

Valor Traditional Academy

Family Handbook



Valor Traditional Academy
11501 Schlatter Road
Louisville, KY 40291
1-502-239-3345

VALOR TRADITIONAL ACADEMY
11501 Schlatter Road
Louisville, KY 40291
Section 1

1.0 INTRODUCTION

1.1 Welcome Letter

Dear Parents and Students:

I want to welcome you to Valor for the 2015-2016 school year. I am excited about the meaningful opportunities Valor Traditional Academy offers to you. I pledge my cooperation in working with you toward the common goal of spiritual and educational excellence.

May we continue to remember that our school exists primarily not only to teach sound values, but to exercise them in daily living. While we offer a quality education in all subjects, we must never forget that we are committed to provide the environment for students to grow into becoming mature Christians prepared to accept the responsibility of their Christian beliefs.

We will accomplish such lofty goals only with our commitments and the generous use of our time and talent. It's likewise essential that we work together in a genuine spirit of cooperation, supporting one another in every way possible. With such a spirit, coupled with God's overwhelming love and grace, we will be able to foster and enjoy an active and fruitful Christian school environment.

Sincerely,

Mr. JP Fugate
Founder/Headmaster

1.2 Statement of Faith

We believe in the Christian values our country was founded on.

- The Holy Bible is the Word of God to all mankind.
- The Godhead consists of God the Father, God the Son, and God the Holy Spirit.
- The blood atonement of Christ is sufficient for the remission of sin.
- The Lordship of Jesus Christ in all matters of life.

1.3 Mission Statement

VTA seeks to provide a structured, highly academic environment, emphasizing moral, social, and spiritual development in preparation for college.

1.4 Philosophy

VTA takes the position that every child should have the opportunity to succeed in learning. This is accomplished by low student teacher ratio, individual attention, and family atmosphere and community interaction.

The administration, faculty, and staff will challenge students to develop their full potential with emphasis on critical thinking skills, love of learning, and excellence. We believe this will encourage integrity, self-discipline, responsibility, and accountability as a way of life.

Through Christian and secular texts, authors, instructional programs and methods, the teachers and parents can provide students with the ability to learn and apply knowledge in an environment where these ideas can be questioned and evaluated.

VTA is to be an extension of the home, and a service to the home. Both the home and the school share in the responsibilities of teaching its students. Parental input and participation is critical.

1.5 Student Oath

1. I shall observe the Tenets of a Knight and Ethical Rules.
2. I shall respect my teachers, parents and peers at all times.
3. I shall be truthful at all times.
4. I shall be responsible for my actions at all times.

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1.6 Student Constitution

We, the students of Valor Traditional Academy, aspire to attain the highest order of respect for God, country, parents, grandparents, friends and our fellowman.

Tenets of Knight

COURTESY	–	being polite to others
INTEGRITY	–	being honest, never tell a lie
PERSERVERANCE	–	never give up
SELF-CONTROL	–	controlling your emotions at all times
RESPONSIBILITY	–	accepting the out come of your choice

Ethical Rules

- Be Truthful in all Things
- Obedience to Parents
- Respect Others
- Confidence in Friends
- Loyalty to Nation

1.7 Pledge to the American Flag

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

1.8 Pledge to the Christian Flag

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

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1.9 Accreditation

Valor Traditional Academy is accredited Kindergarten -12 Grade by the Kentucky Non-Public School Commission.

1.10 Council of Valor

The Council of Valor is the policy-making organization for VTA. Parents may contact individual council members or write to VTA, marked to the attention of the Chairperson.

See the Headmaster for a current list.

2.0 GENERAL POLICIES AND PROCEDURES

2.1 Non-Discrimination Policy

There shall be no discrimination against any person in admissions, employment, or otherwise because of race, color, sex or national origin in violation of federal law and regulations.

2.2 Students' Non-Discrimination Policy

VTA does not discriminate on the basis of race, color, national or ethnic origin, religion or sex. All applicants are reviewed on an individual basis. Admitting a student is based on placement tests, prior academic records, contacts with prior school(s) to assess behavior and attitudes, an interview with the student and their parent(s)/legal guardian(s), and available class openings.

2.3 Knights of the Round Table Problem Solving Approach

Questions, problems, misunderstandings, etc. must always be addressed at the appropriate level as follows:

1. Discuss the issue with the teacher(s) involved in the situation.
2. Discuss the issue with the Headmaster.
3. Headmaster will present in writing the issue to the Council of Valor Chairman.

2.4 Holidays

See yearly school calendar for observed holidays and their dates.

VTA does not observe Halloween. Please do not use Halloween items, such as jack-o-lanterns, ghosts, etc. to decorate your room. During the Christmas holidays, do not use Santa Claus to decorate your room. We will uphold the Christian spiritual aspect of all holiday observances.

Room parents will assist the teachers in observed school parties. Gift exchanges between students will not be observed.

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2.5 Field Trips

A permission form, signed yearly, will be required for each student. A student will not be allowed to participate on any field trip if this signed form is not on file. Parent(s)/legal guardian(s)/others who accompany students on field trips are expected to follow the same standards of dress and conduct as the students. Siblings (younger or older) are not to attend field trips. Parent(s)/legal guardian(s) are responsible for any reasonable fees necessary for their student's participation in a given field trip.

Field Trip Drivers Guidelines

To insure safety when a parent drives on school sponsored field trips, the following rules must be observed:

1. All students are to be buckled in by seatbelts.
2. Drivers are expected to follow the route selected by the teacher unless prior approval for a route deviation has been secured. Also must be able to transport other students.
3. The primary responsibility of the driver is to care for the students in the group assigned to that driver. Unless directed otherwise by the teacher in charge, keep those students with you at all times. Do not leave any location without having accounted for all students for whom you have responsibility.
4. When students have returned to campus, remain with them until the teacher in charge has arrived and taken full responsibility.
5. Drivers are not to make stops that are not on the agenda for the entire class. (For example, stopping by a fast-food restaurant for a drink before coming back to the campus.)
6. Drivers are in authority in their vehicles. Correct any unsatisfactory behavior, including noise or rudeness, and provide the teacher in charge with information regarding any student who fails to respond promptly and politely to correction.

Field trip ideas, such as brochures, etc., will be kept on file in the teacher resource section of the library.

