

PARENT/STUDENT HANDBOOK



WELCOME TO VALLEY ACADEMY CHARTER

We would like to take this opportunity to welcome you formally to Valley Academy Charter. Together, we can make this year a rich and happy learning experience for everyone. We believe the education of our children is the major hope for improving the future. Our mission statement identifies key areas, which will enable students to accomplish these goals.

We believe in our school and ask you to support us in our quest for providing the best educational opportunities for all our children as they prepare themselves to be productive citizens in our global community. We are here to assist each child in reaching his/her potential. We ask for your support and cooperation. Should you have any additional questions or concerns, please feel free to contact the school.

TABLE OF CONTENTS

- 2. MISSION STATEMENT
- 2. CHARTER SCHOOL PURPOSES
- 3. ATTENDANCE
- 4. LEAVING SCHOOL
- 4. TARDINESS
- 4. TRUANCY
- 5. ATTENDANCE IMPROVEMENT PLAN
- 6. CALENDAR
- 6. CHANGE OF ADDRESS OR TELEPHONE NUMBER
- 6. COMMUNICATION
- 6. COMPUTER/INTERNET ACCESS
- 13. BEHAVIOR EXPECTATION POLICY
- 16. CURRICULUM & INSTRUCTION
- 16. SOCIAL EMOTIONAL LEARNING
- 17. DAILY SCHOOL SCHEDULE
- 17. DRESS CODE
- 19. DROP-OFF AND PICK-UP
- 20. DRUG FREE SCHOOL
- 20. PRIVACY RIGHTS
- 21. ENROLLMENT FOR NEXT YEAR
- 21. LOST AND FOUND
- 21. LUNCH
- 22. ILLNESS
- 22. HEAD LICE
- 22. INJURIES
- 22. MESSAGES FOR STUDENTS
- 23. MONEY AND OTHER VALUABLES
- 23. ACCOUNTABILITY COUNCIL
- 24. PARENT/TEACHER CONFERENCES
- 24. PLAYGROUND SUPERVISION
- 24. PROGRESS REPORTS
- 25. SPECIAL EDUCATION STUDENTS
- 25. SCHOOL PICNICS
- 25. STUDENT COUNCIL
- 26. STUDENT RECORDS
- 26. TITLE 1
- 26. VISITING THE SCHOOL
- 27. VOLUNTEERS
- 28. CHARTER CONTRACTS

How to Use This Handbook

This is your Parent/Student Handbook. The design of this handbook is so you can use it year after year. Periodically, it will be necessary to revise some of the content. Changes throughout the year will be available on the website. In addition, you may place all of the letters, notes and/or newsletters from the school in a binder for your convenience.

MISSION STATEMENT

The mission of Valley Academy is to provide a superior, character building academic program enhanced by integrated training in the fine and performing arts and a technologically advanced curriculum.

CHARTER SCHOOL PURPOSES

CONTINUE TO IMPROVE STUDENT LEARNING

Continuous improvement of student learning is an ongoing goal and one of the purposes of Valley Academy. We intend to improve student learning based on three main pillars: exposure to the arts as an integral part of each school day, significantly improved use of technology schoolwide, and Social Emotional Learning that will involve parents and the community as partners in the school.

We believe that by utilizing these three pillars, students will be more engaged in the learning process, excited about their lessons, and develop a lifelong love of learning and service to their community.

ENCOURAGE THE USE OF DIFFERENT AND INNOVATIVE TEACHING METHODS

Valley Academy will utilize differentiated Instruction during a portion of each school day, which will give every student the opportunity to work at their own level of understanding based on digital assessments. The digital curriculum assesses skill levels and repopulates the students' work for the next day based on their understanding of the material. The teacher is able to get a detailed assessment of the students' progress on a daily basis to assist in lesson planning and see where students may be excelling or needing extra help.

ATTENDANCE

A student's success in school and later in life is supported by regular attendance. We realize many students carpool and commute to Valley Academy Charter. Students should be in class by 8:25 a.m. Class will begin promptly at 8:30 a.m. We recognize the dedication our parents and students exhibit by having students here except when excused absences are necessary.

ABSENCES

1. Under Utah State school code, only the following are considered excused absences:
 - a. Personal illness
 - b. Death in the family
 - c. Observance of a recognized religious holiday
 - d. Reasons approved by school administrator

Other absences from school are considered unexcused. The school Director has the responsibility to determine what constitutes an unexcused absence.

