



# Vertus

## HIGH SCHOOL

*Preparing Leaders of Character  
for the Community  
and the Workplace*

### *Student and Family Handbook 2018-19*

Vertus Charter School  
21 Humboldt St  
Rochester, N.Y. 14609  
585-747-8911



## THE VERTUS CREED

### WE ARE:

#### ***Courageous***

- *We do not falter in the face of fear or obstacles*
- *We face challenges without excuses*
- *We are strong enough to ask for help*
- *We never give up*

### WE ARE:

#### ***Responsible***

- *We keep our promises*
- *We work hard to accomplish our goals*
- *We help our families, friends and community*
- *We respect and care for women*

### WE ARE:

#### ***Leaders***

- *We live honestly, honorably, and nonviolently*
- *We respect ourselves and others*
- *We are role models in our community*
- *We are citizens who fight for justice*

### WE ARE:

#### ***Our Brothers' Keepers***

### WE ARE:

#### ***Leaders of Character***

### WE ARE VERTUS MEN



# Vertus

## HIGH SCHOOL

### Preparing leaders of character

Welcome to Vertus. Our mission is to **prepare leaders of character**. Our program is guided by three virtues: **courage, leadership, and responsibility**. We develop these virtues in our students. We also teach character strengths that lead to success and well-being: grit, optimism, interpersonal self-control, self-control with respect to schoolwork, social intelligence, curiosity, gratitude, and zest. Each of our young men is assigned to a small learning team with a full-time Preceptor who is responsible for teaching him character and helping him succeed.

### Year-round, personalized, mastery-based instruction

All of our students will earn a high school diploma. After high school, our students will go to college or begin a meaningful career. We expect that many of our students will also earn free, transferable college credits during their time at Vertus.

Our innovative school is designed for student success based on the best current knowledge of educational psychology, student motivation, and successful inner-city school design. Our program is approved by New York State and meets all state law requirements.

Students earn their high school credits at Vertus by completing on-line and teacher led courses that meet them at their unique starting points. To advance, students must do the coursework and demonstrate that they have mastered the material. Each student moves at his own pace.

We do not have traditional grade levels. Students earn the 22 credits required to graduate from high school and prepare to pass the rigorous Regents Exams by completing courses throughout the year, rather than being “passed” or “failed” after 9 months, as in a traditional school.

### Real world experiences

Our goal is to provide a bridge to the real world through relevant experiences. We want every student to develop an understanding of what life after high school can be. Our students all have the opportunity to participate in hands-on learning experiences and regular field trips.

### Partnership

Education is a partnership between students, families and school. The key to a good partnership is communication. Each student has an assigned Preceptor who is responsible for communicating with

families at least once every two weeks and often more. Preceptors are available to families to assist with their concerns and to answer questions (or when they don't know, to find out the answer). Families can also call our school office at 585-747-8911 or stop in between the hours of 7:30 a.m. and 5:00 p.m. whenever they have questions. We welcome families to visit classes or to volunteer. All school visitors must sign in at the Main Office when they arrive and receive a visitor badge.

### The Non-Violence Pledge

Safety is an absolute priority at Vertus. Accordingly, all students must agree to sign and abide by the Non-Violence Agreement:

*I agree not to use violence for any reason whatsoever at Vertus, while representing Vertus, or with any member of the Vertus community. I understand that this non-violence pledge applies to all parties involved in any fight, no matter whether I am right or wrong, or whether another student started it. I understand that this pledge applies from the time I arrive in the morning until I reach home in the afternoon, including on the bus, at the bus stop, or in the Transit Center.*

*I understand that the likely consequences for violating this contract are suspension or expulsion under the school's Discipline Code.*

### Student/ Family/ School Agreement

Students achieve their goals when students, guardians and the school all partner for student success. Our Student/Family/School Agreement sets forth the responsibilities of the student, the guardian and the school. Students, guardian and the student's Preceptor sign the contract at the start of every school year.

#### Vertus Promises:

**Graduation:** Vertus promises to help each student achieve all graduation requirements. Our school will provide individualized coursework that meets the student where he is and allows him to progress based on his own individualized learning path. The school will communicate graduation requirements and discuss progress toward graduation with students and guardians regularly.

