



# Valor Hall Academy

EXCELLENCE IN PRIVATE EDUCATION

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## Parent Handbook 2011-2012

Valor Hall Academy's mission is to provide both spiritual and academic excellence so its students will develop the foundation required of leaders, whether it be of families, communities or nations.

Home to the  
"Knights of Virtue"

St George's Premier Private School Since 1996

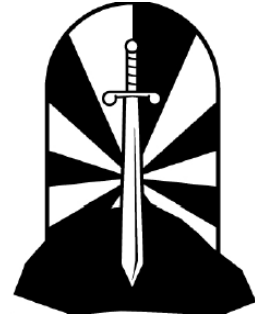
August 24, 2011

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# Valor Hall Academy

EXCELLENCE IN PRIVATE EDUCATION



## GRADES OFFERED

4 Year Old Kindergarten through Eighth Grade

## TUITION

Pre K & Kindergarten

\$4495 per year\*

First thru Fifth Grade

\$4995 per year\*

Sixth thru Eighth Grade

\$5295 per year\*

Extended Day

\$1500 per year\*

## NEW STUDENT TESTING FEE

\$50 per Student

*(Must be paid at time of testing)*

## ANNUAL CURRICULUM FEE

\$300 per Student

*(Fee is non-refundable and secures you child's placement)*

## NEW STUDENT REGISTRATION FEE

\$25 per Student

## SCHOOL HOURS

Monday – Thursday 8:15 – 3:45pm

4 & 5 yr old Kindergarten is excused at 2:00 pm

Extended Day 2:00-3:45

*\*Payment schedules are set for ten equal installments from August thru May.*

*\*10% discount applies to "full day" yearly tuition paid in full before school begins.*

*\*Multiple student discounts available.*

# 2011-2012 Calendar

<u>DATE</u>	<u>ACTIVITY</u>
August 5	Tuition Due
August 17 (W)	New Parent Orientation 7:00pm (No Children Please)
August 24 (W)	Open House 6:30 – 8:00 (All students, All grades)
August 30 (T)	School Begins 8:15
September 5	Tuition Due
September 5 (M)	Labor Day ( <b>No School</b> )
September 8(TH)	Red, White & Blue Dress Day
October 5	Tuition Due
???	Picture Day
October 12 (W)	Parent/Teacher Conference (Day 25)
October 13 (TH)	Fall Break ( <b>No School</b> )
October 31 (M)	Harvest Party (Dress Up)
November 5	Tuition Due
???	Picture Retakes
November 17 (TH)	End of 1 <sup>st</sup> Semester (Day 45)
November 22 (T)	Special Thanksgiving Luncheon (Parent's Welcome)
November 23-24 (W-TH)	Thanksgiving Vacation ( <b>No School</b> )
December 5	Tuition Due
December 21 (W)	Christmas Party (Dress Up)
December 22(TH) –Jan. 3 (T)	Christmas Break ( <b>No School</b> )
January 4 (W)	School Resumes
January 5	Tuition Due
January 12(TH)	Parent/Teacher Conference (Day 67)
January 16(M)	Martin Luther King Day ( <b>No School</b> )
February 5	Tuition Due
February 14 (T)	Valentine's Party (Dress Up)
February 20 (M)	President's Day ( <b>No School</b> )
February 23 (TH)	End of 2 <sup>nd</sup> Semester (Day89)
March 5	Tuition Due
March 12-15 (M-TH)	Spring Break ( <b>No School</b> )(School Resumes Mon 19th)
March 21 (W)	100 <sup>th</sup> Day
April 5	Tuition Due
April 9(M)	<b>No School</b>
April 12 (TH)	Parent/Teacher Conference (Day 112)
April 21 (TH)	Easter Party (Dress Up)
May 5	Tuition Due
May 7 <sup>th</sup> (M) – May 10 <sup>th</sup> (TH)	Iowa Testing (Please be on time, No Retakes)
May 23 (W)	Last Day of School ( <b>Out Early</b> ) (Day 136)

*No half or short days (Except Last Day)*

*4 and 5 year olds Mon.–Thurs. 8:15-2:00pm - Extended Day 2:00-3:45pm  
 Valor Hall Academy Full Day Mon. – Thurs. 8:15 -3:45pm*



