

# VASJ SHADOW DAY GUIDELINES

**Drop-off:** Students can be dropped off at the back doors of our building (off of the parking lot) between 7:45 and 8:00 a.m. Students must be present by 8:00 a.m. Call and let us know if you will be late or cannot make it to your shadow date with us. We need to let your school know if you are not present for your scheduled day.

**Lunch:** We will provide you with a lunch ticket for that day. You do not need to bring any money or a lunch unless you wish to do so.

**Dress code:** Please wear your school uniform. If your school does not require you to wear a uniform, you must wear 'business casual' clothing. **WHAT NOT TO WEAR:** jeans, overly short skirts/dresses, clothing with words. **WHAT TO WEAR:** Boys: Dockers-type pants, a collared shirt (button down or polo), dress shoes. Girls: dress pants with collared shirt or sweater, skirt or dress, dress shoes, stockings. Hoodies are not permitted to be worn during the day.

**Cell phones:** Cell phones are permitted but must be off and out of sight during your day. You will be permitted to use them at the end of the day in the admissions office if you need to call for a ride home, etc. IPODs, laptops, IPADs and similar electronics are not permitted. Leave them at home.

**Etiquette:** All shadow students are guests of our school. Please be a good guest. Stay with your host student at all times - your host student is your guide to our school and responsible for you on your shadow day. Switching to a different host student or 'ditching' a host student during the day is not permitted. Bring something to read/do in the event that you are present in a class that is having a quiz, test or other quiet time.

**Pick-up:** Students will be dismissed from the Admissions Office at 2:30 p.m. Parents do not need to come inside the building to pick up students. Please use the back doors (off of the parking lot) for pick-up.

**If you have any questions, please contact the Admissions Office at [admissions@vasj.com](mailto:admissions@vasj.com) or (216) 481-8414 ext. 285.**