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## SCHOOL CALENDAR 2011-2012

First Day of School	August 15
Labor Day – No School	September 5
Mid-term Progress Reports Sent Home	September 21
Staff Development Day – Early Release	September 23
Columbus Day/Staff Development Day – No School	October 10
End of 1st Grading Period	October 14
Report Cards Sent Home	October 19
Parent/Teacher Conference – Early Release	October 20-21
Staff Development Day– No School	November 10
Veterans' Day – No School	November 11
Mid-term Progress Reports Sent Home	November 16
Thanksgiving Break - No School	November 23-25
End of 2nd Grading Period	December 23
Winter Break – Early Release	December 23
Winter Break – No School	Dec. 26-January 6
School Resumes	January 9
Report Cards Sent Home	January 11
Staff Development Day – Early Release	January 13
Martin Luther King, Jr. – No School	January 16
Progress Reports Sent Home	February 8
Parent/Teacher Conference – Early Release	February 10
Presidents' Day – No School	February 20
End of 3rd Grading Period	March 16
Staff Development – Early Release	March 16
Spring Break – No School	March 19-23
Report Cards Sent Home	March 28
Spring Day Break – No School	April 6
AIMS/Stanford 10 Testing	April 16-20
Progress Reports Sent Home	April 18
Staff Development – Early Release	April 27
Last Day of School – End of 4th Quarter – Rep. Cards Sent Home – Early Release	May 25

### DAILY SCHEDULES

#### Regular School Hours

K ½ day	8:00 a.m. – 11:05 a.m.
K Full day	8:00 a.m. – 3:15 p.m.
Grades 1-2	8:00 a.m. – 2:15 p.m.
Grades 3-8	8:00 a.m. – 3:15 p.m.

#### Early Release Hours

K ½ day	8:00 a.m. – 10:30 a.m.
K Full day	8:00 a.m. – 12:15 p.m.
Grades 1-8	8:00 a.m. – 12:15 p.m.

#### 7<sup>th</sup> and 8<sup>th</sup> Grade Schedule

Homeroom	8:00 a.m. – 8:07 a.m.
Period 1	8:10 a.m. – 9:10 a.m.
Period 2	9:13 a.m. – 10:13 a.m.
Period 3	10:15 a.m. – 11:15 a.m.
Period 4	11:18 a.m. – 12:15 p.m.
Lunch	12:15 p.m. – 12:58 p.m.
Period 5	1:00 p.m. – 2:00 p.m.
Period 6	2:03 p.m. – 3:05 p.m.
Homeroom	3:08 p.m. – 3:15 p.m.

#### 7<sup>th</sup> and 8<sup>th</sup> Grade Early Release Schedule

Homeroom	8:00 a.m. – 8:10 a.m.
Period 1	8:13 a.m. – 8:50 a.m.
Period 2	8:53 a.m. – 9:30 a.m.
Period 3	9:33 a.m. – 10:10 a.m.
Period 4	10:13 a.m. – 10:50 a.m.
Skip lunch	
Period 5	10:53 a.m. – 11:30 a.m.
Period 6	11:33 a.m. – 12:05 p.m.
Homeroom	12:08 p.m. – 12:15 p.m.

#### Lunch Schedules

Kindergarten	11:00 a.m. – 12:00 p.m.
Grades 1-2	10:50 a.m. – 11:35 a.m.
Grades 3,5,6	11:30 a.m. – 12:15 p.m.
Grades 4,7,8	12:15 p.m. – 12:58 p.m.

#### Rainy Day Lunch Schedules

K	11:00 a.m. – 12:00 p.m.
1-2	10:50 a.m. – 11:20 a.m.
3,5,6	11:30 a.m. – 12:00 p.m.
4,7,8	12:15 p.m. – 12:58 p.m.

#### Early Release Lunch Schedules

K	11:00 a.m. – 12:00 p.m.
1-3	11:00 a.m. – 11:30 a.m.
4-6	11:40 a.m. – 12:10 p.m.
7-8	No lunch

**\*Note: Full day Kindergarten students must bring a sack lunch daily.\***

#### Recess

Kindergarten, 1 & 2	9:30 a.m. – 9:45 a.m.
Grades 3-4	9:45 a.m. – 10:00 a.m.

#### Arcade Programs

Grades 1-2	2:15 p.m. – 3:15 p.m.
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**Coyote Club Hours:** 6:30 a.m. – 8:00 a.m. and 3:15 p.m. – 6:15 p.m.

**Coyote Club Early Release Hours:** 12:15 p.m. – 6:15 p.m.

## **MOTTO**

“A Traditional Foundation for the Future”

## **VISION STATEMENT**

Valley Academy will consistently provide a superior education in an orderly environment, giving students a strong educational foundation for future academic success.

## **MISSION STATEMENT**

The mission of Valley Academy is to offer a back-to-basics, traditional education by providing a challenging, sequential, teacher-directed, standards-based, textbook-driven curriculum supported by individual accountability and high academic and behavioral standards.

“Traditional” means – At all grade levels, individual academic accountability, directed by teacher instruction; an emphasis on teaching and learning basic skills; structured sequential curriculum; orderly classroom environments; use of materials proven of worth over time; and, respect for students as members of their families, are required and promoted.

“Basic Skills” means – In the primary grades, the factual components of reading, writing, and math are stressed. In the intermediate grade levels, factual knowledge and understanding are expanded and are increasingly applied to operational use. In the upper grade levels, factual knowledge, understanding, and application are further explored and are used as a basis to develop and exercise higher level thinking skills.

High Academic Standards are evidenced in a grading scale higher than most surrounding districts, an emphasis on individual accountability, no social promotion, the quality and quantity of work required of students, and success tracked by norm-referenced tests.

High Behavioral Standards are evidenced in zero tolerance for violence, substance abuse, and drug, alcohol, and tobacco use; expectations of courtesy and appropriate language; required adherence to school rules as defined in the Parent/Student Handbook; and, a required neat and orderly appearance.

## **CORE VALUES**

- Highly effective teamwork and people committed to Valley Academy success
- Enthusiasm for learning
- Commitment toward excellence
- Open and honest communication with everyone
- Individual growth, development, and accountability
- Honesty and integrity
- Respect for self, country, and others
- Respect for the role of the parent
- Respect for the role of the teacher
- Keeping commitments we make
- Continuous improvement

## **BOARD OF DIRECTORS**

Valley Academy is governed by a Board of Directors made up of representatives of the business and school community. Its primary role is to assure that Valley Academy remains in compliance with our charter and the school's vision and mission statements. Members of the Board of Directors can be reached via written communication sent to the school.

## INTRODUCTION

The purpose of the Valley Academy Parent/Student Handbook is to answer questions about the school. Important information has been included for Valley Academy parents and students. This is a handy reference that can be used throughout the year. The office personnel can answer any further questions that may arise.

Please take the time to review this handbook. During the first week of school, students will bring home an Agreement of Support pledge form. Every family is required to review the handbook, sign the pledge form and return it to school. Students are held responsible for knowing the school's rules.

In this handbook, the term parent(s) is used to represent both parent(s) and legal guardian(s).