## VIRTUES OF CHARACTER

<i>Assertiveness</i>	<i>Integrity</i>
<i>Caring</i>	<i>Joyfulness</i>
<i>Cleanliness</i>	<i>Justice</i>
<i>Commitment</i>	<i>Kindness</i>
<i>Compassion</i>	<i>Love</i>
<i>Confidence</i>	<i>Loyalty</i>
<i>Consideration</i>	<i>Moderation</i>
<i>Cooperation</i>	<i>Modesty</i>
<i>Courage</i>	<i>Orderliness</i>
<i>Courtesy</i>	<i>Patience</i>
<i>Creativity</i>	<i>Peacefulness</i>
<i>Detachment</i>	<i>Perseverance</i>
<i>Determination</i>	<i>Purposefulness</i>
<i>Diligence</i>	<i>Reliability</i>
<i>Enthusiasm</i>	<i>Self-Discipline</i>
<i>Excellence</i>	<i>Service</i>
<i>Flexibility</i>	<i>Tact</i>
<i>Generosity</i>	<i>Thankfulness</i>
<i>Gentleness</i>	<i>Tolerance</i>
<i>Helpfulness</i>	<i>Trust</i>
<i>Honesty</i>	<i>Trustworthiness</i>
<i>Honor</i>	<i>Truthfulness</i>
<i>Humility</i>	<i>Understanding</i>
<i>Idealism</i>	<i>Unity</i>



## 2011-2012 Devotional Schedule

<u><i>Week of</i></u>	<u><i>Virtue</i></u>	<u><i>Class</i></u>
<b>August 30<sup>th</sup></b>	Unity	Littlefeet, Explorer's, Adventurer's, Freshman
<b>September 5<sup>th</sup></b>	Patriotic	Seeker's, Voyager's, Navigator's, Junior's
12 <sup>th</sup>	Cooperation	Traveler's, Explorer's, Adventurer's, Senior's
19 <sup>th</sup>	Excellence	Littlefeet, Voyager's, Navigator's, Freshman
26 <sup>th</sup>	Responsibility	Seeker's, Explorer's, Adventurer's, Junior's
<b>October 3<sup>rd</sup></b>	Determination	Traveler's, Voyager's, Navigator's, Senior's
10 <sup>th</sup>	Respect	Littlefeet, Explorer's, Adventurer's, Freshman
17 <sup>th</sup>	Commitment	Seeker's, Voyager's, Navigator's, Junior's
25 <sup>th</sup>	Integrity	Traveler's, Explorer's, Adventurer's, Senior's
31 <sup>st</sup>	Honor	Littlefeet, Voyager's, Navigator's, Freshman
<b>November 7<sup>th</sup></b>	Loyalty	Seeker's, Explorer's, Adventurer's, Junior's
14 <sup>th</sup>	Generosity	Traveler's, Voyager's, Navigator's, Senior's
21 <sup>st</sup>	Thankfulness	Littlefeet, Explorer's, Adventurer's, Freshman
28 <sup>th</sup>	Service	Seeker's, Voyager's, Navigator's, Junior's
<b>December 5<sup>th</sup></b>	Peacefulness	Traveler's, Explorer's, Adventurer's, Senior's
12 <sup>th</sup>	Joyfulness	Littlefeet, Voyager's, Navigator's, Freshman
19 <sup>th</sup>	Birth of Christ	Seeker's, Explorer's, Adventurer's, Junior's
<b>January 2<sup>nd</sup></b>	Caring	Traveler's, Voyager's, Navigator's, Senior's
9 <sup>th</sup>	Tact	Littlefeet, Explorer's, Adventurer's, Freshman
16 <sup>th</sup>	Tolerance	Seeker's, Voyager's, Navigator's, Junior's
23 <sup>th</sup>	Reliability	Traveler's, Explorer's, Adventurer's, Senior's
30 <sup>th</sup>	Kindness	Littlefeet, Voyager's, Navigator's, Freshman
<b>February 6<sup>th</sup></b>	Honesty	Seeker's, Explorer's, Adventurer's, Junior's
13 <sup>th</sup>	Love	Traveler's, Voyager's, Navigator's, Senior's
20 <sup>th</sup>	Purposefulness	Littlefeet, Explorer's, Adventurer's, Freshman
27 <sup>th</sup>	Courtesy	Seeker's, Voyager's, Navigator's, Junior's
<b>March 5<sup>th</sup></b>	Patience	Traveler's, Explorer's, Adventurer's, Senior's
19 <sup>th</sup>	Diligence	Littlefeet, Voyager's, Navigator's, Freshman
26 <sup>th</sup>	Courage	Seeker's, Explorer's, Adventurer's, Junior's
<b>April 2<sup>nd</sup></b>	Trustworthiness	Traveler's, Voyager's, Navigator's, Senior's
9 <sup>th</sup>	Flexibility	Littlefeet, Explorer's, Adventurer's, Freshman
16 <sup>th</sup>	Consideration	Seeker's, Voyager's, Navigator's, Junior's
25 <sup>th</sup>	Assertiveness	Traveler's, Explorer's, Adventurer's, Senior's
30 <sup>th</sup>	Self-Discipline	Littlefeet, Voyager's, Navigator's, Freshman
<b>May 7<sup>th</sup></b>	Justice	Seeker's, Explorer's, Adventurer's, Junior's
14 <sup>th</sup>	Humility	Traveler's, Voyager's, Navigator's, Senior's
21 <sup>st</sup>	Detachment	Littlefeet, Explorer's, Adventurer's, Freshman

