



**VALOR**  
CHRISTIAN ACADEMY

# ELEMENTARY SCHOOL FAMILY HANDBOOK

## Transitional Kindergarten – 5th Grade

**2021-2022**

*“But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.” Isaiah 40:31*

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**PLEASE NOTE: Should a class at any time in the year need to temporarily shift to distance learning, please see the Appendix section at the end of this handbook for special rules and procedures.**

## **1. MISSION STATEMENT**

To provide each student with an uncompromising Christian education devoted to academic excellence in a family-friendly, safe, and nurturing environment.

## **2. VISION STATEMENT**

VALOR CHRISTIAN ACADEMY will be a school that brings glory to God by being a model of educational excellence, known in the community for its exemplary leadership in Christian education supporting students as they cultivate their potential in Christ.

VALOR CHRISTIAN ACADEMY will be a school presented as a living sacrifice, holy and acceptable unto God which is our reasonable service.

VALOR CHRISTIAN ACADEMY will not be conformed to this world but will be transformed by the renewing of minds that it might prove the good, acceptable, and perfect will of God. – *Romans 12:2*

## **3. EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR's)**

Students who attend Valor Christian Academy will progress toward achieving the **Expected School-Wide Learning Results**, or **ESLRs**. This is accomplished through a rigorous and challenging academic program taught from a Biblical foundation, with opportunities for all students to serve, collaborate, and practice creative problem-solving.

1. Valor students will be able to understand a Biblical worldview.
2. Valor students will be prepared to be effective communicators.
3. Valor students will be critical thinkers and problem solvers.
4. Valor students will be knowledgeable in the arts and humanities.
5. Valor students will be positive contributors through servant leadership

## **4. STATEMENT OF FAITH**

### **ABOUT THE BIBLE**

We believe that God has given the Bible as His inspired, infallible, inerrant, and living revelatory Word. We affirm the verbal, plenary inspiration of the Bible and are therefore committed to the complete trustworthiness and primacy of Scripture. The Bible is God's relevant, profound, deeply personal communication to us that invites us to intimate fellowship with Him. The Scriptures consist of the sixty-six books of the Old and New Testaments. They are the totally sufficient, authoritative, and normative rule and guide of all Christian life, practice, and doctrine, and are profitable for glorifying God through growth in likeness to Christ which is our life purpose.

The Bible is complete in its revelation of Who God is, His person, character, promises, commandments, and will for the salvation of a people for His own possession. The Bible reveals who we are: created in God's image, accountable to God, fallen into sin against God, judged and justly condemned by God, redeemed by Jesus Christ, and transformed by the Holy Spirit. The Bible reveals the meaning of our total life situation in each and all its aspects - all the blessings of this life, the variety of sufferings and hardships, Satan, the influence of other human beings, etc. The Bible also reveals the nature of the Christian life and the ministries of the Church, showing the content, the functions, and the goals that express the image of Christ.

### **ABOUT THE TRIUNE GOD**

We believe in one God, eternally existing in three equally divine Persons: the Father, the Son, and the Holy Spirit, Who know, love, and glorify one another. They are forever equal in nature, attributes, and perfection, yet forever distinct in their relations to one another and distinct in Their particular relationships both to the creation and to the actions and processes of redemption. They are equally worthy of our worship, love, and obedience. This One true and living God is infinitely perfect both in His love and in His holiness. The Triune God, in affectionate sovereignty, sustains and rules over all things, providentially bringing about His eternal good purpose to redeem a people for Himself - to the praise of the glory of His grace.

### **ABOUT GOD THE FATHER**

We believe that God, as the Father, reigns over His entire universe with providential care, holy justice, and saving mercy, to His own glory. In His holy love, the Father is all-powerful, all-loving, all-knowing, and all-wise. He is fatherly in attitude toward all men, but Father, indeed, to those who have been made children of God through salvation in Christ.

### **ABOUT GOD THE SON, JESUS CHRIST**

We believe in the deity of our Lord Jesus Christ, the eternal Son of God, Who humbled Himself by taking on the form of a man by means of His virgin birth, becoming forever both fully human without ceasing to be fully God. We affirm that He lived a sinless life of active love and perfect wisdom. He died by crucifixion on the cross, by His shed blood and death making a vicarious, substitutionary atonement for our sins. After three days, He was resurrected bodily from the dead, unto an indestructible life. After appearing to His disciples and instructing them for forty days, He ascended to heaven. He is now seated at the right hand of the Father, interceding for believers, reigning as King

over all creation, and working in and through His Church. He will personally return in power and glory to judge the living and the dead, and to raise to immortality those who eagerly await Him, perfecting them in His image.

### **ABOUT THE HOLY SPIRIT**

We believe that God the Holy Spirit, sent by the Father and the Son, has come into the world to reveal and glorify Christ, and to convict and draw sinners to Christ. From the moment of spiritual birth, He indwells believers, individually and corporately, as their Helper. By the Spirit's agency, believers are renewed, sanctified, and adopted into God's family. He imparts new life to believers, placing them into the Body of Christ, transforming and empowering them for Christ-like living, and sealing them until the day of redemption. He is the source of power for all acceptable worship and ministry as He imparts a diversity of enabling gifts that equip God's people for service. He provides the power to understand and apply God's truth in love.

### **ABOUT HUMANITY – CREATION**

We believe that God created Adam and Eve in His image, male and female, and declared them "very good," granting them all the capacities of image-bearers. God created them to reflect and to enjoy His glory. They were created material and immaterial, physical body and spiritual soul, these qualities united and inseparably interdependent. They were created with a conscience able to discern good and evil; with the capacity to relate, think, choose, and feel in all the fruitfulness of wisdom. They were designed and commissioned to love God and one another, living in holy and devoted fellowship with God, and in loving, complementary relationship with each other. They were designed and commissioned to care for and govern His creation, working in and ruling over all creation as God's faithful servants and stewards.

### **ABOUT HUMANITY – FALL**

We believe that because of voluntary sin against God, Adam and Eve fell from the actively good, sinless, and innocent state in which they were first created. They became self-willed, perverse, and transgressive against God and each other. Immediately they died spiritually and also began to die physically. Consequently, for them and all their progeny, the image of God was distorted, and their nature depraved and corrupted in every aspect of their being (spiritually, socially, mentally, volitionally, and emotionally). While human beings are corrupted in every aspect of their being and functioning, because of God's common grace the image of God has not been totally eradicated, and evil is not given full reign. God preserves and enables many common goods. All people have true dignity, a conscience in which clarity coexists with distortion, and many powers of mind, action, and feeling. All humanity is separated and alienated from God and thus spiritually dead - until God's own gracious intervention. The supreme need of all human beings is to be reconciled to God; and the only hope of all human beings is to receive the undeserved grace of God in Christ. God alone can rescue us and restore sinners to Himself.

### **ABOUT SALVATION – REDEMPTION**

We believe that salvation is the gift of God by grace alone and is received through faith alone in the Lord Jesus Christ. Salvation is wholly conceived, accomplished, and applied by God's sovereign grace. It is not, in whole or in part, conceived or accomplished by human will or works. We believe that

salvation refers comprehensively to the entire work of God that redeems His people from the penalty, power, and eventual presence of sin while imputing to His people the righteousness of Jesus Christ and all the benefits of adoption into His family. This salvation overthrows the dominion of darkness and creates a new people who enter Christ's Body of light, truth, and love.

We affirm that salvation is only through Christ, for there is no other name given under heaven by which we must be saved. Christ voluntarily took upon Himself the form of a man, was tempted in all points as we are, yet without sin in nature, word, or deed. He honored the Divine Law by His personal obedience, and by His death made a full and vicarious atonement for our sins. Jesus, having risen bodily from the dead, is now enthroned in Heaven serving as the suitable, compassionate, all-sufficient Savior and the Mediator for His believer-priests.

We believe that all the blessings of salvation are free gifts of God, and that each is a glorious facet of union with Christ. In Christ, persons once justly condemned are now forgiven and justified because Christ died bearing our sins, because He was raised for our justification, and because God imputes to His people the righteousness of Jesus Christ. In Christ, persons once dead in trespasses and sins are now made spiritually alive in the new birth, receive the Holy Spirit, and receive eternal life. In Christ, persons whose father and master was the devil are now adopted by God the Father into His family, and become citizens and servants in God's kingdom. In Christ, persons who were estranged from God are now reconciled forever. God gives all these gifts, and more, by the Holy Spirit, and we receive all these gifts by faith.

We believe that by His incarnation, life, death, resurrection, and ascension, Jesus Christ acted as our representative and substitute. He did this so that in Him we might become the righteousness of God. On the cross He canceled sin, satisfied by His sacrifice the wrath of God, and, by bearing the full penalty of our sins, reconciled to God all who believe. We believe that by His resurrection, Christ Jesus was vindicated by His Father, broke the power of death, defeated Satan who once had power over it, and brought everlasting life to all His people. We believe that by His ascension, Jesus Christ has been forever exalted as Lord and has prepared a place for us to be with Him. We believe that at His return, Jesus Christ will wipe away all tears, will remove all sin and suffering, will establish forever His kingdom of love, joy and peace, and will perfect His holy Bride. We believe that all whom God regenerates are made at once children of God, justified in His sight through faith alone in Christ's atoning work, and brought into His family. We believe that believers are kept by the power of God through faith in a state of grace and are eternally secure apart from any human works. We believe that we who are Christ's Body will see Him face to face, and that we will live with Him and with one another forever.

## **ABOUT SANCTIFICATION**

We believe that sanctification is the process by which believers, each one and all together - as set apart from sin and united in Christ - are increasingly conformed to the image of Christ. Sanctification has past, present, and future aspects. First, believers are "chosen, holy and beloved" in Christ, set apart for God in union with Christ, and are actually made new by regeneration (positional or definitive sanctification). Second, believers begin to mature in their new life, set apart day-by-day through growth in grace into the likeness of Christ. This process (progressive sanctification) takes place by the power of the Holy Spirit, through the Word of God, in the communion of the saints, by the continual use of God's appointed means of growth in grace, each member contributing to the growth of the whole unto maturity in Christ. Third, believers will be set apart from the very presence of sin when

sanctification is completed (glorification) at the coming of Christ for the Church. Definitive sanctification in the past and glorification in the future provide anchors that sustain hope and bring encouragement amidst the failures and sufferings that make progressive sanctification a long and arduous pilgrimage.

## **ABOUT THE CHURCH**

We believe that the Church, the Body of Christ, is composed of all persons living and dead who have been joined to Christ and one another by the power of the Holy Spirit. Every true believer is baptized by the Holy Spirit into the Body of Christ and thus united in Christ to one another in unity and love across social, economic, and ethnic lines. We affirm that the local church is God's primary instrument and context for His work today; that every believer should be an active member in a local assembly; and that the Christian community is the context where believers are mutually encouraged, equipped, and empowered to conform to the image of Christ through worship, fellowship, discipleship, stewardship, and ambassadorship (evangelism). The sanctification of an individual is not a personal self-improvement project, but is the formation of a constructive, fruitful member of the Body of Christ. We believe it is every believer's privilege and obligation to be an instrument in the Redeemer's hands. This requires an intentional involvement in the lives of others: learning to speak and to live the truth in love, learning humility, and learning to forgive and to give, so that we all grow in unity and maturity into Christ Who is the Head. The true mission of the Church is to bring God glory, as believers (individually and corporately) live consistent with the Great Commandment and the Great Commission.

## **ABOUT MARRIAGE, FAMILY, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex/gender is a rejection of truth and God's design and plan for that person (Ephesians 4:25).

We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any forms of sexual immorality (including adultery, fornication, homosexual behavior, bi- sexual conduct, and use of pornography) are sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture (1 Peter 3:15).

## **ABOUT THE ETERNAL STATE AND THE RESTORATION OF ALL THINGS**

We believe in the personal, glorious, and bodily return of our Lord Jesus Christ when His kingdom will be consummated. We believe in the bodily resurrection of both the just and the unjust - the unjust



to judgment and eternal conscious punishment in hell, and the just to eternal blessedness in the presence of Him Who sits on the throne and of the Lamb, in the new heaven and the new earth, the eternal home of righteousness. On that day, the Church will be presented faultless before God by the obedience, suffering, and triumph of Christ; all sin will be purged, and its wretched effects forever banished. God will be all in all, His people will be enthralled with Him, and everything will be done to the praise of His glorious grace.

## **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Valor Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees believes the Bible is the final interpretive authority of God's word for meaning and application (2<sup>nd</sup> Timothy 3:16-17).