2. Please minimize doctor and other appointments during school hours unless there is an emergency.
3. Parent(s) or guardian(s) must report all students' absences to the office by phone. If the parent has made no communication, the student must report to the office on the day following an absence with a written note from a parent/guardian and/or a doctor. The note must state the following:
 - a. Student's full name and grade
 - b. Date(s) of the absence(s)
 - c. Reason for the absence(s)
 - d. Signature of the parent/guardian or doctor
4. Students are truant unless the absence is cleared through the office within 24 hours of returning to classes regardless of circumstances. The teacher will refer excessive absences to the Director for review and parental contact.

5. All absences not cleared by the Director are counted as unexcused. If a student misses 10 days, the child may be considered a truant, and his/her records may be sent to local authorities.
6. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. The office will keep a log of all students who report for attention.
7. If a student needs to leave early or arrives late to school, the student and parent/guardian or a person designated by the parent, must report to the office and the parent/guardian or the person designated by the parent must sign the student in or out. **Only those listed on the registration form under emergency contacts will be allowed to pick-up your student.**
8. A student must attend the entire school day in order to participate in an extra-curricular activity. Emergencies will be given due consideration.

LEAVING SCHOOL

Valley Academy Charter staff must know where students are at all times. A student leaving the campus during school time requires the student's parent or guardian, an individual designated by the parent or guardian, an authorized school official and/or law enforcement agency personnel to check the student out at the office. Students failing to follow this procedure will be considered truant and are subject to disciplinary actions.

TARDINESS

Tardy is defined as not being in the correct class when it is time for class to begin. Students coming to school tardy must come to the attendance office for an admit slip. Please check your child in when he/she is late to school.

The teacher of the class will handle tardiness. If it becomes habitual, the student will meet with the Director. Continual tardiness requires a parent, teacher, administrator conference.

TRUANCY

Truancy is when a student is absent from his/her assigned classes without parental consent and knowledge of the school (leaving class or the school grounds). Law R277-607-5. allows schools to take action when a student becomes truant An Attendance Improvement Plan will be initiated before any court referrals.

ATTENDANCE IMPROVEMENT PLAN

Council Guidelines

Goal: All Students at Valley Academy Charter will maintain acceptable attendance.

BELIEF STATEMENTS

We believe that a pattern of good attendance strongly influences a student's success in school. We believe parents have a responsibility for and influence on their child's attendance. We believe there are legitimate, acceptable reasons for student absences. This Council will take referrals from teachers and the Director. The Council will consider cases where a student is habitually tardy and missing instructional time on a continual basis as a truancy issue. The Council can provide assistance to children who show a pattern of poor attendance by working closely with the parent and the truant student.

PROCEDURES

1. The Attendance Council will consist of: Classroom Teacher, Administrator, Attendance Secretary and Parent Representative or by request of parent, a social services representative,* special education representative *
2. The Council will only meet if student names have been submitted for review after an Attendance Plan has not been followed.
3. Teachers will refer truant students to the building Administrator. The Director will initiate an **Attendance Improvement Plan** with the student and their parent.
4. Director will submit a copy of the **Attendance Improvement Plan** form to the teacher. (Please add any pertinent additional information that you feel will assist the Council.)
5. The school attendance secretary will prepare copies of attendance records and information and discuss attendance with the homeroom teacher. The teacher will also notify the parent of the Council meeting time and location.
6. The parent will be asked to have the student attend the meeting with them.
7. The Council will work to develop a plan to eliminate the truancy and complete a plan for improved attendance.

Calendar

The Valley Academy Charter calendar is available online. A calendar will also be distributed at Back-To School Night

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Keep the school informed of any change of address or telephone number during the school year. This will help keep our records current and make it much easier to reach you should any emergency occur.

COMMUNICATION

Check the website and Facebook to get information. Teachers will have web pages and blogs. More details will be distributed at registration about parent access to SIS. Please consult with your child's teacher to know when the best time is to schedule a conference. Each teacher at our Back to School Night should discuss this.

- The Director has an open door policy and you may call for an appointment any time.
- The Director must approve all written communications on flyers distributed to students or staff.

COMPUTER/INTERNET ACCESS

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are to be considered public in nature. General school rules for behavior and communications apply.