## VALLEY ACADEMY PHILOSOPHY

Valley Academy is a back-to-basics, traditional school, requiring high academic and behavioral standards of every student. From a strong foundation of basic skills and information, students will increasingly utilize core learning in academic applications, leading to higher-level thinking, decision making, and problem solving skills.

Valley Academy is also based on a traditional belief that parents bear the primary responsibility for their children. The school shall not provide "values clarification" or "morality training." It is assumed that parents will engage in this instruction at home. Valley Academy will maintain the highest expectations and standards for students and faculty. The hallmarks of the school community shall be civility, honesty, consideration of others, and self-discipline. Lying, cheating, stealing, other undesirable behavior, and offensive or crude language will not be tolerated on the Valley Academy campus. Infractions of school rules will have consequences, and parent involvement is expected in maintaining these standards.

Valley Academy is blessed with a group of very talented teachers. To help you get to know our newest members, we will offer a brief profile of a new Valley Academy teacher each month this year. In addition, all our teachers' are available in the front office for your review.

### **Statement of Intent to Comply**

Valley Academy affirms its intent to comply with all federal and state laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, sex, or handicap. This compliance is to include, but not be limited to, the regulations of Title IX of the Education Amendments of 1972, issued by the United States Department of Health, Education and Welfare, which prohibits discrimination on the basis of sex in educational programs or activities which receive federal funds, extending to employment in and admission to such programs and activities; and will comply with the Education of all Handicapped Children Act, Public Law No. 94 – 142, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. A full statement is available in the school office.

This compliance also includes, but is not limited to, the regulations of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, creed, national origin, age, sex, or handicap.

## PROGRAM DESCRIPTION

The program at Valley Academy differs from those offered at other public schools. While the major objective in public schools is to provide an excellent educational experience for each child, the process used to achieve excellence varies widely from school to school. With this in mind, Valley Academy is different for many reasons.

1. As a traditional school, Valley Academy uses time-honored curricula and teaching methodology rather than fad, fashion, and educational innovations. Valley Academy has a sequential and consistent curriculum across the grades. It includes Spalding phonics, basic math processes, reading, writing, spelling, geography, English, science, and history.
2. Traditional teaching techniques are required, including an increased emphasis on whole-group direct instruction, daily chalkboard work, dictation, and drill. In addition, students are required to read and report on a number of books, and memorize and recite prose or poetry on a regular basis.

3. Reading, writing, spelling, and phonics are daily activities in the lower grades. As students progress from skill to skill, more emphasis is placed on application.
4. Reading instruction incorporates challenging literature and emphasizes the classics.
5. Regular homework is given. The purpose of homework is to: (1) develop personal responsibility; (2) reinforce class lessons and practice; and (3) inform parents about what and how their children are doing at school.
6. Parent involvement in the development and implementation of the school program is critical. Parents are actively involved through the Valley Academy Parent Organization and volunteer programs. Parents serve on the Valley Academy Parent Organization Governing Council, which gives the administration advice on matters such as curriculum, discipline, special programs, etc.
7. The best way for a student to build a good self-image is through solid academic achievement. Valley Academy challenges each child to do his or her best and turn in work on time.
8. Discipline is tightly structured, with a calm and orderly atmosphere. There is a focus on high standards of dress and behavior.
9. Accountability is expected. Examinations, grading, and reports are essential so that each student may come to know his or her own strengths and limitations.
10. The philosophy of traditional education does not rely on ability grouping.

Our program is designed to challenge the intellect as well as to teach fundamental skills. This program helps students develop a sense of pride and strong self-respect.

### **Special Education Services**

It is the responsibility of Valley Academy to inform the general public and all parents of enrolled students of our duty to make available special education services for students with disabilities and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 5 years of age (pre-kindergarten students).

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AzEIP) for children birth through 2 years of age for evaluation and services (if needed) and
2. School district of residence for children 3 through 5 years of age for evaluation and services (if needed).

We are also responsible for providing Free and Appropriate Public Education (FAPE), which includes special education and related services for students with disabilities at public expense, under public supervision, and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 calendar days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive behaviors, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help.

Bilingual/ESL placement: In accordance with the provisions of ARS 15-753, Valley Academy will conduct home language surveys of all students to identify the number who have a primary home language other than English. Pursuant to State Board Rule R7-2-306, we will administer a language proficiency test to those students whose primary home language is other than English. Individual education programs meeting the requirements of ARS 15-754(B) will be developed for qualifying students whose parents desire them.

If you have concerns about a child, please contact Valley Academy at (623) 516-7747.

### **ADMISSION**

Valley Academy enrolls all eligible students using a lottery system, as prescribed by the Department of Education. As allowed under Arizona law, returning students and siblings of attending students are given preference. All parents must attend a scheduled parent orientation.

The admission process is as follows:

- Parent orientation
- Screening and proficiency testing
- Placement
- Registration

A child must reach the age of five (5) prior to September 1 to be eligible for kindergarten. Exceptions to this age limit may be made for 4 year old children who attain age five (5) before January 1<sup>st</sup>. Exceptions will be made at the principal's discretion and will be based on observation, testing, and availability after placement of age-qualified students.

Students who are new to Valley Academy at the beginning of the school year will normally be placed in the grade level indicated on the report card. Students who transfer to Valley Academy after the start of school will normally be placed at their current level. However, Valley Academy reserves the right to place incoming students in higher or lower grades based on evaluations, which may include test scores and/or performance in the classroom. Pre-registration proficiency testing is administered at a pre-arranged time.

Valley Academy may limit admissions based on age group, space availability or grade level availability, but Valley Academy will not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in English, athletic ability, or the provisions of the McKinney-Vento Act of 2001.

Valley Academy will not enroll any student who has been subject to expulsion from any educational institution.

## **ARRIVING AND LEAVING SCHOOL**

### **Closed Campus**

Valley Academy maintains a closed campus. Students leaving campus without proper authorization will be considered truant.

### **Arrival On Campus**

Students are welcome on campus after 7:45 a.m. Supervision will not be available until that time. Students arriving prior to 7:45 a.m. will be sent directly to the before-school program and parents will be charged a fee as stated in the program handbook. Children who are not enrolled at Valley Academy, but are on campus after 7:45 a.m. must be supervised by a parent or guardian.

### **Departing Campus**

If a parent wishes to pick up a student from the office prior to dismissal time, the parent is asked to send a note to the homeroom teacher informing him/her of the early release. The teacher will then send the student to the office at the appropriate time. This will reduce the disruption caused by such early releases. Valley Academy realizes that there are times when emergencies arise wherein a student may be required to leave campus before dismissal time and there may be no opportunity to inform the classroom teacher. In such cases, the parent simply needs to come to the office and arrangements will be made to dismiss the student from class.

Parents will be required to "sign out" the student in a special notebook maintained in the school office. Students will only be released to individuals listed on their emergency cards filed in the school office. Those individuals may be required to show identification at the time of student pick up.

When classes are dismissed and students are leaving campus, only the front center sidewalk is to be used to cross Rose Garden. Students are not allowed to leave the campus to visit or loiter and then return to be picked up by parents on campus.

### **After School Extracurricular Activities**

Students need written parental permission to stay and be involved in school-sanctioned activities after school hours. Unless this permission is on file, students are expected to leave the campus within fifteen (15) minutes of their dismissal. Students remaining on campus after this time will be escorted to the after school program in the multi-purpose room.