## **5. PHILOSOPHY/CORE VALUES**

Valor Christian Academy holds to and affirms that:

- We submit to Jesus Christ in every area: philosophy, teaching, relationships, vision, and stewardship. We believe the Bible is the inspired, inerrant Word of God, and our purpose is to glorify God. Valor's Biblical foundation is expressed through its statement of faith.
- We serve Christian and non-Christian families and seek to share Christ and the gospel, to raise up students who have a heart for missions and will fulfill God's call to reach the lost. The teaching/learning process at Valor Christian Academy reflects a Christ-like sensitivity, relevant to a diverse school community where each student has specific giftings and calling on their lives to impact our world with the gospel of Jesus Christ.
- We provide a Christ-centered, Biblically integrated, exemplary education, never compromising our faith to achieve worldly gain or meet secular educational requirements, recognizing that God is the origin of all true knowledge and wisdom.
- To achieve our Expected School-wide Learning Results we recognize parents' primary God-given responsibility for the education of their student and it is our purpose to assist them in this endeavor.
- God is the sole provider of resources, time, talents, and abilities. As good stewards, we strive to bring Him honor through a balanced budget, tuition assistance, and financial accountability, to maintain affordable tuition and to provide just compensation for employees.
- We value our administration, faculty, and staff. We are committed to pray for and respect them.
- We will provide resources and support for ongoing professional development. We believe that all faculty and staff are "called" to serve this learning community in collaboration and unity as we model Christ in teaching and life.
- We will regularly utilize internal and external assessments to evaluate our progress, and to this end, we are committed to the WASC and ACSI accreditation process.

## **6. SCHOOL AFFILIATION AND ACCREDITATION**

Valor Christian Academy maintains membership in ACSI, the Association of Christian Schools International. ACSI is the largest consortium of Christian schools in the world and provides many resources for the enrichment and cause of Christian education. Valor is also accredited by WASC, the Western Association of Schools and Colleges. An accredited school ensures the parents, community, and all stakeholders that all aspects of the educational enterprise are carried out with a high standard of excellence.

## **7. PARENT CONDUCT POLICY**

Valor Christian Academy recognizes that the parent/guardian is the first and most important educator in the lives of their children. As a school, it is our privilege to partner with families in the education process and to assist in effectively molding a child's character towards responsibility, respect, and Spiritual Growth.

In order for this partnership to be successful and positive we ask that all parents adhere to the following expectations and methods of conduct:

- Parents will demonstrate respect for teachers, staff, and other adults in authority, especially in the presence of children.
- Parents will exhibit behavior both in and out of school that is consistent with VCA's Christian values.
- Parents will follow the Matthew 18 principle (see Issue Resolution Process in section 39) when addressing concerns or disagreements. In doing so this will allow all parties (parents or school members) to refrain from gossip or slander.
- Parents will communicate in respectful manners, abstaining from profane or destructive language. This includes verbal, written, and electronic communication.
- Parents will support all school and classroom rules and procedures and encourage their children to do the same.
- Parents WILL NOT approach or speak to students who are not their own children at any time to address perceived conflicts or behavior concerns. Any concerns of this nature should be brought to the attention of a teacher, staff member, or administrator with the trust in them to handle situations effectively and appropriately.

Valor recognizes that the family-school relationship is dependent on both parties honoring expectations of conduct.

We also recognize that as we are all human and subject to the nature of sin (Romans 3:23), therefore we will all fall short at times when interacting with one another. Yet we remain confident through the grace of God, the guidance of His Word, patience, and forgiveness towards one another, there are no obstacles we as a Valor family cannot work through.

Please note, in instances of continual violation of the conduct policy or unwillingness to accept the resolution or final decision when conflict occurs, VCA reserves the right to act accordingly which could include parental restrictions to the school campus or events, or termination of a child's

enrollment.

## 8. ACADEMICS

### GRADING SCALES

TK – 2<sup>nd</sup> Grades: At these grade levels, students receive standards-based report cards. This is a tool used to communicate a student’s progress toward achieving both California and Valor Christian Academy’s learning standards.

By listing the standards, report cards summarize the skills, content, and benchmarks for each student to master by the end of the school year. Performance level indicators are used to communicate a student’s level of understanding and/or performance in relation to each standard. Performance level descriptions are as follows:

4	=	Exceeds the standard
3	=	Meets the standard
2	=	Approaching the standard
1	=	Needs more time/practice to develop

Grades are calculated as follows for 3<sup>rd</sup> – 5<sup>th</sup>:

97-100	=	A+	77-79	=	C+
93-96	=	A	73-76	=	C
90-92	=	A-	70-72	=	C-
87-89	=	B+	67-69	=	D+
83-86	=	B	63-66	=	D
80-82	=	B-	60-62	=	D-
			59 and below	=	F

### CITIZENSHIP GRADES

Throughout each quarter, teachers will track student’s citizenship and personal conduct. Students will be monitored in grade-level appropriate areas that include, but are not limited to, classroom, playground, and off-campus behavior, interaction with peers, work habits, attitudes, and demonstration of responsibility. Scores will appear as follows:

<b>E</b> = Excellent, <b>G</b> = Good, <b>S</b> = Satisfactory, <b>N</b> = Needs Improvement, <b>U</b> = Unsatisfactory
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### HOMEWORK POLICY

Homework is designed for the following purposes:

- Support the learning taking place in the classroom through practice
- Foster growth and improvement of skills and knowledge
- Extend and enrich learning beyond the classroom
- Provide feedback to teachers, students, and parents on the level of learning taking place, and in

turn, help inform next steps in both whole group or individualized instruction

- Instill traits in students such as responsibility, discipline, and organization.

TK/Kindergarten students should expect:

- Minimal homework on a weekly basis. Typically sent home as a packet on Monday and returned to school on Friday.
- A combination of mandatory work and optional activities.
- A variety of assignments and choices to allow for all learning modalities and styles
- Cross-curricular integration
- Differentiation: Homework for one student may look different than homework assigned to another student.

1st and 2<sup>nd</sup> grade students should expect:

- Homework assigned on the first school day of the week and turned in at the end of the week.
- 15-30 minutes per day if worked on daily.
- A variety of assignments to allow for all learning modalities and styles.
- Cross-curricular integration
- Minimal projects with extended due dates.

3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> grade students should expect:

- 30-60 minutes of homework/studying each weekday (Monday-Thursday)
- A variety of assignments to allow for all learning modalities and styles.
- Cross-curricular integration
- Some projects, reports, or assignments with extended due dates.

Valor highly values the importance of family time, as well as opportunities for children to rest and also pursue extracurricular interests or hobbies outside of school. For these reasons, homework will typically not be assigned over weekends or holiday breaks. Exceptions would be long-term projects which may require additional time and effort, depending on the individual students' self-pacing and progress.

### **MAKE-UP POLICY FOR ABSENCES AND LATE WORK**

- Students are expected to complete and hand in all work on time.
- Students will have one day for each day absent to complete regular classwork and homework for full credit, and to take quizzes or tests.
- Students may be asked by his/her teacher to turn in work, complete projects, or take a quiz or test prior to their absence whenever possible.
- Late work not due to absences will receive reduced credit.

- For more specific details refer to each teacher's individual syllabus and classroom guidelines/procedures.
- As a student matriculates through upper elementary grade levels they are encouraged to take responsibility for determining what needs to be completed for make-up work. This is an important skill as it is the expectation upon entering middle school and not the responsibility of the teacher.

## **HONORS MATH**

When appropriate, an Honors math program is made available for 4<sup>th</sup> and 5<sup>th</sup> grade students.

Invitation for placement in Honors Math is determined by the following criteria:

- Math composite score in the 85<sup>th</sup> percentile or higher on previous year's standardized test.
- A score of 70% or higher on a diagnostics test administered by the math instructor to start the year.
- A grade of 90% or higher on the final report card the previous school year, or 80% or higher if participating in Honors math previously.
- Recommendation from previous school year's math teacher.

A student must meet three of these four criteria to be considered eligible. Other factors to be taken into consideration will be maturity, work habits, and personal interest level.

Students accepted into an Honors Math program will be required to maintain a grade of 80% or higher. Failure to do so may result in the student being removed from the Honors math class to be placed in his/her grade-level math class.

## **TEXTBOOKS**

The textbooks that are issued to the students at the beginning of the school year must be returned at the end of the year. Damaged or lost textbooks will be replaced at the parent's/student's expense. Parents who are interested in purchasing an extra set of textbooks for their child to have at home may do so by contacting the Valor office manager (Teacher's Manuals are not authorized for purchase).

## **ACADEMIC REPORTING**

The academic year is divided into four quarters. The first two quarters form semester one with the last two forming semester two. Each quarter is approximately 9-10 weeks long.

Progress Reports – Progress reports are emailed at the midpoint of each quarter. A progress report is meant to provide parents and students with an update as to where a student's grades currently stand. These grades are not final.

Report Cards – Report cards are given to each student to bring home at the end of each quarter. The scores on these reports are final. The 1st and 2nd quarter grades are averaged to calculate the semester 1 grade in each subject. Grades for quarters 3 and 4 are averaged to calculate a Semester 2 grade in each subject. Both semester grades are averaged to provide an end of the year or final grade.

## **ACADEMIC REQUIREMENTS**

### **Transitional Kindergarten**

- The goal for Transitional Kindergarten students is to continue developing cognitive, social, emotional, and physical skills as they prepare for Kindergarten and the beginning of elementary school. Students will be continually monitored and assessed in these areas as they mature and gain the confidence they need to excel.

### **K – 2nd Grades**

- Students at these grade levels must continue to show adequate progress in all core subjects toward meeting the standards. All average performance level scores of 3 (“meets the standard”) need to be achieved by the end of the fourth quarter to be promoted to the next grade level.

### **3rd – 5th Grades**

- Third to Fifth grade students must maintain a “C” or better in ALL core subjects to be promoted to the next grade level. A “D” or lower on the final report card in any core subject will result in mandatory summer school or tutoring for a student to be considered for promotion to the next grade level.
- If a student is receiving 2 or more D’s or below in any subject at the time of progress reports or report cards, parents will be notified that the student is being placed on academic probation status and a parent/teacher conference may be held. The following progress report/report card must reflect an average of 70% or better in each individual subject to be removed from academic probation.
- Probation status is monitored weekly by the teacher and reported to the Administrator.
- Not abiding by the Valor attendance policy could constitute academic probation.
- Any student who is placed on probation during a five-week grading period may not participate in special activities such as extracurricular activities, sports programs, or field trips until satisfactory improvement has been demonstrated by the student and approved by the Principal.

## **RETENTION**

Retention may occur for the following reasons:

1. Social or emotional immaturity which hinders grade-level performance requirements.
2. Students not meeting grade-level standards, or a final grade average of “C” or above.
3. Absences of 40 days or more during the school year.

The teacher and Principal will notify parents of the decision to: Promote, Promote with Conditions Placed, Retain, or Request to Transfer Schools.

## 9. SCHOOL-WIDE RECOGNITION PROGRAM

### SPIRIT AND HONOR DAY

To further encourage and recognize positive behaviors, Valor celebrates “Spirit and Honor Day” on the last school day of the month. Students who have received weekly commendations for excellence during the month will be eligible to receive recognition for Outstanding Student of the Month, Christian Witness, and the monthly Christian Character Trait.

### FIRST AND SECOND SEMESTER AWARDS ASSEMBLIES (1<sup>ST</sup> – 5<sup>TH</sup> GRADE)

Our academic year is divided into four quarters. The first semester is made up of the first and second quarters, and the second semester is comprised of the third and fourth quarters.

1<sup>st</sup> and 2<sup>nd</sup> grades will be honored during the awards assembly for their demonstration of outstanding godly character in the form of Fruit of the Spirit Awards. Furthermore, students may receive honor for Christian character, excellent attendance, and perfect attendance.

In 3<sup>rd</sup> – 5<sup>th</sup> grades, Achievement Awards are presented at the end of each semester to honor students who have excelled in these areas: Bible, reading, language, math, science, and history/social studies as well as Christian character, perfect attendance, and excellent attendance. Certificates of recognition are also presented to students in 3<sup>rd</sup> – 5<sup>th</sup> grade who earn Principal’s List (97%-100%) and “A” (90%-96%) or “B” (83%-89%) Honor Roll status in a semester period.

Each student’s cumulative percentage is calculated via the school’s learning management system and does not include enrichment classes such as Spanish, P.E., or computers. Late or midyear transfer students will be eligible for semester awards based upon their academic and behavioral standing while at Valor.

<b>Perfect Attendance:</b> 0 absences, 0 tardies
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<b>Excellent Attendance:</b> No more than 2 tardies or absences in a semester
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### HONORS AWARDS (END OF YEAR – ALL FOUR QUARTERS): 3<sup>RD</sup> – 5<sup>TH</sup> GRADE

Our school year culminates with the Honors Awards. Students in grades 3<sup>rd</sup> – 5<sup>th</sup> who have maintained outstanding godly character, Principal’s List (97%-100%), or “A” honor roll status (90%-96%), and/or perfect attendance (0 absences, 0 tardies), while enrolled all four quarters of the school year will be honored.

## 10. ATTENDANCE POLICY

Every student has the responsibility of attending class on time. Students learn discipline and grow in maturity by understanding that regular school attendance is required in order to gain all the spiritual and educational benefits available to them while in attendance at Valor Christian Academy.

To be credited with full-day attendance, a student must be on campus (or on a school activity) for a minimum of 5 hours on a regular day. Students present for a portion of a day less than 5 hours will receive credit for one-half day attendance. On early dismissal days, attendance will be calculated as a

full day.

