

Valeo Academy



Academic Year 2010-2011 Handbook



*Valeo Academy
School Calendar*

2010-2011

<i>August 26</i>	<i>Parent Orientation 6:30-8 pm</i>
<i>August 31</i>	<i>First Day of School / Half Day</i>
<i>September 6</i>	<i>No School – Labor Day</i>
<i>September 21</i>	<i>Power of Parenting / Curriculum Night 6:30-8:30 pm</i>
<i>September 27</i>	<i>Fall Picture Day</i>
<i>October 11</i>	<i>No School – Columbus Day</i>
<i>October 15</i>	<i>K-6 Grandparents’ Tea</i>
<i>October 29</i>	<i>No School / Teacher In-Service</i>
<i>November 1</i>	<i>Quarter 2 Begins</i>
<i>November 4, 5</i>	<i>Parent-Teacher Conferences (Nov. 5th No School)</i>
<i>November 11</i>	<i>Thanksgiving Celebration: “Seeds of Liberty” Play</i>
<i>November 24 – 26</i>	<i>Thanksgiving Break: 24th Half Day & 25th-26th No School</i>
<i>November 30</i>	<i>Power of Parenting II 6:30-8:30 pm</i>
<i>December 16</i>	<i>Individuality of Nations</i>
<i>December 20 – 31</i>	<i>Christmas Break</i>
<i>January 11</i>	<i>Power of Parenting III 6:30-8:30 pm</i>
<i>January 14</i>	<i>No School / Teacher In-Service</i>
<i>January 17</i>	<i>No School – Martin Luther King Day / Quarter 3 Begins</i>
<i>February 10 – 11</i>	<i>Parent-Teacher Conferences: (Feb. 11th No School)</i>
<i>February 21</i>	<i>No School – Presidents’ Day</i>
<i>March 21</i>	<i>Spring & Graduation Picture Day</i>
<i>March 25</i>	<i>Half Day / Teacher In-Service</i>
<i>March 28 – April 1</i>	<i>Spring Break</i>
<i>April 4</i>	<i>Quarter 4 Begins</i>
<i>April 8</i>	<i>Arts & Science Fair</i>
<i>May 13</i>	<i>Shakespeare Festival</i>
<i>May 30</i>	<i>No School – Memorial Day</i>
<i>June 2</i>	<i>K-12 Awards Ceremony & 8th Grade Graduation / Senior Graduation</i>
<i>June 3</i>	<i>Last Day of School / Half Day</i>

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PTF meets on the first Tuesday of each month at 7:00 P.M.

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ADMISSIONS STANDARDS

Admissions

Admission to Valeo Academy is based on a decision by the admissions committee. Notifications of acceptance will be given once applications have been processed and all materials have been reviewed. The enrollment process for the upcoming school year continues until enrollment reaches pre-determined levels. Enrollment acceptance considerations will be determined by all requested information during the enrollment process. Once acceptance is granted, an enrollment packet including our Family Handbook will be sent to all Valeo parents. Parents will be expected to select their payment method and pay an enrollment deposit by their assigned due date to guarantee their child's place at Valeo Academy. (Valeo Academy reserves the right to accept, decline, retain, or dismiss any student for the well-being of other students, faculty members, or the school as it sees fit.)

Kindergarten Admissions

Determination of Kindergarten eligibility will be made primarily based on age – all students must be 5 years old on or before September 1st to be enrolled in Kindergarten for that year. However, their ability to positively interact with other peers will be assessed and will also determine their acceptance. All students entering Kindergarten will be screened to determine their readiness for the Kindergarten program. The Kindergarten program runs for a full day.

First Grade Admissions

All students entering the first grade must be 6 years of age on or before September 1st, or have successfully completed one year of Kindergarten.

Assessment Testing

All new students entering Valeo Academy will be tested to determine their level of proficiency in certain disciplines. While the results of these evaluations are typically not a determining factor in acceptance, the purpose of these evaluations is to ensure that our instructional program will meet the developmental needs of each student at his or her grade level.

Grade Placement

Grade placement will be determined by the Valeo Administrative Staff before fall registration and will be based on recent testing scores and school transcripts where appropriate. In the event that these items do not provide sufficient information as to a student's grade level, students may be tested to determine proper grade placement. Parents will be contacted in the event this occurs.

Valeo Academy reserves the right to adjust and/or modify course offerings, curriculum selections, class structure, and/or grade levels depending on final enrollment.

Home-schooled students

We at Valeo Academy are happy to welcome home-schooled students; however, we ask that parents include, along with the application, the following materials from the past two years: number of school days completed, a curriculum list of work completed, and course grades. Transcripts are required for those entering High School. Determination of grade placement will be made on a case-by-case basis and may include the results of test scores. If you have any questions about these requirements, please do not hesitate to contact the Valeo Academy Admissions Office at 847-645-9300.

Late Enrollment

Due to the comprehensive education that students at Valeo Academy will receive, students from other schools will not be allowed to enroll after the first four weeks of the first quarter and will be required to wait until the next school year. Exceptions to this rule are rare, but will be made by the administration on a case-by-case basis. Families will be charged an additional late enrollment fee. Tuition charges for late enrollment will not be prorated.

Transfer Students

Transfer students will be subject to the same acceptance requirements and late enrollment policies as all other students. Students who transfer from other private schools must have all previous accounts at those schools paid.

Health Records

All students are required by the State of Illinois to have updated health information on file with the school. Parents must submit proof of immunization, physical examination, and dental examination by the first day of school. For more information, please see the Valeo Academy Health Information sheet.

Spiritual Requirements

Valeo Academy is committed to an education founded on Biblical principles. Our policy on admissions reflects this and requires that the student being enrolled and at least one parent or guardian of each applicant have a personal relationship with Jesus Christ as Lord and Savior. For a child to be properly instructed according to the Word of God, it is important that they weekly attend a Christian church and hear the Word of God on a consistent basis. High school students must acknowledge that they are born-again and attend church willingly and actively. It is also required that all students display humility towards God, reverence for the Bible, and a commitment to doing what they are being taught at home, church, and school. Valeo Academy reserves the right to deny applicants whose convictions are not consistent with its own.

Notice of Non-Discrimination policy: Valeo Academy admits students of any race, color, national and ethnic origin, or gender to all rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of its education policies, admissions policies, scholarship and financial assistance policies, and other school administered programs. Valeo Academy reserves the right to select students on the basis of academic performance, philosophical compatibility, willingness to cooperate with the Valeo Academy administration, and, most importantly, as a religious organization, on the basis of religious commitment and belief.

TUITION

Grade Level	NEW STUDENT	RETURNING STUDENT
	Annual Tuition	Annual Tuition
Kindergarten (full-day)	\$4966	--
Grades 1-6	\$5996	\$5906
Grades 7-8	\$6357	\$6267
Grades 9-12	\$6460	\$6370

Tuition prices include enrollment and annual fees which include administrative costs and partially cover the cost of books, resource materials, instructional & classroom materials, instructional & classroom equipment, classroom supplies, and class/school activities & events.

Church Membership 10% Discount

Membership is defined by legal guardians completing the Life Changers International Church Membership Class and maintaining an active status.

Discounts for Additional Children

Families with more than one child will receive the following discounts off their tuition charges:

	MEMBERS *	NON-MEMBERS
2 nd Child:	7% discount	5% discount
3 rd Child:	12% discount	10% discount
4 th Child:	15% discount	15% discount

**Indicates active membership with Life Changers International Church and completion of the membership class.*

Multi-child discount percentages will be applied to balances after membership discount is applied.

Annual Payment 10% Discount

Annual Payment is recognized when the tuition is paid in full by Friday, August 20, 2010. Annual payment discount will be applied to balances after church membership and multi-child discounts are applied.

Semi-Annual Payment 5% Discount

Semi-Annual payment is recognized when 50% of the tuition is paid in full by Friday, August 20, 2010. Semi-annual payment discount will be applied to balances after church membership and multi-child discounts are applied.

Extracurricular & Non-academic Costs

Extracurricular and non-academic costs are not included in tuition price. These costs include but are not limited to uniforms, school supplies, projects, sports, clubs, event costs, costumes, fieldtrip costs, lunch program, college entrance testing, and graduation attire.

PAYMENT INFORMATION

Enrollment Deposit

A \$100 Enrollment Deposit per family is required with the enrollment or re-enrollment application in order to secure your child's place at Valeo Academy. This deposit will be credited towards tuition. Should you choose to withdraw your child from Valeo Academy after his/her place is secured, the deposit will not be refunded. Delays in paying the enrollment deposit may result in losing your spot at Valeo Academy to another family.

Early Enrollment Incentive

In order to receive the Early Enrollment Incentive credit of \$200.00 per student towards tuition, families must complete and submit the enrollment or re-enrollment application and a \$100.00 enrollment deposit by April 1, 2010. Families who submit the enrollment application and deposit after this date will not qualify for the EEI rates, and the full 2010-2011 tuition rates will be charged.

Family Referral Incentive

In order to receive the Family Referral Incentive credit of \$500.00 per family towards tuition, families must complete and submit the Family Referral Form which is subject to school's approval. The family that is referred must enroll and stay in school for the entire academic year for the credit to apply. If the referred family does not stay at least one semester the credit will not apply. If the referred family stays one full semester and leaves before completing the second semester, a \$250.00 credit will be awarded. If the referred family stays for two full semesters, the whole \$500.00 credit will be awarded. The credit will be applied to the last payment of the school year.

Volunteer Opt Out Fee

The Volunteer Opt Out Fee is a \$200 non-academic fee charged per student to families who do not complete 7 hours of volunteer time per student between July 1, 2010 and June 20, 2011. Volunteer partnership is key in the advancement of the school and reduces personnel cost. Volunteer service must be preapproved by the school and/or qualify with the school as volunteer service work. Volunteer time must be documented with the school at the time of service. The fee will be charged in June and may be applied to the last payment of year.