## VEHICLES ON CAMPUS

**Cars** -- School entrances and exits are marked for entering on the west side of campus and exiting on the east side of campus. This allows for a one-way flow of traffic around the facility. Pick-up and drop-off directions will be distributed at the beginning of the year and are available year-round through the school office. **Drivers are asked not to exceed 15 miles per hour on campus.**

**Bicycles** -- It is the parents' responsibility to make the decision whether to allow their children to ride bicycles to school. Bicycles must be walked on campus and then parked and locked in the bike rack. Valley Academy assumes no responsibility for damage or theft of bicycles. Students who ride bicycles to school are responsible for following common bicycle safety practices. All bicycle riders attending school at Valley Academy are urged to wear helmets while riding their bicycles to and from school. It is recommended that kindergarten students NOT ride their bicycles to school.

**Skateboards** -- roller blades, roller skates and scooters are not permitted on school property.

## ATTENDANCE

Arizona state law requires compulsory school attendance for school-age children. Students are expected to be in school except in cases of emergency, illness, or religious observance. A school calendar has been included so that family vacations may be planned to coincide with scheduled breaks. It is the parents' responsibility to inform the school of an absence.

Parents are asked to call the attendance office by 9:00 a.m. on each day of the absence or tardy. Messages can be left at any time, day or night. If you are leaving a message to excuse your child's absence, please include your child's:

- **First and last name (please spell the last name)**
- **Grade level**
- **Teacher**
- **Specific reason for absence.**

**Attendance number is (623) 516-7747 extension 108.**

To excuse an absence, Valley Academy requires parents to call the attendance office *on each day of the absence*.

Planned absences should be reported to the attendance office prior to the first day of absence.

### **Absences**

Students may not have more than *eighteen (18)* total absences per school year. A student who is absent more than *eighteen (18)* times per school year, whether the absence is excused or unexcused, may not be eligible to pass to the next grade level and may be considered truant and cited pursuant to A.R.S. 15-803 unless prior arrangements have been made and cleared by the administrator (i.e., chronic illness or other medical reasons). All medical documentation is to be forwarded to the attendance office.

If student is absent without the prior knowledge and consent of the parent, the student will lose credit for class work during the hours and/or days during which such an absence occurs. In addition, the following disciplinary actions will be taken.

First offense – The administrator may assign the student to after-school detention and/or work detail to make up the time lost. Parents will be notified.

Second offense – The administrator may assign the student to after-school work detail and/or detention to make up the time lost. Parents will be notified that the next truancy offense may result in long term suspension from the school.

Third offense – The student and parents will be given oral and written notification that the student is receiving a long term suspension from Valley Academy.

## **Tardies**

School begins at 8:00 a.m. and students are considered tardy after 8:05 a.m. 7<sup>th</sup> & 8<sup>th</sup> grade students must obtain a pass at the front office any time after 8:05 to gain access to class. K-6 students arriving between 8:05 a.m. and 8:15 a.m. must go directly to class. **K-6 students arriving after 8:15 a.m. must have a parent sign them in at the school office.** At that time, a pass will be issued for admittance to class. The attendance office will maintain a record of all tardies. A tardy is excused if it is the result of extenuating circumstances that impact a large segment of the school population, i.e., road closures, inclement weather, or power failures. A tardy that is the result of a doctor's appointment will be excused if a note from the doctor's office is submitted. All other tardies are considered unexcused.

A student who has accumulated four (4) unexcused tardies in a quarter will be assigned to a detention. If the student receives a fifth unexcused tardy in a quarter, the student and parent may be required to have a conference with an administrator to discuss prompt arrival at school. Continued tardies may result in an in-school suspension, and further tardies will lead to out-of-school suspensions.

Hot lunches are called into a catering company in advance. Menus are made available prior to the next month for your section. All orders are due by the end of the previous month. Menus are not accepted after the due date. Payment will be required in advance. Detailed instructions are provided in the lunch menu order forms.

## **FIRE AND EMERGENCY DRILLS**

Fire and emergency drills are held at irregular intervals throughout the school year. When drills are held, it is important for all students, staff, and visitors to:

1. Check the directions posted near each room's exit.
2. Follow the instructions of the teachers.
3. Walk. Do not talk. Move quickly and quietly to the designated area.

Whenever a class leaves a room for an emergency, students are to stay with their teachers.

## **SCHOOL RULES**

### **General**

Valley Academy students:

- Tolerate and accept physical and cultural differences among others.
- Do not run on sidewalks or into driveways.
- Walk on sidewalks. Do not walk on gravel.
- Hold playground equipment while walking on sidewalks.
- Play only in designated areas.
- Play non-violent games. For safety reasons, do not play contact sports.
- Use playground equipment appropriately.
- Settle disagreements without fighting or threatening to fight.
- Show consideration of property and others by not throwing objects of any type.
- Help preserve school property by not writing on school walls and doors.
- Respect others' possessions and do not take items belonging to others.
- Place trash in proper receptacles.
- Show respect to teachers, staff, adults, and fellow students.
- Abide by the prescribed dress standard.
- Use appropriate and courteous language.
- Do not spit.
- Do not chew gum on campus or at school functions.
- Do not engage in overt displays of affection to include holding hands, kissing or embracing students of the opposite sex.
- Do not wear tattoos (permanent or temporary) or write on themselves or each other with pens or markers.
- Are allowed to carry water bottles on campus.
- Consume food and beverages only in the multipurpose room, unless under the direct supervision of Valley Academy staff.

## The Playground

*General* -- Students should:

- Go immediately from the cafeteria to the playground via the shortest route, while using the sidewalks.
- Not run on the sidewalks or cut the corners through the graveled area.
- Stay in the designated play areas. Do not go between or around buildings without permission.
- Control what their hands and feet are doing. No pushing, kicking or hitting.
- Not pull on other students or their clothing.
- Be considerate of other children.
- Not bring food or drink (other than water) on the playground.
- Not play in or around the bathrooms.
- Leave the trees and other plants alone.
- Not play, pick up, or throw rocks.

*Playground Equipment* -- Students should:

- Wait for their turn.
- Go UP steps and ladders; go DOWN slides, tunnels and poles.
- Allow only one person at a time on the slides, tunnels, poles, and swings.
- Use hand over hand when coming down the pole.
- Sit on their bottom and go down the slide feet first.
- Walk behind the swings, not in front.
- Swing themselves. No one may push them.
- Swing only in one direction.
- Not twist or spin on the swings.
- Not stand on the swings.
- Not jump off of the swings.
- Cross monkey bars in only one direction.
- Not jump off of the platforms.
- Not climb on top of the equipment.
- Wear shorts under their skirts while playing on the equipment.

*Games with Balls* -- Students should:

- Watch where they are kicking or throwing the balls.
- Not throw balls at people or hit people with the balls.
- Not immediately retrieve a ball that goes in the parking area or over a building. Ask an adult to retrieve the ball.
- Not kick balls (K-4).
- Use only soft foam or rubber playground balls.
- Not bring or play with hard leather baseballs or hard softballs.