Network resources are provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the administration and staff will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services by the administration, faculty, and staff, access may be denied, revoked, or suspended at any time.

Technology Resources and Internet – Acceptable Use and Safety Policy

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of technology resources and the Internet.

POLICY

In making decisions regarding student and employee access to the school district's technology resources and the Internet, Valley Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Valley Academy computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the Valley Academy computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

DEFINITION OF TECHNOLOGY RESOURCES

Valley Academy's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Valley Academy reserves the right to monitor all technology resource activity.

LIMITED EDUCATIONAL PURPOSE

Valley Academy is providing students and employees with access to the computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Valley Academy system has an educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Valley Academy policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

ACCEPTABLE USES

Valley Academy's technology resources will be used only for learning, teaching, and administrative purpose consistent with the VA mission and goals. Software or external data may not be placed on any computer, whether stand alone or networked to the system, without written permission from the Technology Team.

USE OF SYSTEM IS A PRIVILEGE

The use of the Valley Academy computer system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

The following uses of the Valley Academy computer system and Internet are considered unacceptable for students and staff but are not limited to the following:

1. Users will not use the Valley Academy system to access, review, upload, download store, print, post, receive, transmit or distribute:
 - A. pornographic, obscene or sexually explicit material or other visual depictions harmful to minors
 - B. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language
 - C. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process
 - d. information or materials that could cause damage or danger of disruption to the educational process
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination
2. Users will not use the Valley Academy system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the Valley Academy system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the Valley Academy system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the Valley Academy system software, hardware or wiring or take any action to violate the Valley Academy security

system, and will not use the system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the Valley Academy system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated VA official. Users will not attempt to gain unauthorized access to the Valley Academy system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the Valley Academy system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the Valley Academy system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the Valley Academy system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the Valley Academy to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

FILTER

Valley Academy receives certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receives funds to purchase Internet

accessible computers and is subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy. Also, the Act requires such school districts to provide reasonable notice and hold at least one public meeting to address the proposed Internet safety policy prior to its implementation.

A. With respect to any of its computers with Internet access, VA will monitor the online activities of minors and staff and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Pornographic
3. Harmful to minors

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; or
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the Valley Academy computer system and use of the Internet shall be consistent with Valley Academy policies and the mission of Valley Academy.

LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the Valley Academy system, Valley Academy does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the system.

B. Routine maintenance and monitoring of the system may lead to a discovery that a user has violated this policy, another Valley Academy policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or Valley Academy policy.

D. Valley Academy employees should be aware that Valley Academy retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, Valley Academy employees should be aware that data and other materials in files maintained on the system may be subject to review, disclosure or discovery under Utah or Federal Law.

E. Valley Academy will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with Valley Academy policies conducted through the Valley Academy system.

INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of Valley Academy.

B. This policy requires the permission of and supervision by the schools designated professional staff before a student may access the Internet.

C. The Internet Use Agreement Form for students must be read and signed by the user when appropriate, the parent or guardian, and the supervising teacher. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement. The Internet Use Agreement form for employees must be signed by the employee. The forms must then be filed at the school office.

LIMITATION ON VALLEY ACADEMY LIABILITY

Use of the Valley Academy system is at the user's own risk. The system is provided on an "as is, as available" basis. Valley Academy will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on Valley Academy USB drives, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. Valley Academy is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Valley Academy system. Valley Academy will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

USER NOTIFICATION

- A. All users shall be notified of Valley Academy policies relating to Internet use.
- B. This notification shall include the following:
1. Notification that Internet use is subject to compliance with Valley Academy policies.
 2. Disclaimers limiting Valley Academy's liability relative to:
 - a. Information stored on Valley Academy portable drives, hard drives or servers.
 - b. Information retrieved through Valley Academy computers, networks or online resources.
 - c. Personal property used to access Valley Academy computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of Valley Academy resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the Valley Academy may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 405, Public and Private Personnel Data, and Policy 514, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate Valley Academy's acceptable use policy, the users access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

IMPLEMENTATION; POLICY REVIEW

A. Valley Academy administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the Governing Board for approval. Upon approval by the Governing Board, such guidelines, forms and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. Valley Academy Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

D. Because of the rapid changes in the development of the Internet, the Governing Board shall conduct an annual review of this policy.