**Communication:** Vertus promises to communicate with families in all the following ways:

- Preceptors will communicate about student progress at least once every two weeks (more if needed);
- The school office will send an automated message to the guardian every day that a student is absent and has not provided advance notice of the absence;
- Preceptors will follow up with an attendance call or text on the day of the unexcused absence
- The school will call home when there is a major discipline incident;
- The school will provide regular Progress Reports showing credits earned, grades and attendance;
- The school will host family conferences three times a year.
- Classroom teachers will contact families of students at risk of failing class their class.

**Student Promises:**

**Attendance:** I will come to school in full uniform and on time every day unless I have an excused absence.

**Participation:** I will participate actively and willingly in the learning process. I will have my binder and pencil as required, sit in my assigned seat, wear headphones, take notes, follow all academic rules, pay attention to instruction, complete all assignments to the best of my ability, and request help when I need it. I understand that I am not allowed to sleep in the learning lab or in classrooms.

**Behavior:** I will:

- Come to school in uniform and follow the dress code
- **Turn in my cell phone and mobile devices every morning (no exceptions)**
- Follow the “Five Rules”:
  1. Follow directions quickly
  2. Raise your hand for permission to speak
  3. Raise your hand for permission to leave your seat
  4. Make smart choices
  5. Be kind
- Use respectful language. I will not curse, “drill” or use the “n” word, ethnic slurs or disrespectful or demeaning language at any time with staff or with other students
- Refrain from fighting or play fighting
- Transition quietly, single file, with my learning team unless I have a pass
- Respect school property
- Refrain from damaging school property
- Use technology in accordance with the Vertus Technology Policy

**Guardian Promises:**

**Attendance:** I understand that Vertus is a year-round school, with a mandatory summer session, and that my student is expected to be here every day. I will send my student to school in full uniform, on time, every day, well rested and ready to learn. I will call the school when he is sick or needs to miss school for an emergency.

**Partnership:** I will keep my contact information updated and let the school know when my phone number or address changes. I will answer calls from the school as promptly as possible and will come to school for requested conferences. I will let my student’s Preceptor or another staff member know of any concerns about my student’s wellbeing at school. I understand and will support the school in reinforcing the behavior expectations for my student.

**Family conferences.** I will come to family conferences to review my student’s progress toward graduation. I understand that conferences will be held three times a year and that I can schedule an

alternative appointment with my student's Preceptor if I am unable to come to the scheduled family conference night.

### School Day and School Year

Vertus is a year-round school. Summer attendance is mandatory. Our school year is divided into four quarters with time off in between. A school calendar is included in the appendix.

Mandatory school hours are:

- September 5 through June 17:
  - 8:30 to 4:00 Monday-Thursday; 8:30 to 12:30 Friday

Regents Exam Week if taking an exam:

- June 18-25
- July 8 through August 12:
  - 8:30 to 3:00 Monday-Thursday; 8:30 to 12:30 Friday

The school day begins with breakfast at **8:30**. Breakfast is free for all students. We expect all students to be here for breakfast, which is an important beginning to the school day. Our building is open to students beginning at **7:30**.

### Attendance

Students must arrive at school on time every day and stay for the whole day. Students cannot learn and succeed if they are not in school. Guardians must ensure that students attend school year round, arrive on time every day in full uniform, and stay on campus for the full school day. Whenever possible, medical and other appointments should be planned for school breaks or outside of school hours.

If a student must be absent for illness or other emergency, a guardian must contact the Main Office before 9:00 a.m. If, in an emergency, a student must be signed out before the end of the day, the guardian must call the Main Office to let a staff member know. Guardians who are signing out a student should report to the Main Office.

Students who are absent or tardy without a valid excuse may receive detention, and may be barred from participation in extracurricular, enrichment or sports activities. Students must meet attendance requirements to participate in sports.

A parent conference is required for chronic attendance issues. The school may file a PINS (person in need of supervision) petition if a student frequently misses school.

### Information and Concerns

Copies of all Vertus policies are available on our website and in our office. We encourage families to raise any concerns about their student with their student's Preceptor, then with the Director of Student Support or the Principal. Our formal complaint policy, which is required by the state, is included in the appendix.

We respect the privacy of our students and families. The Family and Educational Privacy Act (FERPA) provides important protection for student information. We comply with FERPA. Our FERPA policies are available upon request.

