- College Admissions Testing and application fees
- School lab fees (culinary arts/\$100 per semester, industrial arts/per project, art/\$100 per semester, science/\$50 per semester, etc.)
- Substance abuse assessments (for positive results)
- Polygraph services
- Club fees (Key Club, 4-H, etc.)

At the conclusion of the school year, after all accounts are reconciled, the remainder of the account will be returned to parents of non-returning students. Balances are carried forward into the new school year for returning students. Statements are provided through the business office on a regular basis.

- ◆ It is imperative that the School maintain its working relationship with the local medical community; therefore, outstanding medical bills for any student at the conclusion of the school year will be deducted from the student account unless reasonable cause for non-payment is made known to the business office.
- ◆ Student records and/or transcripts will be released only when all financial obligations have been met.

Student Allowances

Parents are requested to send weekly or monthly (preferably weekly) allowance checks or bank drafts (U.S. funds only) directly to their student, made payable to them. The School recommends between \$100-\$150 per month for incidental expenses (toothpaste, deodorant, etc.), and optional weekend off-campus activities. Other recreational or travel opportunities will be made available once per semester to parents for pre-payment.

Students will have the opportunity to cash checks once per week, on Fridays, after school. Other than the cancelled check, the school provides no receipts or accounting to the parents. It is the responsibility of the student to verify that the correct amount of money is received. The student must be present to endorse the check at the time the money is disbursed. No third-party checks will be cashed. For returned checks due to insufficient funds, there will be a \$25 fee for the first instance. For the second instance, another \$25 fee will be charged and, in the future, only cashier checks or money orders will be cashed for that student.

The School also offers an ATM machine on-campus for student use. Parents/students are required to open an account at the bank of their choice and obtain an ATM card and PIN number for their student's use. MidFL Credit Union is the ATM's owner; accounts opened with them do not incur fees for using the on-campus ATM. The School is unable to monitor student ATM use and therefore caution parents to monitor student use online. *All transactions and/or overdraft fees are the responsibility of the student/parent.*

A lock box is made available to each student in the residence halls in a secure storage cabinet. Students must provide their own lock. Younger students, and those who are experiencing difficulty managing finances, are monitored regarding the amount of cash removed from their lockbox. In addition, students may lock the closet in their dormitory room with a lock. **The School cannot be responsible for any cash or valuables kept unlocked in student rooms or on their person.**

Code of Conduct

While the Vanguard School acknowledges that “home” is the primary source of guidance for our students, in our boarding program the staff assumes the responsibility for maintaining a safe, comfortable learning and living environment. We will act accordingly to promote and protect that environment, as well as each student in the school. We expect parents to work with us in the best interests of their children and recognize that both the staff and the parents are obliged to be fair, honest, reasonable, and cooperative in working together. Students are expected to be respectful to other students and to staff, whether in the dormitories, at the cafeteria, in school, off campus, or at sporting events. The use of good manners demonstrates not only a respect of others, but more importantly, respect for one’s self. It is self-respect that is the number one building ingredient for success. A student’s conduct should neither disrupt nor distract from the instructional or residential program.

Employability Skills Program

This program is a teaching tool designed to reward students for complying with skills needed to be successful in the workplace and at home. Specific areas of emphasis are **Responsibility, Social Skills/Team Work, and Time Management**. Students are issued a “Vanguard Checking Account” to maintain for the year. Wages will be earned based on time spent in the workplace at a rate of \$100 Vanguard Dollars (residential students) and \$70 (day students) per day. Bonuses are available for a variety of school and residence hall-based activities. Likewise, deductions for rules infractions are taken out of the student’s gross wages per weekly pay period. Income and Social Security taxes are deducted at a rate of 15% and 5% respectively. Students will be issued weekly “statements” which will reflect the net balance available to them. **The weekly balance in the “checking account” will determine the level of privileges available to the student.**

The purpose of the program is fourfold:

- Provide each student with a knowledge base of how work ethics affect learning and production in a working environment.
- Teach students workplace responsibility based on the premise that school is their “job.”
- Teach students resident responsibility based on the premise that the dormitory is their “home.”
- Reward students for mastering employability skills based on their work performance and appearance, and cleanliness of their dormitory room.

Discipline

The School’s disciplinary policy prohibits corporal punishment, which includes spanking, paddling, or humiliation of students. Each student is considered an individual with different learning styles, personalities, and situations; therefore, each student will be dealt with on an individual basis in terms of disciplinary consequences. Throughout the year, administrative, residential, and academic personnel will utilize a number of strategies when working with students. Some of the disciplinary techniques and strategies include counseling, restricting or granting of activities and/or privileges, isolation from peers, verbal direction, work detail, or referral to Peer Counseling. Peer Counselors may make a referral to the Judicial Council who will consider Saturday School, ISS (in-school suspension), Economy System, alternative education, and, as a last resort, suspension. In addition, the School may use the services of a polygraph expert, if the situation warrants it.

Drugs, Inhalants, and Alcohol

The Vanguard School recognizes the “at risk” status of its population and wishes to form a partnership with families regarding drug use/misuse. All medication must be kept by the school nurse and dispensed according to the doctor’s prescription directions. Students are not to have non-mood altering, over-the-counter medication (Tylenol, cold medicine, sleeping pills, diet pills, menstrual medications, etc.), anabolic steroids, or prescription medication in their rooms, on their person, or any other place. It is a serious offense for a student to pretend to take his medication from a nurse and then sell it, give it away, hoard it or abuse it. It is equally serious for a student to be a recipient of such medication from another individual.

The Vanguard School prohibits the purchase, use, possession, or distribution of illegal drugs (including prescription medication for which no prescription exists), drug paraphernalia (rolling papers, pipes, drug-related magazines, etc), or alcoholic beverages by its students. The school reserves the right to conduct unannounced searches of dormitory rooms, lockers, closets, luggage, and other areas.

Students whose behavior is suggestive of drug use or students who have admitted to drug use prior to or during enrollment will be subject to random drug testing by an independent laboratory. Parents of students who have been referred for testing will be notified at the time of testing, and will be made aware of the results when they become available. Refusal to submit to testing will constitute grounds for immediate suspension from Vanguard.

Vanguard believes that a student who has violated the drug/alcohol policy may learn from his/her mistake and go on to become a strong member of the school community. The school consequently prefers to offer a “second chance” to a student who indicates a willingness to change and who truthfully cooperates with the school in determining the details of what has occurred. Vanguard reserves the right to suspend or expel a student on his/her first offense if he/she fails to cooperate with the Judicial Council in determining the source of illegal drugs or alcohol; if he/she has been distributing drugs or alcohol; or, if his/her actions, while under the influence, have resulted in negative consequences or have produced significant embarrassment to the school or its student body.

Students who have violated the drug or alcohol policy must complete the following in order to remain enrolled in the Vanguard School:

- 1) Contract with a licensed, chemical dependency counselor (and provide proof of completion of treatment).
- 2) Complete a drug-prevention project and present it to the student body.
- 3) Attend Saturday Academy until all missed work is completed.
- 4) Depending on the severity of the offense, may be sent home to attend the dependency program.

Second offenses during the same school year will result in a 7-day suspension (student must reapply to return); a third offense in the same school year is subject to expulsion.

Tobacco/Smoking

It is the goal of the Vanguard School to be “tobacco free;” staff, students and parents are asked to refrain from using any form of tobacco (including chewing tobacco) while on campus. Due to health and safety concerns, **smoking, or any other activities which involve fire, such as the lighting of candles, incense, matches, or lighters are expressly forbidden in any building on campus at all times. Violators will be suspended.** The purchase, possession, and/or use of tobacco products are discouraged by the Vanguard School. Students who choose to smoke on campus or are found to be in possession of tobacco products will be fined \$10 (Vanguard Money) for each infraction.

Weapons

The possession of weapons (including knives/pocket-knives, paintball/pellet/bb guns, brass knuckles, martial arts weapons, etc.) is not permitted without specific authorization from the School President or Director of Residential Life. Authorized items must remain under the supervision of designated residential staff. **Any student who is found in possession of an unauthorized item may be referred to the Judicial Council and may face suspension or expulsion. Confiscated weapons will not be returned.**

Bullying/Harassment/Physical Fighting

Students are expected to treat each other with respect, regardless of differences. The use of ethnic slurs, name-calling and profanity is not condoned or tolerated. Students may be referred to the Judicial Council if it is determined that they have engaged in harassment, threats, or intimidation directed against another student or group of students when that behavior disrupts class work, creates disorder, or invades the rights of others by creating a hostile education/living environment.