BEHAVIOR EXPECTATION POLICY

Purpose

Each student has unique personal, social and emotional needs. As a result, each disciplinary situation becomes singular in nature. Consequences for inappropriate choices provide the best learning value when matched to the situation. Research proves when students see a connection between their behavior choices and resulting consequences they learn from their mistakes.

Our goal is to develop students academically and help them become responsible citizens who demonstrate appropriate social behavior. We believe emotional growth and well-being depend on the development of positive, honest relationships. This is why we have carefully chosen Social/Emotional learning as a pillar of education at Valley Academy.

Policy and Procedure

The Valley Academy staff dedicates itself to these beliefs that provide a guide for dealing with behavior. They guide our attempts to individualize disciplinary procedures and to help students see direct connections between their behavioral choices and the resulting consequences. All students need a school-wide system of support with social/emotional learning training which includes positive proactive consequences, active supervision and monitoring, firm, fair and connected accountability.

A small number of students may need classroom and small group strategies and further interventions to be successful. Mentors, increased academic support, self-management assistance and consistent consequences are strategies to assist in growth and academic achievement.

An even smaller number of students may need intensive, individual interventions with multi-agency interventions and planning. For major infractions of safe school issues, other interventions are indicated on the following chart.

The following guidelines incorporate principles of social/emotional learning and will be followed:

1. Teachers will manage behavior in their classrooms. Only major offenses (indicated on the following chart) will be referred to the administration. Teachers will set up their own classroom behavioral expectations, procedures and in-class policies. Those policies must align to Valley Academy's core beliefs. The administration will act as a support to the teachers as they work with their students. If a teacher sends a student to the office, the teacher will need to set an additional meeting up with the student, parent and administration to discuss the behavior and consequences. The teacher has the authority to take appropriate intervention with students who do not cooperate in class.
2. When a student first misbehaves, the teacher gives the student a choice to change the behavior. The choice may be to take a minute of time-out and think about the behavioral choice made what needs to be learned from it or to make a written reflection of the behavioral choice.
3. If the problem behavior escalates or continues, a student may be sent to another classroom to sit until the teacher can hold a conference with the student. Teachers will select their partners so they are aware that students may be coming to their classroom. If a student is sent out of class to the office or to another classroom, that student must hold a re-entry meeting with the teacher before he/she is allowed to return to class. The crucial interaction is with the teacher and student who own the problem. If the administration or another staff member speaks with the student, the problem must still be solved with the classroom teacher.
4. After a student has a re-entry meeting and a written plan for change, the student may return to class. The student must take the written notice home to the parent. Three such occurrences in one week indicate the plan is not

working. If inappropriate choices continue, the teacher will inform the student that the plan is not working and that it is best if they leave and go to the office. The student may be held until the next break or sent home for the day if the student will not take ownership or choose to make more appropriate choices. A conference will be held with the teacher, student and administrator. Parents are called and a conference set.

5. A teacher may request that a student be sent home for that day to improve the behavior plan, discuss it with the family and schedule a re-entry meeting. The administration will honor the teacher request unless the teacher has not followed the first four steps.
6. If the infractions are on the major offense list with a set consequence, the decision rests with the teacher and administration.
7. If the problem involves conflicts between students, they may request to work it out at the problem-solving table. Students will follow a problem-solving model to resolve conflicts with others. Once they agree on the problem and a consequence if a rule has been broken, they may report back to the teacher or administration. They must present an action plan on how they will work together in the future and report how the issue has been resolved.
8. Continued disruptive behavior after these interventions may result in serious consequences as listed under major offenses. The administration will work with the teacher and parents if those consequences are necessary.

Valley Academy operates with the following principles as a guide and expects all staff members to do so:

- We will react without anger or haste when problems arise.
- We will provide consequences that are not punitive, but allow students to experience the results of inappropriate choices.
- Students must be the directors of their own behavior plans.
- We will guide students toward personal responsibility.
- Students will not be humiliated or demeaned in front of others.
- Equal is not always fair. We will work with the student, parent and teacher to find an appropriate consequence. It may not be equal to another student's consequence because of differing needs.
- We will make every effort to help the student understand the consequences of choices made.
- If a student feels they are being treated unfairly, the student has the right to state their case and request a meeting with the parent and teacher to discuss their feelings. Consequences may or may not change depending on the outcome of that meeting.
- Staff and students are responsible for behavior in the classroom. In cases where a staff member struggles with a situation, an experienced colleague may be consulted for guidance.