## SCHOOL DAY

- TK - 5<sup>th</sup> Drop-off 8:00-8:15
- Instruction Time 8:15 AM – 3:00 PM

It is highly recommended that students arrive at 8:00 AM to allow time to take their backpacks to their classroom and be on the T's or designated area/classroom at 8:15 AM.

## TARDIES

- Students are late if they are not in school and at their designated location (in their class line on the playground T's) **BY 8:15 AM.**
- Any student not in line by 8:15 AM will be considered tardy.
- Students arriving after 8:15 AM must enter through the school office and receive a late pass before going to class.
- **Students are allowed 3 tardies in a quarter. Should the student receive a fourth tardy, and for each subsequent tardy thereafter, the student's parent/guardian will be assessed a fee of \$20.00 payable to Valor upon receipt of notice.**
- Valor reserves the right to withhold students from being permitted to class should any balance remain outstanding. Please refer to Financial Policies Section 12 regarding accounts in arrears.
- Tardies are not assigned on rainy days within the first 15 minutes to allow for safe commutes and account for traffic delays often caused by inclement weather.

## ABSENCES

Consistent attendance patterns are key to creating academic success. Whenever possible, **medical and dental appointments should be scheduled after 3:00 PM** to avoid interrupting the school day. If your student needs to be picked up during the school day for any reason, please write a note email both the office and the teacher informing him/her of the time you will be picking up your child, allowing the teacher to send the student to the front office at the appropriate time.

### Excused Absences

- Illness, emergencies, and unpreventable circumstances are “excused.”
- All other absences should be approved ahead of time by both the administration and teacher.
  - Students must have a parent's signature on a dated note of explanation for all absences prior to being re-admitted to class. A doctor's release is required for absences in excess of four days.
- Excused absences are recorded on the report card as an absence; however, students will be allowed to make up work missed during an “excused” absence.

**Unexcused Absences** - All absences other than those stated above are “unexcused.” Students may not receive credit for work missed during the “unexcused” absence period.



**COVID-19 AMENDMENT:** Absences due to mandatory quarantine or isolating at home will not be recorded or held against a student so long as they are able to join the classroom instruction via the online means offered by the school. If online or distance learning is not available, students must complete all work sent home and stay current on their studies to be considered present.

## **STAFF DEVELOPMENT DAYS AND EARLY DISMISSAL DAYS**

Valor has scheduled early class dismissal at 12:00 PM and/or “student free” days at various times throughout the year for staff development and the accomplishment of ongoing goals for WASC/ACSI accreditation. **Please see the school calendar for actual dates, dismissal times, and Care and Recreation (C&R) availability.**

## **SCHOOL HOLIDAYS**

**The school and C&R will be closed for the following holidays:**

- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Break
- Christmas and New Year’s Break
- Martin Luther King, Jr. Day
- President’s Day
- Good Friday
- Week After Easter
- Staff Development Days/Accreditation Workdays (See Calendar)
- Memorial Day
- August (In-Service Week)

## **11. STUDENT RECORDS**

Student history, including report cards, standardized test scores, immunization record, home address and phone information, emergency contact information, etc., are kept in the student’s cumulative folder. The student’s cumulative folder is the property of the school and can be released only by written request from another school.

If you have any change of address, phone number (including cell phone), or email updates during the school year, please make these changes through your Family Portal account via FACTS. To do this, select “Web Forms” in the school information menu and choose which family individual and category you wish to update. You can also update emergency contacts and authorized pickups (referred to as “Transportation”) within the Web Forms section of the Family Portal. The [Family Portal](#) can be found on the “Resources” tab at [valorchristianacademy.org](http://valorchristianacademy.org); our district code is “VLR-CA.” For any immunization or allergy updates, please contact the Admissions Office directly.

Other forms, including our C&R Sign-Up Form and our Permit to Administer Medication Form, can be picked up in our front office or downloaded and printed directly at [valorchristianacademy.org](http://valorchristianacademy.org) at Resources>[Forms & Flyers](#).

**Valor will request records from the previous school of all new students. New and/or Transfer Students are considered provisionally enrolled until the Valor Administration has received and reviewed the student's cum file, report cards, and teacher recommendation letter/form.**

## **IMMUNIZATIONS**

As of the 2016-2017 school year, all students are required to submit documentation that all immunizations are current. Those students who previously had a personal beliefs exemption on file will be required to be fully vaccinated by their Kindergarten and 7<sup>th</sup> grade school year, the State's two vaccination checkpoints, or have a medical exemption detailing which immunizations are not required per your pediatrician's direction.

## **COURT ORDERS**

Please bring 3 copies of letters from court outlining all court orders. Copies will be kept on file in the office, classroom, and C&R. It is the responsibility of the parent/guardian to supply the school with any updated information pertaining to court orders in a timely manner.

## **12. FINANCIAL POLICIES**

All accounts (such as tuition, tardy fees, trip fees, fundraising commitment, etc.) will be kept current. Failure to do so may result in permanent student dismissal. Furthermore, students whose accounts are in arrears will not be allowed to participate in graduation or promotion ceremonies, receive report cards, standardized test scores, transcripts, or diplomas until all accounts are cleared.

### **TUITION PAYMENT OPTIONS**

- **Pay in Full:** Payment is withdrawn in July or August. FACTS Tuition charges a \$20 setup fee for this option.
- **Two Payments:** Payments are withdrawn in July/August and December. FACTS Tuition charges a \$20 setup fee for this option.
- **10 Monthly Payments:** Payments are withdrawn from August through May. FACTS Tuition charges a \$50 setup fee for this option.
- Any questions regarding FACTS Tuition Payments or financial arrangements can be directed to the Finance Office. This office can be reached at (310) 798-5181 ext. 243 on Monday-Friday, 8:00 AM – 5:00 PM.

### **RETURNED CHECKS**

All returned checks will be assessed a fee of \$25.00 per check. After a second returned check, future payments must be made by cash or cashier's check.

## **NON-ADMISSION OF STUDENTS DUE TO TUITION AND/OR C&R DELINQUENCY**

School families failing to pay tuition and/or C&R fees according to the agreement which they have made with the school, or who have been unwilling or unable to make suitable alternative arrangements with the school, will be informed that their child will not be readmitted to school until payment is received. At this point, payment must be submitted by cash or cashier's check.

Students whose accounts are found to be habitually in arrears are subject to permanent dismissal as well as the withholding of report cards, standardized test scores, transcripts, and diplomas.

## **TUITION REFUNDS**

Should a family choose to withdraw a student prior to the first day of school, the entire amount of tuition (with the exception of the initial 5% payment and \$200 registration fee) that has been paid for the current school year will be refunded should a student need to withdraw. After the first day of school, tuition refunds shall be prorated based on the withdrawal date. **The initial 5% annual tuition payment and one-time \$200 registration fee are non-refundable.**

## **13. UNIFORM GUIDELINES & DRESS CODE POLICY**

Valor Christian Academy's uniform policy is designed to promote a clean professional look and feel as we strive to honor God and represent His Holy name. Additionally, it aims to encourage school unity. Uniforms minimize distractions in the classroom as students are able to better focus on the educational benefits of the academic environment at Valor.

Valor Uniforms may only be purchased from Norman's Uniforms located at 371 W. 6<sup>th</sup> Street in San Pedro. You can also order uniforms from Norman's by phone (310) 832-8342 and on their [website](#). (See the Google calendar for pre-scheduled on-campus sales.)

## **CHAPEL ATTIRE**

### **Boys TK-5<sup>th</sup>:**

- Norman's white, cardinal red, or gray polo shirt.
- Black v-neck sweater or vest with Valor logo.
- Black uniform pants. Belts are required.

### **Girls TK-5<sup>th</sup>:**

- Norman's black and white plaid jumper, with white peter pan collared blouse.

### **OR**

- Norman's black and white plaid skirt.
- White, cardinal red, or gray polo shirt.
- V-neck sweater or vest with Valor logo.

## SCHOOL ATTIRE, PHYSICAL APPEARANCE, AND CLOTHING

The following guidelines are required for TK – 5<sup>th</sup> Grade Students:

### Clothing

- Norman’s white, gray, or cardinal red polo with embroidered Valor logo.
- Norman’s shorts or pants.
- Girls’ socks and tights are to be **solid** white, black, grey, or cardinal red. No symbols, logos, or patterns. Socks must be above the ankle (**no leg warmers**) and **visible above the top of the shoe**.
- Boys’ socks are to be **solid** white, black, grey, or cardinal red. No symbols, logos, or patterns. Socks must be above the ankle **and visible above the top of the shoe**.
- Clothing must be clean, neatly pressed, and hemmed.
- No sagging or baggy pants. Pants, shorts, and skirts may not exceed 2 inches of waist size.
- Shirts must be tucked in.
- Belts must be worn by all students if pants have belt loops (no embellishments).
- Girls’ skirts and walking shorts will be no further than 4” above the knees.
- Biker-type shorts must be worn under girls’ skirts.
- In colder weather, **solid white, black, grey, or cardinal red** turtlenecks or long-sleeve T-shirts may be worn **under** the school uniform. They should have no visible writing or logos on the sleeves.
- All outerwear must be purchased at Norman’s Uniform which offers a variety of sweaters, sweatshirts, and jackets. **NEW: Students will be allowed to wear spirit-wear sweatshirts and zippies as permitted outerwear attire on any school day (spirit-wear t-shirts will still be for Fridays only.) Please see Spirit-Wear Policy below for more details.**
- To guard against damage from the sun or protect from the cold, students may wear **hats or beanies** when playing outside. Hats and beanies are not permitted in the classroom or chapel. Any logos, symbols, or writing must be appropriate for school.
- Once uniforms or undergarments have holes, they should be repaired or replaced.

### Shoes

- Tennis shoes of any color may be worn any day. Wheels or “Heelies,” are not permitted on tennis shoes.
- No boots, opened-toed shoes, flip flops, sandals, crocs, or ballet flats.
- Rain boots may be worn on rainy days only.
- Shoes should cover the top of the foot and offer adequate support for recess and physical activity.
- Shoes should provide adequate traction and grip to help avoid slip and fall.

## **Hair/Body**

- All students must keep hair clean and neat. Boys' hair must be neatly trimmed above the shoulders, and not hang over the eyes.
- No drastic or extreme cuts/style.
- No artificial coloring using unnatural colors (blue, green, pink, red, etc.).
- Makeup and artificial nails are not permitted.
- Girls may wear solid color nail polish.

## **Accessories**

- Students are permitted to wear accessories (necklace, bracelet, armband, etc.) so long as they are simple, subtle, compliments the uniform, and do not cause a distraction for the student or others.
- Only one necklace, bracelet, etc. should be worn at a time.
- Headbands and/or bows should be simple and reasonably sized. No headbands with animal ears (cat, wolf, etc.).
- Watches are permitted as long as students cannot use them to access games or be used to send or receive phone calls/texts.
- Valor students are prohibited from having body piercings and tattoos of any kind. Girls, however, may have ear piercings but may only wear one pair of earrings at a time while at school. In order to avoid injuries during school-related activities such as physical education, earrings may not be larger than a quarter and no longer than ½ inch.
- Temporary tattoos are not allowed. Students should wash off any markings of this nature before coming to school.

## **Friday Spirit Wear**

- On Friday, students are permitted to wear approved/spirit-wear Valor T-shirts. Spirit-Wear sweatshirts, hoodies, or zippies may be worn as outerwear any day of the week.
- Spirit-wear consists of items sold online during our Fall fundraiser, as well as Jog-a-thon shirts. Spirit-wear items from previous school years are acceptable.
- Regular uniform attire is still to be worn on the bottom.
- Shirts from school-related events such as Sharefest or Hume Lake are NOT considered Spirit Wear.

**Label all school clothing with student's first and last name with a permanent marker.**

**All uniform standards also apply to after-school activities on campus and other off-campus school-related activities.**

## DAILY UNIFORM CHECK AND VIOLATIONS

Uniform checks will be conducted daily at the gate every morning. Students who are out of uniform will be given the option to correct the infraction if possible. Otherwise, they will be given a uniform violation notice. Upon their 3rd violation and each subsequent violation in a quarter, they will be assigned a recess or lunchtime detention in the front office. After the second detention (fifth violation) students will be required to wait in the office until a parent can return to school to help them correct the infraction for each subsequent violation. Additionally, five violations in a quarter will result in a drop in a student's citizenship grade.

## FREE DRESS

On occasion, students are rewarded with free dress days. The following guidelines are required on free dress days:

- Clothing should promote modesty and cleanliness.
- Leggings are permitted for TK-2<sup>nd</sup> grade. No tights (unless worn underneath garment)
- 3<sup>rd</sup>-8<sup>th</sup> grade may wear leggings, biker shorts, or tights **only under shorts, skirts, or dresses.**
- No miniskirts/dresses/shorts. Must be no shorter than 4" above the knee.
- Jeans or other pants should not have holes or the "distressed" look. No embellishments, emblems, or patches. Must fit properly...not too baggy or too tight.
- No bare midriff tops. If any skin can be seen when the arms are raised it is too short.
- No spaghetti strap dresses/tops, or low-cut shirts. Wide-strap tank tops and dresses are allowed.
- No pajamas or slippers.
- No inappropriate or obscene logos, writing, and/or graphics.
- No heavy metal/gothic clothing or accessories including, but not limited to spiked belts/cuffs, dog collars, chains, etc.
- No images of bones, skulls, skeletons, etc.
- No gang-related apparel including, but not limited to, bandanas, hairnets, rags, baggy or sagging pants or shorts, gang-related wording, etc.