## Academics

### Graduation Requirements

To graduate, a student must:

- Earn a minimum of 22 high school credits as specified in the New York State Diploma Regulations
- Pass all Regents Exams required by New York State regulations (currently 5 Regents Exams for most students)
- Demonstrate a success plan for one of three post-secondary options: 1) university; 2) community college or technical school; or 3) employment.

### Course Placement and Credit

We use the NWEA MAP tests to measure academic progress. This test, which is given to hundreds of thousands of students around the country, shows where students stand compared to students in the same grade throughout the United States. New students will be given the NWEA test at the start of school or when they arrive. The results will be used to place students in the appropriate classes both on and off Edgenuity. Teachers may change course placement based on transferred course credit from prior schools, prior Regents test passage, or observations of student skill level and progress.

Our blended learning program allows us to meet students where they are with personalized course selection, while still providing in person instruction and help as well as classroom experiences. Our on-line curriculum is from Edgenuity. All Edgenuity courses earn .25 credit (some ILP courses are in two parts based on Edgenuity limitations). High school level courses are broken into .25 credit segments so that four segments are required to earn one full credit. Most core high school courses are taken on Edgenuity. We also offer classroom courses. Classroom courses are free-standing courses that build proficiency in ELA and math, prepare students for the specialized requirements of the NYS Regents, or offer content, such as PE or foreign languages that is best taught in the classroom. Typically students spend about half their instructional time on line in the learning lab and half in classrooms. This may vary depending on the student's individual progress and needs.

High school credit is earned for all coursework completed.

Regents Exams are scheduled after students have learned the material, so that they can pass. If a student arrives at Vertus behind academically, he may not take Regents Exams until his second year or later, depending on his readiness. Students have four years to pass five Regents Exams and Regents Exams are given three times per year. We encourage families to discuss the timing of Regents Exams with us whenever they have questions.

## Promotion Requirements

Vertus is an innovative, mastery-based high school that does not have traditional grade levels. Because students progress toward graduation based on their own individualized learning path, the school does not distinguish among “9<sup>th</sup>” graders, “10<sup>th</sup>” graders, etc. Students are grouped as learners based on their skills and accomplishments. Students advance from Novice to Professional learners, earning greater independence and privileges as they advance. Students advance based on performance, not based on the amount of time they have spent in school.

Level	Description
Novice (Black tie)	All students begin with a black tie.
Intermediate (Red tie)	Earn at least 5 credits, including credit for ELA I and Algebra I.
Advanced (Striped tie)	At least 10 credits, including ELA II and a second math credit. Met all requirements for the Red Tie. Passed at least one Regents exam.
Professional (Vertus tie)	At least 15 credits. Met all requirements for Striped and Red ties. Passed at least two Regents exams.

## School Closures

We are closed whenever Rochester City Schools close for snow or other weather emergencies. Please check local news outlets for news of school closings.

## Closed Campus

Vertus is a closed campus. Once students arrive on campus, they must remain on school grounds, unless signed out by an authorized party. Students may not leave the campus once their school bus arrives. Students should not be outside the school building for any reason unless approved or escorted by a staff member.

## Uniform

Uniforms are an important part of our culture. The Vertus uniform signifies that:

- We are all members of one team
- We respect ourselves, our team and our school
- We have made a transition from home to school and are ready to learn
- We are preparing to take our place as leaders in the community and the world
- We pay attention to detail
- We do not judge each other based on our clothing
- We are proud to be Vertus men

Students may not attend school out of uniform. If a student arrives out of uniform we may loan a student the missing item from our uniform closet or have him call home to have the item brought to school. Borrowed uniform items must be returned at the end of the day. Students who borrow repeatedly will serve detention. Students will not be able to participate in school activities unless they are in full uniform.

The Vertus uniform includes:

- Vertus white dress shirt with embroidered school logo (purchased from Stitchworks).
- Black dress slacks (no cargo pants, joggers, jeans, or athletic pants). Pants must be worn at the waist and no sagging is allowed. Staff may request that a student wears a belt if pants sag.
- Tie tied, fully. A solid black tie for new/novice students. Students will earn different ties for academic progress.
- Dress shoes. Shoes must be solid black. Students may wear loafers or lace-up style shoes, which must be tied. Sneakers are never acceptable except during physical activity or scheduled dress down days. Students may not wear boat shoes, moccasins or boots. (If they wear boots to school, they must change into acceptable shoes.)
- Decorative socks ok as long as no gang insignia or inappropriate graphics
- No earrings or other apparent jewelry except watches
- No brushes or picks, headbands or “do-rags” in hair
- Other approved uniform options, such as a Vertus sweater, may be available from time to time but are not required.
- There are special rules for summer uniforms. Families will be notified of summer uniform rules at the start of the spring quarter.