There are numerous research based strategies for behavior intervention and the teaching of social skills.

Valley Academy has chosen the research-based Six Seconds™ Emotional Intelligence Network program. Parents are encouraged to engage in the Six Seconds model. More information on the program is available at: www.6seconds.org.

CURRICULUM & INSTRUCTION

Valley Academy Charter has selected an academically rigorous curriculum to enable all students to excel. The Utah State Core Curriculum will serve as the minimum basis for academic requirements for advancement and graduation. The school's curriculum and student expectations will exceed standards of the Utah State Core Curriculum.

Assessment of all students will occur during the first two weeks of school to determine appropriate placement in language arts and mathematics. Teachers will also incorporate data from last year's "End-of-Level" testing in these decisions. Students are leveled as closely to their academic level as possible but still maintaining feasible class sizes. Throughout the year, teachers will continue to assess proficiency in each of these subject areas and adjust instruction based on test results.

Students are leveled in Literacy and Math groups. The criteria for leveling when determining student placement is: Math: (Saxon) End of Level Tests, Teacher Recommendation, State Math Core Test results

All students will have Literacy. Writing will be a key component of this portfolio. We will be preparing our children for the 5th grade U-PASS writing assessment as well as for mastery in expressing their thoughts through written communication. All students in grades 3-6 will participate in "End-of-Level" testing in May, which focuses on language arts, mathematics and science. All students in K-6th Grade will take the Dibels Assessment.

SOCIAL/EMOTIONAL LEARNING (SEL)

Brain research has provided us with proof that understanding how we process emotions and relate to others (Social/Emotional Learning) not only helps us become better people, it also helps us become more effective learners. The Six Seconds™ program we are using provides children and adults with valuable tools to know themselves, communicate more effectively, take ownership of their choices and apply consequential thinking. This program is foundational for the healthy, happy culture we create at Valley Academy.

DAILY SCHOOL SCHEDULE

First Bell: 8:30

School dismissal: Monday-Thursday 3:00 PM

School dismissal: Friday 12:30 PM

Teachers will discuss daily grade level schedules at Back to School Night

DRESS CODE

We are very proud of Valley Academy, and the Dress Code has been carefully written to reflect that pride. Please carefully read and follow the dress code.

Students are required to wear the VA uniform daily while on school property during normal school hours, during after-school tutoring activities and on all field trips, unless otherwise specified. Repeat dress code violations will be addressed with parents.

Uniforms need to be plain, simple, and conservative. All clothing worn during school hours must be solid colors; no prints, patterns, or logos are allowed, except for the school logo clothing. Please do not place embellishments on the clothing, such as large buttons, buckles, zippers, ruffles, lace, or emblems.

Clothing needs to fit properly – not baggy, saggy, or skin tight. Clothes should be clean and in good repair – not washed out or worn out. Holes or patches are not allowed.

We have gone to great lengths to secure special pricing on our embroidered VA polo shirts. The Parent Uniform Committee will offer special package pricing to keep things simple and convenient. As such, our embroidered uniform shirt is less expensive than plain polo shirts purchased at major retailers.

Valley Academy Uniform colors are:

- White
- Light blue
- Navy blue
- Khaki (light tan)

TOPS

Plain white, navy or light blue polo shirts and polo dresses in either short or long sleeves, with or without the school logo on the front.

Long-sleeved sweaters and cardigans are acceptable in school uniform colors with a school-approved polo underneath. Micro-fleece jackets are allowed indoors in uniform colors. Sweatshirt hoodies and pull-over sweatshirts are for outdoor wear only.

Coats, jackets, sweatshirts, gloves, and hats, may be worn for **outdoor activities**.

BOTTOMS

All pants, shorts, skorts, skirts, and jumpers must be solid khaki (light tan) or navy in color.

Pants must fit properly. The following are not allowed: athletic wear, jeans/denim, or sweatpants.

Shorts, skirts, skorts, jumpers and dresses must be within 1-3 inches above the knee in length.

Children will be active throughout the day, therefore, if skirts, jumpers, and dresses do not have built-in shorts, a pair of shorts in school uniform colors must be worn underneath. White or Navy leggings and tights are allowed for girls.

SHOES

Shoes must have a closed toe and back. No bright, neon colors, flashing lights, glitter, wheels, etc. Flip-Flops, sandals, shoes with heels higher than 2 inches, stiletto heels, open toes, open heels, and strap back heels are not permitted.