Annual Plan

Payment is due in the administrative office on **Friday, August 20, 2010** by 5:30pm. Please note that for any payments received after that time, the annual plan discount will be forfeited. Those who qualify for late enrollment status must have payments in the office by the child's first day of school. Should payment not be made at that time, the annual plan discount will be forfeited.

Semi-Annual Plan

Payments are due in the administrative office on **Friday, August 20, 2010** and **Tuesday, January 20, 2011** by 5:30pm. For any payments received after that time, the semi-annual plan discount will be forfeited. Those who qualify for late enrollment status must have payments in the office by the child's first day of school. Should payment not be made at that time, the annual plan discount will be forfeited.

10-Month Payment Plan

Those on the 10-Month Payment Plan will make their first payment directly to Valeo Academy. This payment is due on **Friday, August 20, 2010**. Remaining monthly payments will be made through ACH withdrawal.

12-Month Payment Plan

Those on the 12-Month Payment Plan will make their first payment directly to Valeo Academy. This payment is due on **Tuesday, July 20, 2010**. Remaining monthly payments will be made through ACH withdrawal.

Scholarships

A limited number of need-based scholarships will be available for the 2010-2011 school year. Discounts, credits or incentives are not applicable to scholarship recipients. For more information and to apply, please contact the office of Valeo Academy at 847-645-9300. **Application Deadline is May 1, 2010.**

FINANCIAL POLICIES

Financial forms

Families are required to complete the following forms: the *Valeo Academy Financial Agreement*, *Payment Election Form*, and the *45-Day Default Acknowledgement* for admission to Valeo Academy.

Tuition payments

Those on the monthly payment plan must have tuition withdrawn from either a credit card, savings account, or checking account on the 20th of each month through FACTS Tuition Management or other ACH/EFT. All monthly payments must be

made on time according to the Valeo Financial Policies. It is important that families ensure that the necessary funds are in the account from which payments will be withdrawn.

Release of Records

All family accounts must show a **zero** balance greater than 45 days, for any grades, progress reports, report cards, transcripts, or school records to be released. Please note that students transferring to other schools will not have their records released to that school until accounts with Valeo Academy are current and show a zero balance – no exceptions.

Payment Changes

It is expected that monthly payments will be made according to the scheduled ACH withdrawal. Valeo Academy understands, however, that unforeseen circumstances can occasionally occur. Should a need for a change in a payment arise, a change to that month's ACH payment may be requested by a family; however, **outstanding balances must be paid within 45 days for students to continue attending classes.** All requests for changes to a ACH payment must be made to the Valeo Academy office by filling out a *Payment Change Form*, **no later than 2 weeks before the scheduled payment date.** Only **official** ACH payment change forms will be accepted (phone or verbal requests will NOT be honored) and must be accompanied with a brief written explanation stating the reason for the change.

Please note** that ***no more than two (2) payment change requests per family ***per school year*** will be considered. Deferred payments will be treated as late payments and will, therefore, greatly delay the release of progress reports, report cards, and school records.

Accounts with Balances

Families that have any payments that are **45 days past-due**, their students will not be allowed to return to school until the account is paid – no exceptions.

Payment Drop

Cash or check payments may be dropped off at the school office, with the receptionist, during school hours.

Please do not place Valeo Academy payments in the church offering buckets. Payments placed in the Life Changers Church offering during services will *not* be credited to Valeo accounts.

Stop Payments/Unauthorized Payments

Should any form of unauthorized withdrawal or a stop payment be placed on your account for a scheduled tuition withdrawal, thereby preventing the withdrawal of tuition, **students will not be allowed to return to class** until the payment due is remitted directly to Valeo Academy via either cash, cashier's check, or money order only, **and** the account is released for ACH withdrawals. No personal checks – once a stop payment has been placed – will be accepted by the school to make up for a stop payment.

Unresolved Balance Fees

Any unresolved balances older than 30 days will incur a \$30 charge. Any fees due to Valeo Academy older than 30 days (After Care, Field Trip, Hot Lunch, etc.) will be added to the current ACH balance.

Insufficient Funds

Any insufficient funds checks or charges will be charged a \$25 processing fee. *Students will not be allowed to return to class once the school is notified of an insufficient funds payment* until the payment and fee are made.

Withdrawal

Once commitment to a school has been made, it is understood that commitment will be honored for its duration. Any withdrawals after the start of the school year **must** be made by filling out a *Withdrawal from Enrollment* form and delivering it to the Admissions Office no later than the day of withdrawal. Students will be considered and treated as active (and accounts will continue to be charged tuition) until a withdrawal form is completed.

No refunds

No refunds for withdrawal, whether voluntary or involuntary, will be given after the first day of classes – no exceptions.

Those on the 10-month & 12-month payment plan will be charged an additional one month's tuition regardless of the day of withdrawal.

Students who are asked to leave Valeo Academy for any reason will fall under the same financial category as withdrawn students.

Past-due Accounts

Past-due accounts for withdrawn students must be settled immediately. All balances on withdrawn students' accounts are expected to be paid within 30 days. If an account is not settled by that time, it may be turned over to a collection agency. Should the involvement of a collection agency for any account become necessary, families will be notified by letter beforehand, and any fees incurred by the school will be added to the family's balance.

Enrollment at Valeo Academy requires agreement to and compliance with its financial policies.

EDUCATIONAL STANDARD

Valeo Academy is committed to excellence in its academic program. Students will be taught in the traditional self-contained classroom. The curriculum for each grade level is designed to exceed the educational standards of the Illinois public education system. The key distinction of Valeo Academy, however, is our commitment to character development, and the Word of God as the foundation and final authority of all learning and conduct.

Supplies

The list of supplies for each grade that the student is responsible for, i.e., type of paper to be used, pens, pencils, notebooks, and their use, as well as supplies provided by Valeo Academy, etc. will be given to parents prior to registration day.

School Property

Each student is responsible to care for all school property with excellence and pride. The following rules apply to all Valeo Academy students:

1. Any damage done to school property and buildings, including writing on walls, will be repaired and the replacement fee for the item will be assessed to the student's account.
2. All school books should be covered at all times, with either a book cover or some other cover that adheres to the school standard.
3. Any damage to school books above normal wear and tear will be paid for by the individual responsible.
4. Failure to comply with the above will cause all records to be held until the matter is resolved.

Grading Scale

The grading scale for Valeo Academy is as follows:

A+	98-100
A	92-97
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D+	68-69
D	62-67
D-	60-61
F	59 and below

Honor Roll

Honor Roll will be awarded in the following categories: Academic Honor Roll (minimum 3.5 GPA), High Honor Roll (minimum 3.75 GPA) Headmasters Honor Roll (4.0 GPA).

Promotion

Students in grades K-11 will be subject to non-promotion should they fail to make sufficient academic progress at their current grade level.

Progress Reports / Report Cards

Elementary and Junior Prep School students receive progress reports at the end of the 5th week of each quarter. Additionally, report cards are sent home at the end of each nine-week quarter. Senior Prep School students receive quarterly and semester report cards. Senior Prep School students receive semester grades for each course, which is comprised of two quarter grades and the final exam score. Report cards will be withheld for any student with an outstanding school account, library fines, etc.

Testing

Valeo Academy embraces a comprehensive evaluative program, which incorporates a series of testing instruments employed to accurately assess a student's progress and mastery of subjects. This program supports Valeo's educational philosophy and mission to cultivate excellent reasoning faculties in its students as well as subject mastery. Valeo's evaluative program

includes diagnostic testing before course instruction begins, Spalding Tests and WRAT evaluations, and the Morrison-McCall battery of tests administered monthly. The norm-referenced standardized test (Stanford 10), one of the components of this program, is given annually in the spring for the third, fifth and seventh grades. All 8-11th graders take the PSATs each fall. Weekly quizzes, bi-weekly tests and quarterly exams are administered throughout the year's course of instruction for each subject. In compiling a complete assessment, equal weight is given to these exams as well. Additionally, progress evaluation reports are conducted at the end of the 5th week of each quarter for K-8th grades, and quarterly evaluative reports at the end of each quarter for K-12th grade. Senior Prep School students receive semester grades for each course, which is comprised of two quarter grades and the final exam score.

NOTEBOOK STANDARD

1. Writing Standards

- a. Words, letters and numbers are kept on the paper's ruled lines.
- b. Cursive writing in grades 3-6 of a proper size is required.
- c. Dot all "i"s and cross all "t"s completely and accurately.
- d. Printing is erect and uniform.
- e. Margins are kept clear and words are evenly spaced so they are not crowded or bunched together.
- f. Writing is only on one side of the paper.
- g. Errors are not written over or blacked out, but carefully corrected in accordance with the teacher's standard.
- h. Underlining is done with a straight edge or ruler.
- i. Pages must be copied over if they have a certain number of mistakes on them (specified by teacher and grade level) or for general sloppiness.
- j. All pages are neatly numbered in their proper order (the order is established by each teacher.)

2. Spelling Standards

- a. Corrections are written on the back of the page for all errors in spelling when corrections are required to be done.
- b. Words are in even, straight columns as directed by the teacher and are numbered neatly down the left side of the page.

3. Math Work Standards

- a. Math problems are evenly spaced a finger's width apart.
- b. Numbers correctly formed with proper spacing and columns.
- c. Lines are drawn with a straight edge or ruler.
- d. Word problems have all the work showing, with steps numbered, and answered in complete sentences with labels.

4. Notebook Grading Standards

- a. Students' best written pages serve as the standard from which they will be graded in neatness.
- b. Notebooks are generally checked weekly and graded once per quarter.
- c. Notebooks are graded as is when handed in.
- d. Notebooks handed in late will have their final grade deducted 10 points per school day and a zero (0) after 2 school days.
- e. Notebook grade may count up to 30% of total grade dependent upon subject and grade level.
- f. The notebook grade will consist of the following standard:
 - Completeness - The notebook should consist of all notes, homework, quizzes and tests.
 - Order - Every page should be numbered and in the proper order. Order is established by the teacher.
 - Neatness - All needed papers should be copied over. The general appearance of work should be neat. The overall neatness of the notebook should be kept well.
 - Accuracy - All spelling mistakes on notes, homework, and quizzes plus the test from the previous unit corrected on the back of each page.