Any student who participates in physical fighting, intimidation, or assault on another student will be referred to the Judicial Council, which could result in suspension, a mandatory conflict resolution class, or expulsion. Activities and/or behavior that threaten the health and welfare of other students and staff may also result in a seven day suspension.

Sexual Harassment/Sexually Inappropriate Behavior

Any student who subjects another student to unwelcome conduct of a sexual nature by unwelcome sexual advances, requests for sexual favors, verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome or inappropriate touching, or suggestions or demands for sexual involvement accompanied by implied or explicit threats is guilty of a serious breach of conduct, and may be subject to suspension or dismissal from the school.

Students who participate in sexually inappropriate behavior will be referred to the Administration for disciplinary action. Displays of affection that interfere with the school or residential climate will result in disciplinary action.

A student who exposes or exhibits his/her sexual organs in the presence of others in a lewd or indecent manner and not in the course of the student's appropriate use of a restroom, dressing room, or shower facilities, or who intentionally and willingly engages in behavior which is considered lewd, indecent or obscene, is guilty of a serious breach of conduct, which will result in disciplinary action.

Vandalism/Theft

Students who attend boarding school live in a communal environment, where it is often difficult to protect personal property. Steps have been taken by the School to protect our students and their belongings, including the addition of security cameras in the dormitory hallways. **Problems have usually occurred when students bring too much cash or expensive electronics to school and do not secure those items.** Parents are encouraged to **not** send expensive items or large amounts of cash to their children. All electronics and expensive items should be permanently marked or engraved with student's name. Students should report any theft to their residential Hall Advisor or faculty member as soon as possible.

Any student found to have willfully vandalized or destroyed materials/property will be required to make restitution in addition to any disciplinary action taken. Theft of others' property is a serious offense and will be treated as such. Theft is considered stealing, not "borrowing." If, after an investigation by the school, a student is found to be responsible for the theft of an item(s), the student will be referred to the Judicial Council. However, **the Vanguard School will not be held responsible for restitution of any loss, theft, or destruction of personal items.**

Restricted/Unauthorized Areas

Students are not permitted to enter any school buildings without authorization after regular school hours, when these buildings are usually locked. Violators will face serious disciplinary measures. In addition, students are not permitted to enter the dormitories during the school day. Students who are too ill to attend classes will be referred to the clinic.

Students may visit residents of another dormitory in the public areas only, during specified hours. Students who leave the campus at any time, or the dormitories after hours, without authorization, will be referred to the Director of Residential Life.

Earrings/Body Piercings/Tattoos

The Vanguard School discourages the practice of body piercing and tattooing. Students are not permitted to engage in the body piercing or tattooing of other students. If a student desires to obtain a piercing or tattoo while at Vanguard, the student should seek parental permission and guidance on the matter. Under no circumstances will the Vanguard School give permission for a student to receive a body piercing or tattoo or endorse the practice.

The school does not specifically prohibit students who have piercings or tattoos as long as the item(s) do not distract from the learning environment. Students who wear piercings which are distracting will be asked to remove the item. Students who acquire a tattoo that is offensive, risk their enrollment at the school until the tattoo is removed or rendered invisible within the context of a boarding school living environment.

Student Automobiles on Campus

Boarding students who are 17 years of age or above are eligible to keep an automobile on campus. Day students, who have their parents' authorization to drive to school, may also keep automobiles on campus for the academic day. Registration forms are available from the Director of Residential Life and must be completed prior to bringing the automobile on campus. Registered students will be issued a Vanguard School parking decal, which must be displayed on the automobile. **Residential students' keys will be stored in the residence hall office and checked out to students by staff.** The School reserves the right to remove the driving privileges of any student if that student engages in unsafe driving practices or is disruptive to the campus.

Student Telephones/Cell Phones/Internet Service

Students do not have the capability to place outgoing calls from their rooms, but may use the dormitory office telephones to do so. Incoming collect calls are not permitted. If a student accepts collect calls, he/she will lose the privilege of using dormitory telephones. In addition, **parents will be responsible for the cost of the collect calls received by the student.**

Students are permitted to use cell phones in the residence halls as an option to make outside calls. **All activity on student cell phones (including long distance calls) is the responsibility of the student/parent.** The use of another student's cell phone to make outside calls is discouraged; the **School cannot be held responsible for the cost of such calls.** The use of another student's credit card or cell phone to make telephone calls or purchase items by telephone is prohibited. Students who use another's card or students who authorize others to use their card will be disciplined.

The Vanguard campus is a WiFi campus; wireless internet access is available in all buildings. Vanguard "blocks" sites that are considered inappropriate for many people.

The use of cell phones (including taking photos, video, and/or text messaging) in academic buildings, during the school day, is prohibited. Students in violation of using cell phones in the academic building will have the cell phone confiscated and mailed to the parents, or kept in the custody of the school. All photos, and/or videos, must have the written or implied consent of the photographed subject. **The use of cell phones for "sexting" is strictly prohibited!** (*Students are required to sign a form that this policy is understood.*)

Off Campus Visits/Sign-Out Procedures and On-Campus Visitors

The following policies and requirements have been established to meet the needs of students and parents and to meet the legal responsibilities of the school. It is not the intention of the school to restrict student visits, but appropriate authorizations must be obtained any time anyone other than the student's parents accepts the responsibility of taking the student off campus.

When parents give permission for their students to leave the campus without Vanguard supervision (e.g. to go with friends to the mall, etc.), their student is likely to be exposed to influences that the Vanguard School cannot control. In today's society, research continues to warn us of the widespread prevalence of drugs and alcohol in virtually all parts of the world, with *children and teenagers being especially at risk*. The school thinks it is important for parents to know the risks involved when making the difficult decisions about how much unsupervised freedom to permit to their child, whether at home or at a boarding school.

All students who leave campus must be signed out through the dormitory offices.

- Students under the age of 18 must receive written authorization from their parents, either through the Authorized Visitors List or subsequent fax, email, or other document.
- Students who use private shuttle services must have the driver come inside the dormitory to sign the student out.
- Students with written authorization to be signed out by local friends (peers), cannot stay overnight unless the parent of the friend signs the student out.
- Parents should **make arrangements through either a school administrator or the Residential Hall Advisor** in the dormitory where the student resides. In situations where prior arrangements have not been made, staff are not permitted to release students without authorization from the Director of Residential Life.
- Restrictions may be applied for Parents' Weekend, End-of-Year Weekend, and other special occasions.
- Additional conditions/restrictions are specified below.

Leaving With Parents

Parents are asked to notify the school prior to arriving on campus to visit or pick-up their student. Arrangements may be made through the school or dormitory offices.

Leaving With Former Student

Requests will be considered on an individual basis, and must include parents' authorization.

Leaving With Parent of Current Student (Overnight or Day Visits)

Written notification is required from both the host and guest parents to assure awareness and responsibility for the visit. Overnight visits involving students of the opposite sex will require written authorization from both the host and guest parent, with the host parent indicating responsibility for the guest student's supervision while in their care.

Leaving Using Public Transportation

The Vanguard School is not serviced by public transportation (including local taxi cab companies) that is appropriate for students' use. Those students who choose to use private shuttle services must have written parent authorization, and the driver is required to come inside the residential halls to sign-out the students.

Automobile Sign-Out

Students who are authorized to maintain an automobile on campus **are required to check out their keys from residential staff and sign out in their presence.** Students who fail to abide by these procedures may lose the privilege of having an automobile on campus.

On-Campus Visitors

Vanguard students who wish to have visitors on campus may do so, subject to the following guidelines. Parents and/or family members are permitted to visit after school on weekdays, as well as during the weekend visitation hours.