2.6 Important Dates and Deadlines

August 1 – Student Registration Forms Due

VTA must receive all completed Student Registration Forms by August 1. No student will be granted admission to any class if VTA is not in receipt of all required paperwork and all fees and tuition paid. All days missed by the student as a result of incomplete forms shall be considered an unexcused absence.

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2.7 Student Records

Parent(s)/Legal Guardian(s) retain the right to see records held in their student's VTA cumulative office files.

Student records will be transferred to another school upon VTA's receipt of dated and signed written consent of the parents(s)/legal guardian(s) requested by said school.

The records transferred will include copies of any/all VTA discipline forms incurred during student's participation at VTA.

Records, transcripts and/or grades will not be released if there are any outstanding fees, monies, and/or properties owed to VTA.

3.0 TUITION, FEES AND PAYMENT POLICIES

3.1 Tuition and Fees

See current year Tuition and Fee Schedule for costs.

. <http://www.valoracademy.com/tuition.html>

3.2 Tuition Policy

The first month's tuition payment is due on or before June 1st. The first month's payment is non-refundable.

The balance of the tuition will be made in eleven monthly payments starting with July. The payments are due the first day of the month unless special arrangements are made with the Business Office. Tuition payments received after the tenth day of the month are late and subject to a \$25.00 per family late fee charge per month it is due. One year's tuition is due if a student withdraws after the beginning of the school year. (Exceptions may include moving out of the area, custody changes.) Tuition that becomes one month past due could subject the student to being withheld from attending school until such amounts due are made current. (These absences will be considered unexcused.)

No school records/files or copies of school records/files will be released to or for any student, or sibling of that student, if tuition and/or any other fee(s) is owed, and/or if any school property has not been returned.

4.0 ATTENDANCE POLICIES

Kentucky school laws state, “Any child who has been absent from school without valid excuse for more than three days or tardy more than three days is truant. Any child who has been reported as truant three or more times is a habitual truant.” (KRS 159.150)

VTA expects that all students attend school regularly. Attendance and punctuality are essential to the learning process and for success later on in life. Absences disrupt the flow of learning and should be kept to a minimum. When students are absent from class they miss out on the opportunity to ask questions and learn from the class discussion. This invaluable learning experience can never be made up.

The school office will keep records of attendance and will notify the Headmaster of any student who is accumulating excessive absences. The following are the steps that VTA will follow to encourage regular attendance.

1. If a student accumulates 10 absences within the year, for any reason, the Headmaster will contact their parent(s)/legal guardian(s). The Headmaster and the parent(s)/legal guardian(s) will then discuss a plan for resolving the difficulties that are keeping that student from attending school regularly.
2. If a student accumulates 15 or more absences, for any reason, all make-up work will receive a 10 percent deduction from the grade earned for each assignment.
3. If a student continues to accumulate absences and reaches 30 absences within one year; the student will not be allowed to promote to the next grade the next school year. The school does reserve the right to allow exceptions depending on extenuating circumstances.

4.1 Age Requirements

Students entering kindergarten must be five years of age on or before October 1.

Students entering first grade must be six years of age on or before October 1. Kindergarten is required for those registering to enter the first grade.

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4.2 School Hours

8:15 AM to 3:00 PM, Monday –Friday

Students may arrive no earlier than 7:30 AM.

Students not picked up by 3:15 P.M. will go to After-school Program. See below.

After 3:15 p.m. all remaining unsupervised students will be placed in the After School Program and a \$5 charge will be applied until 3:30 p.m. each day. If your child remains in the After-School Program after 3:30 p.m. the student will be charged the daily rate of \$10 per student per day.

See school calendar for specific dates and activities.

Students are to be in their rooms and seated by 8:15 AM each day. Students who are not in their rooms and seated by 8:15 AM are tardy. Students who are tardy to school should report to the office for a tardy slip and be signed in by a parent(s)/legal guardian(s) or other authorized caregiver. Students who are at school, but are tardy to their room, should be counted as tardy on the attendance sheet. Should a student report to their classroom without first going to the office, the teacher should send the student to the office for a tardy-slip. Teachers are to take attendance each morning and have the attendance sheet sent to the office by 8:45 A.M.

4.3 Late Arrivals

Records will be maintained for attendance and tardies. For the purpose of VTA, the following will be observed:

- A student will be considered tardy if they're not in their classroom by 8:15 AM. If a student is tardy for school, the parent(s)/legal guardian(s) must sign the student in at the office. Student drivers need to sign themselves in at the office. An unexcused tardy will be given if the student is not properly signed in. The tardy period is the first 30 minutes of the school day.
- Every accumulation of three unexcused tardies will equal one unexcused absence. Following the sixth tardy, a conference with the parent(s)/legal guardian(s) may be requested. Following the ninth unexcused tardy, the student will receive a one-day suspension from school. Upon the tenth tardy, the Truancy Board will be called. Habitual truancy can and may result in the student's removal from VTA.
- Examples of excused tardies: weather conditions, car trouble, illness; examples of unexcused tardies: oversleeping, unpreparedness.

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When a need arises for a parent(s)/legal guardian(s) to pick up their student early, they are to wait in the office area and school personnel will notify that student. Disruptions are not to be caused by parents and siblings walking into the classroom.

4.4 Early Dismissal

Parent(s)/legal guardian(s) MUST sign out, in the school office, students leaving school before 3:00 PM. Parent(s)/legal guardian(s) are to notify the school office, that morning, of the need to pick up their student early. Student drivers must have dated and signed note by their parent(s)/legal guardian(s) for early dismissal and MUST sign themselves out in the school office.

4.5 Half-Day Policy

A student will be considered absent for a half-day when absent from school for more than 30 minutes but less than 3 hours. This does not include doctor's/dentist's appointments, death in the family, etc., and when a student is signed out of school before 3:00 PM.

4.6 Excused Absence

A student receives an excused absence when the absence is the result of illness, doctor's appointments, and death in the family, etc. Make-up work will be permitted for full credit.

- A dated note of explanation, signed by the parent(s)/legal guardian(s) must be turned in to the school office within two days of student's return. Without the note, the absence will be unexcused. A dated, signed doctor's note must accompany the student back to school, if the student has been absent due to illness for more than three consecutive days.
- Habitual unexcused absences will result in a conference with the parent(s)/legal guardian(s), a report to the Truancy Board and/or the student's removal from VTA.