HOMework STANDARD

Valeo Academy teachers will never send homework for subjects which have not already been taught thoroughly during the school day. Homework is intended for enrichment and practice and mastery, but should not be considered a burden and cause tension at home between parent and child.

Some children may take longer to finish homework than others, particularly when reasoning through questions. Realize that some students will manipulate to obtain more assistance from their parents than they really need. For those children who genuinely need extra help, take the time to guide them while challenging them to think on their own. Those same children depend a great deal on teachers in the classroom, while others complete assignments effortlessly and independently at school and at home.

Homework is important! Numerous research studies have addressed the short and long term benefits of daily, independent work done by students of all ages. Doing all homework assignments routinely, thoroughly, and accurately is one of the best ways that a student can assure his/her success in class.

The purposes of homework are many. Homework may reinforce lessons taught in class. It may introduce new information upon which a future class will be conducted. It may require students to “play” with unfamiliar concepts in order to set the stage for a coordinated teaching effort. Whatever its specific purpose, homework supports the building of independence and self-reliance in our students as they learn how to improve lifelong study habits and procedures. Properly assigned and properly completed, homework is one of the cornerstones of academic success. It is one of the very best ways in which students can take responsibility for their own learning and for “learning how to learn.”

Because homework is central to the schooling process, it is important for students, parents, teachers, and administrators to work together with common goals for high performance on homework. What follows are guidelines we will follow with regard to homework. As with any experience as complex as human learning, we use the term “guidelines” pointedly. These are not rules or regulations. We can expect occasional departures from the list below, although we all need to attempt to fulfill these goals almost all of the time.

Amount of Homework Time

All students in grades Kindergarten through 12 should expect homework on a regular basis.

Though there are many variables impacting the length of homework assignments; the following ranges are given for each grade level. Note that these are for an “average” student. Some students may need more time, some students actually may prefer to spend more time, and some will need less time. These ranges are given as approximations for the pattern of homework assignments, not as absolute rules for a single assignment. The times include study halls and time given by the teachers in the classroom for starting/completing homework.

- **Kindergarten: 10-20 minutes**
- **First and Second grades: 20-40 minutes**
- **Third and fourth grades: 45-60 minutes**
- **Thirty minutes of this time should consist of reading.**

Note: All elementary teachers (K-6th grade) encourage students to read every night and hope that parents read to their children.

- **Fifth and Sixth grade: 60-90 minutes**
- **Seventh and Eighth grade: 90-120 minutes**
- **Grades Nine and Ten: 2-3hours**
- **Grades Eleven and Twelve: 3 to 3.5 hours**

The times are actual study times. The times do not take into account lengthy “break times” or other transition times during a study period. They also do not include telephone, e-mail, or personal consultations with other students, teachers, or tutors. These can vary greatly from student to student. Prep school advanced courses offer college level work and therefore require considerably more study and homework time for participating students.

These times do not include inappropriate “cramming” when a student who has had an assignment for several days waits until the night before to study or to complete the paper or the project.

Assignment Guidelines

- All assignments shall be neatly recorded on the student assignment sheet or assignment notebook.
- Neatness is required, and teachers may ask students to copy over homework assignments that are poorly written. This is the responsibility of the student. In the lower elementary grades, teachers need to check assignment sheets for completeness and neatness.

What Teachers Will Do

- Plan appropriate assignments with deadlines announced on weekly goal sheets sent home each week. Report grades of recent tests and quizzes on goal sheets.
- See homework as a gauge of progress or mastery in the learning process prompting further instruction or enrichment in the subject.
- Confer with parents about difficulties and enforce consequences or rewards for homework performance.
- Be available for 15 minutes after school for individual tutoring.
- Homework should be directly connected to the skill/conceptual development of the class.
- Like the classes taught during the day, homework should be directly related to the end-of unit test given on the material. In other words, it should support a student’s progress toward a strong test/quiz/project performance.
- On occasion, the homework assignment is on new material, as grappling with new material can sometimes help to develop students’ higher level cognitive skills. In such cases, the teacher should take care to explain to students and parents that the student may struggle with it on his/her first try. Parents are not responsible for teaching new material to students.
- The student should check homework for accuracy and thoroughness. Teachers also should check homework quickly and thoroughly to assure that it provides the learning experience it is intended to provide. In-class follow-up is essential to getting the most out of the assignment.
- Short assignments may be checked to determine if they have been done reasonably well; longer assignments should be evaluated.
- Homework in addition to study review should not be assigned the night before a major test.
- Teachers may use a portion of a class to allow students to work on homework. If they do, they will check for understanding.
- Other than review materials, homework should not be assigned during semester/final exam weeks.
- Students through the Junior Prep School should have no more than two tests/quizzes/major projects due in any day. For Senior Prep School students, the corresponding number is three. A quiz should take no more than ten minutes for the average student to complete. There are circumstances, such as student absences, course load, or odd course selections, for which this may not be possible. In those cases, students and parents should try to work out the best arrangement possible with the teachers and the Head of the Children’s, Middle or Upper School.

What Administrators Will Do

- School administrators will monitor homework assignments through review of daily lesson plans, classroom observations, and routine checking of homework assigned by teachers.

- Middle and Upper School Heads will keep “test calendars” in their offices to assure that an appropriate number of major grades are due on one day.
- There are times when we will not be able to follow these guidelines completely. In those cases, we ask that students and parents speak with their teachers and the appropriate administrator. We will make adjustments if it is at all possible.
- If a problem exists over a period of time, or if there is a particularly time sensitive acute departure from these guidelines (such as four tests on one day), please contact the school Principal quickly.

What Parents Can Do

- Parents can check the goal sheet every Monday for homework assignments. Note your student’s homework performance on the Goal Sheet weekly. This is your notification of incomplete or unsuccessful homework, or of success and cause for rewarding and reinforcement. Reward effort! Reinforce good habits!
- Parents can insist that their children do their own homework/projects.
- Parents can provide an appropriate environment for study in the home, with light, space, no distractions, pens, pencils, rulers, dictionary, paper and other resources.
- Students and parents should take homework seriously, as it is an essential component of the educational process. Toward that end, parents should remain abreast of their child’s performance on homework. Parents should oversee homework, checking for effort and presentation.
- Parents can read to their children, and they can listen to them read. Parents can ask questions about school subjects and topics their student is learning. Parents of older students, you may be surprised how much they enjoy discussing all that they have learned! “Reflection” is an important part of the learning process.
- Parents can encourage growth in independence and responsibility by openly valuing high performance on homework.
- When there is difficulty, parents can notify the teacher and confer **before** it becomes a problem.
- Parents can notify the teacher(s) or the appropriate administrator when there is a problem with the homework assignment or the number of major assignments due in a given day. Parents can also contact the teacher when they are unsure about directions on an assignment.

What Students Will Do

- Students will record the assignment as directed by the teacher on the homework folder or in their planner. Students in K-2 will follow their teachers’ instruction with regard to recording homework assignments.
- Homework will take priority over personal interests. “Work before play” is a tough path for some students, but it leads to success.
- Students will learn to take pride in accomplishments done well and presented neatly. Students will use spell-check and grammar-check resources as much as possible. Students will present the homework to the teacher in a neat, complete form that exhibits true effort, on the due date.
- Students will correct errors after the teacher checks homework and file as directed in the notebook.
- Students will show parents when it is complete and submit work on time in order to participate fully in review and correction of homework in class. If difficulty is experienced, the parent should send a note to the teacher attached to the attempted paper the next day.
- Students will cite their sources appropriately if they are using the ideas of others in their assignments.

- Students will take advantage of available study hall time or free blocks so that they can reduce their homework load at home and get the help they need from their teachers at school.
- If students are absent due to illness or appointments, they will refer to the weekly goal sheet to get homework assignments, and they will check with their teachers when they return to make sure that they have made up all of the work. Please refer to the appropriate division handbook for instruction regarding other absences.
- Students must do their own work. Parental assistance is not appropriate until the student has made every effort on his or her own; at that point, help should be aimed at restarting the student's own efforts.
- Because some homework is graded and used as a diagnostic tool to assess student progress, it is important that students submit real samples of their own understanding of concepts and information. The following paragraph will help students understand the difference between collaborative learning and cheating.

Guidelines for Working in Groups

- Discussion, collaboration, and oral question-and-answer sessions are all a natural part of the learning process. Discussion and debate, when appropriate, are encouraged throughout the curriculum. Group projects are deliberately set up to stimulate team approaches and thinking together as a group. In some cases, a project may be reported as a single presentation, and the whole group may receive a single grade for the presentation. In other cases, however, responses may be required of each member of the group. Written answers to questions following lab exercises or readings, for example, may be assigned individually. In cases such as this, after the reading or investigation, after the ensuing discussion, after questioning the arguments or concepts, the student must go it alone to provide the teacher with an original response that reflects his or her own understanding of the assignment. If one student copies the language of another student, then the teacher cannot assess the understanding of both students. This would be considered cheating, even though the assignment involved group work.

Homework and the School's Rules

- Turning in another's work is a violation of our rules. Doing so ultimately retards academic growth; over time it can also devastate the moral lives of the young people who engage in cheating/plagiarism. It undermines the school's ability to accurately assess student progress. In the long run, students will not learn what they need to learn in order to perform the more advanced work required by a college preparatory curriculum. Unless specifically prompted by the teacher to work with others, as in a group project, students should work alone on homework. Getting help from parents at times is fine as long as parents encourage the independence and responsibility we seek through the assignment of homework.