Littlefeet, Seeker's & Traveler's meet in Traveler's classroom

Explorer's & Voyager's meet in Voyager's classroom

Adventurer's & Navigator's meet in Navigator's classroom

Freshman, Junior's & Senior's meet in Senior classroom

## Faculty



Director	Tena Raleigh
Office Manger/Online Advisor	Denise Crosier
Littlefeet Aide	Amber Brogly Carrie Pickrel
Seeker's Aide	Diane Empey Stephanie Hoag
Traveler's/Principal	Jaime Wilson
Explorer's Aide	Marcy Klos Debbie Hern
Adventurer's Aide	Joan Hall Barbara Bonus
Navigator's Aide	Candy Raleigh Saira Karim
Voyager's Aide	Milton Bingham Andrea Telesco
Freshman Aide	Joan Haslam Andrea Ursenbach
Junior's	Kandis Farnsworth
Seniors	Brian Strasmann



## **Philosophy**

Formal education should be singular to the development of the entire person, a creative process that stimulates spiritual as well as intellectual growth. Leadership is a result of grounding ethics and beliefs in clarity and confidence, and combining a basis of knowledge with the ability to use it to achieve established goals. Valor Hall Academy's goal is to provide both spiritual and academic excellence so that its students will develop the foundation required of leaders, whether it be of families, communities or nations.

A loving nurturing environment is essential, one where respectful behavior is encouraged, where problem solving is fundamental and where individuality is rewarded. Valor Hall Academy student's pursuit of mathematics, reading, grammar, literature, history, science, geography and government is continually intertwined with exposure to the arts. The Christian based curriculum requires critical thinking and decision making. Valor Hall Academy seeks a partnership that includes teachers and parents, all contributing to the eventual success of the students.

There is nothing as precious as our children. They are the shoulders upon which the future of our world rests. Valor Hall Academy is dedicated to their preparation, that their gifts and talents will be the cause of bearing those responsibilities.

## **How Valor Hall Academy Started**

Valor Hall Academy was founded in 1996 by a group who believed in the need for a non-denominational Christian elementary school in the St. George area. The school is operated by a nonprofit corporation, Valor Hall, Inc., with a board of directors.

## **Virtue Based Learning**

Valor Hall Academy's foundation rest on the Virtues common to all Christian based religions. Valor Hall Academy was founded with the philosophy of integrating academics with moral and spiritual values. We teach no doctrine, but promote the gifts of character that will strengthen individuals, families, and nations.

## **Devotional**

Arriving on time is essential to each student. The morning devotional starts at 8:15 and is a required part of each day. Students will participate in conducting and presenting the devotional.

Devotional will open with a song and prayer. Prayer will be given by the student in the manner he/she has been taught at home. A student will then lead the others in the Pledge of Allegiance. A scripture or thought and an affirmation will be given by students pertaining to the virtue of the week. Announcements, virtue vouchers, money for memories, box tops and other school business will be conducted by a staff member. Then a short presentation pertaining to the virtue of the week will be given.

## **Who Can Attend?**

Valor Hall Academy admits students of any race, religion, color, national and ethnic origins, to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in its admissions policies, athletic and other school administered programs. Valor Hall Academy reserves the right to select students on academic performance and personal qualifications, including a willingness to cooperate with Valor Hall Academy administration and abide by its policies.