4.7 Inclement Weather Policy

VTA will report closings or delays on the following stations:

WAVE-TV (Channel 3)
WHAS-TV (Channel 11)

FOX 41
WLKY-TV (Channel 32)

Please listen/watch for this information. Faculty, staff, and parent(s)/legal guardian(s) must make the ultimate decision on driving conditions between home and school.

In the event that school is canceled due to inclement weather, all other activities scheduled for that day/evening will also be canceled.

4.8 Arrival and Dismissal Procedures

Arrival Procedures

All cars will enter, line up, and unload students along the South/East side of the school building. Drivers must **REMAIN IN LINE** and will then exit. **FOR THE SAFETY OF THE STUDENTS, DRIVERS SHOULD NEVER LEAVE THE LINE.**

NO PARKING is allowed in front of the castle. Parking in front of the castle is reserved for visitors and volunteers. As a courtesy, please park in the South/East lot.

PARENT(S)/LEGAL GUARDIAN(S) MAY NOT escort students to the classroom, but may escort them to the assembly area and/or wait with them.

Dismissal Procedures

Cars will be lined up in a row, closest to the school building.

Car riders will be dismissed at 3:00 PM. When most of the car riders are in their cars, the remaining car riders will stand by the school building as the cars are directed out of the lot by A Staff/Volunteer.

The remaining students who are still here at 3:15 will be placed in the After School Program.

FOR THE SAFETY OF THE STUDENTS, DRIVERS MUST FOLLOW THE DIRECTIONS GIVEN BY THE TEACHERS. DRIVERS SHOULD NEVER GET OUT OF LINE AND CUT ACROSS THE PARKING LOT TO EXIT. STAY IN THE TRAFFIC PATTERNS. Drivers should not leave cars unattended. Parent(s)/legal guardian(s) are asked not to meet their student at the school doorway since this stops the flow of students exiting the building.

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NO PARKING in front of the castle. Visitors leaving the school prior to 3:00 PM should not park in the spaces along the school building.

4.9 Student Drivers

High School students may drive to and from school with the permission of their parent(s)/legal guardian(s). Written permission must include:

- student's name
- type and color of car(s)
- car(s) license number
- indication of whether or not the student may give rides to another student(s)

Students must park in the designated student parking area. Unless a student receives permission from the office, they may not revisit the parking area during the school day. Students are not allowed to sit in cars before or after school.

Once students have arrived at school, they will not be permitted to leave before the end of the school day unless an emergency arises and permission is received from the student's parent(s)/legal guardian(s).

Cars must be free from bumper stickers or decals that do not adhere to the moral and spiritual values of VTA. Students are expected to drive responsibly and are not to exceed a speed of 10 (ten) miles per hour while on school property. Music must be turned off upon entering school property and must not be turned on until off school property.

Students will not be permitted to give rides or receive rides from other students unless a written permission is signed and dated by the parent(s)/legal guardian(s) and received by the VTA office. (Only in emergencies will verbal permission be accepted.)

5.0 CONDUCT

5.1 Statement of Expectations

Parent(s)/legal guardian(s) and students indicate their willingness to abide by the VTA code of conduct when applying for the student's admission to VTA. Students and/or parent(s)/legal guardian(s) who display an unwillingness to do so will not be admitted to VTA, or may result in their removal from VTA.

5.2 Conformity to the Law

All VTA students are expected to abide by the laws of the community, Commonwealth, and Country. Failure to abide by these laws may and can result in the student's removal from VTA.

5.3 Behavior Guidelines

Discipline at VTA is a process by which students are guided to develop Christ-like characteristics. Each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in scripture.

It is the desire of VTA that students develop and conduct themselves in wholesome, moral attitudes and conduct towards themselves, other students, faculty, and staff members.

- Students should maintain an attitude of respect for other students and those in authority at all times.
- Sexual misconduct (i.e. improper physical touches, verbal comments, etc.) will not be tolerated.
- Improper respect, behavior, and/or sexual misconduct, including inappropriate web sites can and may result in detention, suspension, or expulsion.

Parent(s)/legal guardian(s), custodians, volunteers and guests are also expected to conduct themselves in a manner that reflects positive morals and values. Behavior and attitudes should display respect for all. Cases of misconduct can and may be referred to the Headmaster and/or the Council of Valor.

Police background checks can/may be run on all prospective and selected school personnel whether paid or volunteer.

The behavior and attitudes of VTA students and parent(s)/legal guardian(s) while they are away from school affects the reputation of VTA. Therefore, we ask they take the responsibility of conducting themselves in a way that is becoming to the mission and purpose of VTA.

5.4 Boy/Girl Relationships

VTA and VTA activities on and off campus, is not an appropriate place for displays of verbal, written or physical displays of affection (to include, but not limited to, kissing, holding hands, notes, gift giving).

The administration and staff can and may exercise personal discretion in addressing these matters with students. It is the intent of VTA to guide our students toward healthy relationships.

5.5 Sexual Relationships

It is understood that the moral and spiritual values of VTA find sexual activity among its students inappropriate and damaging.

If it comes to the attention of VTA's faculty, staff and/or administration that a student is involved in activities that are sexual in nature, a meeting will be called between the student, parent(s)/legal guardian(s) and administration to develop a plan of action. Expulsion of the student can and may occur.

If it is found that a student, male or female, is to become a parent, the student will be expelled from VTA.

5.6 Smoking

Smoking is prohibited on VTA's campus or at any VTA activity off campus by our students, parents, volunteers, faculty/staff members.

5.7 Substance Abuse

The purchase, possession, concealment, soliciting, distributing or use of any alcohol or drugs is prohibited on VTA's campus or at any VTA activity off campus by our students, parents, volunteers, or faculty/staff members.

In the event of any of the above, local law enforcement will be notified in order to set the course of action to be taken.

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5.8 Discipline

While each teacher will establish their own classroom rules and procedures, the following represents a partial list of VTA standards, rules, policies, and regulations that are to be observed and accepted by each student, in addition to, and along with, those stated elsewhere in the handbook.