## The Lunchroom

Students may bring their own lunches or may purchase a hot lunch provided by a contracted vendor. Information on the hot lunch program will be available to parents through the classroom at the beginning of the year, and through the school office year-round. **Please note: full day kindergarten students must bring a sack lunch daily.**

No food is to be shared with other students. Sharing of food is one major way of transmitting disease, illness, and could lead to allergic reactions.

In the interest of fairness, equality, and possible food allergies, no sharing of treats or birthday recognitions are permitted in the lunchroom.

Peanut butter and jelly sandwiches are available for emergency purposes and should not be used as a daily alternative in lieu of purchasing a regular hot lunch. Students will be expected to pay for the sandwich the following day. Students who forget their lunches may request a charge slip from the teacher for a peanut butter and jelly sandwich.

## **School and Personal Property**

1. Personal items such as pagers, radios/tape players, CD players, cellular phones, toys, wallet chains, sports equipment, skateboards, roller blades, scooters, and live pets are not allowed at school. If these items are brought to school, they will be confiscated and sent to the assistant principal's office. Only a parent or guardian will be able to redeem the item. Should there be a second violation by the same student, the item will be held in the office until the end of the school year.
2. Students who intentionally destroy or vandalize school property will be required to pay for loss or damage. If school property is damaged by accident, it should be reported to the teacher or school office immediately.
3. Textbooks are on loan to students for use during the school year and are to be covered, kept clean, and handled carefully. Name and grade should be written on all book labels in case the book is misplaced. Parents are required to pay for lost or damaged books.
4. Students are responsible for loss or damage to personal property. The school will endeavor to protect personal property, but is not responsible for any item. The lost and found is located in the multipurpose room. Lost items of value should be reported to the school office. All unclaimed articles will periodically be given to charity.
5. Personal belongings should have identification marks. Articles may be claimed before or after school and during lunch only. Lost books are to be turned in as well as claimed at the school office.
6. Backpacks are to remain at home on the last day of school.

## **DISCIPLINE**

**NO STUDENT HAS THE RIGHT TO IMPEDE THE EDUCATION OF ANOTHER STUDENT.** Valley Academy follows an assertive discipline plan for controlling student behavior. The consequences for inappropriate behavior are clearly identified and enforced.

### **Discipline**

The classroom teachers use a systematic, assertive discipline plan that is posted in the classrooms and reviewed with students the first day of class. Consistency is important. The overall plan establishes firm and consistent limits for students. The program also establishes a positive educational environment for both student and teacher. Every effort is made to develop positive reinforcements that can be applied to individual students as well as classrooms. In general, the below process is used to determine consequences for disregarding school or classroom rules:

- Warning from teacher or supervisor.
- Teacher discipline, parent notification.
- Teacher discipline, parent notification, student detention and/or work detail assigned.
- Administrative discipline, parent notification, student in-school suspension.
- Mandatory parent conference (includes administrator, parent, teacher, and student). Contract may be developed to permit continued attendance, *which may include requiring a parent to attend classes with student*. This level results in the loss of attending school-sponsored events including after-school sports programs.
- Administrator assigns short-term or long-term suspension (parent notified of student's pending removal from Valley Academy).
- Administrator recommends long-term suspension/expulsion. Board of Directors makes the final determination and may hear an appeal.

Three detentions received in a fifteen school-day period will result in a half-day in-school suspension.

After two in-school suspensions in a semester, the next detention assignment may result in moving the student to a mandatory parent conference. Additional detentions may result in short term out-of-school suspension.

Students receiving in-school or out-of-school suspensions may be assigned zero credit for tests, quizzes, homework, and any other assignment missed while serving their suspension. Work must be made up for the academic benefit of the student.

Detentions may be issued for a series of minor violations, which, or for a single major violation of school rules. In grades 7 and 8, the homeroom teacher will be responsible for issuing detentions to their homeroom students who have accrued three (3) minor violations.

Infractions or disruptions listed below (but not limited to the following) are considered severe by school personnel and may warrant immediate teacher or administrative intervention. Suspension or expulsion may result upon the first incident.

1. Defiance of authority.
2. Assault – verbal or physical threat, abuse, or action against another person.
3. Profanity – verbal, written or visual displays of obscenities and vulgar language.
4. Fighting – including roughhousing & horseplay that could result in injury.
5. Harassment- including bullying, and intimidation
6. Hazing- including any solicitation to engage in hazing, aiding and abetting another person who is engaging in hazing
7. Drugs – using, possessing or selling any dangerous, illegal or look-alike drugs, paraphernalia, non-approved prescription drugs, or over-the-counter medications.
8. Alcohol—using or possessing any alcoholic or look-alike alcoholic beverages.
9. Tobacco – using or possessing any tobacco or tobacco products.
10. Gambling – wagering, betting money or other stakes on the outcome of any activity.
11. Theft – stealing property of another person or of the school.
12. Weapons/dangerous items – bringing items to school that are considered dangerous, including knives.
13. Cheating – which includes forgery/plagiarism.
14. Leaving campus without authorization – truancy.
15. Property damage.
16. Extortion.

Students engaging in gang activities, such as flashing gang signs, wearing gang clothing, distributing gang messages, or “jumping in” a student as part of a gang initiation, will be recommended for suspensions and/or expulsion.

#### **Drugs, Tobacco and Alcohol Use**

**Valley Academy is a Drug-Free Campus.** Any student who sells, gives, possesses, uses, is involved with, or under the influence of, narcotics, dangerous and illicit drugs, or alcohol in or on the school property shall:

1. Receive a short-term suspension from school and recommendations for long-term suspension or expulsion.
2. Be reported to the appropriate law enforcement agency for violations.

Adults and visitors are expected to abide by the same standards. Arizona law forbids use of tobacco products on school property and may impose up to a \$300.00 fine for violations.

#### **Disciplinary Definitions**

**Detention:** Detention is a disciplinary “time out.” It is not a time to do assignments. Students will sit silently. Students in grades K through 2 will serve detention during recess or lunch. Students in grades 3 through 8 will serve thirty-minute detentions after school. Parent/guardian will be notified of detentions to be served.

**In-School Suspension:** In-school suspension is the on-campus placement of the student into an isolated area.

**Short-Term Suspension:** A short-term suspension is the immediate removal of the student from the Valley Academy campus. Short-term suspensions are assigned for periods of time from one to nine days. Students will not be allowed to participate in extracurricular activities including sports and school-sponsored events.

**Long-Term Suspension:** A long-term suspension is the withdrawal of the privilege to attend Valley Academy or participate in extracurricular activities and/or school-sponsored events for a period of more than nine days.

**Expulsion:** Expulsion is the permanent withdrawal of the privilege to attend Valley Academy or participate in any school-sponsored event. Expulsion is a serious disciplinary action that may adversely affect a student’s ability to enroll in other schools.

### **Due Process**

All Valley Academy students are entitled to due process. This means that students must:

1. Be informed of accusations against them.
2. Have explained to them the factual basis for the accusations.
3. Have a chance to produce evidence and explain any facts regarding their denials.

### **Reasonable Restraint**

While corporal punishment is not allowed at Valley Academy, employees, while acting within the scope of their duties and responsibilities, may exercise the amount of physical restraint reasonable and necessary to protect the safety of students and/or themselves.