Homework and Grading Standards

- Homework is graded according to the regular academic grading scale.
- Homework is graded as is when handed in.
- For 7th-12th grades, assignments with more than 3 spelling errors will not be accepted until corrections are made.
- If homework is not passed in on time, it is considered one day late and 10% is deducted. If it is two days late, 20% is deducted. Three days late, it is recorded as a zero (0). The homework assignment will still be required to be completed and handed into the teacher.
- Assignments such as take-home tests or projects that are late will be graded as follows:
 - 1 day late – 10% off
 - 2 days late – 20% off
 - 3 days late – 25% off
- After 3 days, students will receive a zero, however the project must still be completed.
- Incomplete assignments – a note will be sent home for grades 1-6 when assignments are not completed. If the assignment is not turned in within 3 days, the student will receive an "I" (incomplete) and another note will be sent home informing the parents. If a student continually receives "I"s on their assignments, a meeting with the parent(s) will be required.

DRESS CODE STANDARD

Uniforms

The uniform policy at Valeo Academy was established to create an aspect of discipline, enhance the learning environment, and lessen the peer pressure students often face to dress a certain way or have the latest style. It also saves parents time and money on the numerous clothing items that have to be purchased at the start of the school year. Furthermore, your child's unique personality emerges more clearly as the clothing factor no longer defines them.

Valeo Academy students are expected to wear their uniforms at all times, except during specified days of casual dress. Uniforms are purchased directly from **Dennis Uniform** and may be ordered by contacting them via phone at 1-800-854-6951, through their website www.dennisuniform.com (school code GVAGV), or by visiting their Mount Prospect store (847-729-7110). Directions to the store in Mount Prospect and information for ordering can be obtained by requesting a catalog from the Valeo Office.

Casual Days

Certain days throughout the year will be designated **Casual Days** where students will be allowed to wear clothing items of their choosing. We do, however, require that students adhere to the specific dress code given for those days. Each student is expected to maintain a standard of dress that displays excellence in the learning environment, and at the same time, to govern his or her personal attire and appearance in a manner that equips him for the duties and responsibilities of the school day.

GIRLS

Girls Hair

Neatly cut in a feminine style, using simplicity with hair accessories and jewelry, so that distractions to other students are minimal (i.e., jewelry can be noisy at times).

Girls Uniform

K-2nd Grade required uniform items:

- Navy jumper
- White blouse w/navy piping, short sleeve w/Peter Pan collar and school logo (*white turtlenecks are permissible for colder months*)
- Navy sweater with school logo
- Black or navy comfortable shoes with a soft sole or base are best. White, black, or navy socks only. No gym shoes
- Gym shoes for gym only
- *Sweatpants and sweatshirts are optional gym clothes for colder days; however, if Valeo uniform sweats are not worn, the sweat clothes must be either navy blue or black in color.*

3rd-4th Grade required uniform items:

- Navy box pleat skirt
- White blouse, short/long sleeve w/Peter Pan collar and school logo
- Navy sweater with school logo
- Black or navy comfortable shoes with a soft sole or base are best. White, black, or navy socks only. No gym shoes
- Navy gym shorts with school logo
- Gray gym t-shirt with navy ringer and school logo
- Gym shoes for gym only
- *Sweatpants and sweatshirts are optional gym clothes for colder days; however, if Valeo uniform sweats are not worn, the sweat clothes must be either navy blue or black in color.*

5th-6th Grade required uniform items:

- Navy box pleat skirt
- White oxford button-down blouse, short/long sleeve and school logo
- Navy sweater with school logo
- Black or navy comfortable shoes with white, black, or navy socks, no gym shoes
- Navy gym shorts with school logo
- Gray gym t-shirt with navy ringer and school logo

- Gym shoes for gym only
- *Sweatpants and sweatshirts are optional gym clothes for colder days; however, if Valeo uniform sweats are not worn, the sweat clothes must be either navy blue or black in color.*

7th-12th Grade required uniform items:

- Navy pleated plaid skirt
- White oxford button-down blouse, short/long sleeve and school logo, white or navy V-neck shirts and turtlenecks under the sweater is acceptable in colder months. All undergarments should remain unseen.
- Navy sweater with school logo
- Black or navy dress shoes, **NO GYM SHOES PLEASE.**
- Navy blue knee socks or tights (nylons acceptable also). Only navy or black leggings or boots are acceptable on colder days. Boots are permitted as long as they are dressy and black or navy in color.
- Navy gym shorts with school logo
- Gray gym t-shirt with navy ringer and school logo
- Gym shoes for gym only
- *Sweatpants and sweatshirts are optional gym clothes for colder days; however, if Valeo uniform sweats are not worn, the sweat clothes must be either navy blue or black in color.*

Girls Casual Dress

- **Shirts/Blouses:** All must be long enough to be and remain tucked in at all times. Blouses must be opaque and conform to the jewel-neckline. They must be properly sized and worn. Tight-fitting blouses of any kind are not allowed.
- **Pants:** Sweatpants, jogging suits, spandex, and short pants are **not** permitted. Pants must be in good repair and jeans must be free of holes or tears. Sweatpants, jogging suits, spandex, and short pants are **not** permitted.
- **Dresses:** Proper fitting skirts and dresses are permitted. Skirt lengths and slits in skirts are to be no higher than the top of the kneecap while standing.
- **Sweaters:** Sweaters may or may not have sleeves. If sleeveless, it must be worn over a shirt that meets the dress code above and may not replace a shirt. Ponchos are not permitted. Fleece material is permitted in keeping with the shirt and blouse codes.
- **Shoes:** Well-kept dress shoes or sandals strapped around the heel may be worn.

BOYS

Boys Hair

Neatly cut in a masculine style, should not cover eyes or obstruct students view.

Boys Uniform

K-4th Grade required uniform items:

- Navy pants with belt
- White golf shirt, short/long sleeve with school logo
- Navy v-neck sweater with school logo
- Black or navy comfortable shoes, no gym shoes or hiking boots
- Navy gym shorts with school logo (except grades K-2)
- Gray gym t-shirt with navy ringer and school logo (except grades K-2)
- Gym shoes for gym only
- *Sweatpants and sweatshirts are optional gym clothes for colder days; however, if Valeo uniform sweats are not worn, the sweat clothes must be either navy blue or black in color.*

5th-6th Grade required uniform items:

- Navy pants with belt
- White oxford button down shirt, long/short sleeve and school logo
- Navy v-neck sweater with school logo
- Black or navy comfortable shoes, no gym shoes or hiking boots
- Navy gym shorts with school logo

- Gray gym t-shirt with navy ringer and school logo (except grades K-2)
- Gym shoes for gym only (except grades K-2)
- *Sweatpants and sweatshirts are optional gym clothes for colder days; however, if Valeo uniform sweats are not worn, the sweat clothes must be either navy blue or black in color*

7th-12th Grade required uniform:

- Navy or black pants with belt
- White oxford button down shirt, long/short sleeve and school logo
- A tie – solid navy, navy with stripe, pattern, or gold
- Navy v-neck sweater with school logo
- Black or navy dress shoes, no gym shoes or hiking boots
- Navy gym shorts with school logo
- Gray gym t-shirt with navy ringer and school logo
- Gym shoes for gym only
- *Sweatpants and sweatshirts are optional gym clothes for colder days; however, if Valeo uniform sweats are not worn, the sweat clothes must be either navy blue or black in color.*

Boys Casual Dress

- **Shirts:** Regular, turtleneck, and mock (or half-collars) collars are permitted. All clothing with written words, logos, etc. must be edifying and not promote ungodly ideas. All shirts must have sleeves (short or long).
- **Pants:** Sweatpants, jogging suits, and short pants are **not** permitted. Pants must be in good repair and jeans must be free of holes or tears.
- **Sweaters:** Sweaters may or may not have sleeves. If sleeveless, it must be worn over a shirt that meets the dress code above and may not replace a shirt.
- **Shoes:** Well-kept dress shoes should be worn. Any unsafe footwear may not be worn (i.e. flip-flops, rubber footwear, Velcro—type, leather thongs, etc.)
- **Socks:** Socks must be worn.

SCHOOL STANDARD

Arrival

To ensure that students are prepared for the start of classes upon morning arrival, students are asked to arrive at school 15 minutes prior to their first period start time. Students are instructed to go *immediately* to their classrooms and be seated at their assigned desk. Students arriving after their first period start time will be considered tardy.

Elementary School Begins: 8:15 A.M.

Prep School Begins: 8:00 A.M.

Departure

Students must be picked up by 3:20pm on full school days and 12:20pm on half-days. Any students who have not been picked up by 3:30pm will be charged the afternoon Extended Care fee for the day. Parents of any students remaining after school for tutoring, after-school clubs, rehearsals, or any faculty-authorized project must make prior arrangements for pick-up with student's teacher. Any students not involved in after school activities or meetings WILL be placed in Extended Care. All students must be picked up at the conclusion of all tutoring, activities, rehearsals, detentions, and/or projects, or they must join Extended Care for the remainder of the day. High school students must remain in the front door waiting area until they are picked up.

Office Hours

The Office opens at 7:30 a.m. and closes at 4:30 p.m.

Attendance

Valeo Academy expects its students to have as a goal 100% attendance. Academic achievement is enhanced when students are present for instruction. Students who are absent are responsible for ensuring that they make up any assignments, quizzes, or tests that took place, as well as obtain any notes that were missed during their absence. **Excused absence is given when a parent or guardian calls the school office by 8:15 A.M. the day of their student's absence.** Students will be marked absent for a whole day if the student is out of school for more than 4 hours. After 3 consecutive absences a doctor's note is required.