**Standards also apply to after-school activities on campus and other off-campus school-related activities.**

## 14. STUDENT EXPECTATIONS

Students are expected to abide by the following rules, policies, and standards. Please read them carefully and review them with your student(s).

### SCHOOL RULES

- Follow directions the first time given.
- Keep hands, legs, and objects to yourself.
- Use appropriate language at all times. Name-calling is prohibited.
- Follow the Dress Code.
- Respect and appreciate everyone's cultural diversity and God-given uniqueness.

Attendance at Valor Christian Academy is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and honesty. The following general rules must be adhered to at all times:

- Every student is required to behave in an orderly and Christ-like manner, showing respect and courtesy to fellow students, staff members, and guests.
- Prompt and respectful obedience to all school personnel, including office, custodial, and support staff is expected, addressing them as Mr., Mrs., Miss, Coach, or Pastor.
- Students are not to be in unauthorized areas unless accompanied by a teacher or with special permission (hall pass).
- Students must enter classrooms quietly with books, assignments, pencil, and other material necessary for daily work.
- Students should conduct themselves with honesty and integrity. Lying is unacceptable and will result in immediate discipline.
- Students should listen attentively to teachers and other students as appropriate.
- NO personal items such as toys, electronic games or **game watches/smart watches**, laser pointers, etc. should be brought to school or taken on school functions unless permission is given by school administration or staff. Such items will be confiscated and held in the office until the last day of the school year. Valor is not liable for any lost, stolen, or destroyed property.
- Students are not to damage or deface any school property. Doing so may result in both disciplinary and financial consequences.
- Any posters put up on campus or letters sent home must be approved by an Administrator.
- Each person should do his/her best to help keep the campus clean by placing trash in the proper receptacle.
- Students are expected to help keep lunch areas clean and to dispose of all waste.
- There is to be NO riding of bicycles, skateboards, or skates on any walkway, playground, or school grounds.
- Drawing, passing notes, tossing and playing with irrelevant objects and other such disruptive

acts are not allowed in the classroom.

- Restrooms may not be used for loitering, running in and out, eating, or as a group hang-out. Furthermore, students should behave properly and respectfully in the restrooms. Horseplay is prohibited. No kicking or banging on doors or stalls. Students are not to play with the water or throw paper towels. Every student is responsible to keep the bathrooms clean.
- GUM is not allowed on campus unless exceptions have been approved by the teacher (e.g., standardized testing week).
- Students are to be in dress code on campus at all times. This includes field trips, awards assemblies, sport's events, etc., unless permission is given by school administration and staff.
- Students may not sell items to other students unless it has been approved by the school administration.
- Students are not to write or draw on themselves or others.
- Horseplay and roughhousing are not permitted. This includes running in any area other than the playground.
- Food and drinks are not allowed in classrooms unless given permission by the teacher.
- Students are not allowed to snack before or in between classes with the exception of morning break and only at the lunch tables.

## **CHEATING POLICY**

In a Christian school, cheating, plagiarism, and/or misrepresentation of a student's work (such as copying homework) is not Christ-like and suspension and/or expulsion may result.

Quiz/Test Taking: Students must remove all books and belongings from their desktop prior to the quiz/test being handed out. There is to be no talking once the quiz/test is handed out and until the teacher collects all quizzes/tests.

Students who are talking or APPEAR to be cheating will receive a "0" on their quiz/test and will report to the Vice Principal/Principal's office.

## **CELL PHONE POLICY**

Students are not allowed to have cell phones in their possession, including backpacks and desks, while at school. **This includes Smart Watches/Apple Watch.**

If a student requires a cell phone after leaving campus, the parent may meet with the administrator or provide written consent **prior to the student bringing the cell phone to school.** If permission is granted by the administrator, the **parent or student is responsible for bringing the cell phone to the school office prior to 8:15 AM.** (If the student is in C&R in the morning – then the cell phone may be given to a C&R worker at sign-in.) The phone may be retrieved from the school office when picking the student up from school or by the student at dismissal time.

## **USE OF OFFICE PHONE**

Students are **not permitted to use the school telephone except** in an **EMERGENCY** and **with**



**permission.** To further clarify – students are not to use the telephone to call and make arrangements for playdates, permission to go home with a friend, to inquire about who is picking them up, to ask for homework to be delivered, etc.

## **15. STUDENT DISCIPLINARY PROCEDURE**

Our goal at Valor Christian Academy is to provide each student with a quality education in a peaceful, safe, and secure environment. We believe that in areas of discipline, positive results are achieved when parents, school staff, and students work together to promote an atmosphere that is conducive to learning.

It is our belief that in order for a child to achieve excellence in his or her social, spiritual, physical, and academic development, students must develop self-discipline and learn to accept responsibility for their actions as inspired by Hebrews 12:5-11. Our desire is to shepherd the heart of our students, taking a relational approach and using restorative discipline strategies when applicable.

The Administrator/Principal and Vice Principal are the final arbitrators regarding all disciplinary issues and will determine the appropriate disciplinary action when necessary. Positive and negative consequences for student behavior will be carefully explained and implemented

### **CLASSROOM PROCEDURES**

Classroom management and procedures vary by class and grade level. Please refer to classroom handouts for your student's particular classroom policies.

### **DETENTION**

Lunch Detention is implemented for students in grades 3<sup>rd</sup>-5<sup>th</sup>. Any Valor administrator, teacher, or staff on duty may assign detention to a student if they deem a behavior or action worthy of detention. Below is a list of *possible* reasons for which your child may be asked to serve:

- Disrespect toward classmates and peers.
- 3<sup>rd</sup> uniform violation and all subsequent violations within a quarter
- Disregard for classroom/playground rules
- Missing/late class assignments or projects
- Inappropriate language
- Talking/playing during pledges on T's
- Disrespect towards teachers, administrators, and all other staff or faculty members or school volunteers.
- Disruption of learning while in class, traveling throughout the campus, or on field trips.
- Violation of student expectations (see section 13)
- Cheating (first offense)

### **SUSPENSION**

Suspension is withholding from the student the privilege of attending classes. The intention of suspension is to exclude the student for a period of time in which he/she will have the opportunity to

reflect upon the seriousness of his/her actions and take the necessary personal steps to correct the unacceptable behavior and/or attitude. Three suspensions within a school year may result in expulsion. During the period of suspension, the student will be responsible for all assignments provided by the teacher(s). Quizzes or tests will be completed on their immediate return. Assignments during a suspension will receive full credit.

Valor practices “in-school” suspension unless the Principal and Vice Principal deem “at home” suspension necessary. “In-school” suspension means the student will spend the day(s) seated at a desk in the office or an alternative classroom setting.

## **EXPULSION**

Expulsion is the permanent dismissal of a student with no possibility of return. Any tuition paid prior to the time of dismissal is forfeited including the following month’s payment and paid in full amounts.

**Some infractions are flagrant enough to warrant immediate suspension or expulsion depending on the severity of the infraction and pattern of behavior. The Principal and/or Vice Principal will determine the appropriate disciplinary action based upon the severity of the infraction, previous pattern of student’s behavior, and grade level.**

**The following is a descriptive list of such infractions:**

- **Bullying:** Any student or group of students **repeatedly, willfully, or maliciously** intimidating another student or school personnel physically or verbally will not be tolerated. Students are encouraged to notify a teacher if they feel they are being mistreated.
- **Cyberbullying:** Bullying that occurs through the use of social media, texting, or through other computer or digital arenas is not allowed. The school will intervene when appropriate, but parents are strongly encouraged to monitor their child’s social media and internet activity as much as possible.
  - \*Valor reserves the right to reasonably intervene concerning behaviors that happen away from school if such behavior results in or has a high likelihood of resulting in a substantial disruption at school, or negative impact on a student or faculty/staff member.
- **Unauthorized leaving of campus:** Students may not leave the campus until the close of the school day without the permission of a parent, administrator, or office personnel. At the end of the day, students are only permitted to leave campus with a parent, guardian, or an adult who has been granted permission through written authorization from the parent or guardian.
- **Weapons:** Weapons of any kind are not permitted on campus. This includes -- but is not limited to -- guns, knives, and any item that is used as a weapon. Students with weapons may be suspended immediately, reported to the police, and expulsion procedures may be initiated.
- **Fighting:** Physical altercations or attacks against another student or school personnel is not tolerated.
- **Inappropriate language: Name-calling, swearing, and/or vulgar language** -- whether written or spoken -- is not permitted on campus.
- **Inappropriate Images and Content:** Obscene, suggestive, or graphic magazines, books, drawings, photos, etc. are not allowed.

- **Obscene gestures:** Hand or body motions that appear vulgar, sexual, or inappropriate are not permitted.
- **Illegal Substances:** Students are not allowed to have in their possession or use tobacco products, drugs, or alcoholic beverages on or off campus. The incident may be reported to the police.
- **Flammable or Explosive Materials:** Students are not allowed to have in their possession matches, lighters, smoke bombs, stink bombs, fireworks, or any facsimile thereof.
- **Electronic Devices:** Students will not be allowed to have any electronic devices unless granted permission by the teacher or administration i.e., Ipads, Ipods, gaming devices, video recorders, or laptops on campus, including in backpack, purse, or locker. Items listed above will be confiscated and held in the “June Box” until the last day of the academic year. Valor is not liable for any lost, stolen, or destroyed property. See cell phone policy for specific rules regarding cell phones.
- **Vandalism:** Any student who writes on walls, defaces, damages, or takes school property or the property of others will be liable for the cost of repairs or replacement of damaged or stolen property.
- **Ditching Class:** Any student intentionally skipping class without consent will be subject to detention or suspension.
- **Lying:** Students are expected to be truthful in their interactions with school personnel and each other. This includes the prohibition of falsifying information, impersonating another person, forging of signatures, and/or intentionally misrepresenting themselves or others.

## COMPULSORY DISMISSAL POLICY

Reasons for which Compulsory Dismissal may result are as follows (but not limited to):

- Physical or verbal threats made towards students and/or school employees, including those made through computer or cell phone services, or social media outlets.
- Two incidents of late payment of tuition and/or C&R fees.
- Failure of the parent or guardian to submit necessary updates of immunizations.
- When a child is exhibiting harmful or dangerous behavior to himself or others.
- When a parent or guardian is in violation of the parent conduct policy.
- Refusal by the parent/guardian or emergency designee to pick up a child, when notified, that the child has been deemed unable or unwilling to participate cooperatively in classroom activities due to illness, possible illness, or disruptive behavior that is uncontrollable or harmful in nature.
- Failure to provide current work and home telephone numbers which would enable the School to contact parents, in the event of an emergency or illness, in the most expeditious manner.
- If parents arrive past 6:00 PM and have not notified the school of their delay. In such a circumstance, the Police Department of Redondo Beach will be notified for the further protection and safe care of the child.
- Disregard of mandatory sign-in/out procedures. The school cannot be responsible for any child not signed in/out correctly by parent or guardian.

- Refusal to comply with the policies and procedures outlined in the handbook.
- Failure to sign this agreement.

## **16. PHYSICAL EDUCATION POLICY**

### **STATEMENT OF PHILOSOPHY**

Valor’s Expected School-wide Learning Result for P.E. supports our belief that in order to have a sound mind, one must develop a sound body. Valor students will participate in Physical Education, understand the benefits of good health and fitness, and will practice good sportsmanship as members of a team.

### **GRADING PROCEDURE**

Students will be graded on the following criteria rather than their God-given physical abilities:

- Students must demonstrate a Christ-like attitude and display good sportsmanship.
- Students must participate in all activities and be in assigned squad on time.
- Students must work hard to achieve his/her personal best.

**Excused Days:** Students must bring a note from a parent/guardian or doctor excusing them from P.E. class. Notes must be handwritten or typed with the date and signed by the parent/guardian or doctor. The note must explain why your student should be excused from P.E. class and for how many days. Excuses that are for 3 or more days require a doctor’s note. Students do not need to dress up for excused P.E. classes.

## **17. COMPUTER LAB AND CHROMEBOOKS:**

To ensure that all students get the maximum benefit from the resources and facilities, as well as to help students guard their hearts and maintain their integrity the following rules are to be followed when in the Computer Lab or using the Chromebooks:

- Only use the Chromebooks when authorized by the teacher.
- Do not use for unintended purposes or those that differ from the teacher’s specific instructions.
- Only use the internet when directed and only visit websites approved by the teacher.
- Do not access any social media outlets unless instructed to do so by a teacher for educational purposes. This includes but is not limited to Facebook, Instagram, Snapchat, etc.
- Do not engage in instant messaging or chatting from one Chromebook to another, or through other online tools.
- While using the Chromebooks or any other electronic device do not participate in cyberbullying behaviors, activities, or conversations.
- Do not change your password or computer settings (backgrounds, displays, etc.) without permission.
- Do only use the Valor-issued email for school-related purposes. Do not use it to sign up for personal accounts, memberships, programs, purchases, or to create personal profiles.