P.E., DANCE, MOVEMENT AND PERFORMING ARTS

During P.E. activities, t-shirts must be solid light blue or white with or without the Valley Academy logo. Shorts must be solid navy blue with or without the Valley Academy logo. No prints, patterns, or other logos are allowed. Sneakers must have non-marking soles and must be in good repair.

During performing art activities, uniforms must be of modest design and according to the instructors' specifications.

Footwear appropriate to the activity will be specified by the instructors.

HAIR

Hair shall be neatly combed or brushed, trimmed and attractive in appearance. Bizarre or extreme hairstyles are not permitted. Hair must be kept trimmed so that the student's eyes are always clearly visible. Hats and bandanas may not be worn in the school building.

JEWELRY

Students have the responsibility to avoid apparel or accessories that are so extreme that they create a safety issue, interrupt school decorum, student concentration, or adversely affect the educational process.

GROOMING AND HYGIENE

Students shall dress modestly, maintain a clean and neat appearance, and exercise good grooming and personal hygiene habits.

Tattoos must be covered.

FREE DRESS DAYS

"Free Dress" days will be designated by school administration. Free Dress Day policy shall

also include the following provisions:

- Tank tops, tube tops, spaghetti straps, bare midriff shirts and short shorts *shall not* be worn.
- Clothing may not contain vulgar, sexually explicit, or profane words or phrases or words, phrases, pictures or other representations that refer to drugs, tobacco, alcohol, weapons or gangs.
- Sandals with back straps may be worn on Free Dress Day.

Valley Academy administration reserves the right to be the ultimate authority in deciding what constitutes appropriate school attire.

SPECIAL ACCOMMODATIONS

Accommodations regarding the dress code may be made for students and families who:

- 1) Are financially unable to provide the uniform; they may meet with a school administrator to discuss the options available.
- 2) Medical reasons: A doctor's note to a school administrator explaining the necessary modifications to the Dress Code and the length of time the modification must be held.
- 3) Bona fide items of clothing or jewelry for religious reasons.

DROP-OFF AND PICK-UP

The safety of your children is one of our top priorities. Please follow drop-off and pick-up plans prepared by the Parent Teacher Organization. Carpool forms and selection of pick-up areas must be completed before school starts. The driving lanes are ONE-WAY only. Please comply with the following "Parking lot rules and how-to information"

1. Pick-Up and Drop-Off from right curb lane only.
2. Absolutely NO children in the vehicle drive areas at any time.
3. No parking, stopping, waiting, loading, or unloading permitted in the exit lane.
4. Remain with your vehicle at all times. Absolutely no parking or leaving vehicle unattended allowed in the drop-off lane or 870 W.
5. If your children are not at the designated pick-up area, go to the parking area and park your car, then walk up to find them.

DRUG-FREE SCHOOLS

Students, staff, parents and visitors are prohibited from use of tobacco products and other illegal and harmful substances on school grounds, in school buildings, and in school vehicles at all times. Tobacco products refers to all uses of tobacco for smoking or chewing and includes cigars, cigarettes, pipes, shredded tobacco, smokeless tobacco and snuff.

PRIVACY RIGHTS

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual's right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students.

School employees may conduct searches when they have reason to suspect the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

- General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reason to believe that a violation of a law or school rule has occurred on school property. This search of school property may be made without the student being present.
- Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of other, or might possibly interfere with school purposes may be seized by school employees.
- Items, which are used to disrupt or interfere with the educational process, may be removed.
- A student may be searched by school employees when there is reason to believe that the student has illegal items or other items that may interfere with school purposes.
- School employees may search motor vehicles parked on school property when there is reason to believe the health, safety or welfare of students might be in jeopardy.

ENROLLMENT FOR NEXT SCHOOL YEAR

There will be three groups of students enrolling for the next school year. They are currently enrolled students, siblings of currently enrolled students that have not yet attended and new students. During January, you will receive an Enrollment Form for the next school year. You must complete the form by putting all names of your currently enrolled children planning to return, any siblings not previously enrolled but that will be new in the coming year, any children that may be enrolling in the future, and any children that will not be returning to Valley Academy Charter. There will be a deadline date on the form. If we do not receive the form by that date, those children currently enrolled may risk losing their positions for the next school year. The criteria for enrollment follow.