Junior & Senior Prep School Attendance Policy

Attendance Philosophy: Our attendance policy is based upon the following assumptions:

1. In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities of the parents, it is the policy of Valeo Academy that students shall attend school on a regular basis. Student attendance in class is not optional; it is a requirement of every class. We believe that regular class attendance increases the student's probability for successful performance and fosters the development of self discipline and responsibility. The school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance.
2. While the major responsibility for attendance rests with the student, the school and the parents share responsibility. Students are expected to attend every meeting of every class and study hall; the school has an obligation to inform both students and parents of the student's progress and attendance in all classes; and **parents are obligated to inform the school when their student is absent and to give the reason for the absence.**

Excessive absences from school limit the ability of a student to achieve. For this reason, attending school on a regular basis is a requirement for all students. The entire Valeo Academy staff has a responsibility to hold students accountable in this area. For this reason, we maintain the following strategies related to attendance:

1. Attendance staff will screen absences/truancies daily and call home for any student who is not present in class *after 1st period. (9:00am)*
2. Whenever a student is truant (absent without parent consent) from a class, the Valeo Office will contact the parent the day of to confirm the truancy. Truancies will be documented in the school's database, Powerschool.
 - **For every unexcused absence, there will be a contact with the student, and an attempt to call the student's parent.**
 - Excessive excused absences interfere with student achievement. A student who has excessive absences may be required to provide medical documentation in order to excuse absences. During any given semester, when a student reaches over **ten (10) absences (for excused or unexcused)** from a class, there will be an attendance conference with his teachers and parent contact will be made. Should the student reach over **twelve (12) absences** an additional conference will be held with the Principal along with parent contact and 5% will be

deducted from the final quarter grade for every course student has been absent for. After **fifteen (15)** absences, a student may lose credit for the individual class and have to make up the work over the summer.

Prep School Attendance Procedures

Parents are responsible for the daily attendance of their children. However, Illinois School Code does not grant parents the authority to excuse their children from attending classes.

1. **Parents must call the Attendance Office before 8:00am on each day of absence to give the reason for their student's absence. Failure to do this will result in an unexcused absence.**
2. In order to more conveniently report your student's absence, calls can be made at any time to an answering machine at: 847-645-9300
3. Valeo Academy recognizes two categories of absences:
 - Excused Absences
 - Unexcused Absences

A. Excused Absences

Valeo Academy Attendance Office will recognize as an excused absence (1) *student's personal illness*, (2) *serious illness and/or death in the immediate family*, and (3) *family emergency situation*. Only these excused absences merit the opportunity for make-up work. Students with excessive excused absences within a semester may be requested to supply a medical certificate to the Valeo Attendance Office.

Absences for reasons other than those indicated above must be pre-arranged through the Valeo Attendance Office. *Requests from parents must be presented in writing to the Valeo Attendance Office on the "Pre-Arranged Absence Form" at least three (3) school days prior to the absence.* These forms may be picked up in the Valeo Attendance Office. The student is responsible for making the necessary arrangements for the completion of the "make-up" work with teachers *prior to the absence*. No credit will be given unless the specific requirements, as set by the teacher, are met. It is recognized that when a student misses class meetings, individual instruction, tests, etc., learning will be adversely affected even though requested, advance assignments are completed. The teacher's signature on the prearranged absence form indicates only that the teacher has been notified of the absence. Teachers will note the dates of the pre-arranged absences in their grade book but will not lower their academic expectations for a student taking a pre-arranged absence.

Reasons for Pre-Arranged absences include the following:

1. *An absence for reasons such as medical, dental and orthodontist appointments will be excused if it has been cleared prior to the absence. A doctor's note will be required when the student returns to campus.*
2. *A college visitation day if it has been cleared one day prior to the absence.*
3. *Family vacation - **Family vacations should not be taken when school is in session.** However, if it becomes absolutely necessary to arrange a vacation during school time, a student must present a note from a parent a minimum of three days prior to the absence.*

B. Unexcused Absences

All absences not included in section A will be considered unexcused absences/truancies. Unexcused absences/truancies include, but are not limited to babysitting for a younger sibling, missing your ride to school, oversleeping, and staying home to study, complete assignments or projects. Unexcused absences/truancies do not merit "make-up" privileges. If a test or assignment is missed due to an unexcused absence/truancy, a grade of "0" will be recorded.

At no time may students leave campus without permission. Students who become ill while at school must go to the Valeo Office to be excused and wait for parent to come into the building to sign them out. Students leaving campus for partial day prearranged absences must first report to the Attendance Office. Upon returning to school, students must submit doctor's note to the Attendance Office. If a student leaves school without pre-arranged status and the parent notifies the school after the fact, the absence will be considered unexcused.

If a student misses more than half the day due to an illness, morning appointment, etc, and arrives at school after 11:30am, that student is considered as absent for that day. If a student has missed more than half the school day, he/she is marked down as missing the entire day. That counts as one (1) absence.

C. Additional Prep School Attendance Information / Tardies

Students at Valeo Academy are expected to come to class on time. A tardy is defined as a late arrival to a class. Tardies can be counted excused or unexcused. A parent phone call to the office does not determine whether a tardy is marked as excused or unexcused. It is the discretion of the Valeo Office whether a

tardy will be considered excused or unexcused. Because tardiness to class disrupts the class instructional activities, habitual tardiness will be handled in the following manner:

(per class/per quarter):

- 3 unexcused tardies/qtr = 60 min. detention before school (7:00am-8:00am)
- 6 unexcused tardies/qtr = 90 min. Saturday morning detention (7:30am-9:00am). A parent conference will be scheduled at this point to help resolve the issue.
- 7 unexcused tardies/qtr = 5% will be automatically deducted off the student's quarter grade for that class + another 90 min. Saturday detention will be issued.
- 8 unexcused tardies/qtr = 10% will be automatically deducted off the student's quarter grade for that class + another 90 min. Saturday detention will be issued.
- 9 unexcused tardies/qtr = student will be referred to the Principal for further consequences up to removal from class.

Tardiness

Tardiness can be upsetting to the student and gets the day off to a bad beginning. **Students who are tardy should report directly to the office and receive an admission slip which is presented to the classroom teacher for admission to the class.** For prep school students, an accumulation of three (3) tardies / quarter equals a 60 minute detention; five (5) tardies equals a 90 minute detention and parent conference; for each subsequent tardy after the 5th, the student's grade will drop 5% for the quarter; 9 tardies equal an automatic F for the quarter. For elementary school students, five (5) tardies equal 1 absence on the attendance record.

Class Tardies

Tardies for prep school students will be issued *per class*.

Release From Classes

When it is necessary for a student to leave school during the day, release of the student must be made through the school office and approved by an administrator. **Parents must come to the school office and sign out the student.** Students will not be released via phone call, except for students who drive. Release of a student should be for emergencies only. Parents will be required to sign in/ out all students from the school office.

Lunch

Students must bring their own lunches on days which are not designated "Hot Lunch" days. Students are required to eat on campus during scheduled lunch times and in areas designated by the administration. All food items will be kept in student's bags or cubbies until lunch time. Absolutely no food or beverage is allowed in the classrooms during class or between breaks, except during authorized snack times. Plastic utensils, plates, and cups are not supplied by Valeo. If a student has need of any of these items, parents should supply them with their children's lunches. Food may not be left in cubby holes overnight. Any food left in the classrooms at the end of the day will be discarded.

Snacks

Students will be responsible to provide their own snack for the regular school day, and an early morning and afternoon snack if he/she will be participating in the Extended Care program. Parents are responsible for ensuring that snacks are easy to handle, dispose of and nutritious (i.e. bananas, carrots, string cheese, raisins, apple slices, crackers, etc.).

Food Allergies

In order to ensure that children are not exposed to food to which they are allergic, please inform the school of any and all food allergies a child may have by the first day of class. Students are not permitted to share or swapping food with one another. This information should be provided on the Parental Authorization, Consent and Release form. Please notify the school immediately when new food or medicine allergies are discovered.

Medication

The school will not be responsible for and refuses to administer medication of any kind to any student without a doctor's and parent's written permission to do so. In any case where the required written permission is presented, parental permission is required to give over the counter medications by the first day of classes, and both parental *and* physician permission is required to give prescription medications. All medication will be administered only in the dosage amount clearly indicated on

the bottle. No expired medication shall be administered, and prescription medication administered must be specifically prescribed to the child receiving the medication.

Electronic Devices

Portable radios, CD players, DVD players, iPods, and MP3 players are permitted. Personal cell phones, pagers, and iPods are allowed on school property, but must be turned off during school hours, except for designated times determined by the teacher and/or administration or in the event of an emergency.

Computer Usage

All computers are strictly for academic use during designated times during which students may work on writing/research assignments from their teachers. All work that is done must be saved on a floppy disk, CD, or jump drive, and no other work is allowed to be done on the computers other than that which is assigned (any work saved to a computer will be deleted).

Changes to the background, icons, colors, or the condition of programs installed or uninstalled are prohibited. Any violations of the computer usage rule will result in a \$25 fine and a 1-hour detention after school; and computer usage of any kind will not resume until the fine is paid. Students are not allowed to use computers for *facebook* or other social networks and will be fined \$25 for doing so. Any work saved to a hard drive will be deleted.

Gymnasium

Students are not allowed in the gymnasium without staff supervision. High school students are allowed if they have permission from the Phys Ed teacher.

Elevator

Students are not allowed to use the elevator. If a student is transporting something for a teacher that requires use of the elevator, that student must have an elevator pass. Students using the elevator without a pass will receive a detention. Should a student trip the alarm on the elevator, the family will be charged any fees incurred by the school for the arrival of emergency response vehicles.

Security

To ensure the safety of students at Valeo Academy, students and parents are forbidden to open an outside door and admit a visitor under any circumstances. All visitors must only be granted access by a teacher or staff member. If you see someone outside the door requesting entrance to the school, please notify a teacher or staff member immediately.

Classroom Parties/Celebration

If a parent desires to have their child's birthday celebrated by the class, they are welcome to do so by providing refreshments during lunch or at the end of a school day. Students who desire to plan parties to honor teachers and/or staff members must obtain approval of all plans from the office of Valeo Academy. Students, however, will not be permitted to solicit money from other students. In a situation where financial participation from other students is required, a parent or faculty member must be involved and have approval from the office. **The only family contact information that the school can release publicly will be published in the *Valeo Academy Family Directory*.**

Off-Site Parties

Students are not permitted to hand out invitations on school grounds for off-site parties. Any invitation to any party that is to be held outside of school hours, whether written or verbal, must be given off of school property. Private parties outside of school hours will not be allowed on school grounds.