- No unauthorized books, magazines, radios, CD players, cell phones, pagers, beepers, hand-held games, toy guns, skateboards, skates/roller blades. (VTA is not responsible for lost, damaged, or stolen items.)
- No use of inappropriate language, i.e. no racial slurs, curse words, swear words, inappropriate slang expressions.
- No displays of disobedience, disrespect, defiance.
- No dishonesty, i.e. telling lies, plagiarism, cheating (cheating and/or plagiarism will result in an “O” grade and or suspension or expulsion), stealing, etc.
- When taking tests, students are to clear their desk/table tops.
- No unsafe behavior, i.e. pushing, tripping, fighting, etc.
- No damage to school property, or property belonging to other persons. (Students will be held financially responsible.)
- No possession or use of illegal drugs, alcohol, or tobacco.
- No possession or use of weapons, firearms, fireworks.
- No physical displays of affection, i.e. kissing, holding hands, etc.
- No talking or other forms of communication during test and quiz taking. (This behavior will result in an “O” grade.)

Students are:

- to be punctual for all classes;
- to have the necessary supplies;
- to cooperate with, and show respect to, the teachers, staff, volunteers, peers;
- to complete all assignments to the best of their ability and on time;
- to keep the school facilities and properties clean, neat, and in good repair;
- to take responsibility for having their homework assignment notebooks signed and returned each school day.

Violations to include, but not limited to: Dress Code Violations, Agenda Violations, gum chewing, being tardy to class will receive the following consequences:

3rd Violation: loss of one dress down day and a note sent home.

4th Violation: loss of all dress down privileges for remainder of the grading period.

5th Violation: a note sent home/or phone call.

7th Violation, or any thereafter within a grading period, suspension, see below**

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Any student who chooses not to observe or accept any/all of the standards, rules, policies and/or regulations can and may be subject to discipline. Pending the attitude, situation, consistency, and/or severity of the problem, the following is a partial list of what can and may take place in addition to and along with those stated elsewhere in the handbook:

- **loss of a privilege, a phone call or written note to parent(s)/legal guardian(s), after school detention, suspension (which will result in “O” grades for that days classes), a meeting with parents/legal guardians, a student and parents/legal guardians meeting with the Valor Council (Board of Directors), expulsion.

5.9 Dress Code

Uniform shirts, sweatshirts and T-shirts are sold in The Drawbridge bookstore.

Girls

- Pants - ***uniform style only*** - khaki, black or gray - **NO** jeans, jean style or cargo styles, **NO** knit or stretch fabrics this includes tight fitting and skinny uniform pants or shorts, **No** outside pockets. Not to tight. Not to big.
- Shorts – ***uniform style only*** – khaki, black or gray **NO** more than one inch above the knee
- Skirts, Jumpers, Skorts, Capris, & Shorts – ***uniform style only*** - khaki, black or gray –**NO** more than one inch above the knee for Skorts, Jumpers & Skirts
- Monogrammed Polo/Oxford – must be tucked in and must be size appropriate.
- Socks – white or black – ***solid colors only***
- Shoes – must have toes and backs-no sandals; tennis shoes may be any color. Must not have pictures, lights, or wheels shoe strings must match main color of shoes.
- Belt - must be worn; must be visible all around the waist, black or brown casual dress belt without rings or studs
- T-shirt worn under the school top must be solid white or black with no printing
- Leggings and tights must be solid black or white only

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Boys

- Pants – ***uniform style only*** - khaki, black or gray - **NO** jeans, jean style or cargo styles, **NO** knit or stretch fabrics, **No** outside pockets, Pants must be hemmed to proper length and fit at the waist
- Shorts – ***uniform style only*** – khaki, black or gray – no more than one inch above the knee
- Monogrammed Polo/Oxford – must be tucked in. Must be size appropriate.
- Shoes – must have toes and backs-no sandals; tennis shoes may be any color. Must not have pictures, lights, or wheels shoe strings must match main color of shoes.
- Socks – white or black – ***solid colors only***
- Belt - must be worn; must be visible all around the waist, black or brown casual dress belt without rings or studs
- T-shirts worn under school top must be solid white or black with no printing.

Cold Weather Wear

- Sweatshirts – Valor only, if the student will be taking off the sweatshirt during the school day a Valor polo shirt must be worn underneath.
- Turtlenecks/Mocks –solid white or black – may be worn under a collared school shirt and/or sweatshirt. Turtlenecks/Mocks worn alone must be monogrammed with Valor.
- Cardigans – solid white or black. **No** hoods.
- Coats/Jackets – are not to be worn in school.

IN ADDITION:

- All shirts must be tucked in while in uniform. All shirts must be size appropriate. Not too tight.
- **NO** shorts are permitted other than uniform shorts this includes dress down.
- The bottom button must remain buttoned. All but the top button on the oxford shirts must be buttoned.
- Belts are required for pants, uniform shorts, skirts, and skorts. They must fit at the waist - **NO** sagging – belt must be visible all around the waist.
- All shirts and sweatshirts must bear VTA monogram/insignia.
- School attire will also be worn on school field trips unless otherwise instructed.
- **No** other school attire permitted.
- Hair is to be neat in appearance - no extremes in style, natural colors only. Hair must be above eyebrows and off collar.
- All males of shaving age (through 8th grade) must be clean-shaven, sideburns to ear lobe length only and must be kept neat. Facial hair for high school males must be neat in appearance.
- Fingernails are to be modest in appearance no offensive nail art.

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- Girl's make-up is to be age appropriate and modest in appearance (no glitter, black colors.)
- Jewelry is to be modest in appearance, no necklace longer than 18 inches (no chains – to include pocket chains, dog collars, etc.) Only **ONE** armband/bracelet per arm. ALL jewelry (to include headbands/ribbons/ties) must be in keeping with the values of VTA.
- Earrings: Boys may NOT wear earrings. Girls may wear up to four earrings (two in each ear or three and one). Nose, eyebrow, lip, tongue, etc. jewelry, is not permitted.
- Ear 'studs' to enlarge the hole, nose, lip, and tongue studs are **NOT** allowed on any day. Piercing and dress outside of school could result in discipline or dismissal.
- Tattoos, real or artificial, must NOT be visible.
- No gothic or rapper look
- Head attire such as and to include, scarves/bandanas and hats (by girls or boys) is NOT acceptable.
- **The school administration has the right to make a judgment call on any and all dress code issues that may be in question.**

Physical Education

Freshmen taking physical education may wear solid color sweat pants, jogging pants or Tae Kwon Do pants or Shorts at the knee with a school T-shirt or sweatshirt on physical education lesson days.