- Do not install any unauthorized programs or software.
- Do not utilize “incognito mode” or any other similar feature that attempts to hide user history or use of the Chromebook and Internet.
- Do not use the Chromebook to view or listen to inappropriate pictures, videos, or audio content.
- Do not use the Chromebook to play games without permission.
- Do only use the device assigned during each period. Do not remove the Chromebook from a classroom for any reason.
- Respect each device and handle with care. This includes not holding or carrying it by the screen or using it around food or drink.
- Students will be financially responsible for repairing or replacing any device they cause damage to.
- School personnel have the right to access any Chromebook or Google account at any time, and to view a student’s usage and history.
- Do not use someone else’s log-in or passwords.

## **18. STUDENT LIBRARY RULES AND PROCEDURES**

1. The library is to be a quiet place. Please refrain from talking, eating, or playing in the library.
2. All students will be under the supervision of a teacher or staff member when in the library.
3. Reference books are to remain in the library for all students to use.
4. All books taken from shelves need to be returned to the appropriate area prior to leaving.
5. Books taken from the library are to be checked in or out by the librarian, a teacher, or parent volunteer.
6. Books may be checked out for a period of 2 weeks. Books not returned will be charged
7. \$.50 a day for up to 2 weeks, after which a replacement fee will be incurred by the student. Any damage to library books or materials will be charged to the student at the current replacement value of the book/material, including shipping and handling.

**License Agreements and Copyright Restrictions:** Information materials, software applications, and recordings are subject to license agreements and copyright restrictions. Users must ensure they comply by adhering to advisory notices provided. Access to certain electronic services will be restricted to staff and student grade categories due to licensing constraints.

## **19. STUDENT ACTIVITIES**

### **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI) REGIONAL EVENTS**

Valor Christian Academy participates in annual regional events sponsored by ACSI, including Spelling Bees, Math Olympics, Speech Meets, and Creative Writing Contests. These events allow our students to compete with other schools.

## MUSIC PROGRAM

Christmas programs and Spring Concerts are presented by the TK-5<sup>th</sup> grades (see school calendar). Participation in these events is expected.

### 20. CHAPEL

Weekly chapel programs may include time of worship, spiritual instruction, guest speakers, testimonies, inspirational films, drama, and music programs. All parents are welcome to participate/attend the chapel programs.

### 21. STUDENT HONOR COUNCIL

To participate in Student Honor Council, students must maintain a “C” average and exhibit exemplary behavior, respect for adults, peers, and school rules and policies.

TK-5<sup>th</sup> grade students are eligible to participate in Student Honor Council as class representatives

Each classroom teacher determines their own process of selecting class representatives. Representatives are selected at the beginning of each semester.

### 22. FIELD TRIPS

Valor students will have an opportunity to expand their learning beyond the classroom by participating in field trips throughout the school year.

- Students will not be able to participate in the field trip unless a signed permission slip and payment (if applicable) is remitted to the office by the specified date.
- Parents may volunteer to chaperone if approved by the field trip coordinator. (There are some venues/trips where parents are not allowed to attend, or a limited number of chaperones may be specified.)
- Parent chaperones/drivers must cooperate with the direction of the field trip coordinator for all chaperone assignments i.e., number of students in assigned group, vehicle, etc. **Please do not request the teacher or field trip coordinator to assign students to your car.**
- Volunteer parent drivers will be asked to provide a valid California driver’s license and proof of insurance in the school office.
- Any parent volunteering to chaperone overnight field trips, i.e., science camp, mission trip, etc., will be required to provide proof of a recent background/criminal clearance to the office.

### 23. PHOTO CONSENT, SCHOOL PHOTOS, AND YEARBOOKS

Upon enrollment, Valor reserves the right to use photos or videos of all students for internal and on-campus purposes (e.g., yearbook, bulletin boards, office monitor). Photos and videos are not used for external purposes (advertising, recruiting, communication (unless permission is granted by the parent/guardian during the enrollment process)).

School photos are taken twice each year, in the fall and spring. The photo company will send reminder emails to families in the lead-up to picture day. Parents may purchase school photos prior to picture day in the fall using the photo company order form sent home with students or via the company's website. Spring photos are sent home for viewing prior to purchase. Parents then pay for photos they would like to keep and return photos they do not want to purchase. All students will be in Chapel attire for the fall photos. Students may dress up in free dress attire for spring photos.

Each student will receive a yearbook at the end of the school year. Payment for the yearbook is included at the time of registration.

## 24. LUNCH PROGRAM AND PROCEDURES

Students have the option of bringing lunch or purchasing a hot lunch ahead of time. Choice Lunch provides the hot lunch program for Valor. To be able to participate in this lunch program you will need to pre-register your student(s) and then order online throughout the year. Valor staff does not accept any orders or payments for lunches served by Choice Lunch. Please refer to the Choice Lunch website for details and pricing ([choicelunch.com](http://choicelunch.com)).

See Choice Lunch website ([choicelunch.com](http://choicelunch.com)) for emergency lunch options.

Lunchtime procedures are as follows:

- Ensure all items have your student's name on them (i.e., lunch pails, thermos, etc).
- Students must remain seated for the first 15 minutes of the lunch period to encourage them to eat at least half their lunch prior to going to the playground.
- Students may not share their lunch with other students due to possible food allergies.
- Students do not have access to a microwave. Please send hot items, i.e., soup, in a thermos to keep warm.
- Valor is a "trash fee" campus. Students are encouraged to bring balanced and **nutritious** lunches from home in **reusable containers (trash free)**. All uneaten food will be returned home in the reusable containers. Please do not send sweets, sodas, sugar-filled drinks, etc. in your child's lunch.
- Prior to being excused, students must clean up their lunch area first and raise their hand to be excused by a lunch supervisor.

Valor will comply with the California Department of Education initiative emphasizing health education, physical education, and good nutrition in all schools. This policy is based on many scientific research studies analyzing the relationship between student health, good nutrition, and academic success.

**Snacks:** It is suggested that all students bring a healthy nutritious snack such as fresh fruit, vegetables, and protein to eat at recess and/or break. Please no candy, chips, cookies, etc...

## 25. BIRTHDAY POLICY

Please adhere to the following requirements for celebrating birthdays at school:

- In order for birthday celebrations to be held at school, parents or guardians must obtain permission from the student's teacher **at least three days prior to the event**, as well as teacher consent as to the food and/or decorations that will be provided.
- Parents are responsible for all cleaning and disposal of birthday décor and food.
- Celebrations may be held in the student's classroom during the lunch period, the last fifteen minutes of a school day, or after school at the lunch tables, based on each individual teacher's guidelines and preferences for their particular class.
- After-school celebrations are only permitted if a teacher or administrator is able to attend, in which case the parent will assist in the supervision of the students.
- C&R staff members will not be available for the supervision of after-school celebrations. Plans should be made for all classmates to attend.
- Invitations for any event taking place off-campus are not allowed to be distributed at school unless all classmates are given an invitation.

**COVID-19 AMENDMENT:** During the ongoing coronavirus pandemic, birthday treats must be store-bought and individually wrapped.

## 26. CARE AND RECREATION (C&R) PROGRAM

The Care and Recreation program is designed to provide the students with a variety of activities including art, physical activity, games, and a quiet place to do homework. Facilitated by a C&R counselor, not a classroom teacher.

### C&R ENROLLMENT

Parents must properly enroll their children in the C&R program at the beginning of the school year if they are in need of before and/or after-school care. **Payments are made through FACTS Tuition Service.**

C&R rates are as follows:

- \$175 for up to 10 hours per week
- \$225 for more than 10 hours per week

C&R morning hours are 7:00 AM - 8:00 AM. After school hours are 3:00 PM – 6:00 PM

It is understood that monthly C&R fees only cover the hours/days when normal class is in session. Early dismissal times (half days) and staff development days (full days) are only included if hours of care do not exceed the hours paid.



## **DROP-IN OR EMERGENCY C&R**

Valor understands that students not enrolled in the program may need to use this service on occasion due to an **EMERGENCY**. If that is the case, the parent/guardian must call the school to inform the C&R staff that an emergency has occurred, and the child needs to be included in C&R for that day only. Parents will be charged through their FACTS account. **The fee is \$10.00 per hour or for any portion of an hour.**

## **SIGNING-IN/OUT**

The safety of the students is our number one concern. The sign-in/out book is used for attendance as well as in the event of an emergency. Parents are required to sign their child IN each morning they attend and OUT each afternoon in which they attend. Students attending after-school programs are still required to be signed OUT, even if they are not regularly enrolled in C&R. Failure to properly sign your child IN/OUT may result in the student's dismissal from the C&R program.

Students not enrolled in C&R who are not picked up during the dismissal period will be walked to C&R and signed in by their teacher. Drop-In fees will apply.

If a student is being picked up by someone other than their parent, written notice must be received indicating the name and date of pick-up. A valid driver's license with photo ID will be required.

## **C&R RULES**

The same standards of conduct are expected during C&R as during regular school hours.

## **LATE CHARGES**

C&R ends at 6:00 PM. There will be a **late fee of \$15.00 plus \$1.00 per minute (per child)**. *Payment must be paid by the following day before your child can be readmitted to class.* In the event that the parent/guardian has not contacted Valor Christian Academy's C&R staff, and no one on the emergency card can be reached, the child may be turned over to the Redondo Beach Police Department after 7:00 PM. Valor Christian Academy's Care and Recreation Department reserves the right to discontinue service to those children who are continually picked up after 6:00 PM.

## **AFTER SCHOOL CARE AND RECREATION SCHEDULE**

3:00 PM – 3:30 PM: Check-in/Snack

3:30 PM – 4:30 PM: Homework club\* (if signed-up by parent)

4:30 PM – 6:00 PM: C&R program activities/free play

\*Homework club is not considered tutoring.

## **EXTRA-CURRICULAR ACTIVITIES AND CLASSES**

After-school classes/activities are offered on campus for Valor students by outside vendors and companies upon approval by the school and are not included with C&R enrollment. Refer to the appropriate sign-up sheets and fliers for fees, sessions, dates, and times. These classes/activities will

take place on campus during C&R hours but are not considered part of the actual C&R program. Once the extra-curricular classes are dismissed, the children who are enrolled in C&R may rejoin the C&R program. Students who are enrolled in extra-curricular classes/activities are to be picked up as soon as the child is dismissed from the activity if not enrolled in C&R. If a child is not picked up when the activity ends, the student will be checked into C&R and drop-in fees will apply.

## 27. LOST AND FOUND

Valor Christian Academy is not responsible for lost items. However, we do maintain a “lost and found” in C&R. Unclaimed and unmarked items are kept for approximately one month and then donated. Please check lost and found if your student is missing any items. Please mark with student names all items such as clothing, lunch pails, etc., so that they may be returned when found.

## 28. MORNING DROP-OFF AND VALET PROCEDURES

All students arriving on campus between 8:00 AM and 8:15 AM should be dropped off through the “valet line.” The staff or volunteer attendant will assist the student out of the vehicle. **Parents should stay in the car**, allowing the volunteer attendant to assist the students with backpacks if needed. Please remember to pull up as far forward as possible to the next available attendant and do not allow the student out of the vehicle until the attendant has approached the car.

Once the student has exited the car the driver must continue through the valet line and make a right turn entering the front office parking lot and exit by making a left turn to proceed north on Earle Lane. Vehicles will not be allowed to turn right and head south on Earle Lane between 8:00 AM – 8:20 AM. The above traffic flow is enforced by the City of Redondo Beach. Redondo Beach police will ticket any driver that double parks, makes illegal u-turns, or is otherwise not compliant with the city-approved traffic guidelines.

Upon exiting the vehicle, students will enter the gate nearest the main office. Uniform checks will be performed at the gate prior to entering.

## 29. AFTER SCHOOL DISMISSAL AND VALET PROCEDURES

The following directions are for students who do not participate in our after-care program:

- After school “valet” pick-up operates from 3:00 PM – 3:15 PM for TK – 5th grades on Earle Lane.
- Please do not park or leave your car unattended while in the valet line after school.
- Teachers will release the student when they see the parent pull forward through the line.
- Remember to exercise caution as students will be approaching their vehicles.

## STUDENT PICK-UP (3:00 PM – 3:15 PM ONLY)

### Valor Dismissal Procedures for TK – 5<sup>th</sup>

- Students in grades TK - K will be released to their parent's vehicle in the valet line from the front gate nearest the main office. A staff member will assist each student from the gate to the vehicle.
- 1<sup>st</sup> – 5<sup>th</sup> Grade students will follow their teacher past the gate and will be asked to sit down at their designated spot in front of the school, under the front office overhang.
- All vehicles will enter the valet line upon turning right into the main parking lot, pull forward as guided by the designated staff member. At that time the student will be walked to the vehicle by a staff member.
- Parents will then continue through the parking lot, exiting left (heading north) onto Earle Lane.
- Parents/guardians should NOT park in the valet, **nor should they EXIT their vehicle** to assist the student.
- **Multi-Grade Families:** Should you have children in both elementary and middle school the elementary-age students will be escorted to C&R at 3:00 PM. At 3:20 PM they will be walked out to the valet line along with their middle school siblings. This will allow for one easy pick-up between 3:20 PM and 3:40 PM during the middle school dismissal time. All dismissal procedures remain the same.
- Should you have a child in preschool please enter through the valet line. Upon entering the parking lot, you may then occupy any available parking space to exit your vehicle and enter the preschool.