JUNIOR & SENIOR PREP SCHOOL PHYSICAL EDUCATION STANDARD

Junior & Senior Prep School P.E. Dress

1. All Jr. & Sr. Prep students must be in the approved P.E. uniform to participate in class.
 - a. Approved P.E. Uniform:
 - i. Gray crew neck t-shirt w/ logo & navy blue gym shorts with logo
 - a. Solid gray t-shirt and solid navy blue athletic shorts also acceptable
 - ii. Navy blue sweatpants w/ Valeo Academy logo
 - a. Solid Navy blue sweatpants also acceptable
 - iii. Navy blue sweatshirt w/ Valeo Academy logo
 - a. Solid gray or navy sweatshirt also acceptable
 - iv. Students must wear socks & gym shoes
2. Any student not dressed in uniform will not be allowed to participate in class & sent to the office to sign in for the period. A loss of participation points will be noted. Students may not use the period to work on homework if they are not dressed for P.E. Instead, a separate assignment will be given per P.E. teacher's guidelines. The assignment is to be turned in at the end of the period to teacher.
3. If during the course of the quarter, any student comes to class not dressed in approved uniform three (3) times, the student's grade will be penalized 5% off final quarter grade.
 - a. 6 times = 10% deducted from final quarter grade
 - b. 9 times = 15% deducted from final quarter grade

Junior & Senior Prep School P.E. Attendance

1. Students will have a late penalty each time they arrive to class after 2:15pm. Students will be required to stay after class to make up their penalty as given by P.E. instructor.
2. An accumulation of 3 tardies per quarter will result in a (1) one-hour detention.
3. Only the following will be accepted as an EXCUSED absence from P.E. (no penalty given)
 - a. *Medical condition.* Student must present a written parental release to P.E. instructor in order to be exempt from all physical activity for that day. Without a written release, student must dress. Parent must state the reason for the exemption and the expected date of return. If medical condition persists for more than 1 week, the student must obtain a doctor's release in order for their absence to be considered EXCUSED. This form needs to be submitted to the P.E. instructor at the beginning of the 2nd week. If no doctor's release given, student will be expected to dress and participate in all physical activity.
 - b. *Excused Absence as noted by Attendance Office for that day*
4. The following will be considered as UNEXCUSED absences and a penalty given
 - a. Student forgets uniform or gym shoes
 - b. Student is tired or fatigued
 - c. Student does not have a written parental release note (see above)
 - d. Student leaves campus early for a personal appointment
 - e. Student decides to work on unfinished homework/tests/quizzes
5. ALL students are expected to be in the GYM at 2:15pm regardless of whether they have an excused absence or not. P.E. instructor will take attendance then dismiss any students needing to sign in at the Valeo office. Students will either be in class or working on a separate assignment. **NO STUDENTS SHOULD BE IN THE UPSTAIRS WING OF THE BUILDING DURING THE P.E. HOUR.**

GUIDELINES FOR STUDENT BEHAVIOR

Respect and Honor

Romans 13:7 "Render to all men their dues...respect to whom respect is due, and honor to whom honor is due." *Ampl.*

It is expected that all Valeo students will show proper courtesy and respect to all adults on campus as well as to their fellow classmates.

Respect is an attribute of Christian character that reflects moral restraint of inward and outward behavior, as well as deference to others, particularly adults and those in authority. The presence or absence of respect is the best way to evaluate the quality of character. God calls His people to a divine standard.

Courtesy and respect to all adults should include the following:

- Using "Mr.," "Mrs.," "Miss," "Ms.," or "Pastor" (using last names) when speaking with adults.
- Using "Sir" and "Ma'am" in responding.
- Using "excuse me," "please," "pardon," or other requests for repetition.
- Opening doors for all adults.

Students are expected to use "Please" and "Thank you" in all cases.

Standing is required when an adult enters the classroom or when asked to do so by the teacher.

Disrespect will be handled in the following manner:

- 1st Offense: Note sent home, call to parents.
- 2nd Offense: Note sent home, parent conference to issue warning of 3rd offense action, discipline slip issued
- 3rd Offense: Note sent home, suspension from school (minimum 2 days) and zeros (0) for all academic work.

The following constitutes disrespect, but is not considered an exhaustive list:

- Talking back to one in authority with a degrading attitude, tone or demeanor
- Gestures of a degrading nature
- Slandorous remarks behind the back of one in authority
- Not responding verbally or in a proper manner when questioned
- Speaking ill of the school, teachers, classes, etc.
- Offensive and unwholesome talk or body language

DISCIPLINE

Definition: *discipline*, v. t. 1. To instruct or educate; to inform the mind; to prepare by instructing in correct principles and habits; as to discipline youth for a profession, or for future usefulness. 2. To instruct and govern; to teach rules and practice, and accustom to order and subordination; as, to discipline troops, or an army. 3. To correct; to chastise; to punish. 4. To execute the laws of the church on offenders, with a view to bring them to repentance and reformation of life. 5. To advance and prepare by instruction.

Leading Ideas:

1. Discipline and education are interdependent. There can be no learning without discipline. The successful education of the child is in proportion to the quality of the discipline administered within the school.
2. The home, the church, and the civil spheres are three spheres of government ordained by God. Teachers in private schools derive their authority to educate (i.e. discipline) children directly from parents. Each teacher, therefore, must know and respect the authority of the home of each child taught. This is in contrast to teachers in government-funded schools who derive their authority to educate from the civil government.
3. Teachers must faithfully and skillfully exercise discipline in the classroom. "An immense effect may be produced by small powers wisely and steadily directed."

-Noah Webster

Teachers must maintain a three-fold focus:

- a. To produce the effect of successful education
 - b. To maintain mutual respect and accord with parents when governing their children
 - c. To acknowledge the value of each individual
4. Authority is given to parents by God to educate (discipline) their children
 5. Parents delegate this God-given authority and responsibility to educate (discipline) their children to teachers. This authority flows from the home through the school to the teacher. Classroom government is a reflection of the teacher's own disciplines and character.
 6. Discipline must satisfy the true needs of the child.
 - a. The need for security, order, safety, dependable supervision
 - b. The need for a positive image of himself, his life, his work, his relationship with his teacher
 - c. The need to receive sincere, careful attention
 - d. The need to learn, thrive and be nurtured
 - e. The need for systematic routines, guidance and preparation
 7. Christian self-government (discipline) is internal; it is not compliance (the result of external oppression, force, or fear of penalty); it is not identification (conformity to group expectation); it is internalization (decision-making wisdom with commitment to the consequences both present and future of the choices.)

DISCIPLINE STANDARDS

Valeo Students are expected to abide by the classroom constitutions established. The following constitutes behaviors that are unacceptable at Valeo Academy and the consequences issued for them. This list is given for illustration purposes only and is not an exhaustive list of all offenses that may be punished. Furthermore, teachers and administrative staff reserve the right to have discretion in the consequence for the offence and may impose a consequence for an offense listed that is different than or greater than the consequence listed. An Incident Report will be filled out any time these instances occur and a consequence is issued.

Grades	Offense	Consequence
K-6	Running in hallways and stairways	Lose Recess/Break (lower grades will adjust to make age appropriate).
7-12	Boisterous and inappropriate behavior in hallways/stairways or sliding down railing	Cleaning classrooms for the teachers after school.
K-6	Verbal or physical mistreatment of other students	Write a half-page of nice things about that person (lower grades will adjust to make age appropriate).
7-12	Verbal mistreatment of another student (includes sarcastic, mocking or degrading remarks)	1 hour community service detention after school and an apology letter written.
K-6	Leaving school building or grounds during school hours without permission or wandering to unsupervised church areas	1 hour detention after school. Write out 10 scriptures in the Bible on obedience and write a summary** (lower grades will adjust to make age appropriate). Parent Contacted.
7-12	Leaving school building during school hours without authorized permission or wandering to unsupervised church areas	1 hour community service detention after school. Parent contacted.
K-6	Being disruptive or causing a disturbance in class, hallways or study hall	Lose the privilege of speaking for 15 minutes. If behavior persists, student will eat lunch alone in the classroom that day. (lower grades will adjust to make age appropriate).
7-12	Being disruptive or causing a disturbance in class, study hall, or hallways	Lose the privilege of speaking for 30 minutes. If behavior persists, student will stay after school for community service.
K-6	Meddling with other people's property (i.e. handling others' property without permission)	Write out 10 scriptures in the Bible on avoiding covetousness. Write an apology to the other person, a summary on being content with what you have (lower grades will adjust to make age appropriate). Parent contacted depending upon the circumstance.
7-12	Meddling with other people's property	Loss of locker privileges for a period of time determined by the teacher.
K-6	Physical mistreatment of others/not keeping hands to oneself (i.e.: hitting, improper touching, pushing, kicking, etc.)	Use hands in a useful way by staying 1 hour after school to help clean classroom or perform community service in school (lower grades will adjust to make age appropriate). Parent contacted.
7-12	Physical mistreatment of others— includes strife & fighting	90 min. community service detention after school. Parent Contacted. Writing assignment given.
K-6	Fighting/Strife	After school detention for 1 hour with writing assignment: Find 5 scriptures in the Bible on strife and 5 scriptures on love. Write a summary** (lower grades will adjust to make age appropriate). Parent contacted.
7-12	Student came to class unprepared (i.e. – no homework, paper, pen, calculator, etc..)	Students may not return to their lockers or desks for forgotten items once class has begun. Teacher will deduct points from participation grade if student is not fully prepared for class.
K-6	Gossiping	Lunch in the classroom for 2 days (lower grades will adjust to make age appropriate).
7-12	Gossiping	Write an apology letter to the person whom student gossiped to or about. Eat lunch in