Peer Visitors

- **All requests for peer on-campus visits must be made in advance.** Campus visitation hours are Fridays, 6pm – 9pm and Saturday/Sunday, 12noon – 9pm (exceptions are made for special events). The Assistant Director of Residential Life or the Director of Residential Life will be responsible for approving student requests for guests (not listed on the Authorized Visitor's List) prior to the guest's visit on the campus.
- Approved student guests must sign in at the residence hall office upon arrival on the campus, and must sign out before departure from the campus.
- The Vanguard student host is responsible for the behavior and actions of his/her guest while on the campus.
- All Vanguard School rules and regulations must be followed by the student's guest.
- No Vanguard School student may enter a peer's vehicle or leave the campus with the peer.
- Guest vehicles must be parked adjacent to the residence hall in which the Vanguard student host resides.
- A guest may be asked by Vanguard School staff to leave the campus at any time, for any reason.

Parents/Family Members/Adult Family Friends

- Parents and/or family members and their guests are permitted to visit after school on weekdays, as well as during the weekend visitation hours.
- When taking your student off campus, please remember to sign him/her out through the dormitory office.

Tutors/Personal Trainers/Instructors

- Visitors who spend individual time with students on the Vanguard campus must have a background check.
- During business hours (7:30 a.m. – 5:00 p.m.), visitors must sign-in at the Administration Building and notify the Director of Residential Life.
- After business hours, residential staff will monitor the gate and notify security.

ACADEMIC PROGRAM/POLICIES

The Vanguard School's educational programs and activities are under the supervision and coordination of the School Principal. Academic schedules and long-range, individual learning paths are developed after consideration of the student's academic and social needs and abilities. Each student is placed in a specific "grade" (**based on previous credits earned**) to ensure that appropriate courses are taken and credits earned towards graduation requirements.

Academic Dates to Remember

FIRST SEMESTER	
Monday, September 7, 2009	Students Arrive – New Student/Parent Orientation
Tuesday, September 8, 2009	Returning Student/Parent Orientation
Wednesday, September 9, 2009	Classes Begin
Saturday, October 17, 2009	Saturday Classes/End of 1 st Grading Period
Saturday, October 24, 2009	ACT Testing
Friday, November 20, 2009	Students Depart for Thanksgiving Break
Monday, November 30, 2009	Students Return from Thanksgiving Break
Saturday, December 5, 2009	Saturday Classes/End of 2 nd Grading Period
Friday, December 18, 2009	Students Depart for Winter Break
Monday, January 4, 2010	Students Return from Winter Break
Thursday-Friday, January 28-29, 2010	First Semester Exams/End of First Semester
SECOND SEMESTER	
Monday, February 1, 2010	Start of Second Semester
Saturday, February 6, 2010	ACT Testing
Friday-Saturday, February 12-13, 2010	Parents' Weekend Saturday Classes - Students
Monday, February 15, 2010	Student/Teacher Holiday
Saturday, March 20, 2010	Saturday Classes
Tuesday-Thursday, March 23-25, 2009	Stanford-10 Achievement Testing
Wednesday, March 24, 2010	End of 4 th Grading Period
Friday, March 26, 2010	Students Depart for Spring Break
Monday, April 5, 2010	Students Return from Spring Break
Saturday, April 10, 2010	Saturday Classes
Saturday, May 8, 2010	Saturday Classes/End of 5 th Grading Period
May 26-27, 2010	Senior Final Exams
Friday, May 28, 2010 10:00 a.m.	Graduation (Seniors Depart)
June 1-4, 2010	Underclassmen Final Exams
Friday, June 4, 2010	End of Second Semester/Students Depart

Daily Bell Schedule 2009/10

Period	Time Start	Time End
Teachers Arrive	8:15 am	
1 st Bell	8:25 am	
Period 1	8:30 am	9:20 am
Passing	9:20 am	9:25 am
Period 2	9:25 am	10:15 am
BREAK	10:15 am	10:25 am
Passing	10:25 am	10:30 am
Period 3	10:30 am	11:20 am
Passing	11:20 am	11:25 am
Period 4	11:25 am	12:15 pm
LUNCH	12:15 pm	1:00 pm
Passing	1:00 pm	1:05 pm
Period 5	1:05 pm	1:55 pm
Passing	1:55 pm	2:00 pm
Period 6	2:00 pm	2:50 pm
Passing	2:50 pm	2:55 pm
Period 7	2:55 pm	3:45 pm
Students Dismissed	3:45 pm	
Teachers Available	3:50 pm	4:15 pm

Parent/School Communication

Academic Report Cards are issued via email (unless you notify us otherwise) six times per year; comprehensive information regarding standards and benchmarks are issued at the end of each semester through progress reports. Parents will also receive periodic emails from academic mentors covering the student's school behavior, and academic, social and emotional progress at school.

All parents may access student information on-line, through EDLINE. Log-in and passwords will be issued to parents and students the first two weeks of school. EDLINE is updated on a weekly basis; however, for additional information, you may contact your child's academic mentor. Additional questions or concerns regarding the EDLINE program should be directed to Mr. Jim Smith, Registrar, at extension 1029.

Books and Materials/Student ID's

The school supply list is as follows and can also be found on EDLINE or the corporate website.

- 7 spiral notebooks or one notebook binder with a divider for each class
- Ruled notebook paper
- 2 composition books
- 1 thumb drive
- 1 back pack or briefcase
- 1 daily planner/organizer/calendar
- Pencils and pens
- 1 package graph paper
- Calculator
- Colored pencils
- 2 glue sticks
- 12 inch ruler with metric measure

Students may purchase their textbooks if they wish to underline or mark in them. Students are expected to take proper care of the books, materials, and equipment issued to them, and will be charged a fee for excessive wear, abuse, or loss of property.

Students enrolled in the Vanguard School will be issued a student identification card during the first weeks of school. Students should protect this form of identification as an important document. Residential mentors will check, on a periodic basis, to be sure each student is in possession of their student ID.

Student Behavior and Expectations

If we are to teach and students are to learn, we must have a safe, orderly environment in which individuals show respect for one another. To achieve this, we will hold students responsible for their behavior both in and out of the classroom. Teachers, administrators, school staff and parents work together as a team with a clear understanding of consistent standards and procedures. Through our Employability Skills Program (see Code of Conduct section), we teach students to be responsible, to make good choices, and to respond to each other and to adults in appropriate ways. These are lifelong skills.

The purpose of the school is to provide a quality individualized education for all students. To achieve this goal, we require certain standards of behavior. At Vanguard School, teachers will set, explain and post classroom expectations. These are designed to make it possible for teachers to teach and for students to learn in a safe, orderly and healthy environment where courtesy and responsibility are important.

When a student consistently disrupts the learning process, the parent can expect that the teacher will contact them regarding the specific misbehavior. An individual or a team conference may be requested. In addition to the Employability Skills Program, teachers may also use a series of interventions that may include restriction, detention or classroom suspension. If a student's behavior continues to be unsatisfactory, or is beyond the scope of what the teacher can reasonably be expected to deal with inside the classroom, then he or she may be referred to the Dean of Students, School Psychologist or a school administrator.

Once a student is referred to the administration, consequences may become more severe. They may include, for example: parent phone call, parent conference, detention, or school suspension. If a student's behavior continues to be unsatisfactory, there may be further consequences, which may include one or more of the following: referral to the school's Judicial Council, student contract, referral for mental health or medication evaluation, or formal Principal's conference.

At the Vanguard School, students will:

- **Be considerate, courteous and respectful.** Inappropriate behavior includes rudeness, back talk, swearing, name-calling, putdowns, etc.
- **Listen to and follow directions of:** teachers, administrators, custodians, secretaries, instructional assistants, substitutes, and other adults in authority.
- **Follow classroom and school rules.** Be on time and prepared for class. Bring books, paper, pencils and other necessary classroom materials.
- **Maintain orderly behavior on campus.** Inappropriate behavior includes: yelling, pushing, shoving, and interfering with the flow of traffic, congregating or moving around in large groups, and using profanity.
- **Keep hands, feet and objects to yourself.** Inappropriate behavior includes: shoving, kicking, tripping, hitting, horseplay, play fighting and fighting. Public displays of affection are not appropriate.
- **Show respect for school property and the property of others.** Inappropriate behavior includes: writing on or scratching school or other peoples' property, or taking things without asking to borrow or use them.
- **Bring problems and concerns to the attention of an adult.** Inappropriate behavior includes: talking about others, spreading rumors or hearsay, confronting other students.
- **Adhere to a healthy life style.** Unacceptable behavior includes a sullen approach to school, smoking, using alcohol or drugs, and sexual promiscuity.