No gang insignia are permitted. Headgear/hats are limited to those required to be worn as a part of religious practice. No sunglasses.

Frequently asked questions about uniforms are included in the appendix.

### Cell phones and wireless devices

Students must turn in their cell phones and wireless devices to their Preceptor before the school day starts. If a student has a cellphone or wireless device during the school day, it will be confiscated and a guardian will be called to come pick it up, unless otherwise designated by the Principal. Guardians who need to get a message to students during the school day should call 585-474-8911 or the student’s Preceptor.

### Lockers

Every student is issued a locker at the beginning of the school year. The locker is for students to secure their personal belongings and valuables. Students may not leave their belongings in their team room. If a locker issued to a student malfunctions in any way, it is the responsibility of the student to inform a staff member. Personal belongings and valuables are the responsibility of the student. Students must

monitor and care for their own belongings. Vertus is not responsible for lost or stolen belongings and valuables. We ask students to come to school with only what they need each day and to leave at home any items that they do not need at school.

### Searches

In order to ensure safety at the school, Vertus retains the right to search any student, locker, bag or object brought onto school property at any time.

### Discipline

Students who do not follow school rules will be subject to the Discipline Code. As appropriate, school staff will take actions to assist the student in improving his behavior, which may include but are not limited to:

- Counseling by school personnel
- Loss of privileges, such as eligibility for field trips and other activities
- Detention
- Parent conference
- Parent comes to school to provide in-school supervision to the student
- Restorative justice, taking actions to apologize or remedy the harm the student has caused
- Referral to counseling
- Referral for a health examination and evaluation
- PINS (“person in need of supervision”) court petition
- Recommended services of outside agencies, public or private
- Behavioral management plans/behavioral contracts
- Involvement in an intervention program, such as gang intervention
- Suspension
- Expulsion

*NOTE: This list is not exhaustive of all discipline processes and is not rank ordered.*

The full Discipline Code is attached in the appendix.

### Gang-Related Activity

Vertus is a neutral space. Gang related activity/behavior is absolutely prohibited on Vertus’ campus, during transportation to and from school, and at all Vertus events. The school takes gang activity very seriously.

Vertus students may not demonstrate visible or audible gang identifiers. These include, but are not limited to the following:

- Flags, bandanas, clothing, jewelry or any other signal of gang involvement
- Handshakes of any kind
- Hand signs or signals of any kind

- Verbal signals of any kind
- Graffiti or writing of any kind

Vertus prohibits the following on school property and at Vertus functions and activities whether on or off school property:

- Initiating, advocating, or promoting a gang or gang activities.
- Tagging or defacing property with gang names, slogans and/or insignias.
- Conducting gang initiations.
- Threatening another in any way in connection with gang-related activity.
- Inciting, soliciting, or recruiting others for gang membership or gang related activities.
- Aiding or abetting any of the above activities by one's presence or support.

Any student found to have engaged in any of the above activities will be subject to consequences in accordance with the Discipline Code, which include suspension or expulsion.

### **Food**

All our students receive free breakfast and lunch. Unless approved by a staff member, eating and/or drinking outside the cafeteria is prohibited. Lunches brought by students should be stored in lockers and then taken to and eaten in the cafeteria. Students may not bring in or consume candy or unhealthy snacks, sodas or sugary drinks other than items sold at the school store or provided as treats by the school (other food will be confiscated.) Parents may provide treats to celebrate special events – please call or stop by the main office first to let us know. Gum chewing is prohibited in the building.

### **Substance Abuse**

Drug and alcohol abuse prevent students from achieving their potential. The school may refer students experiencing problems with drugs or alcohol for substance abuse counseling or treatment. If staff judges students to be under the influence of drugs or alcohol the student will be sent home and have disciplinary consequences. The school reserves the right to give a drug/alcohol test to any student exhibiting behavioral symptoms indicating alcohol or substance abuse.