		classroom for 2 days.
K-6	Eating food or chewing gum in class	One verbal warning given; then loss of break (lower grades will adjust to make age appropriate).
7-12	Chewing gum; eating or drinking in class without permission	One verbal warning; if continues student will stay after school to clean the dry erase boards of teachers and/or scuff marks off floor.
K-6	Using a cell phone/pager/Gameboy, etc. during class	Item will be confiscated and only released to the parent (lower grades will adjust to make age appropriate).
7-12	Using cell phone, including text messaging, taking pictures, downloads, playing video games, etc., i-pod, cd player, etc... during class time	Item will be confiscated and only released at end of day. Cell phones, i-pods, & other electronic devices must remain <u>off</u> and in <u>student's locker</u> . Lunch period only permissible time students may use these items. 1st offense = item confiscated; 2nd offense = item confiscated, parent contacted; 3rd offense = item confiscated, parent contacted, 1 hour detention after school.
K-6	Non-compliance with uniform policy	3 warnings given; upon 3 rd occurrence, notice sent home with parent signature required.
7-12	Non-compliance with uniform policy	For the first 3 violations, a notice sent home with parent signature required. For every violation after that, a 60 minute community service detention will be served.
K-6	Tardiness	Notice will be sent home with parent signature required and a consequence will be issued.
7-12	Tardiness (per quarter)	3 tardies /quarter = 60 min. detention; 5 tardies /quarter = 90 min. detention + parent conference ; For each subsequent tardy after the 5th, the student's grade will drop 5% for the quarter; 9 tardies = automatic F for the quarter
K-6	Defiance/Disobedience/Disrespecting those in authority* (i.e., arguing, undermining teacher authority, not addressing those in authority properly, critical or derogatory remarks about the school or a class, etc.)	Copy 10 scriptures on honoring authority. Write a 1-page summary on the importance of honoring and respecting those in authority (lower grades will adjust to make age appropriate). *If this behavior persists, parent will be contacted.
7-12	Defiance/disobedience/disrespecting those in authority (i.e. – arguing, undermining teacher authority, not addressing those in authority properly, critical/derogatory remarks about the school, teacher, or class, etc.)	1 hour community service detention. Parent Contacted immediately. Writing assignment given.
K-6	Skipping class or school	Detention and extra assignment, parent contacted (lower grades will adjust to make age appropriate).
7-12	Unauthorized absence from school or skipping class	1 hour community service detention and an extra assignment given. Parent contacted.
K-6	Cheating or plagiarism	Zero on work, parent contacted (lower grades will adjust to make age appropriate).
7-12	Cheating or plagiarism	All students involved will receive an automatic zero on the assignment/test. Parent contacted.
K-6	Lying	Find 10 scriptures in the Bible on telling the truth and write a summary, parent contacted (lower grades will adjust to make age appropriate).
7-12	Lying and/or deception	90 min. community service detention; essay assigned. Parent contacted.
K-12	Stealing	Pay back 7-fold to the one from whom they stole (Proverbs 6:31), parent contacted (lower grades will adjust to make age appropriate).
K-12	Swearing, using obscenities	Lose the privilege of speaking for 30 minutes; written assignment given. If behavior

		continues, parent will be contacted. (lower grades will adjust to make age appropriate).
K-6	Abuse or willful destruction of school, church, or others' property (i.e. writing on walls/tables/desks, writing in textbooks, defaming office or computer equipment, etc.)	Fine issued for repairs, parent contacted. (Lower grades will adjust to make age appropriate).
7-12	Abuse or willful destruction of school, church or others' property (i.e. – writing on walls, tables, desks, writing in textbooks, defaming office or computer equipment, etc.)	Fine issued for repairs; parents contacted. 1 hour detention.
K-12	Inappropriate display of affection	Mandatory counseling
K-12	Sexual harassment	Mandatory counseling
K-12	Drinking, smoking or possession of tobacco or alcoholic beverage	Mandatory counseling, possible suspension
K-12	Possession, sale or use of illicit drugs	Expulsion
K-12	Possession or use of a weapon of violence	Expulsion
K-12	Committing a serious breach of conduct inside or outside of the school which has an adverse effect on the testimony or reputation of the school	Mandatory counseling
K-12	Arson or false alarms	Expulsion
K-12	Bomb threats	Expulsion

~Repeat offenses will result in greater consequences as determined by school administration.

* Reoccurring or disruptive classroom behavior will not be tolerated. Students who are unmanageable will be sent to the office. A slip will be sent home to be signed by parents.

**Writing assignments during after school detention must be completed during detention time. If assignment is not completed, detention will continue the next day until assignment is completed. Detentions will be on Mondays, Wednesdays, and Fridays. Parents will be given a 24-hr. notice before all detentions.

Unacceptable behavior differs in its severity and thus, will receive different disciplinary response:

Less Serious Offenses

Disciplinary response will usually follow this progression. Teacher will speak to student to explain his/her offense. Then, depending on severity, age of child, and circumstances, discipline such as the following: 1) warning (either verbal or visual), 2) loss of privileges 3) call to parents. Punishment is at the discretion of the teacher and/or administration.

More Serious Offenses

One of the following disciplinary responses: 1) loss of privileges, 2) stay after school to perform cleaning duties for one hour 3) sent to principal and call to parent, 4) probation, 5) suspension, 6) expulsion. Punishment is at the discretion of the teacher and/or administration.

Corporal Punishment

It shall be the policy of Valeo Academy that corporal punishment (i.e. the rod/spanking) will **NOT** be administered to any student by any representative of Valeo Academy. This is clearly a responsibility designated to the parent alone.

Valeo Honor Code Pledge

(can be found at the end of this document)

Valeo Honor Code Pledge Grades K-12

Children in grades K-12 will be required to sign a pledge to follow the Valeo Honor Code Pledge. In signing this pledge, students are committing to a 24-hour lifestyle of honor on and off campus. A parent's signature indicates agreement with the Honor Code and support of the school in monitoring student actions on and off campus. Only those students and parents who are in agreement with the 24-hour honor code will be admitted to school.

SCHOOL-PARENT COMMUNICATION

School life is individuals, relationships, and communication. Effective and loving communication is an essential key in Christian education. Since parents ultimately bear the responsibility of their child's education, it is essential that open and healthy communication exists between home and school. At Valeo Academy, we are dedicated to this principle and pray that we are consistent and careful as communicators. As educators, we know that in the classroom we must first build a loving and accepting relationship of trust with each child before any learning begins. Therefore, we are dedicated to placing our relationship with people first in all that occurs in our principles, policies and practices of the daily educational process. We are not perfect, but do believe that God is able to bless our efforts to maintain supportive and loving relationships and forgive our shortcomings. We prayerfully apply Biblical principles to problems as they arise. We have many avenues for communicating school life and your child's academic progress. We apply Biblical principles for handling problems and repairing misunderstandings. Therefore, we ask that you please take time to read this complete chapter and make the commitment to walk in love with us, as we serve you and your family through Christian education.

The Weekly Goal Sheet

The Goal Sheet is a valuable weekly communication for parents. The best way to keep informed about school life at Valeo Academy is to read your child's goal sheet every Monday afternoon when your child brings it home. Teachers will also email a copy to parents Monday afternoons.

The Goal Sheet contains:

- Weekly grades for every subject studied by your child
- Weekly schedules by subject and a short description about the weekly theme
- Homework assignments
- Spelling lists
- Memory verses
- Pertinent classroom information
- Letter from the homeroom teacher
- Space for personal comments from teachers

PowerSchool Parent & Student Portal

PowerSchool Parent Portal gives you access to real-time information on attendance, grades, assignment descriptions, school bulletins, and personal messages from the teacher. Stay on top of assignments and participate more fully in student progress. Navigate to PowerSchool by going to <https://valeoacademy.powerschool.com> and then typing in your web ID and web password on the login page (passwords are assigned in quarter 1). Be sure to keep your login information safe by not giving it to anyone, as it contains your confidential records. To maintain confidence between parents and teachers, students will login separately from their parents.

SCHOOL-PARENT INVOLVEMENT

We welcome involvement of our parents in the activities of the school. At the time of orientation parents are asked to identify what ways they can assist their child's teacher(s) by giving of their time and talents in ministry. For each student enrolled, parents are required to give 7 hours of volunteer work towards assisting with school fundraisers, productions, classroom activities, or administrative support.* Volunteer work brings you in close communication with the teachers, staff and other parents. You are able to acquire sensitivity to the needs of the school and to see how everything works together for the good of the student. There is something about working together which binds your hearts together while you are accomplishing the tasks to be done. * *Families with Scholarship Awards are asked to give at least 10 hours per student.*

Parent-Teacher Conferences

Any parent who wishes to have a conference with a teacher is encouraged to do so. The parent may call the school for an appointment with the teacher. Should a conference with an administrator be desired, the same procedure should be followed.

Parental Visits

It is the desire of the administration and faculty to be of service to both parent and student. We welcome parents who wish to visit. We do require, however, that any visit to a classroom be made in advance by appointment with the office. All guests will be required to sign in.

Attending School Functions

This is important because it shows your child that their education means a great deal to you, for you are giving priority to their school by making an effort to attend its functions. Students who excel are generally from homes where parents place a high value upon being involved with the school.

PTF

The Parent Teacher Fellowship (PTF) is Valeo Academy's parent-teacher organization which meets monthly on the first Tuesday of each month. The PTF discusses current school items, plans and facilitates school fundraisers, assists with marketing of the school, and helps run school events. All parents are encouraged to participate..

Prayer

Pray daily for the faculty and students. God works on behalf of those who pray. Many times, educational change does not come rapidly. "For precept must be upon precept, line upon line, here a little and there a little" (Isaiah 28:10.) As you observe a student from day to day, it is not always possible to see how they have changed. However, when you look back over three months, six months, or a year or two, you can see that God has done much in that student's life. Be faithful and patient in your daily prayer support of the school.

Attitude

Be enthusiastic, and speak good reports about the school. Your positive attitudes about the school influence the attitudes of your children toward the school. Your word of encouragement, your friendly smile, your positive endorsement, causes those who minister to your children to do better.