### **Search and Seizure**

Valley Academy reserves the right to search and seize (school or personal property) when there is a reasonable belief that there exists some material or matter which is detrimental to the health, safety, and welfare of the students or employees. This includes written material containing inappropriate subject matter. School authorities will seize illegal items or other possessions reasonably determined to be a threat to the health, safety, or security of any person. Items that are used to disrupt or interfere with the educational process may be removed from students' possession. Items seized by the school may be held by the school, returned to parents, or turned over to the appropriate law enforcement agency. The school will maintain records of items seized and their disposition. Strip searches of students will not be conducted by the school and will not be permitted except as required by statute. Valley Academy staff also has the right to search for and seize property which is thought to have been stolen.

## **DRESS STANDARD (Grades K-8)**

Students at Valley Academy should be well groomed and neat in appearance. All clothing is to be well fitted (neither oversized and baggy, nor tight and form fitting) and in good repair.

### **Shirts**

- Plain standard polo shirts or turtlenecks in solid navy blue, white, hunter green, or light blue without striped collar or sleeves are permitted
- Any undershirt that is worn beneath a shirt (and is still visible) must be solid white or match the color of the outer garment. Long-sleeved shirts may be worn under Spirit Day shirts, and they may be worn under short-sleeved uniform shirts
- Short or long sleeves are permitted
- Only a small manufacturer's logo (1"x 3" or less) or Valley Academy logo is permitted
- Must be tucked in at all times, not just rolled at the waist
- Valley Academy Team and Spirit shirts of the current school year may be worn on Spirit Days

### **Slacks/pants (uniform style)**

- Solid navy blue or khaki (beige) are permitted
- Must be uniform style to include a waistband and belt loops (except for K-2<sup>nd</sup> grade)
- Must not touch the ground or be shorter than the top of the anklebone
- Straight legs, hemmed, and well fitted at the waistband (Example: Dockers™ classic style or traditional uniform style)
- Fabric should be cotton/cotton blend, polyester blend or corduroy
- No side stripe bell-bottoms or hip hugger styles
- No cargo or carpenter styles
- K-2<sup>nd</sup> grade are not required to have belt loops (elastic waists permitted)
- K-2<sup>nd</sup> grade: if pants have belt loops, a belt must be worn

### **Shorts**

- Solid navy blue or khaki (beige) are permitted
- Must be uniform style (no baggie styles) to include a waistband and belt loops (except for K-2<sup>nd</sup> grade)
- Must be no shorter than 4" above the middle of the knee and no longer than middle of the knee

**Skirts, skorts, and jumpers**

- Solid navy blue or khaki (beige) are permitted
- Must be no shorter than 4" from the back of the knee
- K-6<sup>th</sup> grade girls are encouraged to wear shorts under their skirts
- Approved shirts must be worn with jumpers
- No dresses

**Outerwear worn in the classroom**

- Plain, non-hooded sweatshirts, cardigan sweaters, or windbreakers worn over a polo or turtleneck in solid white, navy blue, hunter green or light blue are permitted. No other outerwear may be worn in the building/classroom.
- Only a small manufacturer's logo (1"x 3" or less) or Valley Academy logo is permitted
- Shirt collar must be visible at neckline of outerwear
- May not extend past the knee or be shorter than waist
- Sweatshirts and sweaters are to be worn appropriately and not tied around the waist or shoulders

**Belts**

- K-2<sup>nd</sup> grade: if shorts/pants have belt loops, a belt must be worn
- Must be worn by 3<sup>rd</sup> – 8<sup>th</sup> grades with pants/shorts
- Belts must be secured in loops and buckled firmly at the front
- Belts must be simple in ornamentation and can be leather, plastic, or fabric in construction (no rivets or studs)

**Shoes and socks**

- Shoes must have closed toes and closed heels
- Maximum heel height: Heel height is measured from where the heel is attached to the back of the shoe at its highest point grades K-3<sup>rd</sup> -1" and grades 4<sup>th</sup> – 8<sup>th</sup> -2"
- Shoes must be secure on the foot (tied, zippered, straps, etc.)
- No boots of any type or shoes with wheels are permitted
- Solid colored socks in white, hunter green, light blue, navy blue, khaki, or black must be worn
- Girls may wear tights/hose in solid neutrals (example: white, navy blue, black, hunter green, or khaki) Footless tights/hose may not be worn.

**Hats**

- Hats may only be worn outside only
- Must not cause a disruption to the spirit of the dress standard
- Must be worn with the bill facing forward
- No head scarves are permitted in the classroom

**Hair, makeup, jewelry**

- No faddish hairstyles (Example: spiking, shaved designs, mohawks, etc.)
- No unnatural coloring, highlights, streaking, or hair extensions
- It is recommended that boys be clean shaven and have hair cut above the ears and length above the collar.
- Hair must remain out of the student's face.
- May wear a simple pair of earrings in the lobes only. No other piercings may be worn. (for safety reasons, hoops must wrap snugly around the ear lobe)
- May wear a single strand necklace (no chokers), a ring, a wrist bracelet (no sweatbands), and basic wristwatch
- Students will be permitted to wear only light, natural makeup (no glitter, eye shadow, mascara or eye liner is permitted)
- Only clear, pale pink, pale beige, or French-style plain nail polish will be permitted
- No false nails
- Makeup and nail polish must not be brought to school
- Only clear (no tint) chapstick or lip gloss is permitted in school
- Will not wear tattoos (permanent or temporary)

**Inappropriate attire is not limited to the foregoing. Administration and teachers have discretion to make administrative decisions on inappropriate clothing and accessories. This policy may be adjusted if stricter guidelines are required or if standards detract from the learning environment.**

**Non-compliance of the dress standard will result in disciplinary action as follows:**

Any infraction of the dress standard will result in a dress code citation being issued.

4 dress code citations (K-3) and 3 dress code citations (4-8) in one grading period will result in a detention.

***Repeat violations may be treated more severely.***

***CITATIONS ARE TO BE SIGNED BY A PARENT/GUARDIAN AND RETURNED TO THE TEACHER.***

## **ACADEMICS**

### **Homework Policy**

Homework is a regular part of the academic program. It serves three purposes.

1. Homework is a vehicle for teaching and developing personal responsibility.
2. Homework provides for reinforcing class lessons and practice.
3. Homework helps parents know what their children are learning in school.

Homework is to be differentiated from regular, assigned class work not finished by the students during the school day.

Homework is normally required four days per week, Monday through Thursday. It is not normally assigned over holidays, although major assignments, such as reports, may have to be completed over a period of time including weekends and holidays.

Parents are not required to help their children complete homework assignments, but are encouraged to support the school's instructional program by providing the student an appropriate time and place in which to complete homework. Parents of students in grades K through 2 are asked to sign a homework form indicating that they have seen the assignment. Parents of students in grades 3 through 6 are asked to sign an assignment notebook. Not all children require the same amount of time to complete homework. The table below outlines average times, beyond the regular academic day, which students should expect to commit toward completion of home and/or class assignments. Some students may take a few minutes longer or may complete the assignments in a shorter period of time. Additional time may be required for the completion of memory pieces, book reports, and special projects. In order to help teachers to evaluate the amount of time being spent by each child, parents are requested to use the planner or homework sheets to indicate their own child's total time spent on school related work.