### **Field Trips**

Field trips provide students rich opportunities to learn and interact outside the classroom environment and are an important part of our program. A field trip permission form is part of our enrollment package. Special trips out of town will require specific permission from parents or guardians. Students who do not meet the school behavioral or academic policy may be prohibited from attending field trips.

### **Transportation**

All Vertus students who live at least 1.5 miles from school are entitled to transportation services. Transportation is provided by the home district of the student. Families must complete and submit a transportation form (typically included in the enrollment packet) for their district in order to receive these services. Though it is the responsibility of the family to arrange transportation, we work with

families to understand bus routes, answer questions about transportation, and address transportation safety concerns.

### Student Health

Our school nurse maintains medical records on each student. We must have immunization records and emergency contact information for each student. All students must have doctor's orders and necessary forms on file before medications may be administered. Guardians should inform us immediately of any special health problems or concerns. If a student becomes ill during the day, he will be given immediate attention. If he cannot return to class, his guardian will be called to come pick him up immediately. All students in their second year at Vertus are required to provide a current physical; the school nurse can work with families to arrange this if needed. Students who participate in school sports have additional requirements for physicals and qualifications for sports programs.

### Academic Rules

#### **In classroom activities, students must:**

- Enter quietly
- Sit in assigned seats
- Take notes as required
- Follow the 5 Rules
- Participate in all activities (no sleeping)
- Do all assigned work to the best of their ability

#### **In the learning labs, students must:**

- Enter quietly and go to assigned seat
- Sign onto the computer immediately
- Keep head up (no sleeping)
- Follow the 5 Rules
- Wear Headphones
- Use school procedures to get help when needed

#### **When working on Edgenuity (on-line coursework), students must:**

- Use only their own user name and password; passwords may not be shared with others
- Wear headphones during lessons
- Take notes in their binders using the Vertus note-taking system (staff will not open quizzes or tests unless a student has acceptable notes)
- Keep notes in the appropriate section of the binder
- No quiz retakes will be given unless the assignment grade is 80% or higher. Staff will review student notes prior to giving quiz retakes
- Staff will not give answers for any Edgenuity assessment, including tests, quizzes and assignments
- Math problems must be solved on paper before answering multiple-choice questions
- Have only one tab or window open at once

- Work only on Edgenuity or other approved instructional system—no other on-line systems, websites, or applications may be accessed without permission. No storage or additional systems such as thumb drives may be used without written permission
- Academic dishonesty will not be tolerated—no copying, using multiple tabs to see previous answers, or plagiarism (see the Academic Dishonesty section below)

**Students who do not follow school academic rules will be subject to discipline.**

### Academic Dishonesty

Academic dishonesty includes plagiarism and cheating. Copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Cheating involves using or providing answers or academic work that is not a student's own work. Students must always be responsible for their own work and not engage in any manner of cheating. Academic dishonesty will result in loss of credit and/or failure and students may be asked to redo the assigned work. Students will also receive consequences under the Discipline Code.

#### **Deliberate plagiarism (on-line or in classrooms):**

- Copying of an answer, phrase, sentence or a longer passage that is not your own work (including Edgenuity) and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Obtaining a paper or other schoolwork from an outside source and handing it in as one's own work.

#### **Accidental plagiarism:**

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

#### **Cheating (on-line or in classrooms):**

- Submitting answers other than one's own.
- Copying or obtaining answers to a quiz or test from Edgenuity, another student, staff, or any source.
- Providing another student questions or answers to, or copies of, quiz or test questions.
- Having or using non-permitted materials or devices during quizzes or tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's answers, homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy one's own answers, homework, paper, project, laboratory report, quiz or test.
- Giving another student a user name or password or using another student's user name or password.

## Technology Policy

The goal of computer access at school is to provide a personalized curriculum and build technology skills, information gathering skills, and communication skills.

**Responsible students use technology carefully:** Students must return equipment in the same manner in which it was received. Purposely damaging technology or equipment will result in disciplinary consequences.