Student Government Association

The Student Government Association is considered the "voice of the students," and is active in its role as liaison between students and staff/administration. Representatives are elected by the students as follows: one representative from each class (Junior School, Freshman, Sophomore, Junior, Senior), one representative from each dormitory (Berry Hall, West Hall, Boyd Hall, and Sabbagh Hall).

These nine elected student representatives then elect, from among their membership, a President, Vice-President, Secretary, and Treasurer. The Student Government Association will meet regularly with members of the administration to discuss issues of interest to the school community.

Library/Media Center

The library/media center is available to students and staff as a resource for materials to use in class presentations and assignments. The media specialist is available to help students select materials for assignments as well as for pleasure reading. The books in the library have the Lexile score included, which makes it easier for students to choose books appropriate for their reading level.

Books may be checked out two at a time, for up to four weeks. Students will be notified of overdue books, and appropriate charges will be made for books lost and not returned. Reference materials such as dictionaries, handbooks, and periodicals must remain in the library/media center for all student and staff use.

Diplomas/Graduation Requirements

The Vanguard School awards two high school diplomas: an Academic Diploma and a General Studies Diploma; each diploma requires 24 school credits (semester system). Students who earn an Academic Diploma must demonstrate academic competency on a school administered individual or group achievement test (the Stanford 10) in reading comprehension and math computation. Students must achieve a **cumulative 2.0** or better grade point average from 9th through 12th grades and **attend classes 90% of the time** (82 semester days).

Academic Diploma

Minimum Credit Requirements

- 4 English* (Concentration in Composition & Literature)
- 4 Mathematics** (Two at Algebra I or higher level)
- 3 Science (2 with labs)
- 3 Social Studies (US & World History/Economics/US Govt)
- 1 Life Management
- 1 Practical/Performing/Fine Arts
- 1 Physical Education
- 2 Foreign Language (Exempt students need 2 Academic Electives)
- 5 Electives

24 Total Credits

General Studies Diploma

Minimum Credit Requirements

- 4 English* (Concentration in Composition & Literature)
- 4 Mathematics**
- 3 Science (2 with labs)
- 3 Social Studies (US & World History/Econ/US Govt)
- 1 Life Management
- 1 Practical/Performing/Fine Arts
- 1 Physical Education
- ½ Career Exploration/OTJ Training/Community Service
- 2 Reading Classes
- 4 ½ Electives

24 Total Credits

*Reading can receive one English credit towards either diploma. **Students who entered high school before 2007 require three math credits.

Academic Credits/Grades

Transfer credit for past course work is granted based upon review by the Principal or designee. Typically, credit is transferred only from schools that are regionally accredited or have another highly recognized accreditation. **The number of credits transferred does not necessarily indicate grade placement;** credits must be in subjects which are a part of the Vanguard School graduation requirements. Vanguard School credit is granted on a per semester basis (1/2 credit per class, per semester) for high school students (grades 9-12). Students who fail a required course in grades 9 through 12 must retake the course. A specific number of credits are required for year-to-year promotion.

To Move From	You Must Earn		You Must Pass	Number of Credits Required to Move Mid-Year
Grade 9 to 10	5 credits	Including	1 English or 1 Math or .5 English and .5 Math	7.5 including 1 English and 1 Math
Grade 10 to 11	11 credits	Including	1 Science/1 Social Studies 3 English and/or Math	13
Grade 11-12	17 credits	Including	8 Credits in English, Math, Science, Social Studies	20
Graduation	24 credits	Including	All Required Credits	

The grading system at the Vanguard School reflects the student's ability, effort, and conduct. Course content grading is based upon standards and benchmarks, which allow teachers to address a student's individual strengths and weaknesses in a classroom setting. In addition to a letter grade for course content (A-F), students are also evaluated in the areas of effort and conduct. The School realizes that not everyone will have mastered the course material at the end of a six week grading period. In this case, the student will receive an "I" or "incomplete" until the work is completed. When circumstances are such that it is impossible for a student to earn a grade in place of the "I" in a particular course, then the grade will be averaged accordingly.

Official report cards are issued to all students every six weeks, based on the dates listed on the Academic Dates to Remember (at the beginning of this section). A copy is e-mailed to the parents, and a copy is given to the student. Academic Warning Notices are sent to any student at the midpoint of the six-week grading period who is in danger of not mastering adequate course material to earn a grade of "C" or above. In addition to the six-week report cards, parents may access the EDLINE website (updated once weekly) to view current grades, attendance, assignments, and teacher comments. Students and parents are provided with a password and EDLINE instructions at the beginning of the school year.

Homework

An important aspect of the learning process is the assignment and completion of homework at all grade levels. Homework provides the needed practice and repetition that help turn a concept into an acquired skill, and is assigned to help prepare students for success beyond high school. Therefore, it is important for students to understand, organize, ask questions, and complete assignments independently. Homework activities are designed as practice, to focus on the mastery of material taught in the classroom. Students are expected to complete homework assignments and long-term projects in the time frame assigned.

Students will receive homework at the discretion of the instructors. Mandatory study hour is incorporated into the students' daily academic schedule, so they may receive support from the faculty. There are additional ample opportunities for students to complete assignments, including after dinner with assistance from the residential staff. Additionally, the library/media center is accessible Monday through Thursday and the faculty is available to students from 3:50-4:15 p.m. daily. Failure to turn in assigned homework will have an adverse impact on the academic progress of students.

Attendance/Tardies

Absences

The academic program consists of 180 classroom days (five of which are Saturday programs), with seven 50-minute periods per day. **Class attendance is mandatory.** An absence is defined as failure to be present in the academic setting. The school believes that ongoing attendance is a vital component of our educational program and student grades suffer when students are not in class. **In order to earn class credit, students must be in attendance 90% of class time, or 82 days per semester.**

Students are encouraged to explore colleges and post-graduate educational opportunities. The school would prefer a student attend college visits when it does not interfere with current class participation.

Tardies

In addition to attendance, students are expected to be in class at the beginning of the class period. A tardy is defined as failure to be in class when the late bell rings. Students who arrive to class late are required to first check in with the school secretary to receive a pass.

First Tardy	\$50-VGS dollars
Second Tardy	\$50-VGS dollars and 1 Hour Detention
Third Tardy	\$50-VGS dollars and 1 Hour Detention
Fourth Tardy	\$50-VGS dollars and 2 Days ISS (Missed work must be completed prior to returning to class)
Fifth (or more) Tardies	\$50-VGS dollars and Saturday Academy (Missed work must be completed prior to returning to class)

Sports

Interscholastic Sports

The Vanguard School participates as a class 1A member of the Florida High School Activities Association (FHSA), which sanctions all interscholastic athletic events. The varsity and junior varsity programs enable our students to learn the value of competition, sportsmanship, teamwork, and school spirit. Athletic teams include:

Girls ~ volleyball, basketball, cheerleading

Boys ~ basketball, weightlifting, football

Co-ed ~ track & field, soccer, tennis, golf, cross-country running, swimming

In order to participate in interscholastic sports, all students must meet the eligibility requirements of FHSA. The school's athletic director will determine student participation eligibility.

Physical Education

High school students are required to earn one physical education credit (one full school year) for graduation.

Students are required to have the following items for participation in physical education activities: shorts or sweat pants, t-shirt, socks, swim trunks or suit, running shoes. Shoes must have non-marking, non-black soles (skateboarding shoes are not accepted). Those students who successfully complete two seasons of a varsity level FHSA sanctioned sport may earn one credit of physical education.

Dual Enrollment/Internships

High School students who wish to do so have the opportunity to dual enroll at one of Vanguard's Partner Institutions (Ridge Vocational School, Polk State College, or the University of South Florida). These students will take their core academic classes on the Vanguard campus and will be transported to one of the partnership institutions for their elective classes. This gives the student the opportunity to access classes not available on the Vanguard campus. Fees are the same as the Vanguard tuition for a residential student; included in the fees are the tuition for the partnering institution (based on "in-state" tuition rates), fees for daily transportation costs to and from the institution, as well as state fees, books, and materials as applicable.