	Minimum	Maximum
Kindergarten	10 min.	15 min.
1 <sup>st</sup> Grade	15 min.	30 min.
2 <sup>nd</sup> Grade	20 min.	45 min.
3 <sup>rd</sup> Grade	30 min.	60 min.
4 <sup>th</sup> Grade	30 min.	75 min.
5 <sup>th</sup> Grade	30 min.	90 min.
6 <sup>th</sup> Grade	30 min.	90 min.
7 <sup>th</sup> Grade	45 min.	120 min.
8 <sup>th</sup> Grade	60 min.	120 min.

### **Make-up Work Procedures**

One day to make up work will be given for each day of absence during the assignment. If the work is not made up during the allotted time, a grade of 0% may be recorded for the assignment. Homework previously assigned is due as scheduled. Work cannot be made up for any unexcused absences. Students who have make-up work assigned may be sent to Opportunity Club to assist in completion of absent work. If a test was given in the student's absence, the student should be prepared to take the test upon their return to school.

**Students are responsible for making up all work missed during an absence.** They should ask teachers for make-up assignments. When an absence of more than one day is anticipated, students or their parents may request and receive homework assignments by calling the school office prior to 11:00 a.m. An early call allows staff to gather assignments and have them ready for pick-up at 3:15 p.m. Parents may also leave teachers a voicemail request twenty-four (24) hours before they wish to pick up assignments. Assignments not made up will be reflected in grades. Remember, it is the student's responsibility to gather assignments from teachers.

Students who are absent with a medically documented illness requiring long or frequent periods of absenteeism may request and receive assignments and directions for at-home work as medically required by calling the school office and filing necessary paperwork in the office.

### **Late Work Standards**

All assignments need to be turned in at the beginning of class to be considered "on time." Every assignment is important and must be completed, even if the grade recorded will be 0%. A student may be assigned Opportunity Club if an assignment has not been completed and turned in when due.

Long-term assignments: For grades 1 through 8, a grade of 0% may be recorded if work is not completed and ready to turn in by 8:05 a.m. on the day it is due. A work detail may be assigned. The student may complete the work during the work detail, but no credit will be given.

#### **Kindergarten**

- **Long-term assignments:** The teacher will inform students and parents of standards for each long-term project.
- **Homework:** The homework grade will be lowered (i.e., E, E-, S+, etc.) for every two (2) homework assignments not completed and turned in on time.

#### **Grades 1-2**

- **Homework:** If homework is missing or incomplete, the student will complete it in Opportunity Club that day. The homework grade will be lowered (i.e., E, E-, S+, etc.) for each homework assignment not completed and turned in on time.
- **Class work:** Unfinished morning work will be completed in Opportunity Club that morning with no loss to grade. Work turned in after that time is considered late. Grades for late assignments will be lowered as follows:
  - 1 day – grade may be lowered 10%
  - 2 days – grade may be recorded as a 65%
  - 3 days – grade may be recorded as a 0%

#### **Grade 3**

- **Homework:** Same as grades 1 and 2.
- **Class work:** Same as grades 1 and 2. However, the assignment grade will be lowered as follows:
  - 1 day – grade may be recorded as a 65%
  - 2 days – grade may be recorded as a 0%

#### **Grades 4-5**

- **Homework:** If homework is missing or incomplete, the student will complete it in Opportunity Club that day. If the assignment is completed in Opportunity Club and turned in that day, the highest grade that can be earned is 65%. After that, a 0% may be recorded. If work is not turned in the next school day, the student will receive a detention.
- **Class work:** Unfinished morning work will be completed in Opportunity Club that day. Afternoon work will be added to the night's homework and returned at 8:05 a.m. the next morning with no loss to grade. Work turned in after that time is considered late and the assignment grade will be lowered as follows:
  - 1 day – grade may be recorded as a 0%

### Grades 6-8

- **Homework:** If homework is missing or incomplete, the student will complete it in Opportunity Club that day. A 0% may be recorded. If work is not turned in the next school day, the student will receive a detention.
- **Class work:** Unfinished morning work will be completed in Opportunity Club that day. Afternoon work will be added to the night's homework and returned at 8:05 a.m. the next morning with no loss to grade. Work turned in after that time is considered late and a 0% may be recorded.

### Opportunity Club

Students may choose or may be directed by their teachers or parents to attend Opportunity Club. Opportunity Club is held during lunch periods. It is a supervised opportunity for students to make up work or to study. Tutoring is available during Opportunity Club.

### Tutoring

Tutoring can be arranged on an individual basis through the student's teacher. There is a special opportunity for first and second graders to receive tutoring from 2:15 – 3:10 p.m. daily. Tutoring is also available to all students during Opportunity Club.

### Report Cards and Grading Standards

The grade entered into the pupil's record by the teacher represents his/her evaluative judgment. The teacher shall be considered to be expert in evaluating the work of the student and his/her integrity in marking the pupil shall be respected. The grade given by the teacher shall not be changed by another person, except as follows:

- When there is a complaint regarding a mark given to a student, the principal, if in his/her opinion the complaint warrants, shall investigate the complaint thoroughly, provided that the exact nature of the complaint is clearly written in specific and concise terms and is signed and dated by the complainant.
- In the event the principal cannot resolve the issue, the case will be referred to the Valley Academy Board of Directors for a final decision.

Evaluating student achievement is one of the most important functions of the teacher. Report cards are issued every nine (9) weeks. All academic grades are based on percentages. The marking system is as follows:

Excellent Achievement	93% - 100%	A
Good Progress	84% - 92%	B
Satisfactory Progress	75% - 83%	C
Below Average	65% - 74%	D
Failure	Below 65%	F
Excellent		E
Satisfactory		S
Needs Improvement		N
Unsatisfactory		U

Students at Valley Academy occasionally require significant instructional and testing accommodations. The final decision to implement a divergent grading system is made by the principal and usually at the recommendation of the classroom teacher. Grades earned under a divergent grading system will be indicated by an asterisk(\*) on the student's grade card.

Reasons for implementing a divergent grading system are not limited to the following events:

- The student has experienced a temporary health event such as a broken limb or excessive absences from school
- The student has experienced some difficulty with the home environment
- The 504 or IEP team has recommended a modified grading system

Students placed on a divergent grading system may be subject to one or more of the following:

- Significant reduction in assignment quantity
- Significant reduction in expected assignment quantity
- Ability level curriculum
- Forgiveness of one or more required assignments

Students placed on a divergent grading scale will not be eligible for the Valley Academy Honor Roll.

### Honor Roll

An Honor Roll will be designated at the end of each grading period for students in grades 3 through 8.

Board of Directors' Honor Roll	Students who receive all A's all four quarters
Principal's Honor Roll	Students who receive 3.8 – 4.0 GPA
Teachers' Honor Roll	Students who receive 3.5 – 3.79 GPA

No D's, F's, N's or U's are permitted.

### Student Promotion and Retention

Retention is considered only after careful examination of the student's growth and development. Promotion to the next grade level is not automatic. Students failing two or more core classes may be retained.