### FAQ's

- What if I need to pick up my child before dismissal?  
You may park in the Valor parking lot at the front of the school to sign your student out and pick them up from the office.
- What if I need to speak with my child's teacher?  
If you need to speak with your child's teacher, please park on the west side of the street north of the staff parking lot entrance. At 3:15 PM once the teacher has completed his/her dismissal duties, he or she will be available to speak with parents.
- What if my child is not in the dismissal line by the time I get to the front of the valet line?  
If the parent/guardian reaches the front of the valet car line and the student is not at the dismissal line in front of the school, a staff member will direct you as to where to wait. However, you may be asked to circle around the block exiting to the right onto Earle Lane (heading south) and reenter the end of the valet line. Valet line is for immediate loading; NO PARKING.

## STUDENTS WALKING HOME OR RIDING BIKES

Students in this category must provide the office with parent's WRITTEN AND SIGNED consent with DATE(s) giving approval to walk home or ride their bicycle. Students walking or riding a bicycle must

remember to follow the “common sense” rules for pedestrian safety and may not remain on campus after 3:20 PM. It is the student’s responsibility to inform the teacher at dismissal time that they are ready to leave. They are not allowed to do so until permission has been granted

## **STUDENT RELEASE POLICY**

Students planning on traveling with another parent or guardian, whether regularly or on occasion must provide WRITTEN signed consent OR EMAIL notification with date(s) to the front office and classroom teacher.

**Children will not be allowed to phone home for last-minute permission nor will we accept verbal requests by phone or in person.**

## **LOCKED CAMPUS**

Valor is a locked campus. Students are required to remain on campus during school hours and will only be released after hours or when signed out by a parent or guardian. All visitors must sign in at the office and receive a visitor’s badge before entering the campus.

## **30. PARKING GUIDELINES**

Our school is nestled in a quiet, residential neighborhood. Please help us to be good neighbors by parking only in designated parking areas on the street.

“Make every effort to live in peace with everyone and to be holy” Hebrews 12:4

Please **DO NOT PARK**:

- On the cul-de-sacs of Earle Court, Glick Court, Margaret Court, Hall Court, and Fisher Court.
- On the East side of Earle Lane or South of campus (past the stop sign) on either side of street.
- On or too close to the corner.
- In Handicap designated areas in the parking lot.
- In Handicap access on streets and sidewalks.
- Parking spots designated for preschool parking or designated auction winners.
- Near driveways (school or residential).
- Near fire hydrants.

### **Other parking guidelines:**

- Do not use cul-de-sacs to make illegal U-turns.
- Do not double park or leave vehicle running or unattended during drop off and/or dismissal period.
- Do not leave children in parked cars without an adult.
- Pay attention to parking signage such as street sweeping schedules. Valor is not responsible for parking or traffic tickets you may receive.

The Redondo Beach Police Department will ticket for infractions.

### **31. SCHOOL OFFICE HOURS**

**September – June:** 8:00 AM – 4:00 PM, Monday – Friday

Office will be closed during holiday periods and Staff Development Days.

**Summer:** 9:00 AM – 4:00 PM, Monday – Friday

Please call the school office at (310) 798-5181 to schedule appointments with the Principal, Admissions Director, Tuition/Financial Director, or other staff members.

A mail slot is located to the left of the office door for after-hour deliveries.

### **VISITATION PROCEDURE**

Your child's safety is our number one concern. **All** visitors and volunteers to Valor **MUST** report to the school office first and receive a "Visitor Pass/Badge," even when accompanied by a staff member.

Visitors may only go to the designated location on campus listed on the badge.

Parents are welcome to participate in morning assembly at the T's without a visitor's badge and then exit through the gate immediately after morning assembly. Please refer to the parking guidelines under Section 31. Parents may not accompany their student to their classroom as this is a distraction and does not lend to a smooth transition for the start of the student's day. This is not a time for conferencing with the teacher.

Please do not bring pets on campus.

### **PHONE CALLS**

Calls will not be forwarded to the classroom teachers during instructional time. Please leave a message and your call will be returned later in the day.

### **LUNCH/SUPPLIES/DELIVERY, ETC.**

**Should parents need to bring student lunch or other items, it is to be dropped off at the main office and it will be delivered to your student via the staff.**

### **32. COMMUNICATION**

**PARENT ALERT:** This is a text message service that is utilized to communicate periodic updates and reminders. It will also be the primary method of communication in the event of emergencies and unplanned school closures.

**PARENT TEACHER FELLOWSHIP MEETINGS:** Held 3 times per year – One parent from each family is required to be in attendance at each meeting. (See calendar for dates and times.)**FACTS**

**PARENT PORTAL/TEACHER COMMUNICATION: Homework assignments are posted on the FACTS Parent Portal, teachers' personal websites, or communicated via weekly newsletter.**

**EMAIL:** Emails are used to update parents on school announcements and important dates. Office staff uses Outlook email to communicate with our school community through email blasts. Please ensure that you have a current email address on file. Also, please check your spam folder periodically as sometimes email providers recognize emails to large distributions as spam and do not let them through their filters.

**FRIDAY FLASH:** The Flash is a weekly email announcing important upcoming events and opportunities.

If you need to get in touch with your child, you may leave a message with the front desk and it will be communicated to him/her.

**EMERGENCIES:** If an emergency arises with your child, you will be contacted by phone immediately.

**Note:** Please communicate with teachers via notes and/or email. Please do not stop teachers on the T's in the morning or at the gate during dismissal time as this poses a distraction and a safety issue for our students.

## **PARENT/TEACHER CONFERENCES**

Valor Christian Academy believes that communication between the home and school is vital to each student's education. Therefore, we offer periodic parent/teacher conference times. The regularly scheduled parent/teacher conferences occur at the end of the 1<sup>st</sup> quarter (by teacher request) and the end of the 2<sup>nd</sup> quarter (required). All other conferences will be scheduled on an "as-needed" basis.

## **33. HEALTH CENTER / MEDICATION POLICY**

Valor provides a Health Center as a temporary place of comfort for students while the parent is en route when the student is ill. **Parents or emergency contact person must pick up their child within one hour of the initial call.** Parents will be called when a student has a fever of 99.4 or higher and/or other illnesses that prevent them from being able to participate in class.

As a service to parents, Valor administers medications prescribed by a physician as directed on the medicine permit form. **Please refer to the "Permit to Administer Medication" form** found in the enrollment packet. **Also available on school website under "Parent Resources/[Forms & Flyers.](#)"**

Valor does not supply pain relievers such as Tylenol or any topical medications to students. If a parent wishes their child to receive any over-the-counter medication, it must be supplied by the parent and labeled with the student's name, grade, and teacher's name, as well as the time and dosage the medication is to be given. Medications of this type must be turned in to the school office in their **original container** by parents only, at which time you will be asked to sign a release specifying the date's medication is to be administered.

Students may not at any time, while on campus, have in their possession any medication, oral or

topical. This includes cough drops, aspirin, inhalers, sunscreen lotion, etc. Students may not self-medicate or dispense medications to others.

**FOR THE SAFETY OF ALL OUR STUDENTS, ANY STUDENT FOUND IN POSSESSION OF ANY MEDICATION WILL BE CONSIDERED IN VIOLATION OF THIS POLICY AND WILL BE IMMEDIATELY SUSPENDED.**

All Valor Christian Academy staff are CPR and first aid trained and certified, however, they are not medical professionals. Valor Christian Academy, therefore, adopts the following guidelines.

## **SICK POLICIES**

Parents are contacted to pick up their child when the student:

- Has vomited
- Has diarrhea
- Has a temperature of 99.4 or more
- Is coughing uncontrollably and disturbing the class
- May have head lice
- The teacher or health center attendant suspects something contagious or harmful to either the student or his/her classmates.

*If the student has a temperature of 100 or more, they must **remain home from school the following day.** The student must be **free of the above symptoms for 24 hours before returning to school.***

**COVID-19 AMENDMENT:** Please see revised COVID-19 sick policy in the Appendix section at the end of this handbook.

## **HEAD LICE**

If a student has been sent home because of lice, they **must shampoo with medicated lice shampoo and be lice and nit free for 2 days** before returning to school. Valor staff will recheck student's hair prior to their readmission to class. Valor staff has the right to dismiss students returning with lice and nits.

## **OTHER SCENARIOS**

If a student has been sent home with ringworm, impetigo, pink eye, or any other contagious disease they must have a doctor's note to return to school stating they are no longer contagious.

Parents will be contacted to pick up a student if the student cannot function because of extreme tiredness.

**All students' emergency information must be up to date. If changes occur during the school year, please turn in an updated form promptly.**

If you have any change of address, phone number (including cell phone), or email updates during the school year, please make these changes through your Family Portal account via FACTS. To do this,

select "Web Forms" in the school information menu and choose which family individual and category you wish to update. You can also update emergency contacts and authorized pickups (referred to as "Transportation") within the Web Forms section of the Family Portal. The Family Portal can be found at [valorchristianacademy.org](http://valorchristianacademy.org); our district code is "vlr-ca." For any immunization or allergy updates, please contact the Admissions Office directly.

Other forms, including our C&R Sign-Up Form and our Permit to Administer Medication Form, can be picked up in our front office or downloaded and printed directly from [valorchristianacademy.org](http://valorchristianacademy.org) under the "Family Resources" tab.

### **34. NOTIFICATION TO PARENTS OF EMERGENCY PREPAREDNESS PLAN FOR VALOR CHRISTIAN ACADEMY**

To comply with Chapter 1659, Statutes of 1984 ("Katz Bill"), Valor Christian Academy has developed an emergency preparedness plan for a disaster that may occur when school is in session. Each classroom is equipped with emergency kits. All Valor staff, faculty, and administrators are CPR and First Aid certified.

The following policies have been approved by the School Board of Valor Christian Academy.

- A. In the event of a major disaster affecting the entire community, such as an earthquake or fire, it is possible that no aid or relief will be available for up to 72 hours. Therefore, this plan considers the requirement to subsist independently for up to 72 hours.
- B. In the event of a major disaster affecting the entire community, students will be held at school. Unless notified otherwise by written permission by the parent, the school will release students only to those on their emergency forms. **Additionally, each individual signing for a student will indicate their destination. It is imperative that each student will be fully accounted for.**
- C. In the event of a major disaster, all teachers and staff members will remain at the school to care for the students. California Government Code, Chapter 8, Division 4, Title 1, Sections 3100 and 3101 declares that all school employees are "Civil Defense Workers" subject to such civilian defense activities as may be assigned to them by their supervisors by law.
- D. The Administrator will communicate these policies to parents and staff members to ensure their understanding and cooperation.

Our plan designates that the Student Assembly Area will be the school playground. Parents will be able to park on or near Earle Lane or Rindge to pick up children at the Emergency Operation Center (EOC) located at the N.W. end of the playground.

Quarterly drills will be executed to train staff and students to minimize injuries and loss of life in a major disaster. The detailed plan will be available in the school office for review.

**Please be sure to keep your contact information current at the school. Include your address, home phone number, cell phone number, and work number along with your email address.**



### **35. PARENT TEACHER FELLOWSHIP (PTF)**

The PTF Board is an elected board that oversees and facilitates the PTF organization. The PTF is an organization designed to support and benefit the school and educational process through building community and fundraising. Regularly **scheduled meetings** of parents, teachers, and staff are held for the purpose of getting better acquainted with one another, organizing student programs, sharing the benefit of recent developments in our school, and for fellowship. **All parents are required to be in attendance at each PTF meeting. If both parents cannot attend, ONE PARENT MUST BE PRESENT.**

**Childcare is provided during the PTF meetings. The fee currently is \$2.00 per child payable to the caregiver upon signing in. Please remember students will not be released without a parent/guardian signature.**

#### **VALOR CONNECT**

Valor Connect events are sponsored by the PTF Board and are scheduled throughout the year. Look for more information to come prior to each event.

#### **JUST PRAY**

Just Pray blesses our school with prayer. This group is led by volunteer parents and meets once a week on Fridays at 8:30 AM. All parents and grandparents are welcome. Their primary goal is to keep our school, students, families, and faculty members covered in prayer. Prayer requests and praise reports for this group may be dropped off in the school office or emailed.

### **36. VOLUNTEERING**

Valor encourages parents to volunteer whenever possible. Volunteer opportunities are varied. Examples include classroom needs, school events such as school fundraisers, office aid, and yard duty. Please call the main office for more information.

Volunteering provides valuable assistance to our teachers and staff while creating a sense of community and fellowship opportunities. In fact, research shows that parent involvement in children's learning strongly impacts student achievement levels.