Career Experience Internships will be offered to interested, qualified seniors. Senior students will shadow a local professional in an area that compliments the student's career interest. Internships are unpaid, but offer a wealth of practical experience.

13th Year Program

The Vanguard School offers a 13th Year Opportunity for students who have graduated from high school but need additional academic or social support prior to transferring to college or into a vocational experience. The program will be individually designed to meet each student's needs but will be structured as outlined below. All 13th Year parents will be asked to participate in regular conference calls to be kept abreast of their student's progress and goals that he/she is working toward for successful transition from the 13th Year Program.

I. 13th Year Dual Enrollment Program: This program allows 13th Year students to reside on campus at Vanguard with support for independent living. Students will attend classes or tutorial programs at Vanguard. In addition, the student will be enrolled in one of Vanguard's Partner Institutions; Ridge Vocational School, Polk State College, or the University of South Florida for part of the day.

II. 13th Year Vanguard Full Time Program-Academic Remediation, Tutorial and Social Skills: This program is designed for the student who needs additional academic enhancements in writing, reading, math or test preparation or who faces the social challenges of living independently. The student will take courses on campus at Vanguard which may include writing enhancement, math remediation, social skills, reading recovery and remediation as well as courses of interest.

The cost for the Dual Enrollment Program and the Full Time Program is the same as the Vanguard tuition for a residential student; included in the fees are the tuition for the partnering institution (based on "in-state" tuition rates), fees for daily transportation costs to and from the institution, as well as state fees, books, and materials as applicable. All Vanguard campus residential costs including room, meal service and activity fees are also included. Students may access special academic programs including Fast ForWord, Path Finder College Prep, Academic Tutorials, Writing Assistance Remediation, Academic Mentor, Life Skills Counseling/Support, ACT/SAT Test Preparation materials, and tutorials. Students will be supported in activities leading to independent living and college life such as shopping, scheduling classes, applying for colleges and scholarships etc.

III. Vanguard 13th Year – Partial Program: This program will support students who want the Vanguard Residential Program and parents have already pre-paid the college expense and tuition. In this case parents will pay for this portion of the program independently. Other supports will be offered on a cost basis and will be for the full academic year. The base cost for this program will be \$30,000 and will include—room, meals and residential mentoring. Additional services and fees are listed below.

- Academic Tutorials (4x per week for 1 hour) - \$3,000
- Writing Assistance Remediation - \$2,000
- Reading Support – Fast ForWord - \$1,200
- ACT/SAT Preparation - \$1,500
- Test Taking Skills - \$1,500
- Transportation to & from Partnership Institutions - \$20 per trip per day
- Life Skills Counseling/Support - \$1,000

Academic Day Dress Code

The purpose of the dress code is to set forth guidelines for permissible clothing/items to be worn during the academic day. The style of dress should neither interfere with the student's work, nor be a distraction to others. The dress code is in effect from 7:30 a.m. to 3:45 p.m. and includes breaks, lunch, and off-campus academic trips. **Residential staff are authorized to check a student's compliance with the dress code prior to the student leaving the residence halls.** Students who are found to be in violation of the dress code will be asked to return to the residence halls to change, and will be considered tardy and/or unexcused from class, which may affect grades.

GENERAL CONSIDERATIONS

1. Clothing must be clean, **without rips or tears.**
2. Clothing (including accessories and outerwear) **must not pose a distraction** due to color, design, style, or **reference to violence, gangs, drugs, alcohol, or tobacco products.** In addition, the method in which a garment is worn must not pose a distraction (for example, immodestly open shirts or blouses, or pants worn below the hips).
3. Shorts and skirts must be **mid-thigh or longer.**
4. Hairstyles must not pose a distraction due to color or style.
5. Clothing must fit properly, being neither too tight nor too loose.
6. The waist of a garment must be **worn at the student's waist.**
7. Appropriate undergarments must be worn.
8. During the academic day, the cafeteria is considered to be a "school building" and a "classroom" for purposes of enforcing the dress code. However, outerwear, **except hats and sunglasses,** may be worn while in the cafeteria during lunchtime.

TOPS

9. Shirts, blouses, and tee-shirts are acceptable. **No tank tops, strapless, halter, or "spaghetti-straps."**

BOTTOMS

10. Pants (including capris), jeans, or slacks are acceptable. Skirted jumpers, shorts, skorts, and skirts, **that are mid-thigh or longer,** are acceptable. **No pajama pants, basketball shorts, work-out shorts, sweat pants, cheer shorts, or mini-skirts.**

SHOES

11. Shoes with open toes and heels must be considerate of the student's safety.

OUTERWEAR

(Outerwear includes, but is not limited to, rainwear, jackets, coats, hats, sunglasses, and sweatshirts.)

12. **Hats and sunglasses are special forms of outerwear that must be removed upon entering any school building (including the cafeteria).**

SYMBOLIC RESTRICTIONS

Clothing (including accessories and outerwear) must not be offensive due to any profanity, vulgar language, or other symbolism found on the apparel item. Examples include, but are not limited to swastikas, drug references, alcohol references, tobacco references, symbols traditionally associated with slavery or the oppression of any ethnic or cultural group. **Students are expected to comply with the school dress code.** Students who repeatedly violate the dress code on a given day or over a period of time will be referred to the Judicial Council.

DAY STUDENT POLICIES/PROCEDURES

The Vanguard School considers our day students to be an integral part of our school community. It is our intention to run the program with as few “set” rules as possible, in order that we may maintain the flexibility to meet the changing needs of each student in our care. However, certain basic policies have been established which will aid in effectively carrying out the school’s responsibilities. **Day students are expected to follow the same code of conduct, dress code, and academic requirements as residential students. For this purpose, the “Academic” portion of the handbook is relative to both day and residential students.**

ACADEMIC INFORMATION

School Opening/Vacations/Arrival and Departure Times

Day students will begin classes on the dates listed in the Calendar/Travel section as “classes begin” in September, and on each of the days listed as “classes resume” after the vacation periods. **Classes end at 12 noon on all vacation departure days.**

School for both junior and upper school students begins at 8:25 am, and the day ends at 3:45 pm. Faculty is available to students from 3:50 – 4:15 p.m. **It is the responsibility of the student to arrive to school on time.** Tardies may result in assignment to detention and loss of privileges through the Employability Skills Program.

Attendance is recorded daily and reported on the students’ report cards. If a student will be absent or late, the school secretary should be notified prior to the start of school (863-676-6091). Parents are required to notify the school directly if a student needs to leave school early due to an off-campus appointment or obligation. The school and administrative offices close by 4:30 p.m., Monday-Friday.

Lunch and Campus Expenses

The lunch meal plan for day students is included in the cost of tuition. Other than purchasing items (including snacks) from the school store, day students should not need cash on campus. Parents will be notified of any special projects, trips, or activities where additional cash may be needed. A school supply list is available on EDLINE and the school’s corporate website. Lockers and locks will be made available for day students through the upper school office.

Homework

As mentioned in the academic section of the handbook, students receive homework at the discretion of the instructor. Day students are scheduled for mandatory study hall as a part of their academic schedule, in the school buildings, with the support of the faculty. If students require additional time to complete homework, it is requested that parents provide a quiet area and see that approximately one hour is allocated for this purpose. Responsibility for completing homework belongs to the student, not the parent. The primary purpose of homework is to develop independent study skills for each student. Therefore, each child should be able to complete his/her assignments independently and successfully. If the student experiences significant difficulties, it is requested that parents contact the student’s academic mentor for assistance. If homework is incomplete or not handed in, the student’s classroom grade will be effected. Parents will be notified if the problem persists.

Communication/Academic Mentor

All day students and their parents are issued a log-in to EDLINE, the school's web-based parent communications system. A workshop on the use of EDLINE is offered at New Student-Parent Orientation in September. In addition, students are assigned an academic mentor (faculty member), who is the primary point of contact; however, parents are welcome to call the Principal at any time regarding any questions or concerns.

EXTRA-CURRICULAR ACTIVITY INFORMATION

Recreation/Campus Visitation

Day students will have an opportunity to participate in specified weekend recreational trips and activities, which are posted on the website weekly.