**Responsible students use the internet appropriately:** When web browsing is allowed, students are responsible for all web pages accessed. Students are not allowed to access, use or possess pornographic, gang-related, violent, illegal, or inappropriate material. This includes accessing inappropriate material on phones or other personal devices while on school premises. Students may not access any social media, email, chats, or blogs on school devices without the consent of a staff member. Students are not allowed to access, use, or possess unauthorized or illegally obtained hardware, software, data, or files deemed dangerous to the integrity of the Vertus network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). Students may not alter any network address or identifiers. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it.

Students should not give out any personal information online such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell a staff member immediately if they experience an uncomfortable situation.

**Responsible students respect the privacy and rights of others:** Students must keep their Edgenuity and any other computer account, user name and password private. Students may not access the records of other students. Students may not destroy or damage another person's files or messages. Students may not use school computers, the school network, Edgenuity or the internet to make inappropriate or negative comments about other students, teachers, administrators, or the school.

**Responsible students maintain the integrity of the school network:** Students are accountable for all e-mail sent or received under their user accounts. Students may not use the network or labs for wasteful or frivolous purposes including, but not limited to; playing games, drawing pictures, social media, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats, or engaging in any commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's internet account may be treated like school lockers. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators, Preceptors and Teachers have access to stored files and e-mail. Administrators, Preceptors and Teachers may review

files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements. School student email is school owned and as such students have no reasonable expectation of privacy to student email. Accordingly, student email accounts can be search without notice, consent or reasonable suspicion.

Failure to comply with the Technology Policy may result in loss of computer privileges as well as other consequences under the Discipline Code. Students observing or knowing of any violation of these guidelines or of a security problem on the network/internet must notify a staff member.

### Student Athletics

We offer the following sports at Vertus: Cross Country, Soccer, Basketball, Baseball, and Track and Field.

It is essential for all students to be in school on time, every day and uphold the school mission and ideals. It is a privilege to represent your school as a student athlete and as such you will be expected to adhere to the following code of conduct.

**Attendance:** Students who participate in athletic programs at Vertus High School must hold an **80% or better attendance rate.**

- Students who are absent are not permitted to attend practice, after school workouts, and/or contests.
- Students who come to school unexcused after 10:00 am will not be permitted to attend practice, after school workouts, and/or contests. The Athletic Director will notify coaches as needed.
- Students who have an excused late arrival will be permitted to attend practice, after school workouts, and/or contests at the discretion of the Athletic Director.
- Patterns of absences or tardiness may affect the student's ability to continue to participate in Vertus athletic programs as recommended by the Athletic Director. Final determinations will be made by the Principal.

**Behavior:** Student who participate in athletic programs at Vertus High School are expected to follow all school rules.

- Consequences for being sent to 207 or other disciplinary infractions will be at the discretion of the Athletic Director and communicated to the coach accordingly.
- Students who go to 207 four or more times in a week will miss the next scheduled contest.
- Patterns of being sent to 207 may affect the student's ability to continue to participate in Vertus athletic programs as determined by the Athletic Director.
- Students who have been suspended are not permitted to attend practice, after school workouts, and/or contests until the end of their suspension.

**Academics:** Students who participate in athletic programs at Vertus High School are expected to be on track in their Edgenuity courses.

- Students who fall behind in two or more Edgenuity courses must attend one of the offered teacher office hours until they are back on track. Coaches will be notified of students in need of mandatory office hours attendance by the Athletic Director.
- Students who continuously fall behind in more than two Edgenuity courses may affect the students' ability to continue to participate in Vertus athletic programs.

**Participation:** Students who participate in athletic programs at Vertus High School are expected to get re-qualified each sports season. Students must be re-qualified before they can try out for any athletic program.

- Participation is not guaranteed
- Depending on student interest cuts may become a factor at the end of try outs
- Playing time will be at the discretion of the Coach
- Parent concerns should first be directed to the Coach
- Parent concerns that are not resolved or further concerns should be directed to the Athletic Director

To get re-qualified students need:

- An updated physical exam (within 1 year) on file
- Current immunizations on file
- Medical eligibility form signed by a parent
- Doctor orders for inhaler, epi-pen, and/or restriction clearance (if applicable)
- Glasses for vision test (if applicable)

Forms for re-qualification can be obtained from the Athletic Director, Physical Education Teachers, and/or the School Nurse.

**Failure to adhere to any of these guidelines may affect the student's ability to participate in Vertus High School's athletic programs.**