Your service is truly appreciated and a blessing to our school. We thank you for your commitment and support. While on campus or attending a trip, we desire all volunteers to be Christ-like role models and show complete professionalism. Please follow this list of expectations.

- All volunteers will check-in at the office and wear a school-issued badge before going onto campus. Upon completion of the volunteer activity, individuals should report directly back to the office to sign out. Please do not loiter on the campus.
- Volunteers should never administer discipline. Behavior problems should be addressed by teachers and administrators only.
- Never initiate physical contact with students.
- Never correct or argue with staff members. See the Principal with any concerns related to staff

members.

- All volunteers are expected to practice professionalism: arrive on time, turn off cell phones, dress appropriately, etc.
- In order to ensure safety and minimize distractions to the learning environment, please do not bring infants or non-school-age children to school with you when you are volunteering in the classroom.
- Volunteers are to use staff restrooms only.
- Confidentiality of information obtained through your volunteer efforts must be maintained.
- Respect the privacy of everyone in the classroom. This includes materials you may see on the students' or teachers' desks (i.e., test scores, graded papers, notes, etc.). Volunteers are not permitted to grade any student work.
- School field trip drivers must have on file an approved driver form (annually).

**COVID-19 AMENDMENT:** During the ongoing coronavirus pandemic, Valor may decide to restrict access to campus for parents, volunteers, and visitors for periods of time if needed.

### **37. MVP VOLUNTEERING PROGRAM**

*“Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does.” Ephesians 6:7*

#### **PARENT TEACHER FELLOWSHIP MVP PROGRAM**

Valor Christian Academy (VCA) relies on our Many Valuable Parents (MVPs) to enhance, enrich, and support our students' educational experience. Additionally, volunteering provides valuable assistance to our teachers and staff while creating a sense of community and fellowship opportunities. The MVP Program is VCA's service hour program that encourages volunteerism and promotes parent involvement.

For the 2021-2022 school year, every family has the opportunity to exchange volunteer service hours for portions of their family fundraising commitment.

10 service hrs. or more = \$200 (toward fundraising commitment)

Service hours will not be prorated. The full number of hours listed above must be achieved to be eligible for the fundraising exchange.

MVP service hours may be earned through (but not limited to) the following:

\*phs = per hours served

- Working in the classroom/assisting the teacher (this includes at-home projects such as cutting, labeling, etc.) – 1 service hour phs
- Working in the office/administrative service – 1 service hour phs
- Chaperoning field trip – 1 service hour phs (up to 5 hrs per trip)

- Chaperoning overnight trips (camp, missions' trip, etc.) – 5 service hours per day
- Designated room parent – 10 service hours automatically earned for the year (5 service hours for co-room parents).
- Young at Art Chair/Lead Docent – 10 service hours automatically earned for the year
- Young at Art helper – 1 service hour phs
- Library/Book Fair – 1 service hour phs
- Lunch Attendant – 1 service hour per lunch period
- Morning /Afternoon Valet Concierge – 1 service hour per week
- PTF/School sponsored events (Jog-A-Thon, End of Year Picnic, Super Saturday Campus Cleanup, etc.) – 1 service hour phs
- Other opportunities that are announced throughout the year – service hours TBD
- Serving on the PTF Board fulfills all service hours for the school year (10 hrs).

\*Volunteer opportunities not listed in the handbook must be approved ahead of time to be eligible for credit.

**The following is a list of other important details pertaining to volunteering and the MVP Program:**

- The hours are per family and not per child enrolled at the school.
- Either spouse or grandparents may serve.
- Service hours may be completed at either campus (TK-8 or Preschool), regardless of where your child is enrolled.
- MVP service hours can only be approved or “signed-off” for by VCA faculty and staff or a PTF Board member.
- MVP service hours cannot be awarded for tax-deductible donations, charitable contributions, or classroom and teacher gifts/supplies, including items used for parties/celebrations.
- Volunteer opportunities will be posted and available for sign up on signup.com or similar sites.
- When reporting for or completing a volunteer event it is the responsibility of the individual volunteer to make sure they sign in or complete the volunteer verification form (depending on the event or activity.) Verification forms will always be available in the front office as well as classrooms. Volunteer forms must include required signatures to be valid before being returned to the office at the conclusion of one's service event.
- The PTF Board will be responsible for tracking all families' MVP service hours.
- All volunteers must check-in at the front office and wear a school-issued badge BEFORE going onto campus. (Please refer to “visitation procedures” policy under the School Office Hours section of this handbook.)
- All volunteers are expected to practice professionalism; arrive on time, turn cell phones to silent, dress appropriately, etc.
- In order to ensure safety and minimize distractions to the learning environment, please do not

bring infants or non-school-age children to school with you when you are volunteering in the classroom.

- Confidentiality of information obtained through your volunteer efforts as well as respect for privacy MUST be maintained (volunteers are not permitted to grade any student work).
- Volunteers are to use staff or chapel restrooms only.
- Some volunteer opportunities may require additional clearance such as proof of insurance, background checks, driving records, etc.

Additional service opportunities not listed in this handbook may be communicated through the Friday Flash, separate school or PTF emails, special fliers, or through special announcements at PTF meetings.

If you have any questions regarding the MVP program, please contact the PTF Board at [valoreaglesptf@gmail.com](mailto:valoreaglesptf@gmail.com).

### **38. FUNDRAISING AND DEVELOPMENT**

Tuition alone does not cover all of the operational needs of a school. Private and public schools rely heavily on fundraising to provide ongoing improvements to our programs and facilities. Additionally, fundraising helps support technology needs, scholarship funds, and financial assistance programs. These funds benefit all VCA students. In order to keep from asking for monetary donations from parents, **ALL FAMILIES agree by signing this handbook that they will participate fully in Valor Christian Academy's fundraising activities. Each family commits to earning a minimum of \$400.00 per family through the P.T.F.'s fundraising opportunities.** Parents may also opt to "buy out" their fundraising obligations by writing a check payable to Valor in the amount of \$400.00. Balance of funds per family not raised will be due and payable to Valor Christian Academy by the end of the school year.

**Valor reserves the right to hold report cards, transcripts, test scores, and diplomas if commitments are not met.**

#### **AMAZON SMILE**

AmazonSmile is a website operated by Amazon with the same products, prices, and shopping features as Amazon.com. The difference is that when you shop on AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price of eligible products to the charitable organization of your choice. Link your account to Valor Christian Academy during the initial setup phase by visiting [smile.amazon.com](http://smile.amazon.com).

### **39. ISSUE RESOLUTION PROCESS FOR PARENTS OR EMPLOYEES OF VALOR CHRISTIAN ACADEMY**

**Overview:** Occasionally misunderstandings and disagreements may arise between teachers, administrators, parents, or other employees ("Concerned Parties") of the School. In order to provide prompt and satisfactory resolution of these matters, the Concerned Parties are encouraged to follow these procedures.

**Spirit of Resolution:** In most situations, differences are best resolved, and relationships are best preserved when all parties maintain a spirit of resolution; this approach is Biblically sound (Mat 18:15-16), (Col 3:13) and strongly encouraged. In contrast, “grievance” assertions, destructive criticism, gossip, indignant complaints, “finger-pointing,” and “we vs. they” attitudes tend to escalate differences and damage relationships. These approaches are Biblically unsound (Col 3:8), generally counterproductive, and strongly discouraged.

**Level 1 - Informal: Parties Directly Involved (if applicable)**

If a person has a problem, issue, or difference, he or she should first pray about the matter, then discuss it with the person who is directly responsible for the matter in an effort to resolve the problem informally. Problems, issues, or differences directed by Concerned Parties to the Schools Administrators, School Committee, Pastor, or other staff should be re-routed to include this informal step.

**Level 2 - Formal: Parties Directly Involved and Schools Administrator**

If the informal meeting fails to resolve the situation, the matter should be brought to the attention of the School Administrator. The School Administrator will attempt to help the parties resolve the matter and, if appropriate, will render a decision and its rationale in writing to both sides.

**Level 3 - Formal: School Board**

If the affected parties cannot come to terms or accept the decision of the School Administrator, the matter shall be referred to the School Board.

**Other Provisions:**

1. Complete Issue Resolution Form and submit.
2. All meetings under this procedure shall be conducted in private and presided over by the School Board Chairman.
3. The meeting will be conducted in a Christ-like manner and with respect.
4. The concerned party will be given 5 minutes to state their concern and objective before the School Board.
5. The Board may ask questions for clarification.
6. The Board will deliberate and give their resolution in writing to the concerned party in a timely manner.
7. All documents, communications, and records dealing with the processing of a matter of concern shall, unless prohibited by law, be filed in a separate file in the School’s office and made available to all involved parties for a period of six months.
8. No person shall suffer recrimination or discrimination because of participation in this Issue Resolution Process.
9. Only concerned parties directly involved may be present at Issue Resolution Meetings.
10. Confidentiality will be observed pending resolution of the matter of concern.
11. Nothing contained herein shall be construed so as to limit in any way the ability of Valor Christian Academy and Concerned Parties to resolve any matter of concern mutually and informally.

**ISSUE RESOLUTION FORM**

Submitted by (print name of Concerned Party): \_\_\_\_\_

Concerned Party is a (circle):

Teacher            Administrator      Parent/Guardian      Other (describe) \_\_\_\_\_

Date of Event or Condition: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Summary description of issue or concern: \_\_\_\_\_

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Your Objective: \_\_\_\_\_

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Signature of Concerned Party: \_\_\_\_\_

Signature of Deciding Authority: \_\_\_\_\_ Date: \_\_\_\_\_

#### 40. VALOR CALENDAR INFORMATION

- **2<sup>nd</sup> Semester/Year-end Awards & School Picnic:** This is a year-end celebration that parents are strongly encouraged to attend. The day starts with the Awards Assembly, recognizing the students' achievement for the school year, and ends with a picnic and a ton of activities for everyone!
- **8<sup>th</sup> Grade Parent Meeting:** This meeting is for 8<sup>th</sup> grade parents only and is held during the first month of school. During this time, graduation requirements are reviewed, a brief introduction to the Purity curriculum is discussed, and it is a time for 8<sup>th</sup> grade parents and students to ask any questions they may have as it relates to their final year at Valor.
- **ACSI Convention:** During the student's Thanksgiving vacation in November, our faculty, administrators, and a representative from the school board attend a 1 1/2-day convention offered by the Association of Christian Schools International.
- **Back to School Night:** During Parent Orientation, parents have an opportunity to meet all the faculty and staff. Much needed information is passed out and communicated that evening; you won't want to miss it!
- **Early Dismissal/Staff Development Days/ No C&R:** This day is scheduled for the faculty and staff to continue their work as it pertains to the WASC and ACSI Accreditation requirements.
- **Easter Break:** Easter break commences with the observance of Good Friday. Please remember that campus is closed, and C&R is not available.
- **Grab a Lunch Read a Bunch:** This is an invitation to all our parents to take time out, to come on campus during their child's lunch period to have a picnic lunch and read together.
- **International Cultural Day and Grandparents Day:** Students gain a wealth of diverse cultural experience on this amazing day. Students are encouraged to celebrate their cultural backgrounds by wearing garments that are traditional to their family's heritage. They also bring plenty of food so that students may allow their taste buds to circle the globe as well!
- **Jog-a-Thon:** Annual fundraiser coordinated by PTF. This is a great opportunity to complete a large amount of the family fundraising commitment.
- **TK– 8<sup>th</sup> Grade Open House:** Present and prospective parents, as well as alumni, are all encouraged to visit the classrooms, meet with the teachers, and see what the children have accomplished thus far. Invite your friends; it is a fun time!
- **TK - 5<sup>th</sup> Drop-in bring supplies:** On this day TK – 5<sup>th</sup> parents are welcome to bring in all the needed supplies for their kindergarten student. Hours are specified by the teachers.
- **Meet Me at the Flagpole:** Parents, faculty, and students meet at the flagpole and at the T's to pray for our students and school. Time is specified on the calendar.
- **National Day of Prayer:** This is a school-wide event where parents are welcome to meet the students and faculty members at the T's in the morning to pray for our nation's leaders and any other prayer requests that are on the hearts of our students and their families.
- **Norman's Uniform on Campus:** Norman's Uniform is our official vendor for Valor uniforms. This vendor visits our campus throughout the year to make it easier for parents to purchase any needed items. Prices are the same on campus as they are in the store.