## **Parental Involvement**

Valor Hall is a 501©3 non-profit foundation. We desire to help parents educate their children in a positive, respectful, learning environment. We require that each family donate 25 hours of service each school year. Service could be assisting with field trips, clean up, assisting in the classroom, helping with holiday projects, special events, fund raising, etc. Because of the need for volunteer hours, if you are unable to donate your time for any reason you may pay a one time fee of \$250 to cover the cost of needed services.

Our philosophy of offering affordable private education is structured around parental involvement. If you have a talent that you would like to share with our school, please contact the administration.

## **Financial Agreement**

Parents are asked to fulfill all financial obligations promptly. Curriculum and testing fees are non-refundable in order to secure a seat for your child. Tuition payments are due by the fifth of every month, starting in August and continuing through May. Any payments received after the tenth of the month will be subject to an 18% annual finance charge with a \$10 minimum.

If your student is withdrawn from Valor Hall Academy, a 30 day written notice needs to be given to the administration. If the enrolled child is withdrawn after the first six weeks of the school year, the entire annual tuition will be forfeited and the balance of the tuition will be due in monthly installments for the remainder of the school year.



## **Tuition Discounts**

Tuition paid in full at the beginning of the school year will receive a 10% discount. Families with multiple children enrolled will receive a multiple student discount for qualifying students. Discounts cannot be combined.

## **Admissions and Placement**

- Applications for enrollment are accepted without regard to race, religion, gender, or national origin.
- No religious doctrine is taught, although we do stress accepted standards of personal integrity and ethical behavior.
- Every child, including presently enrolled children, must reapply each year. Progress and behavior as well as timely application are used to determine admission for the following year.
- Priority enrollment will be given to qualified returning students and their siblings. Only students whose accounts are in good standing will be considered for re-enrollment.
- Submission of an application for admission does not mean your child is accepted.
- Beginning class placement is tentative. If it is determined that a different class assignment is more suitable, the administration will advise parents and make the necessary adjustments. Valor Hall Academy has full discretion in student class placement. Parents should conference with the administration if they have concerns about their student's placement.



## **Student Discipline Policy**

All students, parents, teachers, and administrators are members of the greater Valor Hall Community. All participants will be involved in improving the quality of life in the school. All community members are expected to be committed to the following two goals:

1. Recognizing each individual by seeing that their rights, feelings, and property are respected.
2. Supporting and strengthening the community through individual actions and service.

Valor Hall Academy parents are expected to be aware and involved in behavioral concerns relating to their child. This discipline policy has been specifically designed for maximum flexibility. Each student and each individual situation will be dealt with on a case by case basis. The discipline in each case will be specifically designed to encourage the student to understand the effects of his or her actions and to prevent these actions from reoccurring. Because of a difference in age, student's needs cannot be met without a flexible policy.

## **Student Behavior Rules:**

There are six main rules for our Valor Hall Academy Community, which are integral to its continued and comfortable existence. Violation of these or other rules may lead to any of the five levels of discipline.

1. Students may not leave the school grounds without prior permission from the **administrator or principal**.
2. Students will be held responsible for any intentional or reckless injuries to other students, teachers, or visitors.
3. Students will be held responsible for intentional destruction of school or other's personal property.
4. Students are not to use any illegal substances, fireworks, knives or weapons, or bring onto school property any real or pretend weapons of any kind.
5. Students are not to use any form of profanity on school property.
6. Students are not to steal from others or cheat in their class work.

Every teacher is expected to develop with their class a written list of behavioral expectations and consequences reflecting these main rules and the general rules listed below. Copies of this class “Behavioral Code” will be posted in each classroom.

### **General rules for Students:**

1. Through words and actions each student will demonstrate respect for physical, age, gender, ethnic, cultural, and religious differences.
1. Students will choose peaceful alternatives to express anger.
2. Students will observe safety rules on field trips and on the playground.
3. Students will take care of and not damage school owned books and equipment.
4. Students will not throw rocks, sticks, sand, or any objects.
5. Students will walk and not run through the school.
6. Students will not chew gum or eat candy on school grounds with the exception of school party days and celebrations.
7. Students will help maintain the school as a safe, litter free environment.