CURRENTLY ENROLLED: Enrollment for the next school for students attending Valley Academy Charter during the current school year is confirmed. However, you will need to list their names on the Enrollment Form and return it to the office by the given deadline date. If we do not receive the form by the given date, your child (ren) may risk losing their position(s) for the coming year.

SIBLINGS OF CURRENTLY ENROLLED STUDENTS: Generally, we guarantee enrollment of siblings of currently enrolled students. However, if there are more siblings for a particular grade level than there is space, then there will be a lottery of all siblings for that grade level.

NEW STUDENTS: Those applying for enrollment with Valley Academy Charter for the first time must submit all of the appropriate paperwork. These names will go through the lottery process for selection if there are n open positions.

LOST AND FOUND

All "lost and found" articles such as clothing, lunch boxes, backpacks, glasses, etc. are to be brought to the office. Every effort is made to get students to check the "lost and found" area and claim their belongings. All major items of clothing, lunch boxes, and backpacks should be marked with your child's name. If your child is missing something you sent to school with him/her, please feel free to come and look through the "lost and found" boxes. All articles not claimed by the end of each semester, will be donated to a local charity.

LUNCH

Our Nutrition Policy asks that teachers and parents provide healthy treats for students whenever possible. More information is available at www.kateringkoncepts.com

Students may bring a sack lunch from home. Please do not send pop, caffeinated beverages or candy in your child's sack lunch. Leaving out pop and candy will help students perform better in the afternoon.

ILLNESS

We are concerned about the health of all of our students. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities unless we have a physician's note. Keep your child home when he/she has a fever, has been on an antibiotic for less than 24 hours, the length of time identified by your doctor, etc. Remember, sending your sick child to school only spreads the "bug" to others.

If a situation arises during the school day when a child becomes ill, or is sent to school sick, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up your child. Again, we have the responsibility of providing a healthy learning environment and if a student endangers this environment, we have an obligation to send that child home.

HEAD LICE

Head lice occur often in schools. When we encounter a case, we call the child's parents to remove the child from school for treatment. We also check children in the affected child's classroom, the child's brothers or sisters, and close friends from other classrooms if other infected students are substantiated... Isolated cases of head lice are treated as such; only the affected children's parents are notified. If we have several children in a classroom infected, we will send a notice of a head lice outbreak to the parents of all children in that classroom. If we encounter outbreaks in several classrooms, we will send a general notice out to all Valley Academy Charter parents.

INJURIES

Students are instructed to report all accidents to their classroom teacher. Staff members are to report all accidents or injuries to the office. If the injury is an emergency 911 will be called. Parents will be notified immediately, and an ambulance summoned, if needed. It is important that parents keep contact information current with our office. In case of an emergency the school will release the student's medical information to emergency personnel.

On occasion students do not tell the teacher or office that they have had an accident. Parents who find out their child had an accident at school and know the student did not report, should inform the office as soon as possible.

MESSAGES FOR STUDENTS

In the event you have an **emergency** for your child, feel free to call the school office, and we will get the message to your child.

MONEY AND OTHER VALUABLES

Excessive amounts of money or other valuable items such as Game Boys, CD Players, etc. should not be brought to school. There is no place in the classroom to safeguard items of value and children can be careless with money or expensive items. Cell phones must not be on or visible during instructional time

The school will not be responsible for items brought by your child to school that become stolen or damaged.

PARENT/TEACHER CONFERENCES

Teachers will conduct the parent/teacher conferences. Teachers will meet twice a year with parents and students to review report cards and student progress, celebrate accomplishments and plan for the next term. Besides academic reporting, conference discussions should include the social and emotional growth of the student.

These conferences are held in an effort to keep parents aware of their child's progress and activities. You are encouraged to take advantage of the opportunity to meet with teachers. Attending a parent/teacher conference is a great way to show your child you care. When you show strong interest in your child's school life, he or she is likely to have a positive attitude, feel proud, and enjoy school more.

PLAYGROUND SUPERVISION

School staff and parent volunteers will provide supervision on the playground at recess and lunch. Valley Academy Charter does not provide student supervision on the playground before or after school. All students are expected to leave school or be picked up by a parent/guardian immediately following the dismissal bell.

PROGRESS REPORTS

Midway during each nine-week period, a progress report will be sent home. The purpose of this report is to indicate those areas where a student is working on, above or below grade level. The progress report allows students a sufficient period-of-time to concentrate on these areas before permanent grades are issued on the report cards.