Parents will be notified during the third grading quarter when the school believes there is the possibility of retention for the following year.

## HEALTH CARE

### Regulations

Any pupil entering Valley Academy for the first time must present a Certification of Immunization form. Much advancement has been made in medicine to help prevent childhood diseases. To help protect children, state law requires immunization against:

- Measles, Mumps, Rubella – 2 doses
- Poliomyelitis – 4 doses
- Diphtheria, Tetanus, Pertussis - 5 doses
- Hepatitis "B" Series - 3 doses
- Varicella (Chicken Pox) - 1 dose unless child has had the disease
- Tdap and Meningococcal, if child is 11 years old and entering the sixth grade and seventh grade.

Children can be exempted if:

- A physician certifies one or more of the immunizations would endanger the child's life.
  - Parents submit a signed statement that immunizations are contrary to their religious or personal beliefs.
- Although the law allows exemptions, the County Health Department will tell us to exclude non-immunized children from school if there is an outbreak of any of these diseases. Parents not providing this information within the first three (3) weeks of school will be asked to keep their children at home until the information is furnished.

### Health Services

A health professional is on duty during the regular school day. Through health services, students receive instruction in nutrition, cleanliness, dental care, basic safety, and health rules. If at any time a family is faced with an unusual health situation, which could affect a child's performance in school, please notify the health office.

Parents are required to complete an Emergency Medical Referral Card for each of their children. This card tells us how to contact parents or other responsible adults should a child become ill or are injured at school. It lists health problems, including allergies to food, medicine, and insect stings. **Parents must immediately inform the school office when there are changes in address, home phone, business phone, or emergency phone numbers.**

If a parent cannot be reached in an emergency, the school will call paramedics, who will decide the need for an ambulance. The cost of this service is the parent's responsibility.

### Fever Policy

According to the Center for Disease Control, students are not to attend school or return to school until he/she has been fever free for 24 hours without the use of Tylenol (acetaminophen) or Motrin (ibuprofen). If a child is sent home from school with a fever, they must remain home the following day or until they are fever free for a full twenty four hours. Example: Student is sent home from school with a temperature of 100.0 or greater. The student is not to return to school the next day even if he/she has a normal temperature in the morning. Example: Student has a temperature of 100.0 or greater on Sunday. He/she is not to attend school on Monday morning even if student has a normal temperature.

## **Medicines**

State law rigidly controls dispensing medication to children by a health professional. These requirements are made for the protection of all children.

When students must take medication at school, either by a physician's order (prescription medication) or by parent request (non-prescription medication), the following procedure must be utilized:

1. A medication form provided by Valley Academy must be completed and signed by the parent prior to dispensing any medication.
2. Medication must be delivered to the health care professional in the original prescription bottle or over-the-counter container.
3. The prescription label must have the student's name, current date, and name of medication, dosage, and the time to be given.
4. If dosages should change while the child is on the medication, the school must have written documentation from the doctor or pharmacy before the new dose can be administered.
5. The dosage of a non-prescription medication must be within the manufacturer's recommendation as printed on the label.
6. Medicines needing refrigeration must be left in the health office during the dates to be dispensed and the parent should keep a needed amount at home. This will assure that medicines are properly preserved and lessen the chance of breakage of a bottle.
7. Only Valley Academy staff may keep and administer medication on field trips.
8. All medications must be stored in the Health Center Office. Children may not carry or administer medications to themselves.
9. Prescription medication for breathing disorders, including handheld inhalers and EpiPens®, may be kept on the child's person if written parental permission is on file in the nurse's office. The pupil's name must be on the handheld inhaler device or medical container.

Medicines brought to the school and not meeting necessary requirements will not be dispensed by the health care professional and will be locked in the Health Center Office until a parent complies with the above procedures or takes the medicine home.

It is recommended that medication be brought to the school by the parent.

## **PARENT INVOLVEMENT**

### **Valley Academy Parent Organization (VAPO)**

The purpose of the parent organization is to enhance the education of our children. All parents, by virtue of having a child at Valley Academy, are members of the Valley Academy Parent Organization. The governing council of VAPO acts in an advisory capacity to the school administration in:

- Promoting high academic standards.
- Promoting the philosophy, direction, and image of Valley Academy.
- Increasing and facilitating communication between home and school.
- Providing a forum for discussion of school-related issues.
- Maintaining a network for parental participation.

### **Governing Council**

The governing council is the leadership body of the Valley Academy Parent Organization. It meets regularly to discuss the school program, including curriculum, philosophy, activities, etc. The governing council is meant to be an advisory source for administration and a place where ideas and concerns can be discussed. Parents are welcome to attend the monthly VAPO meetings.

### **Volunteers**

Parent volunteers provide a tremendous service. Valley Academy asks every family for a minimum of three (3) hours per month volunteer participation in the school.

The wide variety of talent and expertise among parents and community members greatly enhances the education process for all students. It allows teachers to stay focused on students and be available to meet any additional instructional needs of their students. Areas where volunteers lend a hand include:

- Tutoring
- Clerical
- Special Presentations
- Field Trips
- Playground Supervision
- Special Material Preparation
- Library Assistance
- Classroom Assistance
- Office Assistance
- Extracurricular Activities
- Campus Maintenance
- Curriculum and Literature Committees

**Visitors**

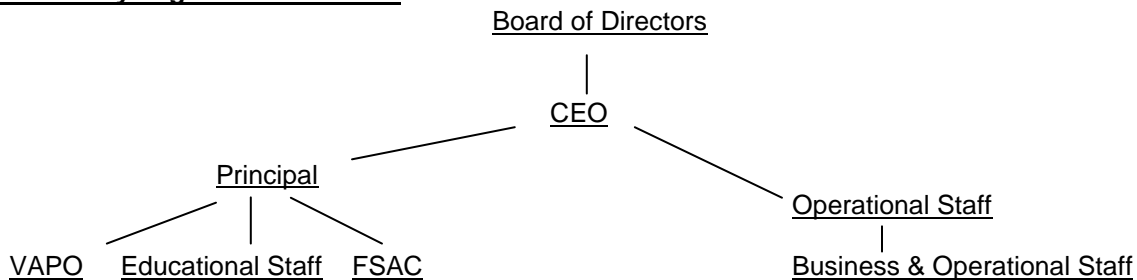
Parents are encouraged to observe their students' classes, join them for lunch, and take an active part in their education. For reasons of safety, **parents are required to report to the office and sign in as either a visitor or a volunteer when on campus.** A visitor's badge or a Valley Academy picture ID must be worn while on campus. Parents are also asked to demonstrate respect for school rules, including not smoking or bringing alcoholic beverages on campus, and dressing modestly. Visitors are not allowed during standardized testing.

Please leave small children at home when visiting classrooms. Young children distract both students and visitors. Siblings, friends of students, former students, etc., under the age of 21 are not permitted to visit classes and must be accompanied by an adult while on campus.

Please avoid conferencing with the teacher during classroom visits. Remember, visits should not disrupt the academic learning process. Teachers are expected to conduct class as usual.

**STUDENT AND PARENT RIGHTS**

**Valley Academy Organizational Chart**



**Lines of Communication**

In an effort to resolve in a timely manner any issues that may arise, parents with concerns about how academic programs or other activities are being conducted are encouraged to seek immediate consultation with school staff and/or administration. Knowing whom to go to first can often make addressing issues easier.