### **Discipline Procedures:**

Valor Hall has five levels of discipline. They are:

- Level One – In Class “Time Out”
- Level Two – Disciplinary “Time Out” in School Office
- Level Three – Parent Conference
- Level Four – Suspension
- Level Five – Expulsion

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# Code of Conduct

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All Valor Hall Academy students should read and be aware of the following rules of behavior:

1. Courtesy is not optional. This means that you are expected to behave courteously in all situations. Courtesy in kindness and thoughtfulness to others, not just a false show of manners.  
We are following the Golden Rule: "Do unto others as you would have them do unto you." Do not make fun of those less fortunate than you or of those who believe differently than you do.
2. The school is a non-sectarian Christian school. It is expected that students will behave like true Christians and have mutual respect for differing religious views.
3. Keep your hands to yourself. This means no pushing, crowding, fighting or kicking...even in fun. The one who hits first is at fault because he lost control of himself. If you tease another student to make him lose control and strike you, then you are at fault and will be held responsible.
4. Bad language will not be tolerated and after the first warning, you may be either suspended or expelled from school.
5. Mind your own business. Tattling undermines your own character. Report to the teachers, (in private) only those incidents which concern you personally, involve destruction of property or are against the school rules.
6. Always play fair.
7. Think before you speak. Do not waste other student's time with gossip, foolish talk or rude comments.
8. If you raise your hand while the teacher is giving instructions or presenting a lesson, you are demanding that the teacher stop and listen to you. If you have a question, or comment, wait for a pause in the lesson or for a time when the teacher asks for contributions.
9. Toys, funny erasers, magic markers, mechanical pencils, electronic games, etc. may not be brought to school without permission.
10. Gum is not allowed at school either in the mouth, pockets, purses, book bags or as part of your lunch.
11. Hi is the way you would greet your friends. When you meet an adult it is best to say, "Good morning" or "Good afternoon." It is expected that students will show respect for their elders by: The appropriate greeting; excusing themselves whenever crossing in front of them; opening the door and allowing adults to go through first; offering assistance whenever possible.
12. In your classroom the closets and cupboards are for the use by the teacher. The teacher's desk is OFF LIMITS. Never handle items on the desk or get into the desk drawers at any time.
13. Never copy other student's school work or homework. NEVER CHEAT. DO YOUR BEST.

14. When you are on the playground and hear a whistle, STOP what you are doing immediately and “freeze” as you look toward the teacher who blew the whistle and listen for instructions.
15. The classroom is your special place. It is every student’s responsibility to help keep it neat and clean. Each student should: keep his/her desk tidy, clean the top of the desk weekly, keep the floor around his/her area picked up, return books and other equipment to their proper place, not expect others to pick up after him/her.
16. The class pencil sharpener is off limits during lessons. Sharpen pencils before or after school and be sure that you have 1 or 2 sharp pencils ready for use each morning.
17. Respond to a question by saying “Yes” or “No”. Never respond with “nope” or “yea.”
18. The field trip van is an extension of the classroom. All rules of good conduct still apply.
19. The office telephone may only be used in emergencies. Forgetting lunch, homework or show and tell are not emergencies. Be responsible for yourself and your belongings and accept the consequences of forgetfulness.
20. Remember to SMILE. Your life at Valor Hall Academy should be joyous and happy. Students who strive to do their best each day are rewarded by increasing confidence in themselves and their ability to be prepared for life.

*“School is the door to knowledge but the pupil must turn the key.”*  
*M. Carden*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Dress Code**

Valor Hall Academy colors are Navy Blue, Burgundy, Khaki, White and Dark Brown.

**Shirts:** Boys are to wear Valor Hall Academy logo polo shirts or Valor Hall logo sweatshirts in White, Navy Blue or Burgundy, or white button down oxford style shirts.

Girls may wear any of the above shirts specified for boys and feminine styled polo shirts (*i.e. scalloped collars, lettuce leafed trim etc.*). All shirts must have a collar (*NO TEE SHIRTS*) and be Navy Blue, White or Dark Brown. Contrasting Valor Hall color trim is acceptable (*NO PRINTS*). ***The only Maroon/Burgundy color allowed is from Valor Hall Academy or French Toast.***

**Pants:** Students are to wear solid Navy Blue, White, Khaki or Dark Brown pants (*NO JEANS*). All pants are to be hemmed, please no athletic wear, sweatpants, etc. Pockets and zippers are acceptable.