Day students are welcome on campus as a guest of a residential student (see Off Campus & Campus Visits section for additional information). ***Requests for visits must be made in advance.*** The residential student must sign his/her guest in and out from the residence hall in which the student resides. Day students who exhibit inappropriate or disruptive behavior will be asked to leave campus and may be restricted from future visitation or participation in trips and activities.

Physical Education/Interscholastic Sports

Day students who meet the FHSAA eligibility requirements to participate in interscholastic sports may do so. All transportation to and from campus for the purpose of athletes to attend practices or in order to depart with the team for games/matches is the responsibility of the parent/student.

Day students who participate in physical education are required to bring clothing for the class, which must be taken home at the end of each week. Gym lockers are provided; students must supply the lock.

Automobiles

Day students, with a valid driver's license, are permitted to drive their own automobiles to campus. Registration forms may be obtained through the Director of Residential Life. **Day students who wish to transport residential students must have parental permission from both parents.** Certain conduct standards must be followed:

- no one else may operate the vehicle
- day students should park in front of academic buildings; not at residence halls
- no illegal drugs, alcoholic beverages, or alcoholic beverage containers (subject to search)
- student must display a Vanguard School parking decal

RESIDENTIAL PROGRAMS/POLICIES

The residential component of the Vanguard School is designed to provide a safe, supportive and instructive environment that facilitates the physical, social, and emotional growth of each student. The residential facilities include four dormitories: Berry Hall and West Hall for the boys, and Boyd Hall and Sabbagh Hall for the girls. Students are assigned two to a room in all dormitories. All students have access to a full-sized gymnasium, recreation-game room, student center, fitness center, three lighted tennis courts, lighted soccer field, library/media center, swimming pool, fishing dock, fitness trail, classrooms used for clubs and meetings, and approximately 76 acres of land, bordering a small lake.

Residential Hall Advisors

The Vanguard School residential program employs an advisor-based program to encourage and promote the development of independent, responsible behavior among its students. Each student is assigned a residential Hall Advisor, who will have daily interaction with the student in order to monitor goals and discuss issues pertinent to the specific student. The goal of this mentoring system is to provide students monitoring and guidance in order to proceed from behavior that requires external control and supervision to behavior that reflects positive, independent decision-making, constructive involvement in his/her own development, and contributions to the community.

The **Employability Skills Program** will assist the Hall Advisor in determining individual student privileges. The Hall Advisor will consider three areas of skill emphasis when working with the student to formulate his/her goals.

Responsibility – attending and being prepared for classes, appropriate dress and hygiene, use of electronics and their noise levels

Social Skills/Team Work – interacting appropriately with peers and staff, use of appropriate language, following rules, participation in weekend activities

Time Management – submitting assigned work on time, meeting curfew and lights out, getting to classes, athletic practices, and club meetings on time

Residential Assistants (RA's)

Residential Assistants are older students who are selected by residential staff, after completing an application, to fill these student leadership roles. RA's assist in maintaining dormitory structure and are available to assist students who may be having difficulty adjusting to a group living environment. Additional RA responsibilities include: taking a leadership role in introducing new students to Vanguard, establishing a good rapport with students and modeling positive behavior in daily interactions, suggesting/ developing/implementing student activities in the hall, participating in staff meetings and leading community meetings with adult assistance, assisting students with room care, curfew, etc., maintaining up-to-date records on all hall and extra-curricular activities for students.

Peer Counseling

The purpose and mission is to serve as role models and help develop leadership, along with citizenship skills, to the student body. They are a small group of students selected by administration to meet privately with students who have been referred to counselors to talk about any academic, social, and/or emotional difficulties with which they are faced. Peer Counselors are held to strict confidentiality guidelines; if that confidentiality is breached, the counselor will be dismissed immediately. Since Peer Counselors are held to high standards and serve as role models for other students, they must adhere to all school and residential rules. Students whose issues are not adequately solved through Peer Counseling may be referred to Judicial Council.

Judicial Council

The purpose of the Judicial Council is to provide another venue for disciplinary action, other than faculty, staff, or administration. The council's role will be to meet with students who have received a judicial referral notice, either from the Director of Residential Life or the Principal.

The Judicial Council will be composed of the Director of Residential Life, the Principal, and ten students. Two of the ten students will be considered Council Judges, and will chair every other meeting between them. The role of the Council Judge is to chair the hearing, as well as to help the Council reach a consensus. The remaining eight students will be considered council members. Students who are referred to the Judicial Council will choose three of the eight students to hear their case; the judge will choose three additional students who, along with The Director of Residential Life and the Principal, will make up the panel.

Within two days of a referral to the Judicial Council, a student must choose two advocates (peers, residential staff, or faculty) to represent him/her at the council hearing. The student and advocates will then meet with the Council Judge to discuss the situation which resulted in the referral. At this time, the student may also, with the help of his/her advocates, present a written, alternative solution to the situation so that the council members may consider it prior to the hearing.

The Judicial Council will then meet on a specified date with the student and his/her advocates. In addition, the "victim" in the case (if applicable) is **strongly** encouraged to attend. After all persons have been heard, the council will have the opportunity to ask questions so that they may gain a better understanding as to the circumstances surrounding the incident. The student's past performance, participation, and cooperation in the program will also be considered. A final recommendation will then be made by the Judicial Council, which may include verbal reprimands, work details, suspension, or expulsion. However, all consequences will be reviewed and approved by both the Principal and Director of Residential Life. The school's President will review cases where the Judicial Council recommends suspension or expulsion and will make the final decision.

Recreation/Intramural Sports

The recreation program includes planned weekend and weekday evening trips, club meetings, and activities both on and off campus. In addition, the school offers an opportunity for students to participate on intramural sports teams, which compete in games and tournaments on campus throughout the year. Most of the recreation activities are partially or fully funded by participating students.

All students are required to participate in group activities. A recreation committee, comprised of students and staff from each residence hall, develops the weekend activities program; care is taken to provide a balance of activities for all age levels and interests of the student population. Information for extended or more expensive off campus trips is posted on the website at the beginning of each semester, and may be pre-paid. Every six weeks, clubs and activities are reviewed and adjustments are made to add or delete activities. In addition to the planned events and trips, students who have the appropriate authorization may utilize the campus grounds, gymnasium, student center, and fitness center. During appropriate weather, the lighted tennis courts and soccer fields, as well as the swimming pool and fishing dock, are opened for general use by the students. The student center/recreation room (Diogi's Hideout) is also available to students on a regular basis.

Student organizations who wish to participate in fund raising projects must submit a proposal and receive authorization from the Principal or the Director of Residential Life prior to beginning the project or purchasing/ordering any materials.

Daily Living Instruction

The residential program includes daily life skills instruction for students to promote social and interpersonal relationship skills. All students will work with their residential Hall Advisor regarding the appropriateness of offered instruction, which includes Group Dynamics/Communal Living, Tobacco/Drug/Alcohol Awareness, Team Building, Anger Management/Depression/Stress Management, Sex Education, Technology, Harassment/Bullying, Self-Esteem/Self-Concept Issues, Healthy Peer Relationships, Transitions. Mandatory dormitory hall meetings will be held every Sunday evening at 7:00 pm in order for students to voice concerns, suggestions, etc. Students will prepare for the week ahead and will fill in their “virtual calendars” with Hall Advisors.

Dormitory Discipline

The Vanguard School program is based upon each individual being viewed as a distinct person, and not just “one of a group.” Therefore, disciplinary actions for one student may differ somewhat from discipline for another student. This is an important concept to understand, as students and/or parents may not have all of the information that was considered in the decision making process. **Due to confidentiality issues, staff WILL NOT discuss the reasoning behind disciplinary actions taken against other students.**

Dormitory Room Information

Smoking/Fire

Smoking and all other activities which involve fire, such as the use of candles, incense, or lighting matches or lighters, is expressly forbidden in all buildings at all times. Violators will face suspension.

Decorations

Students are encouraged to decorate their dormitory rooms. Each student is provided a twin bed, study desk, and dresser. Posters and pictures may be hung on the chair-rail only, using thumbtacks or nails. Decorations in poor taste, including sexually explicit materials, or with references to the use of drugs, alcohol, or tobacco are not permitted. In addition, decorations must not be offensive due to profanity, vulgar language, or other symbolism found on the item. Students may bring televisions, stereos, game stations, and book cases, but must not infringe on their roommate’s space. Students are asked, when not in their rooms, to turn off lights, stereos, televisions, fans, etc. to help with the conservation of resources. Students may not hang any items from ceiling tiles. Reminder: when decorating student rooms, care should be taken so as not to damage or deface school property. Students will be charged accordingly for damages.