Teachers will also send home progress reports during each quarter. Teachers are expected to notify a parent if their student begins to fail. A report card should never be a parent's first indicator that their student is having difficulty.

SPECIAL EDUCATION STUDENTS

- In addition to the above, such decisions, when applied to students enrolled in Special Education, shall be on a case-by case basis, consistent with the individualized education plan and in accordance with Utah law.
- Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of Utah law. Individual Education Plans (IEP) programs for such students may need modifications, which may include but are not limited to:
 - Course substitution
 - Curricular, method, evaluation, or materials modification
 - Additional time to complete requirements
- Any student unable to meet regular academic requirements for promotion must meet requirements of an alternative curriculum derived from regular curriculum, which will be developed by a multidisciplinary team on an individual basis.
- Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs.
- Course work will be presented at a level commensurate with the student's ability.
- Retention of these students will only be considered by the IEP team, who will make recommendations to the Director

SCHOOL PICTURES

School pictures will be taken in August Picture Make-Up Day September. Please send your children dressed and prepared for their pictures

STUDENT COUNCIL

The Valley Academy Charter Student Council is composed of officers and representatives elected by the student body. Officers are from the seventh grade, but student council members may be from grades 3 – 7. The student council meets regularly in an effort to achieve major goals established by their constitution. The key element to the success of any democratic form of government is widespread participation on the part of all citizens.

Total support is essential for a good student council.

STUDENT RECORDS

All student records are open to parental inspection. Parents wishing to review their child's records will contact the school to arrange completion of the necessary form. The Director, after reviewing the completed form will schedule an opportune time for review. The Director or other designated school personnel will then explain and interpret the student's records to parents.

TITLE I

Parent Notification

Compliance with P.L. 107-110, Section 1111(h)(6)(A)

As a parent of a student at Valley Academy Charter, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact my office at 435-635-0772

VISITING THE SCHOOL

Parents are encouraged to visit the school. On occasion, a staff member will call conferences when it is in the best interest of the student. Please make prior arrangements with the Director and/or teacher if you would like to observe a class or meet with the Director. Student guest(s) are not permitted due to liability. Students and teachers will

immediately direct visitors, strangers and vendors who enter the school building to the office. When visiting the school, we ask that you follow these guidelines:

1. Parents must give the teachers prior notice of the visit.
2. Limit time of the visit to one hour or less.
3. Remember, this is a visit not a conference time with the teacher.
4. Wear a "Visitor's Pass" provided by the office, indicating you are a visitor.
5. Sign in and out on a form located in the office.

VOLUNTEERS

All families are encouraged but not required to volunteer. In accordance with State Law, volunteers who work unsupervised with minors may be subject to background checks. These checks, along with fingerprinting of volunteers are performed by government agencies. Volunteers who require a background check must sign a waiver.

All background checks are kept confidential. If you have questions regarding background checks please contact the school office or at (435) 635-0772

VALLEY ACADEMY CHARTER CONTRACT Student/Parent/Teacher/Director

Dear Parents,

Studies have shown that children of parents who are actively involved in their child's education are more successful in school. Because we want your child to excel, we ask that you and your child complete your sections of this Contract. The Valley Academy Staff look forward to working with you and your student.

Sincerely, Ed Woodd - Director

As the Director, I will:

- Support this form of parent involvement
- Create a welcoming environment for students and parents
- Communicate to students and parents the school's goals
- Ensure a safe and orderly learning environment
- Reinforce the partnership between parent, student and staff
- Provide appropriate in-services and training for teachers and parents
- Be available by email, telephone and/or parent's personal visit

As a parent, I will

- See that my child is punctual and attends school regularly
- Read the weekly Wednesday news for school information
- Establish a time and place for homework
- Assist my child with homework as he/she needs support
- Stay aware of what my child is learning at school
- Listen to or read to my child at least three times each week
- Let my child see me read (e.g. books, magazines, mail, TV. Guide, etc.)
- Take my child to the library whenever possible
- Attend conferences as needed as initiated by either teacher or parent
- Participate in school activities for parents (Open House, Parent Workshops, Family Reading Night, PTO, Family Fun Events, etc.)
- Notice and praise my child's efforts
- Regularly check the Valley Academy website

Parent's Signature

Date