- **Principal's Dress Pass:** Sales for "free dress" start the week prior to the actual week students have "free dress." Mark your calendar and contribute to this much-needed mini fundraiser for various needs supporting all students.
- **Progress Reports Home:** On this day, students will be dismissed with a copy of their 5- week progress report. This is not an official grade; it is simply a marker as to what they have accomplished to date within the quarter. Remember, you may also track your student's daily progress via RenWeb.com.
- **PTF Parent Coffee:** This morning is sponsored by the PTF and affords Valor parents time to meet new parents, fellowship, and reconnect after the summer break.
- **Report Cards Distributed at Conference (Early Dismissal):** At the start of the 3<sup>rd</sup> quarter, parents are strongly encouraged to attend a parent/teacher conference with their son/daughter's teacher to discuss his/her achievements to date and set goals for the 3<sup>rd</sup> and 4<sup>th</sup> quarter. In order to allow enough time for all Valor parents to attend a conference and receive their child's report card, an early dismissal is necessary.
- **School Photos by LifeTouch:** LifeTouch Photography will be on campus a total of 4 times during the year (fall photos, fall make-up day, spring photo day, and K and 8<sup>th</sup> grade graduation photo day.). Please remind your child to wear his/her chapel uniform for the fall photo day in October.
- **Spirit and Honor Assembly:** This is a time of recognition for the students who have demonstrated excellence for the entire month in the areas of academics, Christian witness, and character.
- **Sports Banquet:** This end-of-the-year banquet is to recognize our student athletes' commitment and achievements. More information to come from the athletic director as the date approaches.
- **Staff Appreciation Week:** Held during the month of May. This is a week when the PTF and parents bless our staff with a luncheon and various special activities and gifts throughout the week.
- **Super Saturday Campus Workday:** This is a day where all parents are invited to beautify our school campus. Painting, cleaning, gardening, etc.
- **Teacher In-Service:** This entire week teachers are working to prepare their classrooms and lesson plans for the upcoming school year. Campus is considered closed to students during this teacher workweek.
- **Thanksgiving Feast:** Valor room parents coordinate with their child's classroom teacher on the details of this luncheon. Parents are invited to take part in this luncheon offering thanks to God, our provider for all of His blessings.
- **Talent Show:** Come see how talented the students are...every year we are so blessed to see how much heart goes into each performance.
- **Volunteer Appreciation:** Volunteer Appreciation is held during the last PTF meeting of the school year. This is a time when the staff of Valor Christian Academy shows appreciation to our parents for all of their support throughout the year.



## **41. MORNING PLEDGES**

### **PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

### **PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### **PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

## APPENDIX A

### COVID-19 SICK POLICY AND PROTOCOLS

- **Protocols for students who are feeling ill or exhibiting symptoms:**
  - **Current sick policy regarding SINGLE symptom cases:**
    - Valor's current sick/illness policy as outlined in our family handbook will be strictly enforced.
    - It is important to prescreen your children for symptoms at home before bringing them to school. Should a child exhibit single symptoms such as a fever of 100 or more, persistent cough or other respiratory symptoms, headache, nausea, or has vomited...they should be kept at home.
    - The child may come to school once they have been symptom-free for 24 hours. For mild symptoms of coughing, sneezing, headaches, a child may return to school sooner under the guidance of a physician with a Doctor's note stating it is safe to do so (this excludes fevers of 100 and greater or vomiting...children must be free of these symptoms for 24 hours before returning).
    - In the event a student develops any of the above single symptoms at school, a parent will be contacted. Students will be required to be picked up in the case of a fever, sore throat, vomiting, persistent cough, or diarrhea. For other mild symptoms, students will be allowed to rest in the sick bay to be monitored.
    - Students sent home from school due to any of the above symptoms may return once they are symptom-free for 24 hours, or with a physician's note.
  - **Sick policy regarding MULTIPLE symptom cases:**
    - Per guidance of the Department of Public Health, students or staff exhibiting multiple symptoms (most commonly associated with, but not limited to, fevers and respiratory-related symptoms), will be treated as possible signs of COVID-19.
    - If at school when symptoms appear, the student or staff member will be immediately separated from other school members until arrangements can be made for their return home.
    - Students or staff who exhibit multiple symptoms at home, or develop these multiple symptoms while at school, will be required to stay home until they are free of symptoms before they are allowed to return. Students or staff may return to school sooner if they are symptom-free AND have received written clearance from a physician or a negative result from a COVID-19 test.
- **Protocol for steps that will be taken immediately upon notification that any member of the school community (faculty, staff, student, or visitor) tests positive for, or has reason to believe they may have been exposed to, COVID-19:**
  - Individuals who have reason to believe they may have been exposed must self-quarantine at home for 7 to 10 days.
  - If notification of possible exposure or a confirmed case occurs while the case is on-site, the individual will immediately be separated in on-site isolation while arrangements are made

for the person's return to their home.

- Any areas of the school the individual was in contact with will be temporarily closed to allow for disinfecting and sanitizing. Students may be relocated outdoors or to the chapel for the remainder of the day to allow this to happen.
- In the event of a confirmed positive case, the class and teacher may be instructed to move to online learning for the next 7 to 10 days to allow for home quarantine. This will also apply to any individuals who were determined to have been within 6-ft of the case for 15 minutes or longer. Additional communication will be sent to inform families of a confirmed positive COVID-19 case. Privacy of individuals will be maintained throughout the duration of all communication in accordance with HIPPA and ADA compliance policies.
- Any individual found to have a confirmed case of COVID-19 will be allowed to return to school once ALL of the following conditions have been met:
  - At least 10 days have passed since onset of symptoms
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications
  - All other symptoms have improved
- In situations where the individual was confirmed to have COVID-19 but remained asymptomatic, they may discontinue isolation and return to school 7 days after their confirmed test with the accompaniment of a negative test, or 10 days after the initial test so long as they have remained symptom-free.
- Should the school experience multiple confirmed cases of COVID-19 within a 14-day period, the necessary course of action will be determined. This could possibly include a closure of the campus to shift to schoolwide distance learning for a 10 to 14 day period.
- Families of individuals sent home with COVID-19 symptoms or those who test positive will be provided with fact sheets/information covering school policies and health regulations, as well as links to additional resources from the DPH and CDC that provide guidance on self-quarantine protocols, when to contact a physician, and testing resources.

## **APPENDIX B**

### MEASURES TO ENSURE INFECTION CONTROL

- **Symptom Checks**
  - Symptom checks will be conducted for all employees before they enter the workplace which will include questions related to symptoms, known exposure, and temperature checks.
  - Families will be informed and educated on how to do self-checks with their children at home every morning before arriving at school.
  - All students will have their temperature taken each morning (no-touch thermometers) prior to entering campus. Any student with a temperature of 100.0 or higher will not be permitted on campus. Please see “protocols for students who are feeling ill or exhibiting symptoms” above.
- **Visitation and Volunteer Policies**
  - The allowance of volunteers and visitors on campus will depend on current transmission rates and is subject to change as the year progresses.
  - In the event that visitors are allowed, all visitors will be by appointment only. Each visitor will complete the symptom and temperature check. They will be restricted to only the area of campus where their business is to be conducted. They will be required to wear a face mask/covering when indoors.
- **Face Coverings: Staff**
  - Staff will wear face coverings when indoors.
  - Teachers have the option of removing face coverings while giving instruction.
- **Face Coverings: Students**
  - Parents have been informed of the county health department masking instructions. They will be allowed to decide whether their child will utilize a face covering or not.
  - Students should have a minimum of two clean face coverings with them at the start of school each day (in the event one becomes soiled or dirty).
  - Should both face coverings become unusable during the day, the school will provide the student with an alternative face covering (surgical mask version) for the remainder of the day.
  - All face coverings should be washed at home in-between uses.
- **Lunch**
  - Lunch will continue to take place outdoors under the supervision of the C&R staff. Additional lunch tables have been made available to accommodate spacing needs and to restrict intermingling of classes.
  - Lunch table surfaces will be thoroughly disinfected between each lunch session from one class to the next.

- **Handwashing and Hand Sanitizing Procedures**

- Students and staff will be given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Students will be regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.
- Staff will be instructed to model frequent handwashing, especially in lower grades, and to reinforce healthy habits and monitor proper handwashing.
- Students will use classroom sinks/handwashing stations to the extent feasible, as well as student restrooms immediately after eating.
- Ethyl alcohol-based, hand sanitizer will be made available to students and staff at strategic locations throughout the school including entrances, front office, all classrooms, and lunch areas.

- **Care and Recreation (C&R)**

- Morning Care
  - Temperature checks will be conducted by the C&R staff prior to admitting students on campus.

#### MEASURES INVOLVING CLEANING, DISINFECTING, AND SANITIZING

- A cleaning and disinfecting schedule has been established in order to avoid both under- and overuse of cleaning products. The schedule utilizes both our custodial and maintenance staff to ensure proper frequency and thoroughness. Additional cleaning and disinfecting responsibilities will be shared amongst the faculty and staff.
- Common areas and frequently touched objects in those areas (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards/Chromebooks, touch screens, printers/copiers will be disinfected three times daily.
- Cleaning products that are effective against COVID-19 and listed on the Environmental Protection Agency (EPA) approved list N will be used according to product instructions.
- Each classroom is provided with its own cleaning/disinfecting kit (COVID Kit) consisting of disinfecting spray, disinfectant wipes, paper towels, and gloves. Teachers will utilize these materials to routinely disinfect high-touch areas within their classrooms (doorknobs, sinks, countertops, barriers). Students will assist in cleaning their personal desk space and chairs.

#### OTHER MEASURES AND PRECAUTIONS BEING IMPLEMENTED

- **Portable, High-Efficiency Air Cleaners for classrooms**
- **Bottle Refill Stations**
  - All water fountains will be closed
  - Filtered, water bottle refill stations have been installed

## APPENDIX C

### ONLINE LEARNING EXPECTATIONS AND ETIQUETTE

- For students who are distance learning at home, their full participation on all daily scheduled Zoom meetings is required to be counted as “present.” Partial participation will be counted as ½ day attendance.
- Students learning from home must be logged on to their Zoom class on time or they will be assigned a tardy.
- All cameras/screens ARE REQUIRED to be turned on. Students who are not visible will be considered absent. Students must stay on the screen for the entirety of the lesson.
- Do not change your user name or screen name prior to joining a meeting OR after you have joined. Students who do not use their proper name or make any changes will not be allowed to join the online class and/or will be dismissed from the ZOOM session.
- Do not change the background or use this feature during class time.
- Mute yourself unless you are speaking.
- It is highly recommended to use headphones with a microphone for clarity and reducing ambient noise.
- **Do not use the chat feature to socialize with classmates unless directed to do so by the teacher.**
- **DO NOT visit other websites at any time without direct permission from the instructor.**
- Use the “Raise your Hand” feature to ask questions. Consider whether your question is beneficial to the class, or a personal question. Save personal or “off-topic” questions for the end of class, during the instructor’s student hours, or submit via email.
- Do not act in a manner that creates a distraction or disruption for other learners.
- Do not share links or passwords to online meetings.
- Dress appropriately. Adhere to free dress requirements as outlined in the Family Handbook.
- Do your best to find a quiet location, free from distractions or competing noise.
- All student expectations as outlined in the family handbook are to be followed. This includes (but is not limited to) expectations related to respecting teachers and classmates, appropriate communication and language, and cyberbullying.

\*Students who do not uphold these expectations will be reported to the administration team who will call home to discuss the behavior with parents. Further or excessive issues may result in permanent removal from online sessions.

## ACKNOWLEDGEMENT OF AGREEMENT – Elementary School

IN SIGNING THIS FORM, WE ACKNOWLEDGE THAT WE HAVE READ AND AGREE TO SUPPORT ALL RULES AND ALL POLICIES SET FORTH IN THIS VALOR CHRISTIAN ACADEMY HANDBOOK.

WE FURTHER AGREE TO ABIDE BY AND SUPPORT ALL THE POLICIES SET FORTH BY THE ADMINISTRATOR AND SCHOOL BOARD OF VALOR CHRISTIAN ACADEMY.

THIS INCLUDES (BUT IS NOT LIMITED TO):

- ATTEND PTF Meetings: Dates and times TBD
- Participation in and support of all Fundraisers for the 2021-2022 school year. We commit to earning a minimum of
- \$400.00 as a family through the P.T.F. fundraising opportunity.
- We are aware that the consequence of violating the cell phone or electronics policy could result in the item being taken away and held until the end of the school year.
- Students will be given a tardy if they are not on time for school, whether on campus or distance learning at home. A “tardy fee” of \$20.00 will be assessed to student/parent on the 4<sup>th</sup> tardy and each subsequent tardy within the quarter. (Refer to Tardy Policy)
- All accounts (such as tuition, tardy fees, trip fees, fundraising commitment, etc.) will be kept current. Failure to do so may result in permanent student dismissal. **Furthermore, students whose accounts are in arrears may not be allowed to participate in graduation or promotional ceremonies, and will not receive report cards, standardized test scores, transcripts, or diplomas until all accounts are cleared.**
- We agree to abide by the Parent Conduct Policy as stated in this handbook and to adhere to the Matthew 18 principle and Issue Resolution Process.

**THIS FORM MUST BE SIGNED AND RETURNED BY FRIDAY, AUGUST 27, 2021 in order to allow the student to report to class.**

Print Student’s Name \_\_\_\_\_ Grade \_\_\_\_\_

Print Mom’s Name \_\_\_\_\_

Print Dad’s Name \_\_\_\_\_

Print Person’s Name Responsible for Account \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
*(Please have student print or sign name if appropriate.)*

MOM’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DAD’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

GUARDIAN’S SIGNATURE (if applicable) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PERSON RESPONSIBLE FOR ACCOUNT (IF OTHER THAN PARENT):

\_\_\_\_\_ DATE \_\_\_\_\_