Room Care/Additional Responsibilities

When students move into a new room, they will be required to sign a statement as to the condition of the room. Students are required to keep their rooms clean and organized. If students choose to bring rugs and/or carpets, it is the responsibility of the student to obtain a vacuum and keep the rug/carpet clean. Student rooms will be checked for cleanliness on a frequent basis; the student may be required to stay inside during free time to complete room care responsibilities. We ask that students furnish their own linens and bedding, including bath towels and wash cloths.

Refrigerators/Cooking

Students may have an optional small refrigerator in dormitory rooms for snacks and drinks, but must keep it clean and in good working order. Refrigerators are a privilege, which can be removed from the room for disciplinary reasons. **Fire regulations prohibit the cooking or heating of food and beverages in dormitory rooms using hot plates, coils, microwaves, etc.** A microwave oven is available for student use on each floor in the dormitory.

Electrical Appliances

For safety reasons, any resistance electrical appliances (irons, heaters, electric blankets, etc.) are not permitted in student rooms. Fire regulations prohibit the use of multiple plugs and multiple extension cords in student rooms. The use of “electrical strips” that are equipped with a circuit breaker are permitted if approved by the dormitory Hall Advisor. Rooms are inspected regularly for fire code violations, and students will be informed if changes are necessary.

Pets

Students are not allowed to have pets in their rooms, with the exception of tropical fish or lizards in a 10-gallon or less aquarium/bowl. It is the responsibility of the student to keep the aquarium/bowl clean. Students who wish to have other pets (especially those with fur) on campus, must have the pet approved through the director of the 4H Club and discuss alternative housing for the pet.

General Residence Hall Information/Policies

Clinic/Nursing Services

The school provides, at no additional expense, routine nursing services. Two full-time nurses staff the clinic from 7:00 am – 10:00 pm, and are responsible for the general health concerns of all students, including physician office visits, hospital visits, prescription supplies, medicine administration, and preventative measures (flu shots, etc.). U.S. parents are billed directly for physician/hospital visits for their student. International parents whose insurance does not cover their student while in the U.S., or parents who do not have insurance coverage, will have the fees deducted from the Student Academic Activities/Materials fund. Due to time and staffing constraints, the school uses the following pediatricians and orthodontist for student needs:

Dr. Donald Eason	Dr. William Parker (orthodontics)
Clark & Daughtrey Pediatrics	211 Sixth Street, SE
430 East Central Avenue	Winter Haven, FL
Winter Haven, FL	(863) 299-1261
(863) 284-6850	

It is requested that all routine vision, physical exams, and dental work (with the exception of routine orthodontics appointments), be scheduled by the parent, during vacation periods.

Prescription Medication

All medication must be kept by the school nurse and dispensed according to the doctor's prescription directions. Students are not to have over the counter (Tylenol, cold medicine, sleeping pills, menstrual medication, diet pills, etc.) or prescription medication, including anabolic steroids, in their rooms, on their person, or any other place. Arrangements may be made for students who must keep medication with them (insulin, inhalers, epi-pens, etc.), but must be approved by the parent, nurse, and Director of Residential Life. It is requested that students who take prescription medication arrive at school with a supply of medication to last until the next school break. The School uses Meds-on-Time to refill student prescriptions. Information and authorization forms are available through the Admissions Office. Parents who reside outside the U.S., and whose insurance does not cover the student while in the U.S., will have the charge deducted from the Student Academic Activities/Materials fund.

Mail/Telephones

Student mail is distributed Monday through Friday in each dormitory after school hours. Delivery service packages are received at the main office during business hours; students must sign for these packages. Students who have cellular phones may use them during the **same telephone hours available to other students. Cell phone use is not permitted in the school buildings during the academic day.** Students are discouraged from loaning their cell phones to others. Calls from individual cell phones are the responsibility of the student/parent; the school cannot be held responsible for calls made in this manner. Parents may reach their student through the main school number (863-676-6091) after school hours. **We ask that parents do not attempt to call their student's cell phone during the academic day.** For emergencies, please call the main school number and your child will be located to take the call.

Wake Up/Lights Out

It is the responsibility of all high school students to set their own alarm clock in time to complete personal grooming, dormitory responsibilities, and breakfast prior to the start of school. Staff will provide wake-up calls for junior school students, or for students who may be experiencing difficulty with their morning routine. School day breakfast is served from 7:30 – 8:15 am.

Room times and lights out times are determined by the student's grade, and **may be adjusted for individual students who experience difficulty**. Dormitory curfews begin at 8:30 p.m., and the dormitories are to be quiet (no loud televisions, stereos, talking, or other noise). Room time is for students to prepare for bed, and should be used for brushing teeth, using the restroom, and preparing for the next day. "Lights out" means that televisions, stereos, computers, and room lights are turned off and students are in bed. Students who continue to use electronics after lights out will have them removed.

Sunday – Thursday

Friday - Saturday

Grade	Curfew	Lights Out	Curfew	Lights Out
Middle School (6-8)	8:30 pm	9:30 pm	10:00 pm	11:00 pm
9-11	9:30 pm	10:30 pm	11:00 pm	12:00 am (midnight)
12	10:00 pm	11:00 pm	12:00 am (midnight)	1:00 am

Fire/Disaster Preparedness Drills/Catastrophic Emergencies

The Vanguard School takes the responsibility of its students' safety and welfare very seriously. **All calls to 911 from the Vanguard School campus automatically initiate a conference call with the administrative team.** Disaster preparedness drills are conducted so that the campus and students may be secured in case of an emergency. In addition, in accordance with the requirements of the State Fire Marshall's office, fire drills are held monthly in all dormitories and school buildings. Students will be directed where to go when the fire alarm sounds and instructed in specific procedures to follow in case of fire. The Vanguard School has a disaster plan in place covering hurricanes and similar wide-spread catastrophes. The Vanguard administration will work with local, regional, state, and national authorities in the event that a disaster plan must be activated. Our first priority is the safety of our students. Every attempt will be made to notify parents in the event that a disaster plan is enacted; information and updates will be available on the school's corporate website and/or EdLine.

School Lock-Down Procedures

In the event there is a situation where the school must be secured for the safety of its students and staff, lock-down procedures will be initiated. **Extension # 5555 has been designated as the Vanguard School's Campus 911 number.** A call to this number initiates a conference call to the administration; students and staff are notified of a campus lock down through an on-campus siren. Regular training and drills regarding lock down procedures will be held on a routine basis.

Health & Safety Concerns

Students may bring bicycles, skateboards, and roller blades for recreation, in designated areas, after school hours. The use of these items is not permitted inside any building on campus. A storage area is provided for these items when not in use. Students may also bring motorized vehicles (motorcycles, dirt bikes, ATV's, etc.); the items must be registered with the Director of Residential Life and students must follow the guidelines below:

- Release of Responsibility MUST be signed by parents.
- The student owner ONLY is allowed to ride the vehicle on campus.
- Students must wear a safety helmet while riding.
- Riding is permitted on the exterior areas of campus outside of pavement.
- No passengers and no racing allowed.
- Riding is allowed after school until dusk and on weekends ONLY.
- Fuel and accessories must be locked and stored in shed.
- Students are responsible for maintaining their own vehicles (gas, oil, mechanical, etc.)

Off-limit areas (areas where students are not permitted) are posted in each dormitory. General off-limits areas include

- beyond fenced areas
- lake front and pond areas, unless authorized by the Hall Advisor
- area behind the kitchen and maintenance shop, and around parked vehicles
- all construction areas
- school and administration buildings after hours and on weekends
- campus wooded areas, unless authorized by the Hall Advisor
- grove area west of the school
- Highway 27 – east of campus
- inside swimming pool complex, unless staff are present
- any other staff-designated areas

Staff supervision is required for use of canoes or boats; additionally, life vests must be worn.