Prom

Prom dresses shall be no shorter than 3 inches above the knee and the neck line will be measured by the fingertip collar bone method. No open backs or body slits. Leg slits shall be no higher than 3 inches above knee.

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Dress Down Days

- Pants, uniform shorts, skirts, skorts, and/or jeans must fit at the waist. No skinny jeans, jeggings, form fitting or tight pants at all. **NO** shorts, other than uniform shorts may be worn. All skirts and dresses must be **NO more than 1 inch above the knee**
 - **NO** frayed, torn or clothes with holes are permitted.
 - Tops must be long enough **NOT** to show the midriff when arms are lifted, tight fitted or see through. Must be size appropriate. Not too tight.
 - Unless otherwise notified, all tops must be Valor attire.
 - Sandals, crocks or flip-flops are not permitted. All shoes must have backs.
 - Printing and/or pictures on all clothing items must reflect the standards of VTA. (These standards also apply to faculty, staff members and volunteers.)
- Faculty and staff members, volunteers, aides, parents and assistants, while on school grounds or school field trips, are expected to dress neatly and modestly. No jeans, shorts, jean skirts, short skirts, sweatpants, exercise clothing, tank tops, etc. are permitted. You will want to set a positive example for our students.

5.11 Personal Items

Student reading materials, pictures and graphics (on school supplies, clothing, etc.) should reflect proper, moral values. Materials that contain or display discriminatory, occult, profane, vulgar, and/or obscene pictures, trademarks, language, thoughts/ideas, tobacco, alcoholic or firearm products are not permitted. **ALL** electronics must be turned into the office on arrival and can be picked up at dismissal

6.0 ACADEMIC POLICIES

6.1 Activities/Classes

Students will have the opportunity to participate in various activities/classes. These activities/classes are subject to age appropriateness, number of students registered for said class, and instructor/teacher availability.

6.2 Grading Scales

Kindergarten PA = passing above expectations
PS = passing satisfactorily
PB = passing below expectations

First through Twelfth Grades

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	75-78
D+	73-74
D	71-72
D-	70
F	0-69
I	Incomplete*

Conduct grades for Kindergarten through Sixth Grade:

O = outstanding, S = satisfactory, U = unsatisfactory

*I - An incomplete may be given a student when required work has not been completed due to excused absences. The incomplete will become an "F" if the work is not completed in the appropriate time allowed.

Students in grades nine through twelve will take a final exam, in each appropriate subject, at the end of each semester. The exams will ask for information studied only in said semester. The grade earned on said exam will be reflected in the semester average reported on the report card.

Conduct grades for Seventh through Twelfth: A, B, C, D, or F

6.3 Homework

The purpose of homework is for a student's preparation, reinforcement, and/or remedial activity of classroom subject matter.

For example:

- Reading assignments benefit classroom discussion.
- After classroom explanations, homework aids in the mastery of subject material.
- Assignments for extra practice can aid in the progress of overcoming an area of weakness.

Teachers are at liberty to assign appropriate, purposeful homework within the confines of the amount of time an average student should spend on homework:

1 st grade	- 30 minutes
2 nd grade	- 40 minutes
3 rd grade	- 45 minutes
4 th grade	- 50 minutes
5 th grade	- 55 minutes
6 th grade	- 60 minutes
7 th grade	- 75 minutes
8 th grade	- 75 minutes
High School	- as needed

Teachers will work together to coordinate their homework assignments. Homework will be kept at a minimum on school program nights, Wednesday nights and weekends. Teachers will note in homework assignment notebooks if a student has not stayed on task in class resulting in assignments that must now be completed at home. Teachers will give due dates to their assignments.

6.4 Late Work

If a student turns in late work, points will be deducted from the grade (10% per day for three days), unless prior arrangements were made between the student and teacher(s) to allow for work to be turned in late. Work not turned after three days will result in a zero.

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If your student is spending too much time on homework, here are several questions to ask:

- Is my student using their time wisely in class?
- Is my student using their time wisely at home?
- Is my student asking questions, if they do not understand a particular concept?
- Does my student have more homework to complete during a given time period due to missed class days?
- Is my student turning in work that is late, poorly prepared or incomplete, thus resulting in having to re-do their work?
- Are you and your student checking due dates of assignments given, so that proper time can be allocated, removing last minute preparation?
- Is my student exercising appropriate discipline and responsibility?

6.5 Assignment Notebooks

For First through Sixth Grade students: Teachers will initial/sign homework assignment notebooks only after correct and complete information has been written down by the student. It is the student's responsibility to return the assignment notebook the next morning with a parent(s)/legal guardian(s) signature.

Seventh and Eighth Grade students will need to observe the above stated information on homework assignment notebooks only through the first semester. Thereafter, they will join the upper grade level classes in being responsible for keeping up with their own homework records.

6.6 Tests and Exams

Advanced notice will be given for all tests, and no more than two major tests will be assigned on the same day.

SAT tests will be administered to Kindergarten through Eighth grade students during the last quarter of the school year. High School students will take PSAT/SAT and/or PACT/ACT college test during the year. It is imperative that the instructions for the giving of the tests be followed. Students are not to be helped, aided, persuaded, coaxed, etc., in any way(s) outside of the guidelines as set forth in the instructions.

For grading purposes: tests, homework, class work (to include quizzes) and projects carry a weight of 25% each. If there is no project in a grading period, the 25% is given rather than averaged without the 25%.

6.7 Absentee Work

If a student has an excused absence, he/she will have one day, per day absent, plus one additional day to make up missed work, not to exceed a total of three days unless extenuating circumstances show VTA a need for an extension. Unexcused absences will result in a grade of “O” for all missed work.

6.8 Academic Assistance

Teachers may recommend additional academic assistance throughout the school year. This academic assistance is provided by one of our on-site teachers. Various creative measures may be taken to address academic deficiencies during school hours.

If additional help is recommended, then the teacher will provide a list of outside resources (tutors, programs, etc.).

If a parent(s)/legal guardian(s) choose not to follow the teacher’s recommendation, a written release must be completed and filed in the school office.

6.9 Learning Disabilities

Should a VTA student be diagnosed with a learning disability (to include ADD/ADHD) after admittance to VTA, the student will be allowed to complete the current school year at VTA. After completion of current school year, the student will need to complete his/her education at a school equipped to best help the learning disability. VTA will offer what help and support it can in locating another school.