- For questions about the classroom (i.e., class work, student behavior, teacher discipline), you may contact your child's teacher.
- For questions dealing with school-wide issues (i.e., playground privileges, lunchroom rules, discipline policies) or for questions that have gone to a teacher and not been resolved, parents should talk to the Principal.
- For questions dealing with the physical campus (i.e., traffic, parking, restrooms, grounds), parents should contact the school office.
- For issues that need research or for times when parents wish to remain anonymous, parents may always write to VAPO or go to the Valley Academy Parent Organization's governing council members. Messages may be left in the VAPO boxes in the school office reception area.

Valley Academy's administrators are always available to hear and discuss issues of importance to our parents. The Valley Academy Board of Directors functions as the final authority on all issues that have not been resolved after going through the proper channels.

### **Student Records**

Parents have access to their children's school records. School employees respect the privacy of student records and recognize that only important factual information should be included in permanent records. The information, which can be made available to people outside the school, is limited. Information may not be given without the written permission of the parents of the students. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974. Procedures for reviewing student records are available in the school office.

### **Sexual Harassment**

Sexual harassment consists of unwelcome verbal or physical conduct of a sexual nature where that conduct has the purpose or effect of substantially interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment. Any person who is subject to sexual harassment or who knows of the occurrence of such conduct must immediately inform the Principal or Assistant Principal or some other staff member with whom he/she is comfortable discussing the matter. If the report is made to other staff, they will report the matter to the Principal as soon as practicable.

Upon receiving a complaint, the Principal or Assistant Principal will make a determination whether a formal investigation is warranted. All matters involving sexual harassment complaints will remain confidential to the extent possible. A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include suspension and/or expulsion.

If the complainant is not satisfied with the action taken by the Principal, he or she may pursue the matter by filing a formal appeal with the Board of Directors within five (5) days of being notified of the action. The appeal must state the grounds of dissatisfaction, the remedy proposed, and must be signed and dated by the complainant.

### **Letters of Recommendation**

Students requiring letters of recommendation from teachers or the Principal should provide at least 48 hours notice, as well as a self-addressed stamped envelope with the Valley Academy return address to the entity requiring the recommendation.

## **ADDITIONAL INFORMATION**

### **Security Cameras**

As part of our security system for the campus, cameras have been installed to help ensure the safety and security of our campus. The cameras monitor public locations such as hallways and outdoor play areas, but do not, of course, monitor private locations such as bathrooms.

### **Special Activities**

Participation in special activities is often dependent upon passing grades, completed assignments, and good behavior. Students need to be in attendance for the entire day, unless they are absent due to observation of a religious holiday, in order to participate in special activities, which occur during the school day or after school.

### **Permission Slips**

Students must have signed permission slips to participate in special activities, especially when the school transports them on a field trip. The permission form will be furnished by the school and must be signed by the parent and returned to school as directed on the form in order for a student to participate.

### **Lost and Found**

On occasion a misplaced item is found. The school has designated a collection box for such lost items in the multi purpose room. Smaller lost items, such as jewelry, wallets, etc., are brought to the office. Students and parents are encouraged to check this box for missing items. Although Valley Academy is not responsible for lost items, efforts are made to help locate items reported missing. Periodically, Valley Academy donates all unclaimed items in the collection box to a charitable organization.

### **Telephone**

Students may not use school office telephones for personal calls except with staff permission in the case of emergencies. Emergencies may include, but are not limited to, calling for medication, illness, discipline, or a teacher's request to stay after school. Misplaced homework, forgotten assignments, books, or permission to go home with a friend does not constitute emergencies.

Teachers can be reached by calling their extension number and leaving a message. There will be no calls accepted during academic time.

### **School Parties**

Parents help plan scheduled parties for students. Scheduled parties are generally held during the last hour of the school day. The three occasions for which classes may hold parties are:

Winter Holiday Party  
Valentine's Day  
End of the School Year

Students may be recognized on their birthdays by their teachers; however, in the interest of fairness and equality, and with respect to academic time on task, no other treats or birthday recognitions by parents are permitted in the classroom. Additionally, parents are asked not to distribute private party invitations at school unless the student's entire class is included.

Valley Academy prohibits former students, minor siblings, friends of students, and underage relatives from attending fieldtrips and classroom parties.

### **No Solicitation**

Valley Academy has a no-solicitation policy, which prohibits employees, students, parents, or visitors from selling on campus except as approved by the administration. Approved sales will be for the benefit of the school or student body. Parent and student names will never be released or used for sales purposes.

No notices may be posted on campus without administrative approval.

## **STUDENT SERVICES AND ACTIVITIES**

### **Fund-raising Policy**

Fund-raising activities, if carefully and discreetly controlled, can be worthwhile to students and help them acquire experience in the free enterprise system. Fund-raising activities are acceptable, subject to the following conditions.

1. All fund-raising activities must be approved by the school's administration.
2. Students are not to be released from school classes for fund-raising purposes.
3. All state and school bookkeeping policies and procedures must be followed.
4. Door-to-door selling by students is prohibited.

### **Student Council**

Student leadership is an important part of Valley Academy. Adherence to academic and behavioral standards is required for candidates and carries forward to those elected to student council. The student council sponsor will be a faculty member or parent designated by the school.

### **Clubs, Athletics, and Activities**

*Eligibility* -- To participate on a sports team or other extracurricular activity, students must maintain a "C" or better or an "S" or "E" in all classes. Extracurricular activities include, but are not limited to, sports, clubs, student council, etc.

If a student's grade falls to a "D" or "N" in any class, he/she will not be allowed to participate in games or performances, but will be allowed to participate in practices or rehearsals with parental permission. If a student's grade falls to an "F" or "U" in any class, he/she will not be allowed to participate in any form of extracurricular activity. This probation status will last a minimum of two weeks.

After a two-week period, if the student has improved his/her grades, then the student will be allowed to participate in extracurricular activities. If no improvement is made after the two-week period, then the student will be placed on probation for an additional two-week period.

The following may result in a student's dismissal from a sports team or other extracurricular activity.

- Being placed on probation for a third time
- Receiving an in-school or an out-of-school suspension
- Consistently failing to arrive on time to scheduled events
- Displaying a poor attitude

When a student receives a detention, which is to be served on a practice/rehearsal day, the student will serve the detention and then attend practice/rehearsal. If the student fails to serve the detention, then another detention will be added to it pursuant to school policy. The student will also be suspended from playing in the next game or performing in the next event. If there are continued problems with a student failing to serve detentions, then the student may be dismissed from the team or other extracurricular activity.

When a player receives a detention, which is to be served on a game day, the player will serve the detention and then be benched for the first half of the game. In the case of a game that is played off campus, if the student is released from detention after the means of transportation has already departed, then the player will not participate in that game.

Students who are absent from school on the day of an after-school extracurricular activity (unless they are absent due to observation of a religious holiday) may not attend the activity.

Clubs must have a faculty member sponsor. Membership of clubs and enrichment classes is limited to students and their immediate families. Membership for non-students is limited to availability and subject to administrative approval.