When traveling in a Vanguard School vehicle (van, bus, or car), the following rules must be followed:

- students and staff are required to wear seat belts, if the vehicle is so equipped
- students must keep hands and other body parts inside the vehicle, and remain seated when the vehicle is in motion
- trash should be removed at the end of every trip, and should not be thrown from the vehicle
- the back door of buses are for emergency use only
- noises in the vehicle should be kept to a minimum so as not to distract the driver

The recreation staff utilizes the gymnasium on a regular basis. Rules for use are as follows:

- Stairwells and stairways are not to be used as gathering places
- Only non-marking sole sneakers are permitted on the gym floor
- Gum, soda, and other foods are not permitted on the main gym floor
- Skateboards, bicycles, and roller blades are not permitted in the gymnasium

Television Lounges

The main lounge areas in the dormitories are places for students to relax and meet with friends. It is important to take care of the furniture and equipment in those areas so that it remains clean and in good working order. In addition, students should be considerate of others when using cell phones or radios in the lounge areas. Televisions in the lounge areas are equipped with satellite cable, although a v-chip is activated to help filter out objectionable programming.

Section & Room Visitations

Students who reside in the same dormitory are permitted to visit other sections and/or rooms as determined by the Hall Advisor. When visiting other students' rooms, the visiting student should be respectful of the host student's room and belongings. No student should be in another student's room without at least one of the roommates present.

Under no circumstances should a female student visit a male student's room, or vice versa; serious disciplinary actions will result! Students may have visitors in the dorm lounges only with the permission of their Hall Advisors as follows:

Monday – Thursday	From after school until dinner time (6:00 pm)
Friday	From after school until 8:30 pm
Saturday & Sunday	From after brunch (1:00 pm) until dinnertime (6:00 pm)

Laundry

The Vanguard School provides its students with an on-site laundry service. Students are provided laundry bags, which must be labeled with the student's name. On specified laundry days, staff collect the laundry bags; the completed laundry is returned to the student at the end of the day. The cost for this service is \$150 per semester, and will be charged to the student's Academic Activity/Materials Account.

Lock Boxes

A lock box is made available to all students for the storage of cash or small items of value; **please use it!** The student must supply the lock for the box, which is then stored in a locked cabinet in the dormitory office. Therefore, residential staff will be required in order for a student to access his/her lock box.

While the campus is safe, and personal property generally secure, there have been incidences of theft on the campus. The problems have usually involved students bringing too much cash or expensive items to school and leaving them out in the open. Please help us to help you keep your property secure by following these guidelines:

- Day students are provided a locker and lock; residential students are provided a lock box in the dormitory office. Please use them and lock them.
- If you must carry cash on campus, do not carry much. We recommend that students carry no more than \$20. In addition, keep it in your pocket or a locked space, not in your backpack or gym bag.
- Personal laptops must be registered with the Director of Technology prior to connecting to the School's network.
- All backpacks, laptops, calculators, electronic equipment, gym bags, etc., should be prominently and permanently labeled.
- Use a small safe or travel trunk, which can be locked, or lock items in room closet.

Dinner/Fast Food Deliveries

Students are encouraged to eat dinner in the cafeteria, which is open from 6:00 – 7:00 p.m., with extended hours on weekends. Students are reminded that shoes/sandals must be worn to the cafeteria. Hats and sunglasses must be removed at the door.

All fast food order privileges are determined by the Employability Skills Program, and must be approved by parents. There is an approved vendors list available in each residence hall. Students must notify staff when an order is placed; no orders are to be placed after 9:00 p.m., Sunday through Thursday, at the discretion of the Hall Advisor.

Church Services

The school provides weekly transportation for Sunday morning services at local area churches. In addition, a non-denominational youth group meets once per week on the Vanguard campus; all students are welcome to attend. **It is the student's responsibility to get up and get dressed on time to attend services.**

Summer Storage

The Vanguard School does not have available storage space on campus. Commercial, off-campus storage facilities are available in the area for families who wish to store their students' items.

Technology Acceptable Use Policy

The Vanguard School recognizes the value technology can bring to the educational environment. Therefore, it is the policy of the School to provide access to the Internet and to the School's computer network by students and employees.

The same morality and ethical behavior that applies in the non-computing environment applies in the computing environment. Computer use is a public facility and, as such, requires the exercise of common sense, courtesy, and rules to maximize the benefit for all. The continued use of the Vanguard School's computing resources in a relatively free and open way depends on adhering to a general course of moral and ethical behavior that is set forth below.

Personal computers/laptops must be registered with the IT department prior to connecting to the Vanguard School's network and should only connect through the "hot spots" provided for that purpose. Computer use, network use, and Internet use through the Vanguard School network is a privilege, not a right. Please note: violations of any of the following guidelines are subject to disciplinary action.

Use of School Provided Resources

Hardware devices, software programs, and network systems purchased and provided by the Vanguard School are to be used only for creating, researching and processing school-related materials. By using the School's hardware, software, and network systems, employees and students assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as city, state, and federal laws and regulations. Students' equipment, while not owned by the School, is generally governed by this policy if it is connected to the School's network.

Appropriate Use

Students and employees must adhere to all current local, state, and federal laws regarding copyrighted materials; threatening, harassing, sexually explicit, or obscene materials; expressions of bigotry, racism, or hate; and materials protected by trade secret, whether using the School's equipment or personal equipment. Use of the School's equipment is to be solely for the professional or educational advancement of the School and its students. Note: The Vanguard School strictly adheres to copyright laws. Users of the Vanguard School network are also expected to adhere to copyright laws; violations of copyright can result in the loss of access to the Vanguard network.

Privacy/Security

Privacy

The School's systems are NOT private! The Vanguard School reserves the right to inspect or view any and all usages of the School's system, to intercept messages, and to review files, directories, and emails. The School will monitor use of the systems in classes, the library, any School resource area, and from external resource areas. The School acknowledges that it is impossible to monitor every action on the School's systems. The School's failure to detect inappropriate usage does not provide the user or any other person with rights against the School for such failure. Any determination of inappropriate usage may result in loss of privileges and/or disciplinary action. The School will not routinely review student messages without justifiable cause, which is defined by the School President or designee.

Passwords

Students and employees are strictly prohibited from sharing passwords. Any attempt to log onto the system in the name of another individual may result in cancellation of user privileges. At no time should confidential information regarding students, the School, or sensitive materials be published on any website or distributed in any electronic correspondence, except as explicitly permitted by the President or designee.

Social Networking Sites/Online Information

Students may not meet with someone they have contacted online without their parents' approval, nor may they provide their full names, addresses, ages, credit card information, social security information, phone/fax numbers, or information about friends or other persons at any time. In order for students to access social networking sites (MySpace, FaceBook, Twitter), they must first pass an internet safety course, and have their parents' written permission.

Accessing Inappropriate Materials

The Vanguard School uses the Barracuda filtering system to attempt to block objectionable websites, email addresses, and other sources of material considered inappropriate for students or other network users. Staff and students are prohibited from attempting to access inappropriate sites or "adult" materials. If a student or staff member inadvertently accesses inappropriate material, the individual must disengage immediately and inform a teacher or administrator about the occurrence and advise where the information was located. Bypassing or attempting to bypass the School's web filtering system will be subject to disciplinary action.

Downloading Programs

Staff and students may not download any executable files onto School computers without the express permission of the IT Director or designee.

Costs/Expenses

Any costs or damages incurred by the School as a result of student and/or staff negligence will be the responsibility of the party(ies) causing such damage.

Vandalism

Vandalism is defined as any attempt to harm, destroy, or interfere with the School's equipment, materials, data, network or website, uploading or creating computer viruses, spamming, flaming, or any other conduct with is disruptive to the School's learning environment. Vandalism of any kind may result in loss of privileges and/or disciplinary action.

Disclaimer of Warranty

Although the Vanguard School makes prudent attempt to protect staff and students from harm through the use of the School's computer and network resources, the Vanguard School specifically denies any responsibility for the accuracy, quality, or type of information obtained through these services. The School will not, in any way, be responsible for any damages users may suffer through the use, whether proper or inappropriate, of the School's equipment. It has been determined that computer use for long periods of time may result in repetitive stress injury. Students and staff are encouraged not to work at a computer keyboard and monitor long periods of time and to take frequent breaks.