6.10 Computer Lab

VTA has a computer lab with access to the Internet. All use of the lab and the Internet must be for school assignments only, which are to be in keeping with VTA’s philosophy and mission. VTA can and may check/monitor use of the computer and sites visited.

Students are not allowed any access to any Internet communication including, but not limited to, e-mail and chat rooms.

6.11 Physical Education

Freshmen students will take a physical education session directed by a qualified instructor.

6.12 Study Hall

Study Hall provides a structured opportunity for students in grades 7-12 to gain additional assistance with class work.

- Students cannot leave the building unless authorized and monitored by a VTA faculty/staff member or picked up by a parent/legal guardian.
- Students must check in with the study hall supervising teacher before going to another activity. If a student will be meeting with another teacher or staff member during study hall, a written or verbal note must be given by the teacher/staff member to the study hall supervising teacher.
- Students are to maintain a quiet atmosphere.

6.13 Eligibility

In order for a student to participate in the academic, service and/or sports extracurricular programs offered by VTA he/she must:

Maintain a G.P.A. of 2.0 or better, and maintain an “S”/”C” or better in every subject’s area of conduct.

If a report card indicates a deficiency, the student will be ineligible until the next report card shows that the deficiency has been corrected. An improved score at mid-term can bring a student out of ineligibility, a low score can not bring a student into ineligibility. If ineligible, the student may participate in practices, but not competition. If a student has two consecutive report card deficiencies the student will be dismissed from the activity(ies).

This eligibility requirement may be waived at the discretion of the teacher(s) and the activity advisor, in coordination with the parent(s)/legal guardian(s) and the Headmaster.

6.14 Midterms

Midterm reports will be issued to each student at the five-week point prior to each nine-week report card. Thus, four midterm reports will be issued each school year. Parents are to sign and return the midterm report to the school within two days of receipt. Midterm reports are to be an honest and realistic report of a student’s progress, stated in an attitude of genuine concern and respect for the student. This communication between teacher(s) and parent(s)/legal guardian(s), and student is of the utmost importance.

These reports provide information as to the areas of strengths and the areas of needed improvements for the student.

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6.15 Report Cards

There will be four nine-week grading periods per school year. Report cards are to be signed by the parent(s)/legal guardian(s), and returned to the school within two days of receipt. Lost report cards will result in a \$5.00 replacement fee. Report cards will not be issued if there are unpaid tuition and/or other outstanding fees, and/or if any school property has not been returned. (If this situation results, neither the teacher(s) nor other staff members are to share the results of the report card with the student, parent(s)/legal guardian(s), or others.)

As with the midterm reports, this is a valuable means of communication between the teacher, parent(s)/legal guardian(s), and student. With these means of communication, along with conferences, etc., parent(s)/legal guardian(s), and students should never find themselves surprised with the student's being promoted or retained.

At the end of the school year, report cards will be released if all school property is returned and all financial obligations have been met.

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6.16 Awards

Awards are given during the Spring Program in May. The awards given reflect VTA's emphasis on academic achievement, high moral and spiritual values, and extracurricular activities that encompass academics, service, and sports.

The awards include:

Headmasters List - Any student qualifies who has a scholastic GPA of 3.8 or above and a conduct grade no lower than an S or C.

Knights Honor Roll - Any student qualifies who has a scholastic GPA no lower than a 3.5 and a conduct grade no lower than an S or C.

"EFFORT" Honor roll - Any student qualifies who has raised two or more scholastic grades and has received no conduct grade below an S or C.

The following awards represent the highest honors VTA students can receive:

VALOR KNIGHT AWARD - is given to one High School student, per school year, who has consistently shown high moral and spiritual values throughout the school year.

SQUIRE AWARD - is given to one Junior High student, per school year, who has consistently shown high moral and spiritual values throughout the school year.

PAGE AWARD - is given to one Elementary student, per school year, who has consistently shown high moral and spiritual values throughout the school year.

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6.17 Retention Policy

VTA reserves the right to retain (i.e. not promote to next grade level) any student if they believe that a promotion would not be in the best interest of the student. The decision to retain a student will come from communication between parent(s)/legal guardian(s), teacher(s) and Headmaster.

1st-6th grade students will not be promoted if they fail 2 or more core subjects.

7th-12th grade students must pass all core subjects. Failed subjects must be made up in Summer school or repeated during the next school year at VTA.

Parent(s)/legal guardian(s) of students in danger of failing their current grade level will receive a written notice after the 3rd grading period.

Those students who do not pass required core subjects will have to take a summer course/correspondence on the subject failed and be retested by VTA and pass said test in order to be promoted to the next grade.

6.18 Summer School

Students who have experienced consistent difficulties throughout the school year may be recommended or required to participate in summer tutoring or summer school. Written notices regarding these recommendations or requirements will be sent to parents within 10 business days at the end of the school year. Parents receiving notices will be asked to fill out, sign and return a plan of action.

7.0 HEALTH AND SAFETY

Faculty and staff members are to give clear, concise directions/ instructions to students when these involve health, life and safety. Make sure that each participating student can hear these directions/instructions.

7.1 Medical Policies

Immunization Records

All students must have their immunization records current, in accordance with Kentucky State regulations. The current immunization records must be issued

from Kentucky and be submitted to Valor Traditional Academy's office no later than the first day of the new school year.

Students not in compliance with this policy will not be allowed to attend classes. Upon receipt of the records, students will be allowed to return to class. Any days missed will count as an unexcused absence.

Student Physicals

Students entering Kindergarten and Sixth Grade, in accordance with Kentucky State regulations, must have a physician's physical record submitted to Valor Traditional Academy's office within two weeks of the first day of the new school year. The physical record must be issued from Kentucky.

Students not in compliance with this policy will not be allowed to attend classes. Upon receipt of the records, students will be allowed to return to class. Any days missed will count as an unexcused absence.

Fevers

A student should not be brought to school if he/she has a fever of 99.5 degrees Fahrenheit without a fever reducing medication being administered. The student should not return to school until the student has been fever free for 24 hours without a fever reducing medication.

Possible Contagious Illness

If a student has an undetermined rash, upset stomach, diarrhea, or symptoms of other possibly contagious illness, the student should not be brought to school until it has been determined that the illness is not contagious to others. A student with a communicable disease may not return to school until released by a physician; their return must be accompanied by a signed doctor's note, stating the illness is no longer contagious.