PARENT'S PLEDGE OF PARTNERSHIP *Valeo Academy*

We at Valeo Academy believe that the Christian Education of each child is most effective when the training in both home and school correspond. Our goal is to contribute to the development of young men and women of character, who are being similarly trained at home to govern themselves, their words, their thought lives, and actions according to the Word of

God at home. The responsibility for training a child in the way he should go ultimately rests on you as a parent. Children are a reflection of how we live, not just what we say. Therefore, we at Valeo Academy ask you as a parent to partner with us in raising up a generation of children that will change this world for the glory of God!

Please read each statement, sign, and return to the Office of Valeo Academy.

1. I pledge that Jesus will be the Lord over my life and my family. I will guide my children into understanding the benefits and the rewards that come through seeking first the Kingdom of God.
2. I pledge to raise my children according to the Biblical pattern of holiness. I will lead by example and by oversight. I will teach my children to "guard their heart with all diligence for out of it spring the issues of life". (Prov. 4:23)
3. I pledge to govern myself in my attitudes, words, and actions – and will teach my children to do the same. I will teach my children to understand the blessing that comes from honoring their parents as their God-given authority, as well as their teachers, their pastor, and most of all the Word of God.
4. I pledge to demonstrate to what a Godly relationship should be through my own relationship with God, my spouse, my children, and my church. I will help my children understand the importance of Godly relationships which empower, encourage, and serve God's plan versus superficial and disposable relationships which often cause hurt and damage our witness.
5. I pledge to be a person of integrity. Character will be supreme in my attitude, my life, and my home.
6. I pledge to communicate love, encouragement, and discipline to my children on a regular basis, opening the way for them to feel free to talk with me about anything. I also choose to be peaceful and friendly in my speech with the staff, avoiding defensiveness and strife that will hinder working towards a quick resolution. I commit to resolve issues "upwards" with teachers and administrators in the event of a disagreement or issue that may arise concerning my child. I refrain from gossip, negative speech and slander of a fellow parent, student, or teacher of Valeo Academy.
7. I understand that I am ultimately responsible for the education of my children, and I commit to reinforcing punctuality, excellence, neatness, resourcefulness, and independent reading and study in the home. Furthermore, I pledge to supervise assigned homework daily, making sure that all books and completed homework are returned to the school on the due dates.
8. I pledge to comply with Valeo Academy's full discretion of grade placement for my child as it is based on test scores, transcripts, and age where appropriate.
9. I believe that all healing comes from God (1 Peter 2:24). However, I agree not to send my children to school when they are experiencing severe symptoms of illness, so as to help prevent illness from spreading to other students.
10. I agree to keep my financial commitment to Valeo Academy as a priority, and I agree to pay all required tuition and fees. I agree that if delinquent, I will pay all late charges, collection costs, and any legal fees, if necessary. I also understand that the enrollment application cannot be considered without the registration fee, and that if the student is accepted, the registration fee will not be refunded.
11. I understand there are many ways to serve Valeo Academy. **I commit to giving 7 hours of volunteer time per student of mine during the course of this year.**

Print Name(s) _____

Father or Guardian's Signature _____ Date _____

Mother's Signature _____ Date _____

"And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."

Deuteronomy 6:6-9

HANDLING PROBLEMS, OFFENSES AND COMPLAINTS

We as Christians are expected by the commands given in the Word of God to walk in unity and harmony with God and each other in our association as a school family. The Bible instructs us to resolve conflicts before the sun goes down. As Ephesians 4:25-27 admonishes us, "Therefore, laying aside falsehood, speak truth each one of you with his neighbor, for we are members of one another. Be angry, and ye do not sin; do not let the sun go down on your anger, and do not give the devil an opportunity."

Many opportunities arise in relationships over the course of a school year that could give cause for disunity. At Valeo, problems are seen as opportunities for communication and resolution. In the daily life of one administrator or teacher, there are many possibilities for misunderstandings in communication. Teaching and learning IS communication. What a child perceives may or may not have been what was communicated by the school. This principle also works in reverse. Therefore, open and immediate communication with the SOURCE of the misunderstanding is necessary for understanding and resolution. If you have been offended in some way, always begin by finding out just what was communicated or done.

The Bible tells us to first BELIEVE THE BEST of one another in LOVE. Relationships are built on TRUST!

Valeo board members, administrators, teachers, and staff take seriously the sacred trust of educating children and expect that parents uphold that same trust and commitment at home. We appreciate parents who maintain the integrity and reputation of each Valeo Family member in their homes by faithfully practicing the Word of God.

For the welfare of each child and his education, as well as for the continued health and growth of Valeo Academy, we are commanded by the Word of God to resolve any conflict, offense, or hurt by applying his Word. Frequently when an individual does not deal with a problem or an offense scripturally, the relationship spirals on a downward course to disunity. A miscommunication frequently leads to a more serious problem, which can eventually break the fellowship and association. There are many scriptural admonitions and instructions in the Bible for how to maintain healthy relationships.

Here are simple steps to follow in resolving any conflict which arises:

1. Deal immediately with problems when they arise, no matter how insignificant they appear.
2. Prayerfully GO FIRST TO THE SOURCE of the misunderstanding. ***If there is a problem with a teacher or staff member, do not go to a Principal or Administrator until you have first met with the person involved, and have made efforts with that person to resolve the conflict.***
3. Deal with problems in private with only the person(s) involved.
4. Forgive quickly, apply mercy, and see each person fresh every day. Believe God for total restoration in the relationship and walk in brotherly love.

MISCELLANEOUS

Address or Phone Changes

Whenever there is a change of address or phone number, *please call the office immediately and notify us of the change*. In the event of an emergency or urgent matter, it is vital that the school has updated contact information for parents as well as emergency contacts. The same is true for changes in doctors' and/or emergency numbers, and people who are authorized to sign your children out once they have been brought to school.

Transportation Reimbursement

Parents of Valeo Academy may be eligible for transportation reimbursement from the state of Illinois. A notice will be sent out in November for you to assess if you are eligible. Claims will be taken February-June of 2007 in the Valeo Academy office.

Advertising/Brochures/Fliers

It is the policy of the school to not display or post any advertising announcements, brochures, fliers, posters, etc., from students, parents, staff or outside agencies.

School Closings

Notices for school closings due to inclement weather will be placed on the Valeo Academy voicemail by 6:00am on the day of the closing. Please call the office of Valeo Academy (847-645-9300) beginning at 6:00am to determine whether or not school will be in session that day.

Lost & Found

Any school uniform items left in the Lost & Found over 4 weeks will be cleaned and re-sold. Families may claim items that are labeled with their child's name; however storage and cleaning fees may be charged. Non-uniform items will be kept in the Lost & Found for 1 week, after which they will be taken to the Lost & Found at the LCIC Guest Services.

Fire/Disaster Drills

Fire drills are held on a regular basis. When the alarm sounds, children will go with their teachers quickly and quietly outside the building to the designated area. An announcement will be made by the Executive Director of Valeo when to return to the building. It is necessary that all students be present and accounted for. During a tornado drill, students are to sit on the floor facing the inner hallway walls with legs crossed, bending forward and hands over heads. Female students in skirts may kneel. Teachers will familiarize students with the proper exit route.

Injuries/Safety

Valeo Academy administration and staff desire for all children to be safe at all times. Because any injury can be potentially serious, children are required to report all injuries to their teachers. The teacher must fill out an incident report, submit it to the parent for signature when the child is picked up, and give the parent a signed copy regardless of the scope of the injury. If your child comes home with an injury and you did not receive an incident report, please let the school know immediately.

Children are to report any equipment or apparatus they consider dangerous. If your child tells you about a piece of equipment or an apparatus that sounds dangerous or if you see firsthand a piece of equipment or an apparatus that looks dangerous please immediately report it to your child's teacher or an administrator.

Students are not to move a fellow student with an injury. They are to immediately notify a teacher when another student becomes injured. Please review basic first aid procedures with your children on a regular basis so that they will know what to do in an emergency situation.

PLEDGE OF HONOR

PASTOR GREGORY M. DICKOW



I PLEDGE TO...

Honor God by loving Him with all of my heart, mind, soul and strength; and holding nothing back from Him.

Honor my parents always, in or out of their presence, so that all will go well with me and I will live long in the earth.

Govern myself through the power of the Holy Spirit and the fruit of self-control. For that is where all government begins.

Clothe myself with humility and serve my fellow classmates, treating them as more important than myself.

Yield to the Holy Spirit and to all of the fruit of the Spirit: love, joy, peace, patience, kindness, gentleness, goodness, faithfulness and self control.

Abide in God's love by believing in His unconditional love for me and loving others in the same way.

Respect and submit to my parents, teachers and all those in authority over me.

Stay focused on the lesson at hand and assignments

Avoid envy, strife and contention at all costs, because it will only lead to evil.

Be a doer of God's word, and not a hearer only, so that I will not deceive myself.

Not be offended or easily hurt, for then I will reach the end that God has destined for me.

Walk by faith and not by sight.

Take personal responsibility for my thoughts, words, and actions; for they determine my character, and my character determines my destiny.

Student's Signature

Date

Parent's Signature

Date



Valeo Academy Handbook Family Acknowledgement Agreement

Each Family attending the school must read the Valeo Academy Handbook, sign this form, detach and return it to the school office by August 31, 2010.

I (we) have read and understand the policies set forth in the Valeo Academy Handbook. I (we) agree to abide by the policies of Valeo Academy and to support the school and its representatives through adherence to all policies.

I (we) understand that the Valeo Academy Handbook is not a comprehensive guide as it is impossible to cover all relevant topics. I we agree that if a situation arises that is not adequately covered in the Valeo Academy Handbook, we will give deference to the school administration and staff regarding the addendum or modification of any policies, and will cooperate with them fully in their attempts to resolve the situation.

Print Name(s) _____

Father or Guardian's Signature _____ Date _____

Mother's Signature _____ Date _____