**Shorts/Skorts/Skirts/Jumpers:** Must meet pant guidelines and be modest in length. Our general guideline for length is, must reach the end of fingertips when arms are straight at sides.

Girls may wear Burgundy or Blue Plaid from French Toast. Catalogs are available from the office.

**Shoes:** All shoes must be closed toed and closed heeled (*NO SANDALS, NO HIGH HEELS*).

**Sweater/Outerwear:** All clothing worn during class hours must be solid Navy Blue, Burgundy, Khaki, White or Dark Brown. All Students must purchase a Valor Hall Academy Logo sweatshirt or fleece jacket. These are the **only** outerwear acceptable, except on extreme weather days (*below 40 degrees*).

**Accessories:** Any headbands, scrunchies, tights, knee high socks, belts, etc. must be Valor Hall Academy colors. Hats are not allowed at school.

**Grooming:** Attire clean and in good repair. Hair and body must be maintained in a clean and healthy manner. Deodorant should be used when necessary. Hair must be styled in a manner that is not distracting to the learning environment.

## **Scout Uniforms & Club Shirts**

Daisy, Brownies, Girl Scout, Camp Fire, Boy Scout, Girls Scout & Cub Scout uniforms and jackets may be worn to school on meeting days. Valor Hall Academy Club shirts may be worn on club day.

## **Phone Calls**

In order to promote responsibility and self-discipline, we do not allow children to receive or make phone calls during school. All social activities and items for school (i.e. homework, show and tell items, etc.) must be arranged outside of school hours. We will give students messages at breaks. Emergencies would override these restrictions. Students are not allowed to have cell phones or beepers on school property.

## **Cell Phones & Electronic Devices**

Due to the accessibility of inappropriate material, and for the privacy and protection of all students, absolutely no cell phones or electronic devices are to be brought into school.

## **Lunches**

Hot lunches are available daily from Katering Koncepts to students, parents and staff for \$3.00 a meal. All hot lunch orders must be received in the office by 10:00 am. Every effort is made to provide a well rounded lunch that will appeal to the children. Those who choose to bring a lunch are encouraged to bring nutritious and balanced meals. We ask that **each student bring a water bottle to school daily**. We do not allow soda, gum, or candy please do not pack it in your child's lunch.

We will provide each student with a mid-morning nutritional snack.

We encourage parents to share lunch on campus with their child, but please do not take child off campus for lunch.

## **Book Bag/Back Packs**

Each student will be supplied with a book bag along with a homework folder. If the student loses his/her book bag, a replacement bag will cost \$7.00. Lost homework folders are available in the office for \$1.00. No students are allowed to bring back packs to school. Students are asked that all nuisance items and toys not be brought to school.

## **School Supplies**

If a specific item is needed in a particular class, the teacher will send a note home at the beginning of school. All other supplies are covered in the curriculum fee.

## **Special Days/Events**

Each month Valor Hall Academy has a “dress up event” where the students are given the opportunity to dress up, usually with a theme. Students who chose not to dress up in “theme” attire will be asked to wear school uniform. Students also host members of the community (community helpers), hold in-class performances, and many other exciting events. Families will receive a class letter out-lining these exciting happenings and parents are encouraged to participate whenever they can.

## **Field Trips**

Field trips play an important role in the academic program at Valor Hall Academy. Students are required to participate in class field trips. We will send home a permission slip indicating the date, time, and location for all class field trips. Please sign each permission slip and return to teacher with student in a timely manner.

## **Clubs**

Valor Hall Academy offers afterschool clubs example; bowling club, tennis club, ceramic club, magic club, chess club, ski club, etc. these clubs are available to level 3 students and older. Clubs run for approximately 6 weeks and are an additional fee. Look for information sent home in your parent communication folder and email.

## **Birthdays**

Students are allowed to bring treats for their birthdays. Students with June, July and August birthdays will be given an un-birthday date in September (August birthdays), February (June birthdays), or March (July birthdays) to celebrate their birthdays. Please check with the classroom teacher to make arrangements for the distribution of treats.

Birthday party invitations need to be sent through the mail unless **every child** in class is to receive an invitation.

## **Pick Up/Drop Off**

We ask that for the safety of all our students, parents enter through the south driveway access and pull through to the exit while waiting. As your students are dropped off and picked up, a teacher or an aide will be there to walk your child to and from your vehicle. For the safety of the children, all children must be escorted to their car by a staff member. Please help us by parking over to the right as if parking at the park, then move through the school driveway. **You must turn right** when exiting parking lot. Children are not allowed to walk across the street or through the park to be picked up. Please pick your children up before 3:55pm. All parents who do not pick up their children before 4:10 will be charged a \$10 fee.