Illness During School

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If a student becomes ill during the day, the student will be sent to the school office. The parent(s)/legal guardian(s) will be immediately notified. Parent(s)/legal guardian(s) are expected to pick up their ill student from school in a timely manner. Please remember to notify the school about phone number changes, so that all numbers on the emergency card can be kept current.

In Case of An Emergency

If you are traveling or will be out of town during school hours, in the case that no one could be reached by any of the numbers you have left on file, please leave a phone number where you or a caregiver may be reached in case of an emergency. Please include a signed note listing the date for which the temporary number might be necessary.

Returning to School

Students returning to school from an illness absence must bring a signed, dated note of excuse from home within two days of absence. An absence of more than three days requires a signed dated doctor's note. These notes are to be sent to the office along with the attendance sheet.

Medications

Students are NOT allowed to keep medication of any type (including Tylenol, aspirin, cough drops, medicated chapstick, etc.) anywhere within a student's reach (i.e. purses, pockets, lockers, desks, backpacks, etc.); students are not allowed to share or administer medications of any kind.

If a student needs to take medication during the school day the following procedures will be followed:

- The medication should be brought to the school office by the parent(s)/legal guardian(s), in its original container, with a completed and signed VTA Medication Form (obtainable in the school office).
- The medicine will be held in the school office. When the student needs to take their medication, it will be brought and administered to them by school personnel, or the student may be released from class to have it administered to them in the school office.
- Tylenol Forms for administering Tylenol to students by school personnel are to be signed by the parents(s)/legal guardian(s) and kept on file in the school office. Parent(s)/legal guardian(s) will be contacted before Tylenol will be administered to the student.

Please note that these procedures apply to all types of tablets, pills, capsules, creams, powders, inhalants, etc., whether they are prescribed, non-prescribed, FDA regulated, non-FDA regulated, considered to be drugs or not considered to be drugs. Not adhering to any/all of the Medical policies can and may result in detention, suspension, or expulsion.

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First Aid Treatment

For minor cuts and abrasions, an agent of VTA will apply antiseptic ointment and a band-aid after the student has first washed the area with soap and water.

7.2 General Safety Procedures

Visitor Check-in Procedure

To ensure the safety of all our students, VTA requires that parent(s)/legal guardian(s), custodians, and visitors to sign in at the school office before entering any classroom or other school area and sign out upon leaving. A visitor is any person who is **not** a student, faculty or staff member at VTA. Teachers wanting to invite a guest(s) to their classroom must first seek approval from the Headmaster.

Questionable Persons on Grounds

Any questionable persons on school grounds are to be reported to the Headmaster immediately.

Suspected Child Abuse

Suspected child abuse will be reported to the proper authorities.

Threatening Behaviors

Faculty and staff members will report any behaviors, attitudes, verbal and/or written comments that do or could pose a threat to the health, life and safety of any person.

Property Searches

Properties owned and/or operated by VTA can and may be searched with or without warning.

Valuable Possessions

Students are encouraged to keep valuable possessions at home. VTA is not responsible for damaged, lost, or stolen items. This also applies to faculty, staff, volunteers, and guest items.

7.3 Emergency Drills

Classroom teachers are to inform students and practice emergency procedures for fire, tornado, earthquake drills and intruder drills. These procedures are to be conducted periodically.

7.4 Pick-up Policy

If anyone, other than the parent(s)/legal guardian(s) is to remove any student from the school grounds whose name(s) does not appear on the “School Pick-up” form, the school office must receive a written, signed and dated note from the parent(s)/legal guardian(s) stating who has their permission to remove the student. Proper I.D. can and may be requested. In the event of an emergency that does not allow for a note, a phone call must be made to the school office by the parent(s)/legal guardian(s). A “Student Pick-up” form must be filled out, signed and kept current by the parent(s)/legal guardian(s), and on file in the school office. If a teacher has any reservations and/or questions about releasing a student, or about to whom the student is to be released, they are to first contact the school office.

7.5 Safety Patrol

Safety volunteers are placed at various posts for the safety of the students. They are to be commended for their generosity in being of service to the students. Please encourage your student to respect and obey the safety members. Our students should consider it an honor to be members of the school safety patrol.

7.6 Integrated Pest Management Notification

VTA has implemented a special program of Integrated Pest Management (I.P.M.) complying with the Kentucky State Division of Pesticide and Regulation in order to

control pests in a way that minimized economic, health, and environmental risks via monitoring and inspection programs and the judicious use of pesticides.

Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the I.P.M. program.

If you want to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the school office.

8.0 ADDITIONAL INFORMATION

8.1 Handbook Up-dates

Our VTA Handbooks are evaluated and revised each summer prior to the new school year. Please note that changes and/or additions may and can be made as necessary to ensure the academic, physical, emotional, social, and spiritual well being of our students, faculty and staff. You will be notified of any and all changes in a prompt and timely manner.

8.2 Address and Telephone Number Changes

When there is a change of address or telephone number or additional phone numbers become available (cell phone or pager numbers), including the home and work number, parents are asked to notify the school office **IMMEDIATELY**. The school office **MUST** have a number where parents or an emergency contact can be reached during the school day.

8.3 Student Telephone Use

Students are not permitted to use the telephone independently while at VTA. In the event that telephone use is necessary, office staff will place the phone call for the student.

If a parent calls during the day, they will be able to leave a message for their student with the office staff. The message will be delivered to the student between class periods.

8.4 Textbooks

Students using school-owned textbooks/educational materials are responsible for returning the same items in the same condition (minus normal wear) in which they were issued. Lost or damaged books/educational materials must be paid for by the parent(s)/legal guardian(s).

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8.5 Lockers

Students in grades 7-12 will be assigned a locker and combination at the beginning of the school year in which to store their personal belongings. VTA will not be responsible for any items lost or stolen out of lockers. Therefore, personal belongings should be kept to a minimum.

Lockers should be kept neat and orderly to facilitate ease in finding needed items. Decorations must be appropriate and uphold the moral and spiritual values of VTA. Decorations must be fastened with magnets, not by the use of adhesives.

- Lockers can and may be inspected periodically.
- Lockers are not to be slammed or kicked shut.
- Lockers are not to be purposefully jammed.