## **Health and Emergencies**

By signing the enrollment application, you authorize Valor Hall Academy personnel to obtain emergency medical and/or dental care or emergency evacuation for your child at your expense. You also certify that you have provided all pertinent information on the enrollment application regarding medical conditions or allergies that affect your child.

Children must be kept home from school if they exhibit such symptoms as fever, diarrhea, vomiting, or other contagious indicators. If a child shows signs of illness or infection while at school, parents should pick up the child within one hour or have another authorized adult pick up the child. Children must be free of symptoms for 24 hours before returning to school.

As standard policy, Valor Hall Academy personnel do not administer medication to children. However, Valor Hall Academy will make provisions to administer medication for certain life-threatening conditions that require emergency attention.

The State mandated that parents notify the school if they or their children have been exposed or contract any communicable disease such as chicken pox, hepatitis, measles, etc. The school will notify parents if their child is exposed at school to a communicable disease.

In case of emergency, we will attempt to contact the parent or guardian. We will leave a message if neither is available, and continue to call until one of the individuals is contacted. If neither can be reached, we will contact the

persons whose names are listed on the child's Emergency Contact form, and the paramedics if necessary.

### **Attendance**

Excused absences are considered those that are due to illness, death in the family, required court appearance, or others approved by the administration in advance.

Parents must assume total responsibility for taking children out of school when taking trips, vacations, fulfilling appointments, or other reasons of short or long term absences. It is the responsibility of the students and the parent to initiate a request for make-up work, please give teachers 7 days notice to make up homework packets. Teachers will co-operate with families in the completion of make-up work. However, due to the nature of some assignments, an alternative assignment may be assigned.

### **Visitor Sign In**

All visitors/parents must sign in at the office where they will receive a name badge. Anyone on campus without a name badge will be considered trespassing.

### **Early Student Checkout**

All students leaving for any reason during school hours must be signed out at office. Persons signing student's out must be listed on pick up release form.

### **Closed Campus**

Valor Hall Academy welcomes parents to participate in their student's academic experience. We do not allow students to leave for lunch off campus.

### **Virtue Vouchers**

Virtue Voucher's are written by staff and students to staff and students acknowledging virtuous behavior. These are read out loud during devotional and are a great way to give positive reinforcement to the Valor Hall Academy community.

## **Bear Bucks & Spin Tokens**

Bear Bucks and Spin Tokens are a positive way to reinforce good behavior. When a student has a pre-determined amount to Bear Bucks they may go shopping at the treasure chest. Each Spin Token entitles a spin at the prize wheel.

## **Parent Communication/Homework Folder**

This folder is provided to each student in their book bag. It is imperative that this folder be checked daily. This folder will contain completed class work and homework. Office and classroom correspondence will be sent home in this folder (i.e. parent/teacher conference schedules, field trip permission slips, upcoming special events, etc.), and/or via email.

## **Head Master Online**

### **Homework Philosophy**

Homework is a valuable part of the learning experience and reinforces concepts taught in the classroom. Homework teaches independence, self-discipline, responsibility and good study habits.

Homework is assigned daily on an age-appropriate basis. This does not include daily independent reading, which is tracked on the monthly reading calendar.

Teachers are expected to explain homework assignments so the student has an understanding of: 1) what is expected and 2) knows when it is due. Students should complete homework as assigned, and turn it in on time. Teachers will then correct and return assignments within a reasonable period of time. It is important that parents monitor their child's homework tasks and provide an appropriate environment conducive to proper concentration.

In addition to regular homework, make-up assignments are also to be completed at home. When a student is absent, it is their responsibility to obtain and complete missed assignments. Students are allowed two days for each day absent to make up missed work.

## **Parent/Teacher Conferences**

The school year is broken into three semesters. Parent/Teacher conferences will be held mid way through each semester. We will send home your scheduled time, if you cannot make that time it is your responsibility to contact the office to reschedule.

## **Monies for Memories**

Loose change is collected during devotional. This money helps to offset the cost of the yearbook. Each class has a jar, when it is full the class will be rewarded with a root beer float party. This is a fun way to reduce the cost of our amazing yearbook.