8.6 Conferences

Two Parent/Teacher Conferences are scheduled each school year. Parent(s)/legal guardian(s) are to call the school office to schedule their appointment time, or sign up on a schedule sheet with the individual teacher(s). Parent(s)/legal guardian(s) are expected to attend the scheduled conferences.

In addition, parents and/or teachers can and should schedule other conference times, as needed, to assist each other in evaluating the progress and needs of a student. Parent(s)/legal guardian(s) are to make appointments through the school office.

All Parent(s)/legal guardian(s)/Teacher(s) Conferences are to be documented on a Parent(s)/legal guardian(s)/Teacher Conference Form. These forms are to be dated and signed by the teacher(s) and parent(s)/legal guardian(s) at the end of each meeting. A refusal to sign this form requires the signature of a witness. These are to be kept in the student's classroom file. These forms are to note areas of progress, concerns, and plans for the student.

These conferences should begin and/or close in prayer, led by the teacher.

8.7 Family Participation

Each school family will be asked to volunteer their time to help the school in a variety of areas. Examples include: assisting teacher(s), maintenance, cleaning, library, and our “Knight Cruise N” which is Valor’s major fund raising event.

Parent(s)/legal guardian(s) are expected to attend, Round Table Meetings (meeting times and dates to be defined by school leadership), scheduled conferences, school programs, etc. We expect our parent(s)/legal guardian(s) to take an active interest in the school life of their student.

Faculty and staff members, paid and volunteer, are also expected to participate in the above mentioned activities. You will also be encouraged to participate in activities such as fund-raisers and sports events as much as is realistically possible. You are expected to support the ministry of VTA in all aspects of its life venues. We seek to be a caring, giving community.

8.8 Room Parents

Responsibilities of the room parents may include:

- Assisting teachers in party preparations.
- Making necessary telephone calls for special events/special events needs.
- Presiding over class for short periods of time when needed.
- Assist with lunchroom activities.

Room parents are asked to check with individual teachers regarding parties.

8.9 Round Table

Each parent/legal guardian is a Round Table member and is encouraged to have an active role in VTA.

8.10 The Drawbridge Bookstore

The Drawbridge is open 7:50-8:10 AM. School uniform shirts, T-shirts, sweatshirts, and basic school supplies are sold at The Drawbridge.

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8.11 Library

Teachers and aides are to see that students maintain a quiet and courteous atmosphere in the library.

Books, tapes, periodicals, etc., are to be returned on time, and in good condition by all who check them out. Items returned after the due date will result in a late fee of five cents per day, per item. Items lost or damaged can and may result in reimbursement of the replacement cost of the item(s).

Library items not adhering to the policies as stated in the “Personal Items” section of this handbook will not be allowed in our school library.

Every effort will be made to ensure that our library’s contents hold to the mission and purpose of VTA.

VTA may or may not agree with the ideas and/or beliefs presented in any of its books, tapes, periodicals, etc. VTA does, however, seek to uphold high moral and spiritual values. Should it be discovered that, in part or the whole, a book, tape, periodical, etc., does not promote these values, please bring it to our attention.

8.12 Lunch

VTA has a lunch program the students may participate in, or they may bring lunches from home. At the beginning of the school year you will be notified as to the items that can be purchased through the lunch program and the costs. No glass containers are to be used when bringing lunch from home. There will not be access to a refrigerator or a microwave. (High School students may use the microwaves for their own lunches.)

Kindergarten students are to provide a nutritious snack for their afternoon snack time.

Faculty and staff members are to set a good example of healthy eating as well as table manners. Students are to remain seated while eating. Elementary students are not to share food with one another. Junior High/High School students are discouraged from sharing food with one another. They should fellowship in quiet, polite voices. They are to clean up after themselves. They are to enter and leave the lunchroom in quiet, single file lines. The teacher or assisting aide should correct inappropriate behaviors and attitudes.

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8.13 Food

Food is restricted to lunch break in the lunchroom, unless special permission is given by the teacher. Gum chewing is not allowed by anyone while on school grounds. Teachers are not to issue gum, and should exercise good judgment in issuing age appropriate candies and other food items as treats/rewards.

Students may bring in finger snack foods for birthday celebrations. These are to be dispensed at lunch. Should a student's birthday fall during a school vacation, a pre-arranged "un-birthday" may be observed.

Parties, such as Christmas, Valentines, and Easter may be held in the classroom. Again, finger foods are suggested.

8.14 Multimedia

Please do not allow your student(s) to bring in videos/DVDs. Teachers will not be able to show videos/DVDs that have been brought in unless the teacher has made a specific request for that video/DVD.

All multimedia (videotape, slides, DVD, etc.) presentations shown in the classroom must have a "General" rating. Any multimedia with a rating other than "G" must be approved by the Headmaster prior to use and presented to the parents before presentation.

8.15 Lost and Found

There is a designated lost and found area in the school office. If an item is found, it should be taken to the school office. If an item is lost, please check with the teacher and the office. If a found item goes unclaimed for longer than two weeks, it can/may be donated to charity.

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8.16 Volunteers

Please:

- *Sign in/out at the front desk when you arrive/depart.
- *Fill out, sign & return to the Valor office a Medical/Liability Release Form.
- *Do not wear jeans or jean type clothes unless you are in on a dress down day or have notification that a particular event calls for other attire; dress neatly and modestly.
- *Do not chew gum.
- *Alert the classroom/homeroom teacher(s) of any discipline problems that need to be addressed.
- * Inform the Headmaster of any discipline problems that need to be addressed.
- *Do not give students money for food or drinks, or share your food.
- *Do not give students any type of medications to include Tylenol, aspirin products cough drops, etc.
- *If you are driving students, each student must wear a seat belt, and students under 12 must not ride in the front passenger seat.
- *Please refrain from bringing in items for parties that include Santas, Halloween pictures, etc.
- *Please use positive language when talking to and about Valor members.
- *Follow the rules and guidelines as set forth in the Valor Handbook.
- *Get to know the students – they are a delight to know, and will respond better when they know they are cared for and cared about!!
- *Thank you for your help; you are greatly appreciated!!!

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8.17 Governance Structure

MEC Board of Directors
Valor Council (Board of Directors)
Headmaster
Faculty
Round Table (Parent/Teacher Fellowship/Council)
Volunteers
Students